

# Application for Practice Rights

This is an application for:

Please tick (✓)

Probate Practice
Reserved Instrument Activities (Conveyancing)
Criminal Litigation and Advocacy
Civil Litigation with Judge Room Advocacy
Civil Litigation and Advocacy
Family Litigation with Judge Room Advocacy
Family Litigation and Advocacy
Immigration Practice

**NOTE:** If you are applying for authorisation as a Compliance Manager, you must complete a different application form.

**You should complete this application either using a word processor or in black ink using block capitals.**

**In completing this form you should refer to the handbook for the scheme in which you seek practice rights.**

# Part One: General Information

## Personal Details

CILEx Membership number (if appropriate):

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Grade of CILEx Membership:

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Family name:

Title:

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Forenames:

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Address:

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Postcode:

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Communication address (if different):

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Postcode:

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Telephone numbers:

Home:

Mobile:

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Work:

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Email address:

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## Part Two: Knowledge and Understanding

Please set out the qualifications that you rely upon to demonstrate that you have the knowledge of legal practice and the law in the area in which you seek practice rights. You may rely on any one or more of the 3 options below to demonstrate that you have knowledge and understanding equivalent to that set out in the Competence Framework for the relevant practice right, included in the handbook at **Annex 3**.

### Option 1: CILEx Level 6 Examinations

State below the CILEx Level 6 law paper and matched practice paper examinations you have passed relevant to the appropriate practice right you seek, as set out in the competence framework. *[except for immigration law for which there is no matched practice paper, in this case you should **also** complete option 3 to demonstrate practice knowledge]*

Examination subject:	Date passed:

### Option 2: Equivalent Examinations

If you are relying on examinations which are equivalent to the CILEx Level 6 examinations set out in the competence framework, set them out below. In addition, you must also supply the:

- Syllabus for each examination
- Transcript of marks
- Proof of passing each examination

Awarding Body:	Examination subject:	Date passed:

### Option 3: Knowledge demonstrated through practice

*Tick if applicable*

If you are relying on your work experience to demonstrate your knowledge of the law and practice area, you should complete **FIVE** portfolios which demonstrate how your experience developed your knowledge and understanding of the learning outcomes set out in the competence framework.

A knowledge and understanding portfolio template which helps you to complete this element can be found at the end of this application form at **Annex 1**.

# Part Three: Experience

## Employment or work details

Please give details of your employment or work history. This should cover at least the last 5 years. Please start with your most recent experience first.

Employer's name and address:	Job title:	Dates:	
		From:	To:

For each role you undertook in the last 5 years, you should set out the following information:

- A description of the types of cases that you have handled
- A description of your typical caseload, including any details about the complexity of your caseload and a summary of any difficult cases you have handled
- The number of chargeable hours you spent on activities related to the area of practice in which you are seeking practice rights
- The proportion of time spent on the law related to the area of practice in which you are seeking practice rights
- A description of the range and nature of matters which you have handled related to the area of practice in which you seek practice rights
- Any distinctive features of your work

In addition, you must complete **THREE** portfolios which outline how your work experience demonstrates that you are competent in the relevant area of practice.

An experience portfolio template to enable you to complete this element can be found at the end of this application form at **Annex 2**.

## Part Four: Skills

Please indicate below which option you rely upon to demonstrate your skills in the area in which you seek practice rights. You may rely entirely on option 1 or option 2 or a combination of the two options to demonstrate how you meet the learning outcomes set out in the competence framework located in **Annex 3 of the scheme handbook**.

### Option 1:

*Tick if applicable*

I have provided a logbook and portfolio of evidence which demonstrates that I have met the learning outcomes as set out in the competence framework.

A logbook sheet template and guidance on organisation of your portfolio can be found at the end of this application form at **Annex 3**.

### Option 2:

*Tick if applicable*

I seek to rely on courses to demonstrate I meet the outcomes set out in the competence framework. This may include CILEx Level 6 in Client Care to demonstrate skills element 1 and CILEx Level 6 in Legal Research to demonstrate skills element 2 and other skills specific to the practice area.

		Date passed
CILEx Level 6:	Client Care	
CILEx Level 6:	Legal Research	
LL.B/GDL (if QLD)*	Legal Research	
LL.B/GDL and LPC/BPTC	Client Care and Legal Research	

\*If you are relying on an LL.B this must be a qualifying law degree as defined by the SRA/BSB.

If you are relying on courses which meet the outcomes set out in the competence framework, in addition to providing this information, you should also supply:

- Syllabus for each examination relied upon
- Transcript of marks
- Proof of passing each course relied upon

Awarding Body	Course	Date passed

## Part Five: Knowledge, Understanding, Experience and Skills (Practice Management and Accounts)

Please set out the qualifications that you rely upon to demonstrate that you have the knowledge, understanding, experience and skills in practice management and accounts management.

You may rely on either option 1 or option 2 below, or a combination of the two, to demonstrate that you have knowledge, understanding, experience and skills equivalent to those set out in the Competence Framework for practice management and accounts management, included in the handbook at **Annex 4**.

### Option 1: Course(s)

State below the course(s) you have completed/passed relevant to practice management and accounts management as set out in the competence framework. *[Where the course(s) on which you rely do not cover each of the outcomes set out in the competence framework you will need to demonstrate your competence in these outcomes using option 2, or by undertaking a further course to meet these outcomes]*

If you are relying on courses which meet the outcomes set out in the competence framework, in addition to providing this information, you should also supply:

- Syllabus/course outline for each course relied upon
- Transcript of marks (if applicable)
- Proof of completing/passing each course relied upon

Awarding Body/ Course provider	Subject	Date passed

### Option 2: Knowledge demonstrated through practice

*Tick if applicable*

If you are relying on your work experience to demonstrate your knowledge, experience and skills in practice management and accounts management you must provide a logbook and portfolio of evidence which demonstrates that you have met the learning outcomes. The logbook and portfolio of evidence must demonstrate how your experience demonstrates that you have knowledge, understanding and skills set out in the competence framework.

A portfolio and logbook template, which helps you to complete this element, can be found at the end of this application form at **Annex 2 & 3**.

# Part Six: Membership of Professional Organisations and Conduct Statement

## Membership of professional bodies, accreditation schemes etc.

Please provide details of any memberships of professional organisations, accreditation schemes etc. to which you belong (except CILEx)

Professional Body	Membership Level/Grade	Dates of membership	
		From	To

## Good Standing

For **EACH** professional membership, please confirm the following:

Membership Body		Y/N
	My subscriptions are up to date	
	My CPD is up to date	
	My subscriptions are up to date	
	My CPD is up to date	
	My subscriptions are up to date	
	My CPD is up to date	
	My subscriptions are up to date	
	My CPD is up to date	

## PRIOR CONDUCT

You must provide an answer to each of the questions 1 to 9 below; and sign and date the declaration below:

- |  |     |    |
|--|-----|----|
| 1. Have you been convicted or accepted a caution in the UK or elsewhere (other than a motoring offence, not resulting in disqualification)? This includes a fixed penalty notice.                    | Yes | No |
| 2. Have you ever been subject to any investigations or proceedings concerning your fitness to practise by any regulatory or professional body (including findings or orders currently under appeal)? | Yes | No |
| 3. Have you ever been adjudged bankrupt or made a composition with creditors?  | Yes | No |
| 4. Have you ever been removed from being a trustee of a charity, or removed from being concerned with the management or control of a charity?  | Yes | No |
| 5. Have you been removed from office as a member, director or manager of any public body?  | Yes | No |
| 6. Have you been disqualified as acting as a director of a company?  | Yes | No |
| 7. Have you been the subject of a civil judgment?  | Yes | No |
| 8. Has a determination (i.e. a decision) been made against you by the Legal Ombudsman?   | Yes | No |
| 9. Have any clients made a complaint about your work and/or conduct to you or your employer in the last 12 months?   | Yes | No |

If you have answered 'YES' to any of the questions above you must provide details of the circumstances (use a separate sheet if needed); a copy of any memorandum of conviction or a subject access report; and confirmation whether you have paid any fine or complied with any other order imposed on you.

Please read the guidance note below which explains the questions above.

### DECLARATION:

I declare that the information given in this form is correct. I understand that once registered as a member of CILEx or CILEx Practitioner I shall be bound by the provisions of the Charter bye-laws and all other regulations of CILEx for the time being in force, including the Code of Conduct.

Signed:

Dated:

### GUIDANCE NOTES:

1. A conviction is where you have been found guilty of a criminal offence. A caution is where the police have disposed of the matter against you rather than send your case to the court. A fixed penalty notice is where you have been given a financial penalty by the police. If you have then failed to pay it you must declare it. This declaration is subject to the provisions of the Rehabilitation of Offenders Act 1974. You do not need to declare protected cautions and protected convictions.
2. An order by a regulatory or professional body may have been made where you belonged to another organisation and they disciplined you.
3. A bankruptcy order is where a court has said you are unable to pay your debts. A composition with creditors is where you agree to repay people to who you owe money.
4. A trustee is someone that has been given responsibility for another person's property.
5. A public body is an organisation whose work is part of the process of Government.
6. A company is any business firm in the private (non-public) sector of an economy, controlled and operated by private individuals (and not by civil servants or government employees).
7. A civil judgment is a court order which states that you owe a debt to someone else and must pay it back. If you have any other civil judgment made against you that involves any matter such as debt, fraud, misrepresentation or conduct related to the administration of justice please let us know.
8. Legal Ombudsman determinations relating to complaints that involve you will usually be directed at entities.
9. This question is to enable IPS to collect information about the types and numbers of complaint made against CILEx members.



## Part Seven: For Applicants Seeking Judge's Room/Open Advocacy Rights Only

Please indicate which advocacy right you are applying for:

Civil Litigation with Open Court rights	
Civil Litigation with Judge's Room advocacy rights	
Family Litigation with Open Court rights	
Family Litigation with Judge's Room advocacy rights	
Criminal Litigation with Open Court rights	

Once you have selected the rights of audience that you want to apply for, you should complete the document located at **Annex 4** to demonstrate your advocacy experience.

You are also required to provide a portfolio of cases in which you have been involved relating to the types of proceedings for which you are seeking to qualify as an advocate. The portfolio should comprise **3 cases** in which you demonstrate your advocacy experience. The cases to which you refer in the portfolio must have taken place within the last 2 years.

The portfolios should be presented as set out in the portfolio template at **Annex 5**.

The Litigation and Advocacy Handbook sets out the issues that you should cover in the portfolios and provides some examples to assist you with the type of information to be included in your portfolios.

## Part Eight: References, Declaration and Endorsements

### References:

Please provide the names and addresses of 2 referees below. (IPS will write to your referees)

#### Referee 1

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Position of referee: (e.g. Judge etc.) \_\_\_\_\_

#### Referee 2

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Position of referee: (e.g. Judge etc.) \_\_\_\_\_

### Endorsement

This endorsement must be completed by an authorised person.

I confirm that the details provided in this application by \_\_\_\_\_  
are complete to the best of my knowledge.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## Declaration

### Applicant Declaration

I hereby apply for practice rights in:

Probate\*

Conveyancing\*

Immigration\*

and I confirm that I am eligible for a Practising Certificate in this area of practice.

\*Please tick as appropriate

### Or

I hereby confirm that I am eligible to apply for litigation rights in the area of practice set out below and I will apply for the identified Litigation and Advocacy Practising Certificate, once I have successfully completed the required Advocacy Skills Course:

- Civil Litigation and a Certificate of Eligibility to undertake the Advocacy skills course in Judge Room Advocacy\*
- Civil Litigation and a Certificate of Eligibility to undertake the Advocacy skills course in Open Court Advocacy\*
- Family Litigation and a Certificate of Eligibility to undertake the Advocacy skills course in Judge Room Advocacy\*
- Family Litigation and a Certificate of Eligibility to undertake the Advocacy skills course in Open Court Advocacy\*
- Criminal Litigation and a Certificate of Eligibility to undertake the Advocacy skills course in Open Court Advocacy\*

### AND

\*I hereby apply for authorisation in Practice Management and Accounts Management at Level 1.

I confirm that the information is accurate and complete to the best of my knowledge and I agree to be bound by the Chartered Institute's Rules, bye-laws and all other regulations for the time being in force.

I enclose the application fee

Any information you provide to CILEx or IPS will be used by them to consider this application and, generally, to provide you with Membership services; and to enable them to meet their obligations as a professional body and Approved Regulator under the Legal Services Act 2007. We may also share relevant information about you with approved publishers of legal directories and suppliers of membership benefit products, but you may ask us not to do so by contacting CILEx membership on 01234 845777.

In addition to publishing basic information about Fellows and other practitioners with reserved legal activity rights on our own website and providing that information to approved publishers of legal directories, we provide it in a publicly available database where third parties, including operators of comparison websites and other commercial organisations, may access it in reusable form and republish it, alone or in combination with other information. If you agree to the inclusion of your details (which may include any publishable disciplinary information) in this database, **please tick:**

Full information about the use we may make of your data is given in our privacy policy at [http://www.cilex.org.uk/ips/ips\\_home/for\\_cilex\\_members/complaints\\_against\\_you/publication.aspx](http://www.cilex.org.uk/ips/ips_home/for_cilex_members/complaints_against_you/publication.aspx). Information about disciplinary matters is only made public in accordance with the IPS Publication Policy [www.ilexstandards.org.uk](http://www.ilexstandards.org.uk).

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Return your completed form to:

The Chartered Institute of Legal Executives (CILEx)  
Kempston Manor  
Kempston  
Bedford  
MK42 7AB  
t: +44 (0)1234 845777  
e: [membership@cilex.org.uk](mailto:membership@cilex.org.uk)

# Annex 1: Knowledge and Understanding portfolio

**Knowledge and understanding portfolio (ONLY COMPLETE WHERE YOU DO NOT HAVE RELEVANT EXAMS except applicants seeking Immigration practice rights must complete this form to demonstrate knowledge of Immigration practice)**

**Practice Right sought:** \_\_\_\_\_

Instructions:

- You must provide 5 portfolios covering a range of matters you have handled from your caseload which demonstrate your knowledge and experience.
- You need not cover all the knowledge learning outcomes as set out in the Competence Framework at **Annex 3** of the handbook in each portfolio, but you should cover each of the outcomes at least once across the 5 portfolios.

Provide an outline of the facts of the case.

Provide an explanation of the law arising in the case and how the law applies to the facts of the case.

Provide an outline of any procedural and process matters that arose in the case and how they were dealt with.

Provide an outline of the evidential issues that arose in the case and how they were dealt with.

Provide an outline of any ethical or conduct issues that arose in the case and how they were dealt with.

Provide an outline of any funding issues that arose in the case and how they were dealt with.

Provide an outline of the advice provided to the client and the outcome of the matter.

Provide an outline of the decisions you had to make in the case and whether you had to take any strategic decisions in the case.

Provide a description of any training or development needs you have identified as a result of having dealt with the case.



Please identify the knowledge and understanding learning outcomes met through this portfolio.

## Annex 2: Experience portfolio

Instructions:

- You must provide **3** portfolios which cover a range of matters you have handled from your caseload.
- These portfolios should demonstrate your experience in the relevant area of practice.

(If you have completed portfolios at Annex 1 you do not need to complete this section)

Provide an outline of the facts of the case.

Provide an explanation of the law arising in the case and how the law applies to the facts of the case.

Provide an outline of any procedural and process matters that arose in the case and how they were dealt with.

Provide an outline of the evidential issues that arose in the case and how they were dealt with.

Provide an outline of any ethical or conduct issues that arose in the case and how they were dealt with.

Provide an outline of any funding issues that arose in the case and how they were dealt with.

Provide an outline of the advice provided to the client and the outcome of the matter.

Provide an outline of the decisions that you had to make in the case and whether you had to take any strategic decisions in the case.

Provide a description of any training or development needs you have identified as a result of having dealt with the case.

## Annex 3: Logbook Sheet

Name: \_\_\_\_\_

1. Skills Element:		Learning Outcome:	
2. Evidence provided:		Page in portfolio	
3. How does this meet the outcome?			
4. Opportunities for further development (if any)			
5. Completion date:			
6. Signed (applicant)		Date:	

## Annex 4: Advocacy Experience

This section must be completed by all applicants seeking litigation rights.

### 4.1 *Civil / family applicants*

Provide an outline of the range and nature of advocacy experience you have. You should indicate how many contested and uncontested cases you deal with, which courts they take place in and the nature of the issues involved.



**4.2** *Criminal proceedings applicants*

**4.2.1** Indicate if you are a police station accredited representative

**4.2.2** State how long you have been a police station accreditation representative

**4.2.3** Provide an outline of the range and nature of advice you have provided as a police station accredited representative and the types of cases you have given advice in. You should indicate how many cases you have provided advice in and over what period that advice has been provided.

**4.3** Provide an outline of the range and nature of advocacy you have observed. You should indicate the type of hearings you have observed, how many cases were contested and uncontested, which courts they took place in and the nature of the issues involved.

**4.4** Describe the supervisory arrangements exercised over your work.

**4.5** Provide details of any supervisory responsibilities you have over the work of others.

## Annex 5: Portfolio template for Advocacy (3 portfolios required)

Provide a concise description of the case, its progression and outcome.

Outline the law arising in the case and its application to the facts of the case.

## Annex 5: Portfolio template for Advocacy *continued*

Summarise the procedural or process issues that arose in the case. Your answer should include the Court, and in civil cases, the track to which the case was allocated.

*'Issues' here does not mean problems.*

Summarise the evidential issues that arose in the case and how you dealt with them.

*'Issues' here does not mean problems.*

Provide a summary of any ethical or conduct issues that arose in the case and how you dealt with them.

Provide a summary of the funding issues that arose in the case and how you dealt with them.

*'Issues' here does not mean problems.*

Outline any research that you undertook into law or procedure when handling this case.

Summarise any decisions you had to make, how you made them and whether you had to take any advice on strategic issues in the case.

Summarise any training or development needs you identified while you dealt with this case.

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