

## Bar Tribunals and Adjudication Service

### Witness guide

This guide is designed to help provide information on what to expect, as a witness, when you arrive at the Bar Tribunals and Adjudication Service (BTAS) and when giving evidence before a Tribunal.

#### **When you arrive**

The Tribunal room can be found at [9 Gray's Inn Square, London, WC1R 5JD](#). Please also see a [map](#) of the surrounding area on page 5. Press the buzzer for 'The Tribunal' upon arrival.

When greeted over the intercom, please state your name and that you have arrived for a hearing. The Tribunal Suite is located on the first floor, there is a lift available for you to use.

You will be met by a member of BTAS staff who will show you to a waiting room, they will inform the relevant legal team that you have arrived.

There is tea, coffee, water and Wi-Fi available in the room for you.

Please note that the room may be shared with other witnesses for the same hearing.

You will be asked what oath you would like to take before giving evidence, this can be swearing on a holy book or affirming. The wording will be given to you on the day but can also be supplied in advance at your request.

It may be possible, if the hearing has not started, that you can view the hearing room before giving evidence. Please see [below](#) if special measures or reasonable adjustments have been arranged.

You are not permitted to view the hearing in the public gallery before giving your evidence.

You may bring along support with you and they can be present with you in the waiting room and sit in the public gallery during your evidence, please inform the legal team if you are planning on bringing anyone with you.

Whilst waiting or during breaks in giving evidence you must not discuss the case or your evidence with anyone else.

If you are worried about encountering anyone involved in the hearing on the day, please inform the legal team and/or BTAS staff and we will put provisions in place to support you. However, we cannot guarantee that you will not encounter anyone.

## **Giving evidence**

You are unable to enter the hearing room once the hearing has started.

Whilst the hearing is structured around a timetable which includes the time you are expected to give evidence, there may be unexpected delays, you will be kept updated.

When it is your time to give evidence, you will be collected from the witness room and brought into the Tribunal room.

You will be brought over to the witness table and asked to read the oath/affirmation you have chosen out loud whilst standing.

After, you can take your seat and the Tribunal members will be introduced to you, their names are displayed in front of them.

You may address the Chair as 'Chair'.

Water is available to you on the table.

There will be a bundle of documents in front of you, which will include your witness statement, you may be asked to turn to any relevant pages during the course of your evidence. If you are taken to documents you have not seen before, take your time to familiarise yourself with it before answering the question.

The legal party who has asked you to be a witness for will begin by identifying who you are and then asking any questions they have for you. After this, you may be cross examined by the other legal party. Following that, there may be re-examination questions, and the Tribunal members also have an opportunity to ask you questions.

It may help if you take your time to think about the question you have been asked. If there is anything you do not understand please ask for the question to be repeated or clarified. If you are unable to answer a question, please do not speculate or guess, it is perfectly acceptable for you to say that you do not know.

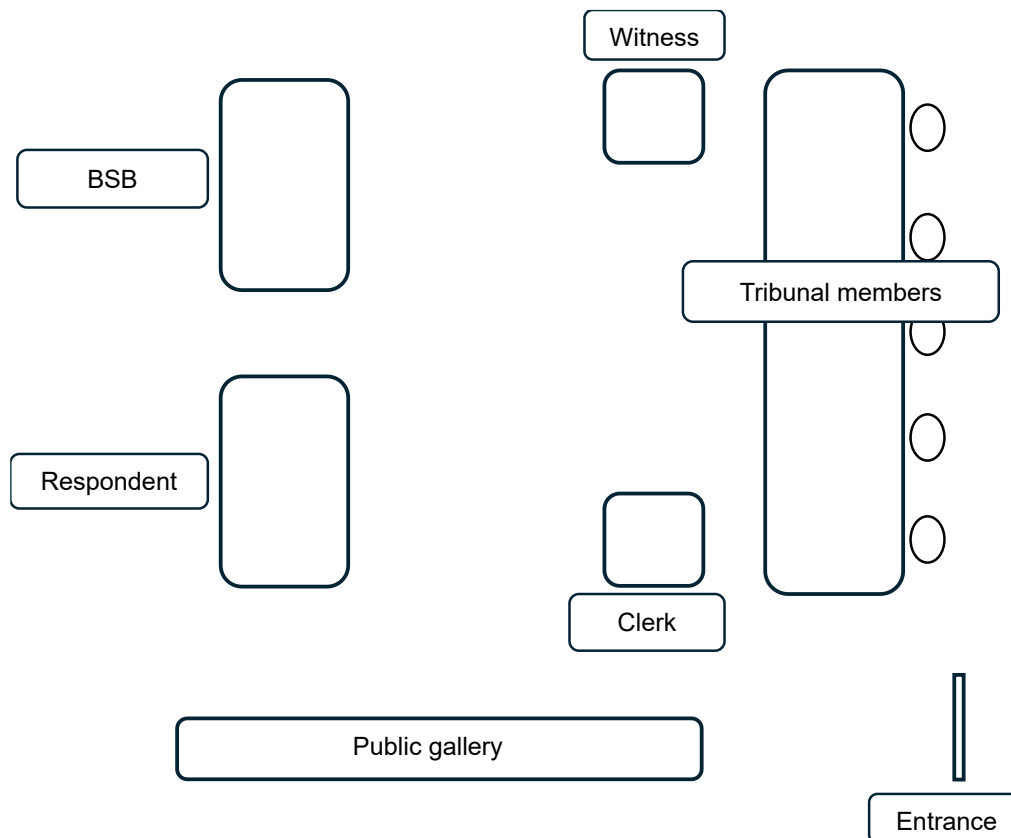
If you are giving evidence for a long time, there will be regular breaks. However, if you require a break during any part of your evidence, please ask and address this to the Chair of the Tribunal.

After you have given your evidence, you will be taken back to the waiting room where you can wait for the legal team to talk to you afterwards, or you may leave.

If it is appropriate, you may also view the rest of the hearing in the public gallery.

## **Who is in the room**

The hearing room is set out below



### **The Tribunal members**

The Tribunal Panel consists of barrister, lay (non-barrister) members and a Judge or King's Counsel (KC) who Chairs the hearing. You will be introduced to them before starting your evidence.

### **The Clerk**

There will be a Clerk who is there to ensure the smooth running of the proceedings.

### **Legal teams**

The BSB legal team, their Counsel and the Respondent and any legal team/Counsel they have will be present.

### **Public**

There is a public gallery which may consist of member of the public and press. If the hearing or parts of the hearing are taking place in private, members of the public and press will be asked to leave and will return when the hearing resumes in public.



### **Reasonable Adjustments**

If you have requested any reasonable adjustments in order to give evidence, e.g. taking breaks or having questions put to you in a certain way, these will have been discussed between parties prior to the hearing and the Tribunal members should be aware of your needs. If you have any queries, these can be discussed with the legal team and/or a member of BTAS staff on the day.

### **Special measures**

If special measures have been put in place for you to give evidence, i.e. a screen, the legal team and BTAS staff will talk you through the process and show you layout of the hearing room to ensure that you are comfortable with the arrangement before you give any evidence.

If you have any general questions on the day, please speak to a member of BTAS staff.



## Map to BTAS and surrounding area

