

MS PENELOPE GILES SC
GUIDE FOR SOLICITORS

Before sending Ms Giles a brief, instructors should first ascertain whether:

- 1 Ms Giles has any conflict in the matter by providing the names of the parties; and
- 2 her availability to accept a brief.

This can be done by contacting Ms Giles or her PA, Diana Barrett by email. Diana works 4 half days per week. Her hours presently are 8.30am – 1.30pm, Monday, Wednesday, Thursday and Friday.

Once the above has been ascertained please note the following for the preparation of her brief.

Ms Giles prefers to receive both paper and electronic copies of the brief

The paper brief should contain all Court documents and should be arranged chronologically. It should also include a briefing note setting out the background facts and a chronology. Correspondence between the parties and others is not required, unless the instructor is seeking advice about settling that correspondence. If the matter goes to trial, Ms Giles will discuss with you the provision of correspondence relevant to trial preparation.

If the matter is urgent an email setting out the background with pertinent documents attached will suffice.

If Ms Giles is instructed to answer questions or provide comments on a specific document, for speed and ease of reference the document should accompany the questions/request.

Drop Box and similar platforms can be useful. However, Ms Giles will not be in a position, unless specifically instructed to, to review all documents in a Drop Box, and provide advice about those documents. This is unduly costly for the client. If a solicitor wishes Ms Giles to review a document, please provide a copy of the document by email, and your instructions to review the document, either for settling or advice.

Any enquiries regarding the brief should be directed to Ms Giles at pgiles@mchambers.com.au or Ms Barrett at dbarrett@mchambers.com.au

12 July 2023