

SAMPLE

CERTIFICATE OF TRAINEE SOLICITOR FOR CREDIT APPLICATION

During the 4-month period for which I am applying for credit, I completed the following work under the supervision of my supervising solicitor.

CONVEYANCING

I acted in respect of the sale of four residential properties.

In each case I completed the following tasks.

I attended with my supervising solicitor on taking initial instructions from the client.

I issued a section 68 letter along with fee estimate. I attended to anti-money laundering compliance including taking a photocopy of the client's identity documents and proof of address. I got an Accountable Trust Receipt Form signed by the client. I requested mortgage redemption figures from the lending institution and I took up the titles deeds from the lending institution. I requested a Folio from the Property Registration Authority. I requested a planning search. I also requested written confirmation/receipts from my client confirming the Local Property Tax and the NPPR charge were paid. I also on receipt of the sales advice notice from the auctioneer and in accordance with the instructions from the client prepared the contract for sale along with copy relevant title documents in order to issue the contract. My supervising solicitor reviewed the documentation prior to me sending the documents to the relevant purchaser's solicitor.

I prepared replies to Objections and Requisitions on title.

I dealt with any pre-contract queries.

On receipt of the signed contracts, I along with my supervising solicitor attended on our client in order to have the contract for sale executed.

I returned one part signed contract to the purchaser's solicitor.

I prepared the closing documents and attended on the client when statutory declarations were executed in the presence of a commissioner for oaths.

I prepared the fee note. I along with my supervising solicitor attended to the closing of the sale.

Thereafter I arranged to redeem any mortgages on the property and arrange a final account for the client. I discharged the balance fees due to the auctioneer. I liaised with the office book-keeper in respect of the transfer of fees and outlays from the Client account to the office account once my client confirmed the fee note was in order.

I arranged for the balance fees to be issued to the client.

I also arranged for the vacate mortgage to be provided to the purchaser's solicitor.

I thereafter arranged to close the file once I had checked that all undertakings had been discharged and that fees including outlays had been discharged and that the client account balance was zero having repaid balance funds out to the client.

I drafted and issued several letters to my client to keep them informed of how the sale was progressing.

LITIGATION

I acted in respect of two personal injury matters on behalf of applicants to the Injuries Board.

In each case, I carried out the following tasks:

I along with my supervising solicitor attended on the client when initial instructions were taken.

I issued a section 68 fees estimate to the client. I attended to anti-money laundering compliance including taking a photocopy of the client's identity documents and proof of address.

I prepared an O'Byrne letter in respect of both claims which arose from a single road traffic accident whereby my two clients were passengers in a car struck by another car.

I got consent letters signed in order to take up relevant medical reports.

I carried out a vehicle licensing search in respect of the third-party vehicle involved in the accident.

I took up an abstract report from the investigating Garda who attended at the scene of the accident.

I arranged to have professional photographs taken of the injuries sustained by my client in the accident.

On receipt of the medical reports, I along my supervising solicitor attended on the client and I assisted in completing the Form A for the application to the Injuries Board.

I submitted the application to the Injuries Board along with the medical reports and Injuries Board fee.

I drafted and issued several letters to my client to keep them informed of how the claim was progressing.

WILLS / PROBATE

I attended with my supervising solicitor when instructions were taken in respect of a will.

I prepared and issued a section 68 letter. I attended to anti-money laundering compliance including taking a photocopy of the client's identity documents and proof of address.

I typed up a memorandum in respect of the meeting with my client.

I typed up the will which was checked by my supervising solicitor.

I attended with my supervising solicitor and client when the will was reviewed and executed.

I acted as the second witness to the will.

I arranged to have a copy of the will issued to the client. I put the original will in the office safe and arranged to have the will added to the practice's will register.

COMPANY LAW

I carried out research for my supervising solicitor in respect of the procedure to setup a Limited Company for Charitable purposes.

I along with my supervising solicitor attended on the client when the relevant procedure was explained to the client.

I assisted my supervising solicitor in drafting a letter to the client setting out our advice.

EMPLOYMENT LAW

I attended with my supervising solicitor when instructions were taken in respect of an unfair dismissal case from a client who was an employee of a local restaurant.

I issued a section 68 letter. I attended to anti-money laundering compliance including taking a photocopy of the client's identity documents and proof of address.

I typed up a memorandum of attendance.

I arranged to take up pay records and contract of employment from the client.

I drafted a letter to the client's employer initiating a claim for unfair dismissal.

I attended with my supervising solicitor when the online application form to the Workplace Relations Commission was completed in the presence of the client for unfair dismissal.

I drafted and issued several letters to the client to keep them informed of how their claim was progressing.

So Certified and Confirmed this 4th day of June 2020.

Signature of Trainee Solicitor.....