

Complaint Form

About You

How would you like us to address you?

Mr Mrs Ms Doctor Professor

Other:

Your First name:

Your Last Name:

Your Full Address:

Your Email Address:

Preferred Contact Number:

Are you making a complaint on behalf of anyone else? Yes No

(If "No", please go to Who are you complaining about?)

What is their full name:

What is their Full Address:

What is your relationship to the person who wants to complain:

Have they agreed to you making this complaint on their behalf? Yes No

Please note that we require a signed letter of authority from the person who wants to complain.

This can be uploaded at the end of this form or posted to us.

Who are you complaining about?

Name of the barrister, pupil or member of staff:

What are you complaining about?

Please provide details of what was or was not done that has made you dissatisfied with the service you received

Problem:

Date you first became aware
(dd / mm / yyyy)

What would put things right for you?

If at all possible, we would like to put things right for you. This could be an apology, the return of documentation or simply completing the work. Please see the Complaints Policy for the procedure in respect of the potential for a finding of professional negligence or the imposition of a financial liability.

Please let us know what you would like to happen:

Agreement

I agree that:

1. I give permission for all material paperwork and details to be released to the nominated investigator to allow for a full investigation of my complaint.

Signed: Date:

Documents

Please attach any documents (including signed letter of authority if you are making a complaint on behalf of anyone else) that you think will assist in the investigation of your complaint.

Send Completed Form

Please send the completed form by email or post to:

Email: tony@ropewalk.co.uk

Post: Tony Hill, Senior Clerk, Ropewalk Chambers, 24 The Ropewalk, Nottingham, NG1 5EF