



# Marshalling Guidelines for Applicants

The purpose of these guidelines is to give students not only the basic advice for marshalling, but also to give you tips on forms of address and proper courtesy when with the Judge.

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## Eligibility

Only members that are currently studying/graduated from the Bar Course are able to apply for marshalling.

Unfortunately, undergraduate students or those on the GDL are not able to apply, even if they are members. The reason for this is that, given the limited number of places which they can make available, judges only wish to accept marshals who are already fairly advanced in their training for the Bar.

Transferring Lawyers/Solicitors are welcome to apply, but it is preferable if they apply before they begin practising at the Bar.

**Disclaimer:** Please bear in mind that it is not always possible to match every student with a Judge, due to conflicting schedules and Court term dates.





## Marshalling

Marshalling is the term for a placement with a Judge. A member of the Inn will sit with a Judge in Court for a period of 1-5 days (average length is 3 days). As well as showing a different perspective on the courtroom itself, it can be an opportunity to speak to the judge informally, with the possibility of being invited back to the judge's chamber, which could give further insight into the workings of a court.

Each day can vary, depending on the cases that the Judge is seeing that day. A wide range of Judges are willing to take marshals, including High Court Judges, Tribunal Judges, Circuit Judges, District Judges, Recorders, and others.

**Please Note:** *If you accept a placement and subsequently cancel without good reason you will not be offered another one.*

## Remote Marshalling

Opportunities for remote marshalling will depend on judges' availability and may be limited; applications for this option will therefore be dealt with on a case by case basis.

If your preference is for remote marshalling, please state this on your application.

## The Application

Students can apply online. The details of the application are sent to the Education Department who will then try to match you with an available/suitable Judge.

The three most important elements of the application form are:

### *Availability*

Students will be asked to fill out their availability. This is vital information when pairing them with a Judge. Please fill this section out with as much information as possible! It is best to factor in anything that you deem relevant, for example internal/external exam dates, holidays, hospital appointments, events etc.

### **Please note:**

The Judge's timetable will always be prioritised, so flexibility is greatly appreciated. Once you have accepted a marshalling placement you will be expected honour the commitment.

Furthermore, marshalling is only organised within the legal term so marshalling will not be scheduled for weekends or public holidays. Judges often take holidays over Christmas, Easter, and August, so marshalling is unlikely to be available at these times.

You can access the legal term dates on the Courts and Tribunals website [HERE](#).

### *Location*





Judges sit across all the Circuits of England and Wales, so students can marshal from wherever they are based during the legal year, whether they're living at home or in rented accommodation. Nonetheless, students will be expected to travel on occasion, but it is up to the student as to how far they are willing to go.

Students are encouraged to specify their term time address and home address (and the dates they are located at each). This would give the Education Department greater flexibility when pairing students with a Judge.

Unfortunately, travel expenses cannot be refunded by the Inn.

**For your reference, the Circuits are:**

- South East (London, Brighton...)
- Western (Bristol, Plymouth, Winchester...)
- Wales & Chester (Cardiff, Swansea...)
- Midland (Birmingham, Derby...)
- Northern (Manchester, Liverpool, Carlisle...)
- North Eastern (Leeds, Sheffield, Newcastle...)

### *Area of Law*

Students will be asked to specify their preferred area of law. Judges *usually* sit in a specific area – Crime, Civil, Family, etc. – and although students might still be on the fence about their preference, Judges ask that students have a genuine interest in the area of law which they will see during marshalling.

## Courtesy when Marshalling

The below points might seem obvious, but please bear with us: Judges volunteer to give up their time, making arrangements with courts to accommodate marshals, in addition to an already pressured schedule. This deserves our respect. It is polite and common courtesy to...

- Send a courtesy email to the Judge before your first day of marshalling to check everything is in order;
- Dress smartly on the day (Business Attire: dark suit or equivalent);
- Arrive on time (or slightly early) – leave plenty of time to find the court and the right entrance etc. If circumstances out of your control delay you, contact the court and try to get a message to the judge and/or email them directly.
- Stay engaged throughout your time shadowing the Judge;
- Take money with you as you may need to buy coffee/lunch for yourself. If the Judge offers to buy you a coffee or make you a cup of tea be sure to thank them. They are unlikely to provide any of this for Counsel!
- Lastly, send a "Thank You" email/letter to the Judge, thanking them for their time once marshalling is finished.

You will be sent a separate document with the Judge's contact details and "what to do on the day" once you have been matched with a Judge. However, on the day, please do remember to bring some form of Photo ID with you for Security - passport, driving licence, Middle Temple Membership card etc.





Most importantly, **never be afraid to ask questions!** Marshals are a guest of the Judge and the Court, so no question is a stupid question...I'm sure they deal with much more difficult people in the courtroom.

## Forms of Address

Although this may seem outdated to some, it is vital that you refer to a Judge correctly, whether that is via email or in-person. You'll be doing this every day in court and you don't want to insult a Judge by referring to them incorrectly...or for them to think you haven't done your homework.

Incidentally the same goes for their actual name. Make sure you spell it right and pronounce it correctly too and, if you're ever unsure, it is always more polite to simply ask them on your first meeting.

## Heads of Divisions

The Heads of the Divisions of the Supreme Court, that is the Lord Chief Justice, the Master of the Rolls, the President of the Family Division / Queen's Bench / Court of Protection, and the Vice-Chancellor, who are always Privy Counsellors, should be addressed as follows:

| Via email or letter  | In Court   |
|--|--|
| <p>Address them in correspondence according to their full title, as listed below, and begin the letter '<b>Dear ...</b>' using the words in <b>bold</b>.</p> <ul style="list-style-type: none"> <li>• The Right Honourable The <b>Lord Chief Justice</b> of England and Wales</li> <li>• The Right Honourable The <b>Master of the Rolls</b></li> <li>• The Right Honourable The <b>President</b> of the Queen's Bench Division</li> <li>• The Right Honourable The <b>President</b> of the Family Division / Court of Protection</li> <li>• The Right Honourable The <b>Chancellor</b> of the High Court</li> </ul> | <p>Call them 'My Lord' or 'My Lady' in court</p> |

## Court of Appeal Judges

The ordinary judges of the Court of Appeal, who are in all cases Privy Counsellors, are Lords or Lady Justices. They should be addressed:

| Via email or letter  | In Court  |
|--|---|
| <p>If you are writing about a professional matter you address the envelope as "The Rt. Hon. Lord [or Lady] Justice ...."</p> <p>You start the letter "Dear</p> | <p>Their full official title is "Lord [or Lady] Justice of Appeal."</p> |





Lord/Lady Justice,” or simply “Dear Judge.”

For instance:

*The Right Honourable Lord Justice Smith*  
(Dear Lord Justice)

Or

*The Right Honourable Lady Justice Smith*  
DBE [always DBE]  
(Dear Lady Justice)

You address them in court as “My Lord” or “My Lady.” You refer to a member of the Court as “Lord Justice” or “Lady Justice”.

**NB:** The Judge’s forename is never incorporated in his official title unless there are two Judges with the same or a similar surname, in which case the junior of the two uses his forename name and surname, as for example:

The Right Honourable Lord Justice Christopher Smith

### High Court Judges

| Via email or letter  | In Court  |
|--|---|
| <p>If you are writing about a professional matter you address the envelope as “The Hon. Mr Justice ...” or “The Hon Mrs Justice ..... DBE.” You can begin the letter “Dear Judge” or “Dear Mr or Mrs Justice ....”</p> <p>For instance:</p> <p><i>The Honourable Mr Justice Williams</i><br/>(Dear Judge)</p> <p>Or</p> <p><i>The Honourable Mrs Justice Williams DBE</i><br/>(Dear Judge)</p> | <p>You address these as “My Lord” or “My Lady”.</p> <p>You refer to them as “Mr Justice Garnham” or “Mrs Justice Garnham.”</p> <p>Sometimes a Deputy High Court Judge (usually a senior QC) may sit on the High Court Bench. They are still called “My Lord” or “My Lady” in Court.</p> |

The Judge’s first name is never incorporated in his official title unless there are two Judges with the same or a similar surname, in which case the junior of the two uses his first and surname.

### Judges as Knights and Dames

High Court Judges are made Knights Bachelor as soon as possible after their appointment and should be addressed accordingly in their private capacities, as for example:

The Honourable Sir John Williams





Women High Court Judges are made Dames of the British Empire, and the suffix DBE should always be added after their names. Thus in their private capacity they are for example:

The Honourable Dame Joan Williams DBE

### Use of QC

A High Court Judge or above is never given the letters 'QC' after his or her name, even if, as is usually the case, he or she was a Queen's Counsel when he was at the Bar.

### Circuit Judges

| Via email or letter  | In Court   |
|--|--|
| <p>When writing to a circuit judge the envelope says "His/Her Honour Judge ...". This can be shortened to "HHJ ...". You start an email/letter "Dear Judge,"</p> <p>For instance:</p> <p><i>His Honour Judge Gosling<br/>(Dear Judge)</i></p> <p>Or</p> <p><i>Her Honour Judge Gosling<br/>(Dear Judge)</i></p> <p><i>Add "QC" where appropriate</i></p> | <p>These may sit in crime or in civil – if the latter, in the County Court. They are addressed in court as "Your Honour".</p> <p>When referring to a circuit judge one says "His/Her Honour Judge Gosling"</p> |

### District Judges, Tribunals & Employment

| Via email or letter | In Court |
|---------------------|----------|
|---------------------|----------|





District Judges, including those in the Family Division or the High Court, are addressed as:

“District Judge ...” and they are written to as “Dear Judge.”

Tribunal Judges are addressed as:

“First-tier Tribunal Judge/Upper Tribunal Judge ...” and begin the letter “Dear Judge”

Employment Judges are addressed as:

Address them in correspondence as “Employment Judge...” and begin the letter “Dear Judge”

Call them “Sir” or “Madam” in court.

When referring to the court as a whole, it is either “the court” or say “you sir and your colleagues”.

## When at the Inn

If the Judge is also a Master of the Bench of Middle Temple (Bencher for short) you can forget all the above – all Benchers are referred to as “**Master ... [surname]**”, e.g. Master Hochhauser, Master McGowan. This applies regardless of gender. Of course if they are judging a moot, you should use the appropriate title used for the notional court they are sitting in).

Not all judges are Benchers. However, once someone reaches the level of High Court Judge they will become a Bencher as a matter of course.

**Please note:** When you are in an informal setting with the Judge – at lunch or not in the court room – feel free to address them as Master ... or any form of address they have suggested to you.

## Feedback

If you have any further questions about marshalling or wish to provide feedback on your experience, please contact Jonny Boyd from the Education Department on [j.boyd@middletemple.org.uk](mailto:j.boyd@middletemple.org.uk)

