

# Katherine Alexander-Theodotou Charges

## Solicitor

**012628**

### Prosecution ▼

Date: 18 July 2018

### Decision - Prosecution

Outcome: Referral to Solicitors Disciplinary Tribunal

Outcome date: 18 July 2018

Published date: 30 July 2021

### Firm details

#### Firm or organisation at time of matters giving rise to outcome

Name: Highgate Hill Solicitors

Address(es): 98 Dresden Road, London N19 3BQ

Firm ID: 427329

#### Firm or organisation at date of publication

Name: Highgate Hill Solicitors

Address(es): 98 Dresden Road, London N19 3BQ

Firm ID: 427329

### Outcome details

This outcome was reached by SRA decision.

## Decision details

This notification relates to a Decision to prosecute before the Solicitors Disciplinary Tribunal. This is an independent Tribunal which will reach its own decision after considering all the evidence, including any evidence put forward by the Solicitor. The Tribunal has certified that there is a case to answer in respect of allegations which are or include that, whilst in practice as sole principal of Highgate Hill Solicitors ("HHS"):-

### Unauthorised litigation

1. On 3 April 2015, she caused proceedings to be issued in the District Court of Cyprus against a Company , in the names of the individuals, each of whom was at the material time a former client of HHS, without their knowledge and consent;

### Fixed fee arrangement

2. Between June 2012 and June 2019, she, having agreed to act for clients in litigation for an agreed fee:-

2.1. Sought to charge further fees in addition to the agreed fee;

2.2. Put improper pressure on the clients by suggesting that she would withdraw if the additional fees were not paid;

2.3. Failed to provide a breakdown of the fees incurred and sought;

2.4. Caused an invoice to be submitted dated 18 September 2018 which did not reflect fees properly incurred and which were misleading and/or submitted a bill of costs dated 5 June 2019 which did not reflect fees properly incurred in the clients' case and which were misleading;

2.5 Submitted a Bill of Costs which did not reflect fees properly incurred and which were misleading;

3. She failed to keep proper accounting records which accurately showed:-

3.1. The money held for each client;

3.2. Client money received, held or paid and any office money held, for each client;

4. She failed to carry out regular reconciliations between client cash accounts, client bank statements and client ledgers in compliance with the requirements of Rule 29.12 of the 2011 Accounts Rules;

5. Between January 2015 and June 2017, she could not demonstrate that HHS held

sufficient funds to meet the firm's liabilities to clients;

### **Co-operation with the Legal Ombudsman**

6. She failed to comply with a decision of the Legal Ombudsman dated 10 November 2017, in respect of a complaint made by a client (on behalf of herself and others), in that she failed to ensure that payments were made to the complainants as required by the decision or in any event in a timely manner;

7. She failed to co-operate fully with the Legal Ombudsmen in that she failed to ensure that HHS provided a full and prompt response to a request for information made by the Ombudsman on 6 October 2017, in the course of investigating a complaint made against the firm;

8. She failed to comply with a decision of the Legal Ombudsman, dated 19 February 2018, in respect of a complaint made by a client, in that she failed to ensure that a payment was made to the client as required by the Legal Ombudsman or in any event in a timely manner;

The allegations are subject to a Hearing before the Solicitors Disciplinary Tribunal and are as yet unproven.

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**SOLICITORS DISCIPLINARY TRIBUNAL**     **Hearing 1**

IN THE MATTER OF THE SOLICITORS ACT 1974

Case No. 12108-2020

**BETWEEN:**

SOLICITORS REGULATION AUTHORITY LTD     Applicant

and

KATHERINE ALEXANDER-THEODOTOU     Respondent

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Before:

Mr J Evans (in the chair)

Mr G Sydenham

Mrs N Chavda

Date of Hearing: 18 October 2021

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**Appearances**

Andrew Tabachnik QC of 39 Essex Chambers, 81 Chancery Lane, London, WC2A 1DD, for the Applicant.

Michael McLaren QC and Nicolas Damnjanovic of Fountain Court Chambers, Temple, London, EC4Y 9DH, for the Respondent.

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**MEMORANDUM OF CASE MANAGEMENT  
HEARING CONVENED REMOTELY**

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## **Relevant Background**

1. The matter was listed for a Case Management Hearing (“CMH”) following the adjourned substantive hearing. The Tribunal was required to issue case management directions and re-list the case for a substantive hearing.
2. (The full background to the matter can be found in previous memoranda.)

## **Preliminary Matters**

### The Respondent’s Application

3. Mr McLaren QC made an application for part of the hearing to be heard in private on the grounds of the Respondent’s physical and mental health. His primary position was that the entire hearing to be heard in private but he accepted that part of the hearing, when he proposed to make submissions detailing the Respondent’s present health, would suffice.

### The Applicant’s Position

4. Mr Tabachnik QC agreed the application in principle but opposed the hearing being heard entirely in private. He submitted that the principle of open justice should prevail in that as much of the hearing as possible should be in public session.

### The Tribunal’s Decision

5. The Tribunal considered the application in line with rule 35(1) of the Solicitors (Disciplinary Proceedings) which provides:

“...

35.—(1) Subject to paragraphs (2), (4), (5) and (6), every hearing of the Tribunal must take place in public.

(2) Any person who claims to be affected by an application may apply to the Tribunal for the hearing of the application to be conducted in private on the grounds of—

(a) exceptional hardship; or

(b) exceptional prejudice to a party, a witness or any person affected by the hearing...”

6. The Tribunal paid significant regard to the contention from Mr McLaren QC that he needed to address sensitive matters pertaining to the Respondent’s health in response to the proposed directions advanced by the Applicant. Whilst the Tribunal was not aware of the nature and/or extent of those submissions, it was abundantly clear to the Tribunal that the content would be sensitive and, if ventilated within the public domain, could cause exceptional hardship and/or prejudice to the Respondent.

7. The Tribunal balanced the competing principle of open justice and the Respondent's interests to determine that the hearing be convened in private in relation to those submissions alone.
8. The Tribunal therefore granted the application in part.

### **The Case Management Hearing ("CMH")**

#### The Applicant's Proposal

9. Mr Tabachnik QC submitted that the procedural background to the case exemplified why judicial control was required in the proceedings. He contended that whilst the Respondent accepted responsibility for having "found it so difficult" to prepare for the substantive trial it was plainly the case that the Respondent's lack of preparation was a key factor in exacerbating her recent stress reaction, as the trial date approached.
10. Mr Tabachnik QC submitted that the chronology of the proceedings over the last six months showed that the Respondent's attempts to stay or strike out the entire proceedings were the subject of adjudication in November 2020. From then on she was, he submitted, well aware that the matter would be proceeding to a substantive trial and (in general terms) what the allegations concerned. By 9 April 2021, the amended Rule 12 and revised exhibits had been finalised and served, and the trial dates of 18-22 October 2021 fixed with the Respondent ordered to serve her Answer by 18 June 2021.
11. Mr Tabachnik QC submitted that the six month period from that point until trial should have afforded the Respondent more than sufficient opportunity to engage with these proceedings, and allow them to take an orderly path, alongside her other commitments. There was no medical evidence to explain why, six months later, there was still no Answer, and no witness statement(s) from the Respondent. Mr Tabachnik QC contended that it must have enhanced any stress she has recently felt from these proceedings and that she had squandered the opportunity to engage and prepare over the period from 9 April 2021 at the latest.
12. The subsequent period was marked by repeated requests by the Respondent to extend the period to file her Answer. A five week extension was agreed to 23 July 2021 on account of claimed AP commitments in the High Court litigation. The day before (22 July 2021) a further extension (to 30 July 2021) was sought on account of a snake bite which was agreed, despite the fact that it remained unclear to the Applicant why that event (even taking account of the course of antibiotics prescribed) delayed the Answer to any material extent. There were continuing delays through August, justified purely on the basis of a GP certificate stating that the Respondent was unfit for work that month, but which (as far as the Applicant understood the position) did not prevent the Respondent working on the AP litigation. Efforts in September appeared to have been concentrated on various attempts to adjourn the proceedings. An Answer was promised for 1 November 2021 in the Respondent's last application to adjourn the substantive hearing.

13. Mr Tabachnik QC submitted that there was concern that, in truth, the Respondent was declining to engage with these proceedings at a time there was ample scope to achieve an effective hearing, which consequently increased her stress in respect of the imminent substantive hearing absent adequate steps having been taken on her part to prepare.
14. Mr Tabachnik QC submitted that concern could be repeated unless strict controls were imposed by the Tribunal hence the proposed “UNLESS” Orders set out below with a view to ensuring the necessary discipline. The introduction of such discipline was consistent with the “two material benefits” namely (i) personal stress reduction, and (ii) avoidance of risk to an adjourned trial date.
15. Mr Tabachnik QC submitted draft proposed directions to the Tribunal for its consideration namely:
  1. A new 5 day trial shall be fixed, taking account of the availability of counsel and the Respondent, to commence not before 16 May 2022.
  2. The Respondent shall serve her Answer by 4pm on 1 December 2021. Unless the Respondent complies with this Order, she shall be debarred (without the need for further Order or application) from serving an Answer in these proceedings.
  3. The Respondent shall serve any documents upon which she seeks to rely at the substantive hearing by 4pm on 17 December 2021. Unless the Respondent complies with this Order, she shall be debarred (without the need for further Order or application) from serving or relying at the substantive hearing on any documents other than those already exchanged by the parties for purposes of these substantive proceedings.
  4. The Respondent shall serve any witness statements upon which she seeks to rely at the substantive hearing by 4pm on 17 December 2021. Unless the Respondent complies with this Order, she shall be debarred (without the need for further order or application) (i) from serving or relying at the substantive hearing on any witness statement which was not served in accordance with this Order, and (ii) from calling any witness at the substantive hearing in respect of whom no witness statement was served in accordance with this Order.
  5. The Respondent shall (without prejudice to its admissibility serve any expert report on Cypriot law which is said to relate to her defence to Allegation 1.1 by 4pm on 17 December 2021. Unless the Respondent complies with this Order, she shall be debarred (without the need for further order or application) (i) from serving or relying at the substantive hearing on any expert report or calling any expert witness, and (ii) from applying for permission to serve or rely on expert evidence. If the Respondent serves an expert report in accordance with the above directions, there shall be a CMC on [DATE] January 2022 to determine any dispute between the parties as to the admissibility of the same and any consequential directions.
  6. The SRA, if so advised, may file a Reply to any Answer, and any reply evidence and witness statements upon which it seeks to rely, by 4pm on 4 February 2022.

7. [Revised dates] for the directions at 25.5 - 25.9 of the 13 September 2021 memorandum.
8. Unless the Respondent informs the SRA and Tribunal at this time that she does not propose to seek an Order for a further adjournment of the proceedings or any adjustments regarding the same, six weeks prior to the refixed trial dates, the Respondent shall serve on the SRA (i) an updated psychiatric report, or any other medical reports on which she relies, addressing (inter alia) the Respondent's updated diagnosis and prognosis, and (in the case of a psychiatric report) the nature/extent of her engagement with treatment for any psychiatric condition (and with what results) in the period since September 2021, and (ii) all medical records relating to the Respondent which have been seen by the author of the report at (i). For the avoidance of doubt, this paragraph does not prevent the Respondent making a later application in the event of a material change of circumstances regarding her medical condition.
9. If the Respondent does serve on the SRA medical reports in accordance with the preceding paragraph, the Respondent shall co-operate with any assessment by the SRA's instructed medical expert in relation to the same health issues (if the SRA notifies her that it wishes to proceed with the same), including making herself available for an appointment, so that the SRA's instructed medical expert may report to the SRA at least 3 weeks before the revised trial dates. The SRA's instructed medical expert shall in all respects determine the manner in which the appointment takes place.
10. Costs of the adjournment application, and costs caused by the adjournment, reserved to the Tribunal at the substantive hearing.
11. Liberty to Apply.

#### The Respondent's Reply

16. Mr McLaren QC expressed the Respondent's gratitude to the Tribunal for the adjournment of the substantive hearing on the grounds of her ill health which was militating against her ability to provide prompt and comprehensive instructions. Mr McLaren QC further apologised on behalf of the Respondent for the inadequacy of the medical evidence provided to date which she accepted did not comply with the Tribunal's guidance but which was the best that she could obtain at the material time. Mr McLaren QC submitted that the lack of Answer filed to date was not deliberate on the part of the Respondent and he reassured the Tribunal that moving forwards she will "do all she can to meet [future] directions".
17. With regards to the proposed directions, Mr McLaren QC stated as below.
18. **Proposed Direction 1 (re-listing of substantive hearing)**
  - 18.1 It was agreed that the new substantive hearing be listed with a time estimate of 5 days to commence not before 16 May 2022.

**19. Proposed Direction 2 (Respondent's Answer and supporting documents)**

- 19.1 It was accepted that the Respondent (in her application to adjourn) requested until 1 November 2021 to file her Answer and 15 November 2021 to file her supporting documents. Subsequent to that request, the Respondent's health deteriorated therefore agreement was sought from the Applicant to extend those deadlines until 20 December 2021. The Applicant agreed to the revised dates with the caveat that both be subject to "UNLESS" Orders.
- 19.2 The Respondent reconsidered her position and determined that she "was not thinking straight" and "got in a muddle" regarding the dates. She reflected on the questions being asked of her by her legal team and the time that she required in order to answer the same. She sought medical advice such that her GP issued a "fitness to work" certificate which was predicated on the GP's concern regarding the impact of Tribunal proceedings on the Respondent's health and which essentially signed her off work for two month (until 10 December 2021).
- 19.3 Mr McLaren QC submitted that, given the Respondent's real difficulty in providing clear and coherent instructions, the inherent prejudice caused to her by her inability to do so, the lack of prejudice to the Tribunal proceedings and the Applicant, the Respondent should be given until 15 December 2021 to file her Answer and 14 January 2022 to file her supporting documents.

**20. Proposed Directions 2, 3, 4 and 5 (UNLESS Orders)**

- 20.1 Mr McLaren QC submitted that it would be draconian and oppressive to impose "UNLESS" Orders on the Respondent. He contended that failures to date to comply with directions regarding the filing of an Answer, supporting documents and witness statements were not deliberate on the part of the Respondent. The failures were borne out of her decline in health as demonstrated in the medical evidence filed to date from her GP and Dr Bhandari.
- 20.2 Mr McLaren QC submitted that the Solicitors (Disciplinary Proceedings) Rules 2019, in particular rule 20(3)(a) regarding non-compliance, rule 28(5) regarding witness statements and rule 27(2)(b) regarding the Tribunal's inherent power to exclude evidence, provided sufficient measures to ensure that directions were met and consequences in the event that they were not.
- 20.3 Mr McLaren QC stated that the Tribunal need not deploy the blunt and indefensible use of an UNLESS Order in circumstances where a more flexible approach was provided for within the parameters of the Solicitors (Disciplinary Proceedings) Rules 2019.

**21. Proposed Direction 5 ("the Cypriot Law Point")**

- 21.1 Mr McLaren QC contended that a mandatory CMH being directed further to any expert report being filed on the Cypriot Law Point was otiose. The proceedings processes was well equipped to respond to address pre hearing evidential disputes as to admissibility. If the Respondent filed an expert report in due course which the Applicant objected to in any respect, the parties could at that juncture seek a CMH for the Tribunal to

determine any contentious issues.

22. **Proposed Direction 6 (Applicant’s Reply to the Respondent’s Answer)**

22.1 No objection was raised.

23. **Proposed Direction 7 (consequential case management directions)**

23.1 No objection was raised.

24. **Proposed Directions 8 and 9 (future medical assessment and reports regarding the Respondent)**

24.1 Mr McLaren QC made plain that the Respondent (a) would cooperate with any medical assessment required of her and (b) would not seek any future extensions of time to directions issued by the Tribunal save in exceptional circumstances and supported by medical evidence.

24.2 Proposed Directions 8 and 9 were therefore not contentious in principle save for the mandate in 9 which provided that:

“The SRA’s instructed medical expert shall in all respects determine the manner in which the appointment takes place.”

24.3 Mr McLaren QC sought two qualifications to that mandate namely that the medical expert do make the determination:

(a) Having consulted with the Respondent’s GP

- Mr McLaren QC accepted that there was no legal entitlement for the Respondent’s GP to be consulted but asserted that the GP was best placed to advise any expert as to the manner of assessment which would be best for the Respondent’s health. To do so would not constrain the expert in any way, as the ultimate decision would remain with them, but would add fairness to the Respondent in the process.
- Mr Tabachnik QC submitted that the qualifications sought by the Respondent were neither appropriate nor necessary in that GP’s did not have a role in contributing to how medical experts undertake their assessments of patients. He further submitted that there was no advantage to the proceedings in imposing this qualification which could “provide a further opportunity for further excuses and non co-operation” by the Respondent with regards to medical assessment by the Applicant’s expert.

(b) In accordance with the guidance and rules issued by the professional expert associations.

- Mr McLaren QC accepted that it may be regarded as otiose to direct that the expert comply with the profession’s approved guidance but asserted that it would ease the Respondent’s concerns that previous assessments had not been

conducted in accordance with approved medical frameworks.

- Mr Tabachnik QC submitted that the qualification, as accepted on behalf of the Respondent, did not add anything to proceedings as experts were duty bound to comply with professional guidance and rules in relation to their conduct.

### The Tribunal's Decision

25. The Tribunal carefully considered the submissions of the parties. In broad terms, the Tribunal concurred with the Applicant that judicial control was required to ensure the effective case management of the proceedings towards a substantive hearing. However, the Tribunal noted the precarious state of the Respondent's health and its impact on her ability to provide instructions/participate fully in the proceedings. That having been said, the Tribunal was concerned at the apparent ability of the Respondent to conduct complex commercial litigation (the AP litigation) in the High Court yet appeared unable to engage in regulatory proceedings. The Tribunal was mindful that Respondents could not place their fee earning responsibilities over their obligations to their regulator. That concern was significant and should not be permitted unchallenged by independent medical evidence moving forwards.
26. It was agreed between the parties and endorsed by the Tribunal on 14 October 2021 that the substantive hearing be adjourned for at least six months. That decision in and of itself allowed more flexibility with regards to the filing of evidence in a manner that was fair to the parties and did not prejudice a future hearing date. The Tribunal did not accede to the Applicant's request at this juncture for those directions to be couched in "UNLESS" terms but that did not prevent consideration of the same in the event of future non-compliance by the Respondent.
27. The Tribunal was not persuaded that the qualifications sought by Mr McLaren QC in respect of the medical assessment were either required or appropriate.
28. The Tribunal considered that the direction sought by the Applicant in relation to the "Cypriot Law Point" was superfluous and therefore not required. The Solicitors (Disciplinary Proceedings) Rules 2019 provided the framework for filing of and challenges to admissibility of evidence. It was not necessary to add in another procedural layer to accommodate the same particularly given that (a) the Tribunal considered further CMH's to be required in any event and (b) the parties were able to ask for a CMH in the proceedings at any time for matters of dispute to be adjudicated upon.

### **Directions**

29. The Tribunal therefore directed that:
  - 29.1 The substantive hearing be re-listed remotely for 5 days on the **first available date from 16-20 May 2022**.
  - 29.2 The matter be listed for Case Management Hearings on the first available date (with a time estimate of 1.5 hours) from:
    - .

- **15 December 2021**
  - **14 January 2022**
  - **4 March 2022**
- 29.3 The Respondent do file at the Tribunal and serve on the Applicant her Answer to the Rule 12 Statement by **4.00p.m. on Wednesday 15 December 2021.**
- 29.4 The Respondent do file at the Tribunal and serve on the Applicant any documents upon which she seeks to rely at the substantive hearing by **4.00p.m. on Friday 14 January 2022.**
- 29.5 The Respondent do file at the Tribunal and serve on the Applicant any witness statements upon which she seeks to rely at the substantive hearing by **4.00p.m. on Friday 14 January 2022.**
- 29.6 The Applicant, if so advised, may file a Reply to any Answer, and any reply evidence and witness statements upon which it seeks to rely, by **4.00p.m. on Friday 4 February 2022.**
- 29.7 Subject to the provisions in Rule 29, the Civil Evidence Act 1995 applies to these proceedings in the same manner as they apply to civil proceedings. Rule 29 SDPR provides for the giving of notices under that Act. Any Notice under Rule 29 SDPR shall be filed at the Tribunal and served on every other party and each party to notify the other of the names of any witnesses whom they wish to attend the hearing for cross-examination by no later than **4.00p.m. on Friday 4 March 2022.**
- 29.8 Each party must file at the Tribunal and serve on every other party a completed Certificate of Readiness and Hearing Timetable by no later than **4.00p.m. on Monday 25 April 2022.**
- 29.9 The Applicant must serve a draft hearing bundle index on every other party, the parties to agree the content of the hearing bundle and the agreed electronic hearing bundle must be uploaded to the CaseLines system by **4.00p.m. on Monday 25 April 2022.** The Applicant shall confirm with the Tribunal when the Hearing Bundle is complete. No party shall remove any documents from the Hearing Bundle once the Applicant has confirmed it is complete without the permission of the Tribunal.
- 29.10 If at the substantive hearing the Respondent wishes his or her means to be taken into consideration by the Tribunal in relation to possible sanctions and/or costs, she shall, in accordance with Rule 43(5) SDPR by no later than **4.00p.m. on Monday 2 May 2022** file at the Tribunal and serve on the Applicant a Statement of Means including full details of assets (including, but not limited to, property)/income/outgoings supported by documentary evidence. Any failure to comply with this requirement may result in the Tribunal drawing such inference as it considers appropriate, and the Tribunal will be entitled to determine the sanction and/or costs without regard to the Respondent's means. A failure to comply may also cause the consideration of the Respondent's means to be adjourned by the Tribunal to a later date which may result in an increase in costs.

29.11 Where a party wishes to rely upon skeleton arguments and authorities, they shall be filed at the Tribunal and served on every other party by **4.00p.m. on Monday 2 May 2022.**

29.12 Unless the Respondent informs the Applicant and Tribunal that she did not propose to seek an Order for a further adjournment of the proceedings or any adjustments regarding the same, six weeks prior to the refixed trial dates, the Respondent shall serve on the Applicant and file at the Tribunal;

29.12.1 an updated psychiatric report, or any other medical reports on which she relies, addressing (inter alia) the Respondent's updated diagnosis and prognosis, and (in the case of a psychiatric report) the nature/extent of her engagement with treatment for any psychiatric condition (and with what results) in the period since September 2021;

29.12.2 all medical records relating to the Respondent which have been seen by the author of the report at (i).

For the avoidance of doubt, Direction 12 did not prevent the Respondent making a later application in the event of a material change of circumstances regarding her medical condition.

29.13 If the Respondent fails to serve on the Applicant and file at the Tribunal medical reports in accordance with the Direction 12, the Respondent shall co-operate with any assessment by the Applicant's instructed medical expert in relation to the same health issues if required including making herself available for an appointment, so that the Applicant's instructed medical expert may report to the Applicant at least 3 weeks before the revised trial dates. The Applicant's instructed medical expert shall in all respects determine the manner in which the appointment takes place.

29.14 Costs in the Application.

29.15 Liberty to Apply.

Dated this 21st day of October 2021

On behalf of the Tribunal



J Evans  
Chair

Clerk's Note: The dates for the CMH's are **Thursday 16 December 2021 at 9.00a.m., Monday 17 January 2022 at 10.00 a.m. and Tuesday 8 March 2022 at 10.00 a.m.**

**SOLICITORS DISCIPLINARY TRIBUNAL Hearing 2**

IN THE MATTER OF THE SOLICITORS ACT 1974

Case No. 12108-2020

**BETWEEN:**

SOLICITORS REGULATION AUTHORITY LTD Applicant

and

KATHERINE ALEXANDER-THEODOTOU Respondent

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Before:

Mr J Evans (in the chair)  
Mr G Sydenham  
Mrs L McMahon-Hathway

Date of Hearing: 16 December 2021

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**Appearances**

Nimi Bruce, counsel, of Capsticks LLP, 1 St George's Road, London, SW19 4DR, for the Applicant.

Alexander Milner, counsel, and Nicolas Damjanovic, counsel, of Fountain Court Chambers, Temple, London, EC4Y 9DH, for the Respondent.

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**MEMORANDUM OF CASE MANAGEMENT  
HEARING CONVENED REMOTELY**

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## Background

1. The full background to the matter can be found in previous memoranda in respect of CMH's convened on:
  - 6 November 2020.
  - 23 November 2020.
  - 26 November 2020.
  - 7 September 2021.
  - 18 October 2021.
2. On 18 October 2021 the matter was listed for a Case Management Hearing ("CMH") predominantly to (a) ensure that the Respondent had filed and served her Answer to the amended Rule 12 Statement by 15 December 2021 and (b) an update by the Respondent, if so advised, as to her health.

## Respondent's Written Application

3. On 13 December 2021 at 18:28 hours, the Respondent filed at the Tribunal and served on the Applicant an application (supported by a witness statement and exhibit KAT4) in which she sought:
  - (i) An extension of time to file and serve an Answer to **28 February 2022**.
  - (ii) An extension of time to file and serve documents in support of her Answer to **28 March 2022**.
  - (iii) An extension of time for the Applicant to file and serve its Reply, if so advised, to **18 April 2022**.
  - (iv) An extension of time for the service of Civil Evidence Act Notices to **22 April 2022**.
  - (v) Re-listing of future CMH's for the first available dates after:
    - a. 28 February 2022.
    - b. 28 March 2022.
    - c. 22 April 2022.
4. The Respondent submitted that the proposed variations did not prejudice the substantive hearing listed for 16 – 20 May 2022.
5. The broad grounds advanced in support of the Application were:
  - (i) [REDACTED]  
[REDACTED]
  - (ii) [REDACTED]  
[REDACTED]
  - (iii) Loss of staff

The Respondent averred that, having lost a number of members of staff from

her firm, there was an increased burden on her and the remaining staff. She stated that there was no-one to;

“...regularly assist [her] by reading documents or take dictation so that [she] can communicate with counsel by email and make amendments to draft documents...”

(iv) Accountant

The Respondent asserted that she relied upon;

“... the expertise of professional accountants in the preparation of [her] accounts and to ensure [her] compliance with the Accounts Rules...”

The Respondent further asserted that her accountant had contracted Covid-19 in mid-late November 2021, was unable to work and therefore unable to meet with and assist her in relation to the allegations regarding Accounts Rules breaches.

(v) AP Group Litigation

The Respondent contended that the “stress and long hours” of the High Court litigation had “taken a great toll on [her] health...”

She further contended that the AP Group Litigation remained;

“...at a crucial stage ... and cannot progress without my involvement...”

(vi) New Allegations

The Respondent stated that on 8 December 2021 she received correspondence from the Applicant in relation to alleged dishonest declarations she had made to her professional indemnity insurers in 2019 – 2021. She was required to respond to the same by 16 December 2021. She sought an extension of time to respond but the Applicant refused the same and advised that “they may wish to add these allegations to the current proceedings”.

The Respondent averred that the potential of further, most serious, allegations has detrimentally impacted on her mental health.

6. On 14 December 2021 at 13:46 hours, the Respondent filed a skeleton argument in support of her application.

### **Applicant’s Written Reply**

7. On 15 December 2021 at 16:45 hours the Applicant replied to the application. The application was opposed broadly in the following terms:

(i) [REDACTED]

[REDACTED]

(ii) [REDACTED]

[REDACTED]

(iii) Loss of staff

Not specifically commented upon.

(iv) Accountant

The Applicant was concerned about the importance being placed by the Respondent on the input of her accountant in answering Allegations 1.3, 1.2 and 1.5. The Respondent could reserve her position in her Answer in relation to evidence from her accountant and introduce the same by way of witness statement by 14 January 2022.

(v) AP Group Litigation

The Respondent effectively admitted placing her fee-earning responsibilities over her obligation to her regulator and to the Tribunal.

The Respondent plainly ignored the Tribunal's very clear statement (in the memorandum from the last CMH) that "Respondents could not place their fee earning responsibilities over their obligations to their regulator".

The Respondent's position in this regard was untenable.

(vi) New Allegations

On 8 December 2021 (one week before the Answer was due in the present proceedings), the Respondent was notified of serious regulatory concerns having been brought to the attention of the Applicant. Her response to those concerns, which relate to making false declarations on three documents, was sought by 16 December 2021. Those concerns related to a discrete course of conduct from 2019 – 2021 totally unrelated to the present proceedings.

The new allegations were not historic, completely discrete from those allegations, very serious in nature but comprising of very simple issues. Any response to the new allegations should be within the Respondent's knowledge, related to three documents and should be easily identifiable.

If the expedited investigation into the new allegations culminated in further proceedings being brought against the Respondent, they would be contained within a Rule 14 Statement.

8. Additionally, the Applicant submitted that if the Tribunal was minded to accede to the Application it should (a) be for less than the eight weeks sought and (b) be couched in terms of an “UNLESS ORDER”.

### **Preliminary Issue**

9. Mr Milner made an application for part of the hearing to be heard in private on the grounds of the Respondent’s physical and mental health.
10. Ms Bruce did not oppose the application.

### The Tribunal’s Decision

11. The Tribunal considered the application in line with rule 35(1) of the Solicitors (Disciplinary Proceedings) which provides:

“... 35(1) Subject to paragraphs (2), (4), (5) and (6), every hearing of the Tribunal must take place in public.

(2) Any person who claims to be affected by an application may apply to the Tribunal for the hearing of the application to be conducted in private on the grounds of—

(a) exceptional hardship; or

(b) exceptional prejudice to a party, a witness or any person affected by the hearing...”

12. The Tribunal paid significant regard to the fact that the Respondent’s application for privacy in respect of health issues was not opposed by the Applicant. Whilst the Tribunal was not aware of the extent of the submissions Mr Milner intended to make, it was abundantly clear to the Tribunal that the content would be sensitive and, if ventilated within the public domain, could cause exceptional hardship and/or prejudice to the Respondent.
13. The Tribunal balanced the competing principle of open justice and the Respondent’s interests to determine that the hearing be convened in private in relation to any submissions regarding the Respondent’s health.

### Respondent’s Application for an extension of time

14. Mr Milner acknowledged that the late application was regrettable but asserted that it was unavoidable given the decline in the Respondent’s health. She was 75 years old and suffering from significant health issues. Mr Milner confirmed that the Respondent’s Answer “in its current form” was a substantial document in response to eight allegations against a background of complex group litigation regarding hundreds of clients across two jurisdictions.
15. It would, Mr Milner submitted, be unfair to deny the Respondent additional time to complete her Answer for the reasons set out below.

(i) REDACTED

[REDACTED]

(ii) [REDACTED]

[REDACTED]

(iii) Loss of staff

No particular submissions were made.

(iv) Accountant

Mr Milner submitted that the Respondent's inability to meet with her accountant (who had contracted Covid-19 in late November 2021) was problematic as a number of the allegations related to breaches of the Solicitors Accounts Rules which required input from the accountant.

Mr Milner rejected the assertion that the Respondent could "reserve her position" in that regarding until the accountant was well enough to meet with the Respondent. He stated that such a suggestion would not be "sensible, realistic or practical".

Mr Milner contended that to file and serve a partial Answer with further detail to be provided thereafter was "not conducive to the orderly conduct of the case and does not help the Applicant as it leaves things in the air". Mr Milner submitted that the only sensible solution was to grant the Respondent an extension of time to file and serve a full Answer.

(v) AP Group Litigation

Mr Milner submitted that the AP Litigation required more work on the part of the Respondent than was envisaged at the time of the September CMH. He rejected the suggestion made by the Applicant that the Respondent had "chosen to prioritise" the AP Litigation over the Tribunal proceedings.

Mr Milner submitted that the Court of Appeal enforced strict deadlines in relation to procedural compliance. Failure to comply with those deadlines could result in the loss of the client's claims.

Mr Milner acknowledged that the Tribunal also had deadlines but asserted that the "only person who suffers [through non-compliance] was the Respondent" and it was necessary for her to ensure compliance with the Court of Appeal procedures "to ensure that clients do not suffer catastrophic consequences".

(vi) New Allegations

Mr Milner submitted that the new allegations were serious in that they involve dishonesty. He commented that “remarkably, and despite all the Applicant knows regarding these proceedings and health of the Respondent, a response [to the new allegations] was due today”.

The Respondent made a “timely application” to the Applicant for an extension of time in which to respond which was “bluntly refused” and represented an “aggressive move on the part of the [Applicant]”. Mr Milner submitted that, given that refusal, the Applicant “can’t complain that the Respondent needs more time [to file her Answer], it was obvious an inevitable [consequence] of the decision to serve new allegations”. Mr Milner submitted that the fact that the new allegations related to a discrete matter beyond the remit of the present proceedings made matters worse because of the work involved in responding to the same.

Mr Milner averred that the Applicant had “lobbed a fresh grenade into the arena [which was] an unfair distraction [which] created its own problems”

16. In response to other matters raised by the Applicant in its Reply to the Application, Mr Milner submitted:

- With regards to the Applicant’s assertion that it had insufficient time to address Dr Bhandari’s updated report, Mr Milner submitted that there was no reason why it could not be taken at face value. There was no need for the Applicant to seek its own expert in that regard as the report was relied upon in support of an application for an extension of time as opposed to an adjournment of a substantive hearing. Dr Bhandari was suitably qualified, provided a diagnosis, provided a prognosis/suggestion as to how matters should progress and his report should be afforded significant weight.
- The suggestion that the Respondent obstructed a previous attempt by the Applicant to obtain its own expert report regarding her health was refuted
- The assertion that the Respondent’s health did not prevent her from making the instant application was an “absurd and unrealistic position to take” as “making an application on medical grounds cannot disqualify an extension being granted”.
- With regards to the points made in respect of the AP litigation, Mr Milner submitted that the Respondent had already undertaken significant work in relation to that and there was no inconsistency in her ability to do so and her non-compliance with Tribunal directions to file and serve her Answer. There was, he contended, an obvious difference between the AP litigation (in which she represented clients) and defending herself in regulatory proceedings before the Tribunal. The former was unlikely to have a detrimental impact on her health whereas the latter was causing a direct impact on the same.
- Mr Milner submitted that the length of time sought in the application (a) would not prejudice the substantive hearing due to commence on 16 May 2021, (b) needed to

be considered in the context of the Respondent's poor health, (c) did not represent the six month "break from the proceedings" as recommended by Dr Bhandari and (d) was a timeframe which the Respondent "thinks she can comply with".

- Given the indication by the Applicant that any new allegations would form the subject of a Rule 14 Statement, the length of time sought would accommodate standard directions in relation to new proceedings. It was, Mr Milner submitted, "logical and convenient for both Answers [to the instant matters and any new allegations] being served at the same time".
- Mr Milner submitted that, in the event that the application was granted, it should not be in the form of an "UNLESS ORDER" as (a) a lot of the work had already been done on the Answer, (b) this was not a case of "deliberate or wilful non-compliance and (c) the application for an extension was made in time [namely before the expiration of the deadline]. Mr Milner concluded that the imposition of an "UNLESS ORDER" would be unduly draconian.

### Applicant's Response

17. Ms Bruce submitted that the Respondent's contention that she is unwell, aged and has filed medical evidence in support of her position was a "circular argument that lacked logic" as she was essentially asserting that she was "too ill and too busy" with the AP litigation to comply with Tribunal directions.

- (i) [REDACTED]and
- (ii) [REDACTED]

[REDACTED]

- (iii) Loss of staff

No particular submissions were made.

- (iv) Accountant

The suggestion made that the Respondent "reserve her position" regarding any input from her accountant was a pragmatic solution to the problem raised. It was catered for in the Tribunal's standard directions (which allows Respondent's to file and serve witness statements after their Answer) and a situation not uncommon to the Tribunal. Ms Bruce submitted that "delayed justice was no justice and [resulted in] the public interest not being served".

- (v) AP Group Litigation

Ms Bruce reiterated her previous submissions with regards to the apparent ability of the Respondent to conduct complex litigation but was unable to comply with her obligations to her regulator despite (a) being very ably represented by eminent counsel and (b) having been in possession of the amended Rule 12 Statement for eight months to date.

(vi) New Allegations

Ms Bruce submitted that this ground was “a distraction” to the present proceedings and it was open to the Respondent to seek an extension of time to respond to the new allegations which she did and which was refused.

Respondent’s Reply

18. Mr Milner submitted that the characterisation by the Applicant of the Respondent asserting that she was “too ill and too busy” to comply with Tribunal directions was too simplistic. Mr Milner submitted that the AP Litigation was presently before the Court of Appeal, was at a critical stage and had “taken on a life of their own”. The Court of Appeal imposed deadlines which the Respondent had to comply with as she had “no choice” in that regard.
19. With regards to the new allegations, Mr Milner advised the Tribunal that the Respondent was notified of them on 8 December 2021, she was required to respond to them by 16 December 2021, she promptly sought an extension of time (given the present CMH) which was refused in terms that she had counsel instructed, the Respondent replied in terms that notwithstanding that fact she still needed to access documents in order to provide instructions and that counsel did not have the capacity (given the 8 day deadline to respond) to finalise her response but the Applicant maintained that an extension would not be granted.

The Tribunal’s Decision

20. The Tribunal considered the application against the procedural background to the matter as set out below:
  - 10 July 2020 Rule 12 certified “Answer” submitted which was essentially a submission that the proceedings should be struck out as an abuse of process November 2020 Respondent’s application for abuse heard and she was partially successful in that three Allegations were withdrawn by the Applicant, three Allegations were stayed which left eight extant Allegations.
  - 22 January 2021 The Applicant filed and served an amended Rule 12 to reflect the amended Allegations as directed and the Respondent was required to file and serve her Answer by 4 March 2021.
  - 21 February 2021 The Respondent made an application to adjourn the Substantive Hearing (listed in May 2021), for an extension of time to file and serve her Answer and criticising the revised content of NXB1 as well as seeking to increase the time estimate for the Substantive Hearing from five to ten days. Further directions, from a Chair of the Tribunal on the papers, required additional amendments to be made to the Rule 12 and Exhibit NXB1, the Respondent to file and serve her Answer by 28 May 2021, the substantive hearing to be vacated and re-listed as soon as possible with a five day time estimate and once listed the Tribunal to issue Varied Standard Directions working towards that date.

- 12 March 2021 The parties were notified that the Substantive Hearing had been listed for 18 – 22 October 2021 by the Tribunal but Varied Standard Directions were neither issued nor sought.
- 9 April 2021 The Applicant filed and served an amended Rule 12 and Exhibit NXB1 following a short extension that was unopposed by the Respondent and endorsed by the Tribunal with the consequential variation that the Respondent do file and serve her Answer by 18 June 2021.
- 9 June 2021 The Respondent sought a further extension from the Applicant of five weeks to file and serve her Answer due to the ongoing High Court litigation that she was instructed on and which was taking longer than anticipated to conclude. The Applicant agreed the extension of time until 23 July 2021.
- 16 June 2021 The Respondent submitted medical evidence (in relation to the Respondent’s optical issues) on the Applicant.
- 22 July 2021 The Respondent sought a further extension from the Applicant of seven days to file and serve her Answer as she had been bitten by a snake. No supporting medical evidence was submitted. The Applicant agreed the extension of time until 30 July 2021.
- 26 July 2021 The Tribunal emailed the parties to ascertain whether any further directions were required in preparation for the October Substantive Hearing. The Applicant replied in the following terms: “...The parties are intending to discuss the possibility of submitting some agreed directions shortly. We should add that the Applicant has agreed extensions of time with the Respondent for the provision of the Answer and the current agreed date for the provision of this is on 30 July 2021...”
- 30 July 2021 The Respondent sought (at 16:48 hours) a further extension from the Applicant (on medical grounds) of seven days to file and serve her Answer. No supporting medical evidence was submitted.
- 3 August 2021 The Applicant sought clarification from the Respondent as to the extent and nature of her health issues such that it prevented her from filing and serving her Answer.
- 6 August 2021 The Respondent replied to the Applicant and served a “Statement of Fitness to Work for Social Security or Statutory Sick Pay” certificate from her GP which essentially stated that she was unfit for work until 30 August 2021.
- 13 August 2021 The Applicant replied in the following terms: “...[it was] willing to agree an extension to the 23 August 2021 [parenthesis added]. However, in the circumstances any further extension will need to be sought from the Tribunal via a formal application supported by full and proper medical evidence, along with a full explanation of Dr Alexander-Theodotou’s recent professional activity over the last few months - including in the Alpha Panareti litigation (with her various witness statements from May 2021

referred to in the judgment of this case) - that has caused the delay in the provision of the Answer...”

- 25 August 2021 The Applicant chased the Respondent in respect of her Answer, asked whether an application would be made to the Tribunal for an extension and gave notice that in the absence of either, the Applicant intended to apply to the Tribunal for a Non-Compliance Hearing.
- 27 August 2021 The Respondent replied in the following terms: “...Apologies for my slow reply. Kathy will be applying for an extension and other directions. Unfortunately, one of her appointments was postponed. Her intention is to apply next week (when she has the medical evidence she needs)...”
- 10 September 2021 Non-Compliance Hearing listed by the Tribunal at which submissions from the parties were received. The Tribunal directed, amongst other matters, an extension of time for the Respondent to file and serve her Answer. The matter remained listed for a substantive hearing from 18 – 22 October 2021.
- 5 October 2021 Respondent’s application to adjourn the substantive hearing and for an extension of time to file and serve her Answer.
- 7 October 2021 Applicant arranged for a medical assessment to be undertaken of the Respondent to take place. At 22:36 hours, the Applicant emailed Michael McLaren QC to relay the fact that (a) the appointment was arranged to inform the Applicant’s position with regards the Respondent’s second application to adjourn the substantive hearing, (b) the Respondent confirmed that she would attend the medical assessment, the timing of which was amended for her convenience, (c) the Respondent attended 25 minutes late, (d) the Respondent refused to turn her video on during the assessment which took place remotely via Zoom (which she had previously consented to), (e) the Respondent requested a face-to-face assessment in London which was possible at short notice, (f) Dr W offered a face to face assessment in Windsor (where he was based) but the Respondent refused on the grounds that it was “too far to travel”. The assessment by Dr W was therefore abandoned.
- 10 October 2021 Mr Damnjanovic advised that, having taken instructions from the Respondent, (a) the Respondent was not being deliberately uncooperative during the assessment with Dr W, (b) the delayed start to the assessment was because the Respondent believed she was not provided with a link to the Zoom meeting and had to call the Applicant for the same, (c) the Respondent was not willing to proceed with the assessment in circumstances where Dr W did not have access to any of her medical records and (d) the Respondent requested a further assessment to take place in London.
- 14 October 2021 Respondent’s application to adjourn the substantive hearing was granted by the Tribunal on the papers and the matter listed for a CMH for submissions on further case management directions.

18 October 2021 CMH at which oral submissions were received in respect of numerous matters (fully set out in the memoranda dated 21 October 2021. The Tribunal directed, amongst other matters, that the Respondent do file and serve her Answer by 15 December 2021.

21. The Tribunal proceeded to consider each of the grounds advanced by the Respondent and made the following findings:

(i) [REDACTED]

[REDACTED].

(ii) [REDACTED]

[REDACTED]

(iii) Loss of staff

The Respondent sought to persuade the Tribunal that the composition of her Firm and loss of staff was a relevant consideration to support her application for an extension as she had lost the administrative support previously available to her. The Tribunal rejected that assertion in its entirety. It was unjustifiable for the Respondent to blame a lack of assistance for not filing an Answer particularly given the lengthy history of non-compliance with Tribunal directions in that regard from February 2021 to date.

(iv) Accountant

The Respondent relied upon the fact that she had been unable to meet with the Firm's accountant since late November 2021 due to the accountant having contracted Covid-19. The Respondent was served with the amended Rule 12 in April 2021. No explanation was advanced with regards to steps taken to obtain assistance from her account between April and November 2021 in respect of Allegations 1.3, 1.4 and 1.5. Those allegations were not complex, (failure to keep accurate accounting records, lack of reconciliations and inability to demonstrate that the Firm held sufficient funds to meet client liabilities), could be addressed in the Respondent's Answer and elaborated on in a witness statement from the accountant filed before 14 January 2022.

(v) AP Group Litigation

The Tribunal was troubled at the fact that, despite the clear indication given at the last CMH, the Respondent appeared to be prioritising her fee earning work over her obligations to her regulator. The Applicant had raised concerns regarding the Respondent's conduct in the Rule 12 Statement which required adjudication. The Respondent, through her repeated non-compliance with directions, was frustrating the efficiency of the adjudication process.

**The public interest, comprising of the protection of the public, the declaration**

and upholding of proper standards within the profession and maintenance of public confidence in the regulatory function of the Applicant, was paramount. In order for the public interest to be met, allegations levelled against solicitors should be determined expeditiously.

The Tribunal considered that the Respondent was prioritising compliance with Court of Appeal directions over her professional responsibilities to the Tribunal. It was plain, given the procedural chronology set out above, that the Tribunal and the Applicant had endeavoured on numerous occasions over a protracted period of time to vary directions for the benefit of the Respondent but to no avail.

(vi) New Allegations

The Tribunal acknowledged the fact that notice of new and serious allegations of dishonesty must be distressing for the Respondent. However, it was part and parcel of the privilege of membership to the profession that such matters may arise and must be addressed. The Tribunal rejected the opaque suggestion advanced that there was anything nefarious regarding the fact that notification was sent on 8 December 2021 with a response required by 16 December 2021.

In any event, the investigation into new allegations was in its infancy, the Tribunal was not seized of the matter and in fact those allegations had not even been certified as demonstrating a case to answer. For those reasons the Tribunal rejected all assertions made in relation to the relevance of the new allegations on behalf of the Respondent.

22. In conclusion, the Tribunal determined that none of the grounds advanced on behalf of the Respondent warranted a further extension of time being given for her to file and serve her Answer.
23. The application was therefore REFUSED.

**Directions**

24. The Tribunal directed as follows:-
- 24.1 The Respondent's application for an extension of time to file and serve her Answer to the Rule 12 Statement (and consequential variations) is REFUSED.
- 24.2 All outstanding directions issued on 18 October 2021 remain in force.

Dated this 17<sup>th</sup> day of December 2021  
On behalf of the Tribunal



J Evans

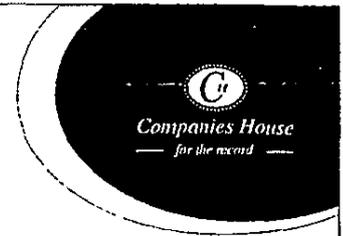
Chair

# AP01

## Appointment of director

# Companies House

## Entry



You can use the WebFiling service to file this form online  
Please go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**What this form is for**  
You may use this form to appoint  
an individual as a director

**What this form**  
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a corporate dire  
please use form  
of corporate dir

THURSDAY



on, please  
at  
se gov uk

A35 03/04/2014 #173  
COMPANIES HOUSE

### 1 Company details

Company number: 0 8 9 3 7 5 4 5  
Company name in full: HIGHGATE HILL SOLICITORS LIMITED

→ **Filing in this form**  
Please complete in typescript or in  
bold black capitals  
  
All fields are mandatory unless  
specified or indicated by \*

### 2 Date of director's appointment

Date of appointment: d 1 d 3 m 0 m 3 y 2 y 0 y 1 y 4

### 3 New director's details

Title\*: DR  
Full forename(s): KATHERINE  
Surname: ALEXANDER - THEODOTOU  
Former name(s) ①: -  
Country/State of residence ②: UK  
Nationality: BRITISH  
Date of birth: d 1 d 6 m 1 m 2 y 1 y 9 y 5 y 0  
Business occupation (if any) ③: LAWYER

① **Former name(s)**  
Please provide any previous names  
which have been used for business  
purposes in the past 20 years  
  
Married women do not need to give  
former names unless previously used  
for business purposes  
  
Continue in section 6 if required  
  
② **Country/State of residence**  
This is in respect of your usual  
residential address as stated in  
Section 4a  
  
③ **Business occupation**  
If you have a business occupation,  
please enter here. If you do not,  
please leave blank

### 4 New director's service address ④

Please complete your service address below. You must also complete your usual  
residential address in Section 4a

Building name/number: 66  
Street: THE SUNNY ROAD  
Post town: LONDON  
County/Region:  
Postcode: EN3 5EF  
Country: UK

④ **Service address**  
This is the address that will appear  
on the public record. This does not  
have to be your usual residential  
address.  
  
Please state 'The Company's  
Registered Office' if your service  
address is recorded in the company's  
register of directors as the  
company's registered office  
  
If you provide your residential  
address here it will appear on the  
public record

AP01

Appointment of director



### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name

Company name

**A1 Company Services**

Address

**Winnington House**

**2 Woodberry Grove**

Post town

**North Finchley**

County/Region

**London**

Postcode

**N 1 2 0 D R**

Country

**UNITED KINGDOM**

DX

Telephone

**02084926363**



### Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following.

- The company name and number match the information held on the public Register
- You have provided a business occupation if you have one
- You have provided a correct date of birth
- You have completed the date of appointment
- You have completed the nationality box in Section 3
- You have provided both the service address and the usual residential address
- Addresses must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number
- You have included all former names used for business purposes over the last 20 years
- You have enclosed a relevant section 243 application if applying for this at the same time as completing this form
- The new director has signed the form
- You have provided an authorising signature



### Important information

Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses.



### Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below.

**For companies registered in England and Wales**  
The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ  
DX 33050 Cardiff

**For companies registered in Scotland**  
The Registrar of Companies, Companies House,  
Fourth floor, Edinburgh Quay 2,  
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF  
DX ED235 Edinburgh 1  
or LP - 4 Edinburgh 2 (Legal Post)

**For companies registered in Northern Ireland**  
The Registrar of Companies, Companies House,  
Second Floor, The Linenhall, 32-38 Linenhall Street,  
Belfast, Northern Ireland, BT2 8BG  
DX 481 N R Belfast 1

### Section 243 exemption

If you are applying for, or have been granted a section 243 exemption, please post this whole form to the different postal address below:  
The Registrar of Companies, PO Box 4082,  
Cardiff, CF14 3WE



### Further information

For further information please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquires@companieshouse.gov.uk](mailto:enquires@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

AP01

Appointment of director

5

Signatures

I consent to act as director of the above named company

New director's signature

Signature

X K. Alexander - Photo ID

X

Authorising signature

Signature

X B Kahan

X

1 Societas Europaea

If the form is being filed on behalf of a Societas Europaea (SE) please delete 'director' and insert details of which organ of the SE the person signing has membership

2 Person authorised

Under either section 270 or 274 of the Companies Act 2006

This form may be signed and authorised by Director 1, Secretary, Person authorised 2, Administrator, Administrative Receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor

6

Additional former names (continued from Section 3)

Former names 3


3 Additional former names

Use this space to enter any additional names