

**NOTES FOR APPLICANTS FOR COMMERCIAL COURT**  
**JUDICIAL ASSISTANT PILOT SCHEME**

1. This is a pilot scheme launched by the Commercial Court with the assistance of the Commercial Bar Association (COMBAR). The Commercial Court invites applications for three Judicial Assistant placements to start on 11 January 2018 for a fixed six-month period until 31 July 2018, with Easter and Whitsun vacations off.
2. The successful applicants will be the first Judicial Assistants in what it is hoped will become an ongoing scheme by which outstanding junior barristers in commercial practice will gain an in-depth understanding of the work of the Commercial Court and an exposure to different styles of advocacy.
3. The positions are open to tenants of COMBAR sets in their first two years of practice following the successful completion of pupillage. Each Judicial Assistant will assist the Judge to whom they are allocated, for example by carrying out research, summarising submissions and discussing cases and hearings with the Judge. This is a full-time position, so successful applicants will be expected not to take on any outside work during the Judicial Assistant placement.
4. Each Judicial Assistant will receive an award for the six-month placement, equal to half of their Chambers' annual pupillage award. For the purposes of the pilot scheme, this award will be paid by the Judicial Assistant's own Chambers. Any Chambers' guaranteed earnings scheme from which the Judicial Assistant would otherwise benefit (over and above the level of the pupillage award) will be suspended for the duration of the six-month period. It will be necessary for applicants to check with their Head of Chambers/Chambers Administrator/Senior Clerk first before making their application in order to ascertain whether their Chambers is prepared to participate in the pilot scheme on this basis.
5. Applications must be made on the Commercial Court Judicial Assistant Pilot Scheme application form which can be downloaded here [\[insert hyperlink\]](#). Completed applications must be submitted via email to Elaine Palmer (elaine.palmer@hmcts.gsi.gov.uk) by 5pm on 13 November 2017. A letter of reference from a referee will be required by 13 November (either sent separately or together with the application). Shortlisted applicants will be interviewed on a date to be notified by a panel of Commercial Court Judges. Successful applicants will be notified by email on or before 24 November 2017.
6. Applications will be reviewed and shortlisted for interview on a "Chambers-blind" basis.