

Higher Courts Qualification Regulations 2000

Application for the award of higher courts qualification under the exemption route

Education and Training Unit
Version 2

Exemption route (Regulation 7)

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. Applicants 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.

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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 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.

Award applied for

11. Please indicate the award you are seeking:

Criminal Civil All proceedings

Experience

12. Have you in the past or do you hold any judicial appointments? Yes No

If yes, please supply details below. Please include information on the position to which you were/are appointed, the date you were appointed and how often you sat/sit in this judicial capacity on an annual basis.

If you no longer hold this position, please indicate the years during which you held the position.

13. Please record below the extent of your advocacy experience by indicating how many cases were handled in each of the last two years, starting with the most recent and using the format below:

Criminal

Civil

Year 1 _____ Year 2 _____ Year 1 _____ Year 2 _____

14. Please summarise on a separate sheet the substantive advocacy you have undertaken in the last two years. Please indicate the type and range of cases, approximate numbers handled and the courts in which you appeared. In this respect, it will assist the Higher Courts Qualification Casework Committee (HCQCC) if you set down your experience under the following headings:

- (a) Experience gained in the Higher Courts of England and Wales.
- (b) Experience gained in the Higher Courts of comparable jurisdictions as listed under paragraphs 1 and 2 of the Schedule to the Qualified Lawyers Transfer Test Regulations 1990 or in a jurisdiction listed in Article 1 of the EC Parliament and Council Directive 98/5/EC.
- (c) Experience gained in the lower courts of England & Wales, for example Magistrates' Court/County Court, or in a comparable jurisdiction.
- (d) Advocacy experience gained in other relevant forum such as tribunals, inquiries, arbitrations and other quasi judicial methods of dispute resolution.
- (e) Other advocacy experience not covered by the list above. For example, experience gained in jurisdictions **not** listed under paragraphs 1 and 2 of the Schedule to the Qualified Lawyers Transfer Test Regulations 1990.

You must provide information on specific cases which support the breadth and depth of the experience claimed. You may find it useful to set out your experience in a table. If so, wherever possible please supply the following details in a similar format:

	Details of the court e.g. Crown/High Court/chambers/magistrates/county	Nature of case/details of case e.g. name, length, contested?	Outcome
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Education and training

15. Please provide on a separate sheet information on any relevant education and practical training you have obtained during the last two years. You may submit your CPD training record as evidence of the training you have undertaken. Please give details of any relevant conferences you have attended or lectured at and any groups or organisations you are a member of.

Observation

16. Please record on a separate sheet details of any cases that you have observed during the last year in the Higher Court in which you wish to practise, detailing the cases briefly in date order, starting with the most recent. Wherever possible please supply the following details in a similar format:

Date	Details of the court e.g. Crown/High Court/chambers/magistrates/county	Nature of case/details of case e.g. name, length, contested?	Outcome
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Additional information

17. Please record on a separate sheet any other information which you feel is relevant to your knowledge/understanding of the procedural and evidential issues in the higher courts.

Additional factors to be taken into consideration

18. Please detail on a separate sheet any additional factors relating to your application that you wish to make known to the SRA. Please give details, for example, of any career breaks, job changes, illnesses or disabilities which may have a bearing upon your application and the number of appearances you have made.

For example, if you believe you come from an area of the country in which courts sit less frequently and this has affected the quality of your experience you should state so.

In addition, your firm may be a specialised practice which concentrates on High Court as opposed to county court litigation and as a result your open court advocacy experiences have been reduced. If this is the case, please detail on a separate sheet your appearances in interlocutory work in chambers and aspects of your work as a litigator which you regard as relevant to your advocacy skills.

Fit and proper

19. 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.

20. 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

21. Please give the name, status and **full** address of at least one referee who can testify to your ability as an advocate. You may give more than one if you wish, in this respect, please note the advice on selecting referees contained in the guidance notes and “frequently asked questions” documents:

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 2007.

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 solicitor's 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 attempting the **exemption route** is £200.00, 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 Solicitors Regulation Authority, Ipsley Court, Berrington Close, Redditch B98 0TD or DX 19114 Redditch.