

Form to Request Advice/Guidance from the Diocesan Registry (Legal) Team

1. Complete Part 1 (red box) below.
2. Email form to jrees@wslaw.co.uk. Mark email subject line as "Advice Form, Re []".
3. An acknowledgment will be sent to you within 48 hours at Part 2A (blue box) below.
4. A member of the Diocesan Registry team response will then send a response to you within 5 working days, setting out any details of fees (if any), response and/or request for further information at Part 2B (blue box) below.
5. If necessary, following the Diocesan Registry's response at Part 2B, complete Part 2C (red box below).
6. The Diocesan Registry will then provide a final response at Part 2D (blue box) below.

Part 1 (to be completed by *enquirer*)

Date:		
Name:	Email:	
Role:		
Parish (if appropriate):	Contact number:	
Query: <i>Please set out question/query here</i>		
Is anyone else aware of this matter?	Bishop /Archdeacon / Church House Staff <i>(please specify)</i>	
<p>Please check box if issue is especially urgent <input type="checkbox"/> <i>[double click to check box]</i></p> <p>Please check box if any documents attached <input type="checkbox"/> <i>[double click to check box]</i></p>		

Part 2A (to be completed by the Diocesan Registry)

<p>Acknowledgement by Registry Team</p> <p><i>(within 48 hours)</i></p> <p>Acknowledgement and (if possible) Response;</p> <p>or identification of personnel / timetable for considered response</p>	<p>Acknowledged by:</p> <p>Role:</p> <p>Date:</p> <p>Identified Personnel for further work (as appropriate):</p> <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/>
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Part 2B (to be completed by the Diocesan Registry)

<p>Response from Registry Team</p> <p><i>(within 5 working days of initiation)</i></p> <p>Response to original enquiry or request for further information to define issue.</p>	<p>Fees for legal advice:</p> <ul style="list-style-type: none"> Advice on this issue falls within the fee retainer paid to the Diocesan Registry by the Diocese: <input style="float: right; margin-left: 20px;" type="checkbox"/> <p><i>If work falls outside the Diocesan retainer the Registry will pursue the matter for you, but you will be responsible for the fees on the usual solicitor-and-client basis.</i></p> <ul style="list-style-type: none"> Advice on this issue does not fall within the retainer and is separately chargeable to the person/body enquiring: <input style="float: right; margin-left: 20px;" type="checkbox"/> <p><i>If work is separately chargeable, preliminary estimate of fees (Winckworth Sherwood Solicitors Terms of Engagement would follow):</i></p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%; text-align: center;"> <p>£ _____ plus VAT and disbursements</p> </div>
<p>Response or further questions from Registry:</p> 	
<p>Response from:</p>	<p>Date:</p>

Part 2C (to be completed by *enquirer*)

Further information from enquirer:	
Date provided:	

Part 2D (to be completed by the *Diocesan Registry*)

Further comments from Diocesan Registry:	
Work completed by:	Date:



The Diocesan Registry is part of Winckworth Sherwood LLP, Solicitors and Parliamentary Agents, based at 16 Beaumont Street, Oxford OX1 2LZ. It is retained by the Bishop and Diocese of Oxford to advise on matters under the Ecclesiastical Judges and Legal Officers Measure 1976 and the Legal Officers (Annual Fees) Order.

Winckworth Sherwood LLP can also give specialist advice in relation to matters not covered under the Fees Order/Diocesan Retainer, such as ecclesiastical property, trusts and charities, schools, and in depth legal research and advice.

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| The Registrar of the Diocese: | The Revd Canon John Rees MA LLB MPhil
<i>Solicitor and Senior Partner</i> |
| The Deputy Registrars of the Diocese: | Ms Cordelia Hall MA
<i>Solicitor and Senior Associate</i> |
| | Mr Darren Oliver BA LLB
<i>Solicitor and Senior Associate</i> |
| The Diocesan Registry Clerks: | Miss Sara Leader LLB
Ms Helen Lambourne |
| PA to the Registrar: | Miss Josephine Connah |