

Higher Courts Qualification Regulations 2000

Application for a certificate of eligibility under the accreditation route

Education and Training Unit
Version 2

Accreditation route (Regulation 6)

Please read the accompanying guidance notes and “Frequently asked questions” document before completing the form and either the civil or criminal questionnaire (or both). If the answer to any question exceeds the space allowed please continue on a separate sheet.

This application has been produced using Microsoft Word. On receipt of a request it can be emailed to potential applicants with compatible word processing packages so answers may be inserted directly into the form on screen.

General information

1. Applicant's full name (surname first, forenames following).

2. Title (eg Mr, Ms, Mrs, Miss).

3. Personal ID number (roll number)

4. Firm's name and address (include document exchange number).

5. Telephone number.

- Fax number.

6. Position in firm/organisation.

7. Date of admission as a solicitor in England and Wales.

8. Date of registration with the Law Society of England and Wales as a European Lawyer under the European Communities (Lawyers' Practice) Regulations 2000.

9. Do you hold a current practising certificate issued by the SRA? Yes No

If the answer is no, please explain your circumstances.

10. In the last three years have you been required to submit an application for a practising certificate under the provisions of s12 of the Solicitors Act 1974? Yes No

If the answer is yes, please give details.

Fit and proper

11. Are there any matters reflecting your competence or fitness of which the SRA ought to be aware (excluding convictions)? For example, are you currently involved in an investigation by the Legal Complaints Service? In this respect please note that although a check will be made against all internal SRA records, you must reveal any matters which may be relevant.

Yes No

If yes, please give details on a separate sheet attached to this application.

12. Since admission as a solicitor or registered European lawyer have you been convicted of an offence? Yes No

If yes, please give details on a separate sheet attached to this application.

13. Please indicate whether you seek a certificate in respect of civil or criminal proceedings. In this respect, please note that if you seek a certificate for both civil and criminal proceedings, two applications for a certificate of eligibility must be completed with separate application fees and questionnaires.

Civil Criminal

References

14. Please give the name, status and **full** address of at least one referee who can support your application. You may give more than one if you wish. Please note the advice on selecting referees is contained in the guidance notes in the "Frequently asked questions".

1. _____	2. _____
_____	_____
_____	_____
_____	_____

Tel: _____ Tel: _____

15. The civil and criminal questionnaires ask very specific information about your advocacy experience. There may be other advocacy that you are undertaking which is not encompassed by the questionnaires. For this reason, the Higher Courts Qualification Casework Committee (HCQCC) finds it helpful to have a summary of an applicant's advocacy experience. Please provide a brief summary no more than one page in length on the extent of your oral advocacy experience over the last two years and state in which fora these opportunities have taken place. If your advocacy opportunities have declined in recent years, please explain the reasons why and provide details of your advocacy opportunities beyond the last two years. Attach the summary to this application form.

Declaration

I hereby declare that the information given in my application is, to the best of my knowledge, correct.

I agree to be bound by the Higher Courts Qualification Regulations 2000 and Rule 11 of the Solicitors Code of Conduct.

I authorise the SRA to seek verification of any matters pertinent to the proper consideration of my application.

I understand that details of my membership of a professional accreditation scheme will be published from time to time by the SRA. The data used for such publication will be that contained in the SRA's central solicitors data base and may include: my name, my firm's name, my main practising address, practice telephone number, fax number and email address and details of my firm's website where appropriate.

I **do/do not*** wish to have my membership of a professional accreditation scheme made available to other selected organisations for the purposes of marketing suitable products relevant to my membership.

Signed _____ Date _____

Please note that the SRA

- a) reserves the right to revoke any award granted if incorrect information is given in the application form
- b) reserves the right to request further references
- c) is not obliged to permit the attendance of the applicant or the referees at the hearing relating to the consideration of the application.

Fees

The fees for an application for a certificate of eligibility under the **accreditation route** are £200.00, payable on application.

These fees will not be refundable, even in the event that your application is refused. Please ensure that you have read the guidance notes before submitting your application. Cheques should be made payable to The Law Society.

Where to return applications

Please return completed application forms to:

Finance Department, The Solicitors Regulation Authority, Ipsley Court, Berrington Close, Redditch B98 0TD or DX 19114 Redditch.

Notes

Please make sure you have completed and attached the questionnaire relating to the proceedings for which you are seeking the qualification.