



The Bar Tribunals & Adjudication Service

The Council of the Inns of Court

The Inns' Referral Form to the ICC

Referring Inn:	Choose an item.
Application/Stage	Choose an item.
Name of referred applicant:	Click here to enter text.
Date of notification of matter to Inn:	Click here to enter a date.
Date of referral to the ICC:	Click here to enter a date.
Reason for referral:	Choose an item.
Brief description of the matter:	Click here to enter text.
Date of matter:	Click here to enter a date.
Age at date of matter:	Click or tap here to enter text.
2nd matter (if applicable):	Choose an item.
Date of matter:	Click here to enter a date.
Age at date of matter:	No yrs
Brief description of the matter:	Click here to enter text.
3rd matter (if applicable):	Choose an item.
Date of matter:	Click here to enter a date.
Age at date of matter:	No yrs
Brief description of the matter:	Click here to enter text.

The Bar Tribunals & Adjudication Service

9 Gray's Inn Square,
London
WC1R 5JD
T: 020 3432 7350
E: info@tbtas.org.uk

The Council of the Inns of Court. Limited by Guarantee
Company Number: 8804708
Charity Number: 1155640
Registered Office:
9 Gray's Inn Square, London WC1R 5JD

Evidence:

Please ensure that all of the relevant documents are submitted and in the order below.

Cat 1 (Crime) Evidence: court papers/sentencing remarks/conviction papers/probation reports etc.	Choose an item.
Cat 2 (Other - Medical) Evidence: medical reports, GP letter etc.	Choose an item.
Cat 2 (Other - Bankruptcy/Financial) Evidence: certificate of bankruptcy, director disqualification, IVA, credit check etc.	Choose an item.
Cat 2 (Other - Relevant Order) Evidence: non-molestation; football banning order etc.	Choose an item.
Cat 2 (Other – Other) Evidence – any other evidence of matters that bring into question an applicant’s fitness to practise.	Choose an item.
Cat 3 (Academic History) Evidence: Plagiarism report/ evidence of appeal against [if applicable] etc.	Choose an item.
Cat 4 (Regulatory History) Evidence: Report from the SRA; Disciplinary report; evidence of appeal against [if applicable] etc.	Choose an item.
Full submission by applicant including their attitude to the matter and, where appropriate, rehabilitation [Bankruptcy - submission must include size of debt, to whom owed, how it arose, steps taken to achieve discharge. Academic History – submission must include the extent to which the individual was aware of the rules and should have realised the action constituted academic misconduct].	Choose an item.
Two character references from independent professionals who know the individual well including a statement that the referee knows the purpose for which the reference is provided (such as to support and application for admission or Call). A reference that records that: <ul style="list-style-type: none">• the referee is aware of any matters disclosed which suggest the individual is not a fit and proper person;• sets out the referee’s evaluation of those matters when reaching the conclusion stated in the reference; and• the referee is willing to be contacted by the ICC if necessary; may be accorded greater weight by the ICC.	Choose an item.
Application form (as appropriate)	Choose an item.
Current CV	Choose an item.
Other	Choose an item.

The Bar Tribunals & Adjudication Service

9 Gray’s Inn Square,
London
WC1R 5JD
T: 020 3432 7350
E: info@tbts.org.uk

The Council of the Inns of Court. Limited by Guarantee
Company Number: 8804708
Charity Number: 1155640
Registered Office:
9 Gray’s Inn Square, London WC1R 5JD

Details:

Address:	
Email (if available):	
Telephone (if available):	
Is it anticipated that any facts will be in dispute?	Choose an item.
How many witnesses are anticipated to attend?	Choose an item.
Are reasonable adjustments necessary for the parties and their representatives or any witnesses attending? If so, please provide details.	

For ICC office use only

Date referral received:	Click here to enter a date.
Date of Screening Panel:	Click here to enter a date.
Confirm that no other documents received in relation to the individual from other Inns:	Choose an item.
Decision of Screening Panel:	Choose an item.
Decision communicated to the Inn:	Click here to enter a date.
Date of Hearing (if applicable):	Click here to enter a date.
ICC Case Reference:	
Panel members: (Insert names below)	
Chair: Barrister: Lay:	

The Bar Tribunals & Adjudication Service

9 Gray's Inn Square,
London
WC1R 5JD
T: 020 3432 7350
E: info@tbts.org.uk

The Council of the Inns of Court. Limited by Guarantee
Company Number: 8804708
Charity Number: 1155640
Registered Office:
9 Gray's Inn Square, London WC1R 5JD

Conflict check

I can confirm that none of the above-named panel members are members of a BSB/Bar Council committee:		Choose an item.
Staff member:		
Signature:		
Registrar:		
Signature:		

Notes/other relevant details:

Date last amended: 14 February 2020

The Bar Tribunals & Adjudication Service

9 Gray's Inn Square,
London
WC1R 5JD
T: 020 3432 7350
E: info@tbts.org.uk

The Council of the Inns of Court. Limited by Guarantee
Company Number: 8804708
Charity Number: 1155640
Registered Office:
9 Gray's Inn Square, London WC1R 5JD