

Higher Rights of Audience

Accreditation route civil questionnaire

Education and Training Unit
Version 1

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Section A – About you and your firm

1. Please indicate your professional position:

sole practitioner
equity partner
salaried partner
assistant/associate solicitor
registered European lawyer
Government/in-house
other (please specify) _____

2. Please describe the size of your firm:

sole practice
2-4 partners
5-10 partners
11-26 partners
26+ partners
if an employed solicitor, please give a
description of your employer, e.g. CPS,
local government etc _____

not applicable (please explain) _____

3. (a) What is your date of birth?

(b) What is your date of admission to the roll of solicitors/registration as a
registered European lawyer?

4. If you are in private practice, are you the only solicitor undertaking civil litigation in
your firm? Please answer yes or no.

Yes No

Section B – Your experience in practice

1. How many years have you spent in full-time practice in England and Wales?

2. Since admission have you practised in jurisdiction(s) outside England and Wales?
Please answer yes or no.

Yes No

If the answer is yes, please state which jurisdiction(s) and how many years you practised there.

2. For how many years have you been an active advocate, attending court/tribunals on a regular basis?

3. What percentage of your chargeable hours have been spent on the practice of civil litigation in the past year?

4. What percentage of your chargeable hours have been spent on the practice of civil litigation in the past three years?

6. Please indicate whether you have experience of conducting work in any of the areas listed below in the past three years indicating whether you have personal experience of it and/or have supervised the work and whether it was in the High Court. Please also indicate whether you have been present at the trials or final hearings. (N.B “supervised” means supervising a colleague in your firm, not Counsel)

	Personally	Supervised	High Court	Present at the final trial hearing.
Admiralty				
Banking				
Building disputes				
Chancery division				
Commercial court				
Company				

	Personally	Supervised	High Court	Present at the final trial hearing.
Contentious probate				
Family proceedings				
Insolvency				
Insurance				
Judicial review				
Medical negligence				
Personal injury				
Proceedings against trustees				
Professional negligence				
Other, please specify				

7. If you have dealt with only a small number of cases in the last three years then please explain any reasons for this, for example, one large case.

Answer either question 8 or 9

8. Using the list below, please indicate those documents you have drafted in the past three years and those whose drafting you have supervised in the past three years and whether any have related to cases in the High Court. (N.B “supervised” means supervising a colleague in your firm, not Counsel)

	Personally	Supervisor	High Court
Statements of case			
Pleadings			

	Personally	Supervisor	High Court
Case summaries			
Witness statements			
Affidavits			
Interrogatories			
Civil evidence act notices			
Skeleton arguments			
Notices of appeal			

Using report form 1 attached, please give details of one case in which you drafted the statement of claim or defence summarising the issues involved and the difficulties encountered with particular reference to how the case was pleaded.

9. **In respect of Family and Care Proceedings only**, using the list below, please write two lists of your own indicating those documents you have drafted in the past three years and those whose drafting you have supervised closely in the past three years. (N.B “supervised” means supervising a colleague in your firm, not Counsel)

	Drafted	Supervised
Affidavits		
Questionnaires		
Witness statements		
Skeleton arguments		
Notices of appeal		
Consent orders		

Using report form 2, please give details of one case setting out the issues with particular reference to how the case was pleaded.

10. Using report form 3 please give details of one interim application in which you were involved in, setting out the issues particularly referring to any problems raised and how these were dealt with, with particular reference to any evidential or ethical issues.
11. Please indicate below whether you have conducted trials and/or final hearings as advocate in the last three years and the approximate number of occasions:

	Advocate at final hearing	Number of occasions
County court		
County court proceedings		
Industrial tribunal		
Planning inquiries		
Arbitrations		
Other ADR		
Magistrates' court		
Other tribunals (please specify)		

Using report form 4 please give details of one case which was prepared for trial/went to trial in which you were the advocate.

12. Using report form 5 set out brief details of a trial or significant hearing which you have observed in the last three years in the High Court and what you learnt from the observation.

Section C – Professional development and training

(All answers to questions in section c should be detailed on a separate sheet)

1. Referring to a training record if necessary, please list any professional development or training undertaken in the last three years such as attendance at courses as a delegate or a tutor, ongoing courses of study, distance learning, watching CPD approved videos or legal research (including preparation of practice notices, articles or books).
2. Please list membership of any specialist law associations or Solicitors Regulation Authority (SRA) accreditation schemes.
3. Please list any other relevant professional qualifications.
4. Please list all legal journals and law reports which you read on a regular basis.
5. Please describe in what other ways you develop yourself professionally.

Section D – Additional information

1. Do you currently hold or have you held any judicial or quasi-judicial office?

Yes No

If yes, please give details below.

2. Please provide below any further information in support of your application. Continue on a separate sheet if necessary.

3. Are there any additional factors relating to your application which you wish to make known to the SRA? Please give details, for example, of any career breaks, job changes, illness or disabilities which may have a bearing on your application.

Report form 1 – Drafting civil litigation

Please complete a separate sheet answering the following questions and attach it to your application.

Case reference:

1. Brief facts/issues of case (including points of law, if any).
2. Issues addressed in drafting the document initiating or defending the proceedings.
3. Any procedural/evidential/ethical issues and how these were dealt with.
4. What, if anything, did you learn and what would you have done differently or now do differently?

Report Form 2 – Drafting family and care proceedings

Please complete a separate sheet answering the following questions and attach it to your application.

Case reference:

1. Brief facts/issues of case (including points of law, if any).
2. Issues addressed in particular document you drafted (specifying which documents).
3. Any procedural/evidential/ethical issues and how these were dealt with.
4. What, if anything, did you learn and what would you have done differently or now do differently?

Report form 3 – Interim application

Case reference:

Type of interim application:

1. Brief facts/issues of case (including points of law if any).
2. Reason for interim application and whether you made it or responded to it.
3. Issues raised in the interim application.
4. Any problems of the following nature you encountered and how you overcame them:
 - (a) presentational
 - (b) procedural
 - (c) evidential
 - (d) ethical
5. What, if anything, did you learn and what would you have done differently or now do differently?

Report form 4 – Case which was prepared for or went to trial in which you were advocate

Case reference:

Court or tribunal:

1. Brief facts/issues of case (including points of law if any).
2. Any problems of the following nature you encountered and how you solved them:
 - (a) presentational
 - (b) procedural
 - (c) evidential
 - (d) ethical
3. What, if anything, did you learn and what would you have done differently or now do differently?

Report form 5 – Observation of a significant hearing in the High Court

Case reference:

1. Brief facts/issues of case (including points of law, if any) and the forum/type of proceedings.
2. Any problems of the following nature encountered and solved by the advocate(s):
 - (a) presentational
 - (b) procedural
 - (c) evidential
 - (d) ethical
3. What, if anything, did you learn and what would you have done differently or now do differently?