

## Complaints Form

### To be completed by Client

#### 1. Your Personal Details

Name:			
Address:			
Telephone no:			
Email:			
Are you a:	Lay Client	Solicitor	Other (Please specify)

#### 2. Summary of Complaint

Please give details of who the complaint is about:

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#### 3. If your complaint relates to a specific case, please give details below:

Name of case:	
Hearing/conference date:	

4. Please give details of the complaint in full, continuing on a separate sheet if necessary.

5. Are there any documents you feel are relevant to the complaint that you are enclosing? if yes, please give details below:

6. How would you prefer us to contact you in relation to your complaint?

Post

Email

**Please send in your completed form for the attention of the Senior Clerk, Wayne Digby to 3 Hartshead, Sheffield, S1 2EL. Alternatively please email your completed form to [w.digby@bankhousechambers.co.uk](mailto:w.digby@bankhousechambers.co.uk)**

**All complaints will be acknowledged within 3 days of receipt and we will aim to resolve your complaint within 28 days.**