



THE HONOURABLE SOCIETY OF
THE INNER TEMPLE

Call to the Bar Guidelines

Guidance on applying to be called to the Bar
in 2024/25





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Before you start...

Please use these guidelines as your point of reference if you are applying for any of the following ceremonies:

2024

- Trinity – Thursday 25 July 2024
- Deferred Trinity – Thursday 10 October 2024
- Michaelmas – Thursday 28 November 2024

2025

- Hilary – Thursday 20 March 2025

Dos:

- ✓ **Do** begin the application process as soon as possible.
- ✓ **Do** start your application prior to receiving your Bar Training Course or Bar Transfer Test results.
- ✓ **Do** start your application prior to attending the requisite number of Qualifying Sessions (QS).
- ✓ **Do** start the process of obtaining the required criminal record check/s as soon as possible.
- ✓ **Do** add Tiffany-Rochelle Louis-Byfield (call@innertemple.org.uk) to your Safe Sender List of approved email contacts.
- ✓ **Do** keep your address and contact details updated with the Inn.
- ✓ **Do** keep us informed of any changes to your circumstances that might affect you being called to the Bar.

Don'ts:

- × **Do not** begin your application before you have thoroughly read these guidelines.



Guidance on applying for Call

1. Call dates and application deadlines

The Call to the Bar ceremony dates and corresponding application deadlines in 2024/25 are listed below.

Call Ceremony	Ceremony Date	Location of Ceremony and Reception	Application Deadline
Trinity	Thursday 25 July 2024	Temple Church and Church Courtyard	Friday 28 June 2024
Deferred Trinity	Thursday 10 October 2024	Temple Church and Inner Temple Hall	Friday 13 September 2024
Michaelmas	Thursday 28 November 2024	Temple Church and Inner Temple Hall	Friday 1 November 2024
Hilary	Thursday 20 March 2025	Inner Temple Treasury Building	Friday 21 February 2025

2. Pre-Call requirements

At the time of your Call to the Bar you must:

- ✓ Be certified as having successfully completed the Bar Training Course/ Bar Transfer Test (*Transferring Legal Professionals, if required*).
- ✓ Have obtained the requisite number of Qualifying Session (QS) points.
- ✓ Have undertaken and obtained a 'Standard' Disclosure and Barring Service (DBS) check and the international equivalents, where applicable.

If you have not met these requirements, you will be ineligible to be called to the Bar. However, you can still apply to be called before you have met these requirements; your space at the Call ceremony will be 'provisional' until all requirements are met.

Please note that the Inn must receive confirmation of the outcome of all necessary criminal record checks at least two weeks prior to your Call date. Please see [4. Criminal record checks](#) for more information on this.

The Inn must receive confirmation that you have completed the Bar Training Course/Bar Transfer Test at least two weeks prior to your Call date.

Confirmation of your Bar Training Course/Bar Transfer Test result will be sent to the Inn by your Authorised Education and Training Organisation, so please check before submitting an application that the results release date is compatible with your intended Call date.

You must also have attended all your Qualifying Sessions at least 2 weeks before the ceremony. Please see [7. Qualifying Sessions](#) for more information.

3. Submitting your application

Please note that each ceremony has a capacity limit and places are reserved on a first come, first served basis upon receipt of a fully completed application. As a result, it is highly recommended that you submit your application for Call as soon as possible.

Unfortunately, due to demand, we cannot guarantee everyone their first choice of Call ceremony.

All Call to the Bar applications must be submitted via the online portal that you can access [HERE](#):



THE HONOURABLE SOCIETY OF
THE INNER TEMPLE

← Back To Main Website

Apply Online

Quick Links

- Home
- 🔍 Already Have An Account?

Welcome to our secure step-by-step online service for applying to our course.

Start a New Application

Apply to us directly in a few easy steps.

Apply

Log In to Your Account

Login to supply additional information.

Login

You will need to submit an online application using the online application portal and we will not accept applications made via email or by post. If you have previously applied to be called to the Bar, then you must also use the portal to submit a new application.

If this is the first time you have used the online application portal, you will need to start a new application by clicking 'Apply'. You will need to fill in your details, set a password and select the Application Type in the dropdown, which will be 'Call to the Bar'.

WARNING: you must use the same email address you use to log into the Inner Temple website, so that we are able to match your application to our database.

If you have used this online portal to apply for scholarships, to be admitted to the Inn, or applied for Call in a previous year, you can just 'Login' to your account. Once you are signed in, you need to click on the 'SUBMIT ANOTHER APPLICATION' button to access the Call application.

Submit Another Application

Complete Profile ✕

* Required fields exist on this form

Applicant Details

* First Name

Middle Names

* Surname

* Email Address

* Telephone Number

Application Type
Call To The Bar

The box on the left will appear on your screen. You will then need to complete your details and select 'Application Type – Call to the Bar'.

Again, please make sure that the email address you are using is the same one that is registered with the Inn to log into the Inner Temple Website. If you are not too sure that these match, please contact Tiffany-Rochelle Louis-Byfield (call@innertemple.org.uk)

If you have forgotten your password for your online portal account, you can just follow the 'Forgot password?' button.

Your Application

1 - Home

2 - Further Applicant Details

3 - Criminal Record Checks

4 - Call Declaration

5 - Master of the Bench Interview Request

6 - Document Uploads

7 - Notice for Call To The Bar

8 - Call Fee

9 - Submission

If you would like to enlarge the text on the portal appears you can press Ctrl and + together on a desktop to make the page larger. When finished you can press Ctrl and 0 to make it return to the original size.

You should click the 'save and continue' button between each form to ensure that your responses are being recorded. Forms are the different sections of the Call application that you can see on the right side i.e. *Further Applicant Details, Criminal Record checks etc.*

You can navigate between each form by clicking on the relevant one, but please make sure you press save before moving on, otherwise any new information you have input will be lost.

WARNING: Once you get to the end of your application, if your application tracker on the main Homepage still has a 'Submit Application' button, you **have not** submitted your application.

Submit Application

Please ensure that you click 'Submit Application' and follow the instructions on the 'Submission' page to send your application for processing.

Once you have submitted your application you will be able to track your application status on the homepage of your application portal:

Application Tracker ✕

A quick summary of how your application is proceeding

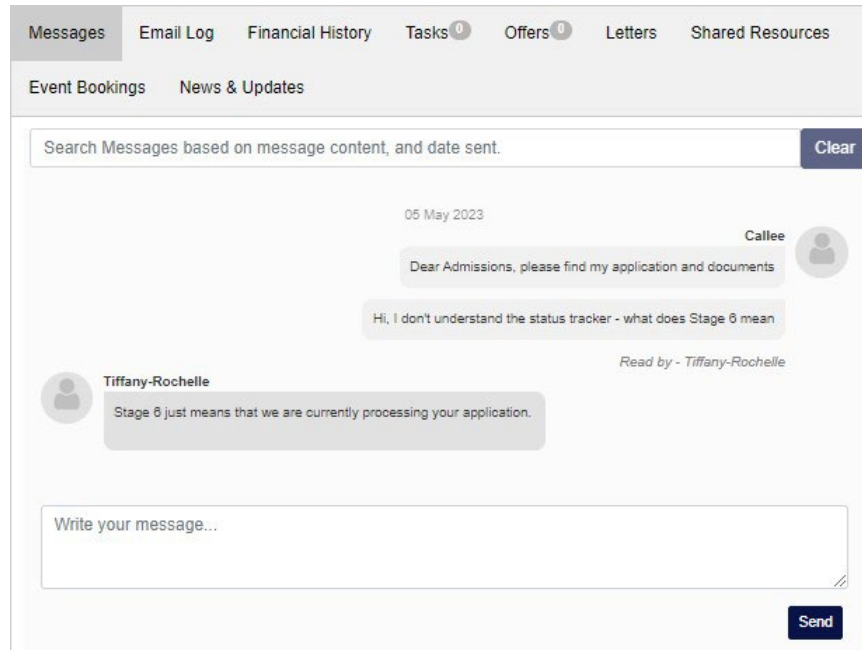
0	Application Completion ✓
1	1 - Criminal Record Check form submitted ✓
2	2 - Criminal Record Check(s) received ✓
3	3 - Master of the Bench interview ✓
4	4 - Call Fee ✓
5	5 - Application review ✓
6	6 - Provisional Call date ✓

The different stages will be marked with a green tick once they have been confirmed by the Inn.

Please note that your place at the Call ceremony will be subject to you meeting the pre-Call requirements stated in section 2.

If you have any questions, please consult the FAQs section of these guidelines. If you cannot find the answer, please contact Tiffany-Rochelle Louis-Byfield (call@innertemple.org.uk)

Alternatively, you can use the message box at the bottom of your online application portal. However, please note this will not be monitored as frequently as the Call inbox mentioned above.



4. Criminal record checks

All individuals, including Transferring Legal Professionals, being called to the Bar on or after 1 July 2021 are required to undergo a Standard UK DBS check and, if necessary, the equivalent international checks.

All required checks must be issued to the Inn via DDC at least two weeks prior to an applicant's Call to the Bar date. Failure to obtain the check/s by this deadline will result in you being ineligible for Call.

Each check issued via DDC has a lifespan of 12 months from the date of issuance and will be considered valid for any Call ceremonies scheduled to occur within that period. The Inn cannot accept DBS checks, or international criminal record checks, issued independently or via other umbrella bodies.

A detailed overview of the process, including a breakdown of costs, can be found in the [Criminal Record Checks Factsheet](#); please read this in the first instance.

If you request a criminal record check via the application portal, then nothing further needs to be done at this stage. You will receive an email confirming your request. The Inn will then pass your request to DDC who will contact you directly, via email, in due course to guide you through the process of obtaining the criminal record check/s (please monitor your 'spam/junk' folder in case the email is directed there).

Student members who intend to be called in July, will be contacted by DDC from May onwards. If you have chosen a ceremony after this, you will be contacted in July to complete your check.

Once you have received your certificate(s) in the post, you do not need to upload the document as the Inn will receive the result of your check(s) electronically.

5. Name changes and preferred names

There is no legal procedure in the UK which needs to be followed for you to start using a new or preferred name, therefore, if you wish to change your name and are unable to provide the Inn with a gender recognition certificate (GRC), marriage certificate or deed poll this will not be a problem. Any name change will also be reflected on your Inner Temple membership record.

If you have a preferred name you would like to be called and practice at the Bar under, this can be noted on your Call application, and you will be able to highlight this when you complete the final confirmation form for the ceremony you will be called at. If you have any concerns about this, please contact the Education Engagement Co-ordinator by email (call@innertemple.org.uk) to ensure that your name is announced correctly during the Call ceremony, presented on your Call certificate and sent to the Bar Council who will update your records. Please note, in all three cases your name must be the same i.e., if *Maximillian Smith prefers to be called Max Smith. Max Smith will be read out by the Sub-Treasurer, written on their certificate, and provided to the Bar Council. They could not be announced as Max Smith at the ceremony and have Maximilliam Smith published on their certificate.*

Please note, for the purpose of the criminal record checks, you must declare any names you may be known by/have previously been known by to DDC. You will be able to do this via the normal application process.

If your name changes after you have been called to the Bar, you should contact the Bar Council's Records Officer (via Records@barcouncil.org.uk or 020 7242 0934) in order to change this to make sure this is reflected on your practicing certificate.

6. Interview with a Master of the Bench

A Bencher, or Master of the Bench (MOB), is a senior member of an Inn of Court in England and Wales.

An application to be called to the Bar is only considered complete if it contains a form signed by a sponsoring Master of the Bench. This form is obtained once you have been interviewed by a Master of the Bench and they have agreed to propose your Call to Bar. If you do not know a Master of the Bench personally, you can request a Master of the Bench interview as part of your online application to be called to the Bar.

If you personally know a Master of the Bench, you are welcome to contact them to see if they would be happy to propose your Call to the Bar and sign the relevant form. However, if you do not have their contact details this is not something the Inn will be able to provide. You will have to complete a request for an interview at this section of the application if you are unable to obtain their details on your own.

You can download the Master of the Bench interview form [HERE](#)

You will also need to provide your Call Declaration form if you are making your own arrangements. You can fill in the document can download and complete the document [HERE](#)

All Inner Temple Masters of the Bench except Honorary, Overseas, Supernumerary or Legal Academic Benchers are eligible to interview and sign the form.

References are no longer required for an interview with a Master of the Bench to be arranged. However, you will need to submit an up-to-date version of your CV via the Call to the Bar application portal and complete the 'Call Declaration' section of your online application before we are able to process a request for an interview.

Once you have completed the interview request form on the application portal and pressed save, nothing further needs to be done at this stage and you will need to pause your application. If you have requested an interview, you will not be able to submit your Call application, until:

- a) your interview has been arranged by the Inn,
- b) you have had your interview with your proposing Master of the Bench,
- c) your Master of the Bench has signed the interview document, and
- d) you have uploaded the signed document to your application portal.

Tiffany-Rochelle Louis-Byfield will then contact you in due course to provide you with the contact details of the Master of the Bench who has agreed to interview you. Please note, we cannot say how long this will take as it will be based on the individual's availability and response time. It is therefore your responsibility to liaise directly with the Master of the Bench as soon as possible to decide on a mutually suitable time and date for the interview to take place. Allocating a Master of the Bench for these interviews takes time and requests will be processed as soon as possible.

Please note Master of the Bench interviews cannot be requested the week of the application deadline.

- X Do not** – upload a Master of the Bench interview form that you have filled in yourself
- X Do not** – upload a signed interview document that is not dated with a ceremony in the 2024/25 cycle (Trinity 2024, Deferred Trinity 2024, Michaelmas 2024, Hilary 2025) unless you have spoken to Tiffany-Rochelle Louis-Byfield, and she has stated otherwise.

Interview Protocol

As a member of the Inn, it is courteous to address the Master of the Bench as “Master [Last name]” in both writing and during your interview, unless they have requested that you address them otherwise.

We ask applicants to dress reasonably smartly for interviews (e.g., as a guide, a smart top is appropriate, but the dark suit normally worn for pupillage, court or mooting is not necessary). Interviews normally take around 30 minutes and you do not need to prepare in advance.

Further notes regarding the interview process can be found below:

- Interviews can be conducted in person or remotely, via Zoom; Skype; etc.
- Prior to your interview with a Master of the Bench being arranged you must ensure that the following sections of your Call application have been completed:
 - Call Declaration Form
 - Upload of your CV
- A Master of the Bench will not sign the relevant form if you have not provided all the required documentation prior to your interview.
- After the interview has concluded, and the Master of the Bench is content, they will sign the relevant form and email it to you with Tiffany-Rochelle Louis-Byfield copied into the email.
- The form can be digitally signed; this is permissible under the revised guidance.
- Please upload the document to the online portal. This must be done before you can submit your application to be called to the Bar. If you have any issues doing this, please contact Tiffany-Rochelle Louis-Byfield.

7. Qualifying Sessions (QS)

Prior to being called to the Bar you must obtain the requisite number of Qualifying Session (QS) points.

In September 2020 a new Qualifying Sessions Framework was introduced which stipulates that, prior to being called to the Bar, all Bar Training Course students and individuals transferring to the Bar must:

- complete 10 Qualifying Sessions
- attend a minimum of one session under each of the following five themes:
 - Ethics, Standards and Values;
 - Advocacy Skills;
 - Legal Knowledge, Justice and the Rule of Law;
 - Equality, Diversity and Inclusion;
 - Preparation for Pupillage, Career Development and Wellbeing
- attend at least two sessions that are categorised as interactive and require preparation in advance

Students who began the Bar Professional Training Course (BPTC) before 1 June 2020 are subject to transitional provisions set out in the [Joint Inns' Education and Qualification Rules](#).

Transitional provisions also apply to students who attended Qualifying Sessions prior to 1 June 2020 and Transferring Legal Professional who were admitted to the Inn prior to 1 September 2020.

A full overview of the transitional arrangements can be found under paragraph 39 of the Joint Inns' Education and Qualification Rules.

A flowchart which provides a simplified overview of the transitional arrangements can be accessed [here](#).

Please note, a Qualifying Session is only valid if completed in the 5 years leading up to the date on which you are called to the Bar. If the date of an attended Qualifying Session falls outside of this period, then it is classed as expired and cannot be included in your overall Qualifying Session points total.

It is your own responsibility to keep track of the number of Qualifying Session points you have and their validity. If you do not have the required number of valid Qualifying Session points, you cannot be called to the Bar.

You can monitor your Qualifying Sessions via the Inner Temple website (once logged in): <https://www.innertemple.org.uk/members-area/>

Further information regarding Qualifying Sessions can be found on the following webpage: <https://www.innertemple.org.uk/education/bar-course/qualifyingsessions/>

If you have any further questions regarding your QS, you should contact the QS team directly via email (qs@innertemple.org.uk)

N.B. The Call to the Bar ceremony is no longer be classed as a Qualifying Session.

8. Call fee

If you have been awarded the Duke of Edinburgh Entrance Scholarship, please ignore this section and refer to [9. Duke of Edinburgh Award](#).

The Call fee is £75. You will be prompted to pay this once you are at the very end of the online application. If you have previously submitted a Call application and paid the Call fee, you will not need to pay this again.

9. Duke of Edinburgh Award

This award covers your admission to the Inn and the Call fee. If you have been awarded the Duke of Edinburgh Entrance Scholarship, please select the year it was awarded when you get to this section of the online application. You will not be able to apply for this award if you were not awarded one prior to commencing the Bar course.

Please note, this scholarship is not the same as The Duke of Edinburgh's Award, which is a youth programme that you may have completed at school or university.

10. Reasonable Adjustments

The Inner Temple is committed to making its activities accessible and providing support and fair opportunity to all.

Where possible, we will make reasonable adjustments so that people who require additional assistance find it easy to complete any forms relating to their Call to Bar application. We will also make reasonable adjustments to enable you and your guests to attend the Call to the Bar ceremony.

If you require these guidelines, or any of the application forms, in a different format, please contact Tiffany-Rochelle Louis-Byfield (call@innertemple.org.uk). Prior to the ceremony, you or your guests can apply for a reasonable adjustment if you/they have a permanent or temporary disability, medical condition or learning need.

11. Tickets

You will need to purchase a ticket for yourself, as well as your guests to attend the Call ceremony. These tickets will be available to book via the Inner Temple website approximately ten days prior to your Call date. You will be notified via email as to when tickets are released and provided with instructions on how to purchase them.

Guest tickets are priced at **£28** per person and these tickets grant each guest entrance to the ceremony and the reception that follows. You will also need to purchase a ticket for yourself at **£22**. For all ceremonies you will initially be given an allowance of up to 3 optional guest tickets to purchase, with the possibility of this increasing once initial ticket sales have been processed.

If you would like to be added to a list of those interested in purchasing additional guest tickets, please email Tiffany-Rochelle Louis-Byfield as early as possible. Additional tickets are allocated on a first come, first serve basis to those who have submitted a request and only if there is capacity to offer additional tickets. This cannot be guaranteed.

12. Deferring your Call date

If you need to defer your Call to the Bar, for any reason, please inform Tiffany-Rochelle Louis-Byfield as soon as possible. It is your responsibility to contact the Inn and check that your provisional Call date can be deferred to an alternative Call date; this will be subject to availability.

Please confirm the release date of results/resit results with your Authorised Education and Training Organisation prior to requesting a deferral of your Call date, as the Inn must receive confirmation of your result at least two weeks prior to any future Call date.

You will also need to ensure that the required criminal record check/s are still valid for any ceremony you defer to. **N.B.** Each check has a validity period of 12 months from the date of issuance. It is also your responsibility to inform the Master of the Bench proposing your Call to the Bar of any amendments to your Call date.

Any application submitted to be called to the Bar in 2024 will only be valid up until the 30 June 2025. If you wish to defer your Call application to a date beyond this, then you will have to withdraw your current application and reapply; the £75 Call fee can be carried over to any subsequent application, but a new application form will need to be submitted.

Any request to defer your Call to the Bar, or withdraw your application, must be made at least two weeks prior to your provisional Call date. If submitting a request for deferral/withdrawal after this deadline, please see section 12 (below).

13. Cancellation

The Call to the Bar ceremony, as well as being an enjoyable occasion for family and friends, is the final element of the formal Call to the Bar process. Consequently, the Inn devotes significant resources (financial and staffing) to organise the ceremony. Furthermore, every application by an individual to be called to the Bar is formally approved two weeks in advance of the Call ceremony by the Masters of the Bench at Bench Table. Therefore, any request made after this point to cancel or postpone your Call to the Bar causes major disruption and expense.

If a request to cancel or postpone your Call to the Bar is made after the above-mentioned deadline, this must be put in writing and sent to the Education Operations & Project Manager, Richard Loveridge (rloveridge@innertemple.org.uk) and copied to Tiffany-Rochelle Louis-Byfield (call@innertemple.org.uk).

If an individual requests cancellation/postponement within the two weeks leading up to their Call date, and this is granted, then a further £75 Call fee may be charged at the Inn's discretion.

Ceremony and reception tickets will not be refunded if the cancellation occurs within 5 working days of the ceremony.

Any request for cancellation/postponement must set out the extenuating circumstances that you would like to have considered. All requests will be assessed on a case-by-case basis and, if the request is made due to ill health, a medical certificate must be provided.

14. Dress code for Call ceremonies

All Callees must wear the following:

- A dark suit. A dark dress or skirt is also acceptable but should be no shorter than knee length and must be worn with a jacket.
- Dark, formal footwear.
- A court shirt and bands OR a court shirt and collar OR a court bib (more detailed guidance listed below):
 1. a tunic court shirt with attachable wing collar AND starched bands
 2. a regular plain white wing-collared shirt AND starched bands
 3. a court bib (aka collarette) over a white top
 4. white tunic or mandarin court shirt with ladies' collar
 5. a black dress with a collar
 6. a tunic court shirt with attachable wing collar AND starched bands
 7. a regular plain white wing-collared shirt AND starched bands
- A gown (this will be supplied by the Inn, free of charge, so please do not bring your own).
- Please note, wigs are not worn during the ceremony at the Inner Temple. However, if you opt to have your photograph professionally taken then you will have the opportunity to wear one whilst being photographed.

Court shirts, court bibs and bands can be purchased from several tailors including:

- [Ede & Ravenscroft](#)
- [Stanley Ley](#)
- [Ivy & Normanton](#)

If you have any queries about dress requirements for Call, please contact one of the tailors directly.

Guests do not have to wear dark colours, but smart attire is requested.

15. Information about the Call ceremony

Approximate timings on the day:

- **2.30pm to 4.30pm** – Optional photography session.
- **5.00pm** – Callee registration & briefing in the Inner Temple Treasury Building. Guests invited to take their seats in Temple Church (or Hall for Hilary ceremony).
- **6.00pm** – Ceremony commences in Temple Church (or Hall for Hilary ceremony).
- **6.45pm** – Reception in the Inner Temple Treasury Building; Champagne and canapés served. Second photography session.
- **8.30pm** – Reception ends.

All Callees will be expected to arrive promptly at 5pm to register their attendance, shortly after which there will be a briefing by an Education & Training staff member. Callees are then lined up in order of admission to the Inn and led to the ceremony location.

During the ceremony the Sub-Treasurer will read out your name, academic qualifications and the name of the Master of the Bench who has agreed to move your Call. At this point the Master of the Bench will say "Master Treasurer, I move his/her/their Call". The Treasurer will then hand you your Call certificate, you will nod to the Treasurer, then nod to the Master of the Bench and return to your seat.

If your proposing Bencher is unable to be present at the ceremony (and in some cases this may be a last-minute change that you may not be aware of), you will be allocated another Bencher. The Education & Training Department will organise this on your behalf and will try to inform you beforehand. Please note this may not be possible if there are last-minute changes.

Important: Please allow plenty of time for your journey to the Inner Temple on the day of your Call to the Bar, as individuals arriving late for registration, or guests arriving late for the ceremony, will not be admitted. Remember that all the Call ceremonies are held at peak travel times.

If you are late, then you will not be called to the Bar. You will subsequently need to write a letter of explanation to the Masters of the Bench and will be required to ask their permission to be called at a future date. An additional Call fee may also be requested.

We appreciate that you may have family and friends who may not be able to attend the ceremony in person. We will always try to livestream the ceremony if possible. If you are allocated a space on the Call ceremony, you will be informed if a livestream link is available

FAQ

Is it possible to use a different method of payment for the Call fee?

No, we are only able to process payments online.

If you have difficulty making the payment, please contact Tiffany-Rochelle Louis-Byfield.

What if I do not get my first choice of Call night?

You will be assigned your second or third choice of ceremony, depending on availability, and will also be added to a waiting list for your first choice. After Bar Training Course results are released, additional places do become available as some students have to unfortunately defer their Call. Places will be reallocated to those on the waiting list as and when they become available. The date of the initial application will indicate priority for the reallocated spaces.

Therefore, to increase the chances of being allocated your first choice of ceremony, we strongly recommend you submit your application as early as possible. Places are issued on a strictly first come, first served basis upon receipt of a fully completed Call application.

I've already obtained a criminal record check for my work; can I use this to be called to the Bar?

No, it is the policy of all 4 Inns that the criminal record check(s) must be obtained through DDC for the purpose of Call to the Bar. The following factors, amongst others, informed the policy decision -

- The Inns cannot legally view a certificate that was issued at an 'enhanced' level. Also, any certificate issued at a 'basic' level would not meet the requirement.
- There are a few difficulties this creates with ensuring that an adequate overseas check has also been carried out, i.e. verification of 5 years of previous address history. Given the nuances of the requirement, DCC is best placed to verify an applicant's address history to ensure that all necessary criminal record checks are undertaken.
- Each criminal record check needs to be verified and authenticated as a true and original document. If checks are obtained independently the source and content disclosed cannot be deemed to be inherently legitimate.

Who is Sterling?

If you are required to obtain an international criminal record check, Sterling is a third-party company that DDC use to complete these checks on your behalf.

If you have any issues with Sterling, please contact DDC directly as they will be able to get in touch regarding your query quicker than the Inn can (Email: contact@ddc.uk.net , Telephone: 0116 2603055).



How can I view the documents I have uploaded?

Click on the Document Upload form and scroll to the very bottom of the page. You should be able to see the documents you have already uploaded to the system there. If you have uploaded the wrong document, you can click the delete button and re-upload the correct one.

Upload

← Go To Previous
Continue To Next Part →

To save the file to your computer, right click on it and select the option to (save link as or save file) as option.

Document Title	Size (Bytes)	Date & Time (GMT)	Uploaded By	Delete
CV - [Callee One CV]	25.88KB	04/05/2023 01:13:46	You	Delete
Master of the Bench Interview Form - [Callee One Master of the Bench interview form]	184.45KB	04/05/2023 01:14:10	You	Delete

How do I retrieve my log in details for the portal?

If you have forgotten your password, please follow the ‘Forgot Password?’ instructions on the portal. If you are still having trouble logging in, please email call@innertemple.org.uk.

What happens if I fail to complete the Bar Training Course before my provisional Call date?

All results must be communicated to the Inn via your Authorised Education and Training Organisation at least two weeks prior to your provisional Call date. If you do not complete the Bar Training Course in time for your provisional Call date, then you will need to email Tiffany-Rochelle Louis-Byfield and request a deferral to a later Call date.

As the Inn receives confirmation of every student’s Bar Training Course result directly from the Authorised Education and Training Organisations, we will automatically reassign your place if you are ineligible to be called to the Bar. Your reserved space will be reallocated to an individual on the waiting list.

Do I need to have obtained references before I can apply for Call?

No, individuals applying for Call are no longer required to obtain references before requesting an interview with a Master of the Bench.



Do I need to have obtained the required criminal record check/s before I can apply for Call?

No. However, please be mindful that you **MUST** obtain the necessary check/s at least two weeks prior to any Call date.

Can children attend the ceremony?

Children are welcome to attend the ceremony and reception, but we ask parents/carers to be mindful of the occasion and to try to minimise any disruption to the ceremony. Also, please note that, regardless of age, children will require a guest ticket. Each Callee is initially given the opportunity to purchase up to 3 guest tickets at £28 each.

If you intend to bring any children under the age of 16, please contact Tiffany-Rochelle Louis-Byfield.

Can I purchase more than 3 guest tickets?

Each Callee is initially given the opportunity to purchase up to 3 guest tickets. It may be possible to allocate more tickets once we have processed initial ticket sales.

If you would like additional tickets, please email Tiffany-Rochelle Louis-Byfield once you have purchased your initial 3 guest tickets. She will then let you know if any more tickets become available.

One or more of my guests has mobility requirements, whom should I notify?

Email Tiffany-Rochelle Louis-Byfield to inform her of this. Where possible reasonable adjustments will be made, and we will contact you if we need further information.

Can I wear my own gown and/or wig to the ceremony?

No, the Inn will provide you with a student gown for the duration of the evening. At Inner Temple Callees do not wear a wig during the ceremony. However, if you opt to have your photograph professionally taken then you will have the opportunity to wear one whilst being photographed.

Can my guests take photographs during the ceremony?

Yes, however, when taking photographs guests should not position themselves in a way which would interfere with the ceremony or block the view of other guests. If they are using a mobile phone, please ask them to ensure that phones are on silent during the ceremony.



Will there be an opportunity to have my photograph professionally taken?

Yes, the Inn employs the services of Ede & Ravenscroft to professionally take graduation style photographs on the day of Call for those who would like this option.

Will the ceremony be livestreamed?

If you are allocated a space on the Call ceremony, you will be informed if a livestream link is available. We will always try to livestream the ceremony, if possible, but please note this is not a guarantee.

Over the next few months we will be populating the Education and Training Knowledge Base which will be the new home for your FAQ's. To have a look and get answers to some of the questions you may have, please [CLICK HERE](#)



A few important reminders

Application deadlines

Call Ceremony	Ceremony Date	Application Deadline	Deadline to request a Master of the Bench interview
Trinity	Thursday 25 July 2024	Friday 28 June 2024	Friday 21 June 2024
Deferred Trinity	Thursday 10 October 2024	Friday 13 September 2024	Friday 6 September 2024
Michaelmas	Thursday 28 November 2024	Friday 1 November 2024	Friday 25 October 2024
Hilary	Thursday 20 March 2025	Friday 21 February 2025	Friday 14 February 2025

Your email addresses must match

Please make sure that the email address you use to start your online application, is the same email address you use to log in to the Inner Temple website. If you have any trouble doing this, please contact Tiffany-Rochelle Louis-Byfield.

2 Weeks before your intended Call ceremony you must...

1. Have confirmation of passing the Bar Training Course or Bar Transfer Test (if you are required to take the test as a Transferring Legal Professional)
2. Have attended the required number of Qualifying Sessions
3. Have obtained the necessary criminal record check(s)

Keep this booklet handy

These guidelines cover everything from your application to the ceremony itself. Read them carefully and if you have any questions refer to this document in the first instance.

Apply sooner rather than later

You can start your application prior to receiving your Bar Training Course or Bar Transfer Test results. Also, don't forget that all places at Call ceremonies are strictly allocated on a first come, first served basis.

Confirm the release date of your results

Ensure your chosen Call date is compatible with your Bar Training Course, or Bar Transfer Test, results publication date. Results must be released to the Inn at least two weeks prior to your Call date



Keep us informed

If you need to defer, withdraw, or cancel your Call, for whatever reason, let us know. Contacting us sooner rather than later means that we are more likely to be able to help you.

Also, make sure your contact details are always up to date. Any changes should be made via the website or sent to records@innertemple.org.uk

Keep your Bencher up to date

Keep a record of the contact details of the Master of the Bench who signs your Call form. If there are any unexpected changes or delays it is courteous to let them know that your plans have changed, as they will most likely have planned to attend the ceremony to move your Call to the Bar.

Begin the process of obtaining the necessary criminal record check/s as soon as possible

The deadline to have obtained the necessary criminal record check/s is two weeks prior to your provisional Call date, so ensure you leave sufficient time for the checks to be satisfactorily completed.

Monitor your Qualifying Sessions (QS)

If you are being called to the Bar you must have obtained at least 10 QS points, under each of the 5 prescribed themes, by the time you are due to be called. Each QS point is valid for 5 years so do monitor the ones you have obtained to ensure they will be considered valid at the time of Call. You can submit your application before you have completed the requisite number of Qualifying sessions.

Hold off on making travel plans

It is strongly recommended that any travel or accommodation arrangements are not made until you have passed the Bar Training Course and received confirmation from the Inn of your provisional Call date.

Only submit fully completed applications for Call

If you send in an incomplete application, it will not be processed.

Add Tiffany-Rochelle Louis-Byfield to your Safe Senders List

Add the email address call@innertemple.org.uk to your 'Safe Senders List' to ensure that important emails are never treated as junk email.

Finally, if you have any further queries about the Call to the Bar application process, please contact Tiffany-Rochelle Louis-Byfield on 020 7797 8257 or call@innertemple.org.uk



REAPPLYING FOR CALL – FAQ

1) Do I need to submit a new application prior to being called to the Bar in 2024?

Yes, you will need to reapply if you submitted an application for Call in any of the years prior to 2024 OR previously applied to be called to the Bar at the Hilary Call ceremony in March 2024. You must include an up to date, signed Master of the Bench Interview Form and copy of your CV.

2) Do I need to register for a new interview with a Master of the Bench?

No, in the first instance, you should contact the Master of Bench who agreed to propose your Call and signed the relevant form when you last applied.

In most cases the Master of the Bench will be happy to sign a new form for you without the need to re-interview, but this will depend on how many years have elapsed since you last applied to be called to the Bar.

If the Master of the Bench is unable to propose your Call to the Bar in 2024, for whatever reason, you will need to re-register for an interview via the online portal and you will subsequently be assigned a different Master of the Bench.

3) Do I have to pay the Call fee again?

No, if you have previously paid the £75 Call fee, and this amount has not been refunded, it is carried over to any subsequent application.

4) Do I need to obtain a new DBS check?

Each DBS check and international criminal record check obtained via DDC has a validity period of 12 months from the date of issuance. If the criminal record check/s you previously obtained are due to expire prior to your intended Call date, then you will need to register to obtain updated checks.

Please see the relevant section of the *Call to the Bar Application Guidelines* for further information.

5) Do I need to attend further Qualifying Sessions?

Each Qualifying Session has a validity period of 5 years from the date of attendance.

You must have the relevant number of valid Qualifying Sessions on the date of your intended Call ceremony.

Please see the relevant section of the *Call to the Bar Application Guidelines* for further information.