



Nathan Gregory

Junior Court Clerk

Nottingham, United Kingdom | nathan.gregory@gmail.com | +44 7439 174 652 | linkedin.com/in/nathangregory-law

Law graduate from Nottingham Trent University with practical experience in court administration, case file management, and legal support. Completed a **6 month placement** with HM Courts & Tribunals Service supporting the administration of **magistrates' and Crown Court listings**. Processed **500+ case files** and assisted court clerks during **30 live hearings**. Organised, discreet, and comfortable working in a formal courtroom environment.

Experience

Court Administrative Placement, HM Courts & Tribunals Service, Nottingham

Jan 2025 – Jun 2025

Supported the court administration team at Nottingham Magistrates' and Crown Court during a 6 month placement.

- Processed **500+ case files** including charge sheets, witness statements, and bail applications across both courts
- Assisted court clerks during **30 live hearings**, managing case papers, recording outcomes, and liaising with legal representatives
- Updated the court listing system daily, ensuring accurate scheduling of **40+ cases per day** across multiple courtrooms
- Answered **50+ public enquiries per week** at the court reception desk, covering hearing times, results, and process questions

Customer Service Advisor, Boots, Nottingham

Sep 2023 – Dec 2024

Part-time customer service role in the city-centre flagship store during university.

- Handled an average of **45 customer interactions per shift** including prescription collection and product enquiries
- Maintained a personal satisfaction score of **93%** in quarterly staff reviews

Education

LLB (Hons) Law in Law, Nottingham Trent University, Nottingham

Sep 2022 – Jul 2025

Graduated with Upper Second Class Honours (2:1, **64% average**). Dissertation on the effectiveness of virtual hearings in the criminal courts post-pandemic, graded **68%**.

- Relevant modules: Criminal Law, Criminal Procedure, Evidence, Legal Skills, Court Practice
- Completed a **court placement module** at HM Courts & Tribunals Service as a core part of the programme

Skills

Court Administration • Case File Management • Court Listing Systems • Legal Terminology • Public Counter Service • Minute Taking • Microsoft Office • Data Entry & Accuracy

• Confidentiality • Professional Demeanour • Time Management • Attention to Detail

Certifications

Baseline Personnel Security Standard (BPSS) Cleared, HM Courts & Tribunals Service

Jan 2025 – Jan 2025

Languages

English - Native

Projects

Virtual Hearings Effectiveness Study (Dissertation)

Oct 2024 – Apr 2025

Evaluated the effectiveness of virtual hearings in criminal courts based on practitioner experiences and case outcomes.

- Interviewed **12 legal professionals** including magistrates, barristers, and court clerks
- Analysed **80 hearing outcomes** comparing in-person and virtual proceedings over a **12 month period**
- Found that virtual hearings reduced average adjournment rates by **8%** but raised concerns about defendant engagement

References

Janet Palmer, Court Business Manager, HM Courts & Tribunals Service (Nottingham), janet.palmer@justice.gov.uk, +44 7700 900 572

Extra Curricular Activity

Mooting Competition Participant - NTU Law School

Jan 2024 – Apr 2025

Competed in internal and external mooting competitions as part of the NTU Mooting Society.

- Participated in **6 mooting rounds** across 2 competitions, reaching the semi-finals of the NTU internal moot
- Prepared written skeleton arguments and delivered oral submissions before panels of judges and practising barristers