**Appendix 1: Sample letter to professional client**

Dear[solicitor],

**Criminal Bar Day of Action: Monday 6th January 2014.**

The Criminal Bar Association of which I am a member believes that the proposed government cuts threaten to destabilise the whole criminal justice system and I support them in that view.

The 6th January 2014 has now been identified as the date upon which members of the Criminal Bar have resolved to act. The action takes the form of a half-day refusal to attend court. Those who choose to participate will not attend court before 2.00pm on that day.

Of course, whilst we anticipate that many members of the Criminal Bar will wish to support this action, individuals will make their own decisions. We anticipate that the solicitors’ profession will be taking similar action on the same day, with the consequence, we anticipate, that there will be disruption to the sittings of Magistrates Courts as well as Crown Courts in England and Wales on the morning of 6th January. The purpose of the action is to demonstrate to the government the strength of feeling in the legal professions about the course upon which it is embarked and to ask it to review its’ plans.

The purpose of this letter is to inform you that I will be taking part in the action, and will not be attending court on the morning of Monday, 6th January 2014. You have instructed me in the case of [name] at [ ] Crown/Magistrates Court, and the case is listed for [trial/PCMH/sentence/other] on that day. It is likely that the case will be listed in the morning, and it is possible that it will be called on when I am not there. I have already arranged for my clerks to notify the Court of my proposed absence but if that should happen I would be grateful if a representative from your firm would confirm to the Court that I will appear at 2.00 pm.

It is with great regret that the Bar has been driven to the point we have now reached, but I am sure that you understand the seriousness of the situation that both professions face. Can I ask that you write to our mutual client, explaining the position as I have set it out in this letter. Please assure [him/her] that I will be there at 2.00pm, and will deal with [his/her] case then. I would further ask that you send a representative to court on the morning to attend upon our client, and to assist the court if needed. I know that many solicitors are supporting the action, and that you may feel that sending anyone to court would undermine the effectiveness of the action, but I can say that the CBA does not so regard it. Your representative is not an advocate capable of conducting the case, and the judge/bench will know that.

If you require any further information about the case, or the action generally, please do not hesitate to contact me, and I will happily discuss the matter further.

Yours,

[Name]

[Chambers]