

MARSHALLING SCHEME GUIDANCE

Welcome to the Inner Temple Marshalling Scheme.

The scheme will provide you with a unique opportunity to sit with a judge in England or Wales and to observe the inner workings of the court from an entirely different perspective.

Eligibility

The scheme is open to Inner Temple student members who are current Bar Training Course students or those who have completed the Bar Training course but are yet to obtain pupillage.

Allocations process

Successful applicants will be emailed as and when they are placed by the Education and Training team. If successful, you will be provided with the contact details of the judge, or their clerk, and you will be expected to contact them within **two weeks** of receiving this information to arrange a convenient time to marshal. Please note, that your placement may take place at **any point** throughout the year depending on the judge's calendar.

When completing your application form, you will be asked to select which area of law you are interested in, you will also be asked to select your preferred region.

Marshalling is primarily available in criminal, civil and family areas of law. Placements are available in the London, South East, Midlands, Northern, North Eastern, Wales & Chester and Western regions.

Priority will be given to those who have previously applied for pupillage and have been unsuccessful.

Due to the limited number of placements available, you cannot marshal twice via the scheme. If you are not allocated a placement in 2027, you can reapply in the future.

During your placement

The duration is entirely dependent on the judge's availability and the nature of the case. The length of your placement will normally be from one day up to a maximum of one week. This may not be confirmed until you have commenced your placement. Please note, cases may become adjourned and could alter the nature of your agreed placement, so please do bear this in mind.

Your marshalling placement is a professional commitment. Therefore, it is essential that you inform the Education and Training team and the judge if your circumstances change and you must therefore withdraw from the scheme. If you fail to attend your arranged placement without informing the judge and the Inn you cannot participate in the scheme again.

Travel & expenses

The Inn is unable to cover **any** expenses (travel/accommodation) incurred throughout the duration of a marshalling placement and is not responsible for arranging overnight accommodation. Therefore, please ensure you only select locations/regions you are able to travel to/cover the costs incurred.

Reasonable adjustments

The Inn is committed to making reasonable adjustments to ensure its activities are accessible and inclusive, and to providing support and fair opportunity to all. Please ensure you share any reasonable adjustment information (e.g. accessibility needs) with the judge or his clerk when arranging your placement details. The Inns policy can be found on our [website](#).

Student safety & wellbeing

The Inn is committed to providing a safe, inclusive and supportive environment in which all students can learn, develop and participate fully in our activities and events. We recognise that students may experience personal and professional challenges during their studies and we are here to support you.

We have policies and procedures in place to safeguard students, prevent and respond to bullying and harassment, and support equality, diversity and inclusion. Student safety is also an important consideration in the way our activities are organised and delivered, including the marshalling process.

Raising concerns

If you have a concern about your own safety or wellbeing, or that of another student at the Inn, you are encouraged to speak to a member of the Education and Training team or another appropriate member of staff, including the Inn's [Designated Complaint Handlers](#). All of our Education and Training staff have completed physical and mental health first aid training.

Concerns can be raised confidentially or anonymously. Where you provide your details, we will handle your concern sensitively and share information only where necessary and appropriate. If you choose to remain anonymous, the information you give will still help us identify and respond to potential risks or patterns of concern, although we may be more limited in terms of taking action. Often, we will also signpost you to wellbeing support which is provided as a core service by your bar course provider.

You do not need to wait until a situation becomes serious before seeking support. If something is affecting your ability to feel safe, well or able to participate at the Inn, please ask for help. Further information is available in our [Complaints policy](#).

How to apply

To apply for the scheme, you must submit a CV and cover note. Your cover note should explain why a marshalling placement would be of benefit to you. Your cover note should be brief and not exhaustive - **no more than 250 words**. When uploading your document, please ensure you do the following:

- Save your CV and cover note as one document
- Save your uploaded document as your **full name**. e.g. John Smith
- Save your document as a **PDF**

Your application will **not** be considered if you do not follow the above requirements.

The deadline to apply is **31 January 2027**.

All the best.

Master Michelle Corbett
Master of Marshalling

