

## Form M1 – Bringing a McKenzie Friend

Registrant name	
Hearing start date	
Date of completion	

### Explanatory notes

- ▶ Complete Part A of this form if you are representing yourself at a hearing and wish to bring a person to assist you as a McKenzie Friend.
- ▶ Your McKenzie Friend must complete Part B of this form to confirm they will abide by the code of conduct set out.
- ▶ Once completed, please send your form to the MPTS Case Management team at [MPTSCaseManagementTeam@mpts-uk.org](mailto:MPTSCaseManagementTeam@mpts-uk.org)

### Part A: To be completed by the registrant

Please complete the following information:

Name of proposed McKenzie Friend				
Is this person a witness in these proceedings? *	Yes		No	
Do you intend this person to speak on your behalf at the hearing? *	Yes		No	

\*If you have answered Yes, the person may be unable to act as a McKenzie Friend.

Please seek advice from the MPTS Case Management team.

How is your proposed McKenzie Friend known to you?	Relative		Colleague	
	Friend		Other	
If you have selected Relative or Other, please provide details:				

## Part B: to be completed by the McKenzie friend

Please read the following code of conduct and complete the declaration.

- ▶ As a McKenzie Friend you may provide assistance to the registrant involved in a tribunal hearing by undertaking such tasks as taking notes, helping with case papers and quietly giving advice to the person you are assisting.
- ▶ You cannot speak on behalf of the registrant, make submissions or question witnesses.
- ▶ Your role is to assist the registrant. If you have a personal interest in the outcome of the case then before agreeing to assist you should think about whether someone else who does not have a personal interest might be better placed to assist.
- ▶ You may attend the hearing and read the papers for the case unless the tribunal says you cannot. You must ensure that any information you receive is kept confidential.
- ▶ You must follow any instructions given by the tribunal and ensure that you are courteous and respectful at all times to everyone.
- ▶ You must ensure that the way in which you assist does not cause any disruption or distract others.
- ▶ You must behave with honesty and not do anything that might mislead the tribunal or anyone else.

<b>I have read and agree to abide by the code of conduct.</b>	Yes		No	
<b>Do you require any reasonable adjustments due to a disability?</b>				
<b>Name:</b>				
<b>Date:</b>				