

Higher Courts Qualification Regulations 2000

Application for the award of a Higher Courts Qualification under the development route

Education and Training Unit
Version 1

Development route (Regulation 5)

Please read the accompanying guidance notes before completing the form. 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 (e.g. 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.

<input type="text"/>	<input type="text"/>
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6. Position in firm/organisation.

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

8. Date of registration with the Solicitors Regulation Authority (SRA) 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 ever 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.

11. Have you undertaken the training and assessment in procedure, evidence and ethics?

Yes No

Please specify the name of the provider(s) and date undertaken/passed and attach certificate(s) of successful completion.

<u>Training:</u>	<u>Name of provider</u>	<u>Date</u>

<u>Assessment:</u>	<u>Name of provider</u>	<u>Date</u>

12. Have you undertaken the training and assessment in advocacy skills?

Yes No

Please specify below the name of the provider(s) and the date undertaken/passed and attach certificate(s) of successful completion.

<u>Training:</u>	<u>Name of provider</u>	<u>Date</u>

<u>Assessment:</u>	<u>Name of provider</u>	<u>Date</u>

13. Have you undertaken 12 months experience (a maximum of six months in a training contract and a minimum of six months post admission)?

Yes No

14. Have you compiled a portfolio of experience in accordance with the SRA guidance which has been signed off by your mentor?

Yes No

Please attach the certificate signed by your mentor. Please note that the SRA reserves the right to call for and inspect the portfolio before deciding whether or not to award the qualification.

15. For a portfolio to be considered within the context of an applicant's experience generally, the SRA finds it helpful to have a summary of the applicant's advocacy experience. Please provide a summary, no more than one or two pages in length on the extent of your oral advocacy experience during your career. You may wish to give an indication of how often you undertake oral advocacy. You should, by way of examples, try and focus on more demanding, substantial advocacy rather than give examples of more routine work. Attach the summary to this application form.

16. Please give details of your mentor below:

Name:
Address:
Telephone number:

Please also enclose an assessment from your mentor which should set out the advocacy experience you have gained during the portfolio period and outline lessons drawn.

Fit and proper

17. 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.

18. Since admission as a solicitor or registration as a European Lawyer have you been convicted of an offence in any court of the UK or elsewhere (other than a motoring offence not resulting in disqualification)?

Yes No

If you have answered yes to this question full particulars of any conviction must be given on a separate sheet and submitted with this form. The address of the court and the penalty imposed must be given.

References

19. **You are not required** to offer a referee if you are applying via the development route. If, however, you are able to offer a referee who can testify to your ability as an advocate then they may be able to provide information in support of your application.

A referee who has seen you as an advocate whilst they were sitting in a judicial capacity would be an ideal reference. If your mentor has observed you appearing as an advocate then they may be your referee:

1. _____

2. _____

Tel: _____

Tel: _____

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 web site 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 application fee for applying via the **development route** is £200.00 inc. VAT, payable on application.

This fee 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 Law Society, Ipsley Court, Berrington Close, Redditch B98 OTD or DX 19114 Redditch.

Checklist

Tick box

- | | | |
|----|--|--------------------------|
| 1. | Application form | <input type="checkbox"/> |
| 2. | Certificate from course providers confirming completion of the ethics, procedure and evidence stage and the advocacy stage | <input type="checkbox"/> |
| 3. | Certificate of satisfactory completion of the portfolio signed by the mentor | <input type="checkbox"/> |
| 4. | Mentor's assessment | <input type="checkbox"/> |
| 5. | Fee enclosed with application | <input type="checkbox"/> |