

APPLICATION FOR ADMISSION TO THE ROLL OF SOLICITORS

Barristers applying for admission to the Roll of Solicitors will be accepted once the following requirements have been complied with.

- (a) Provide a certified copy of your transcripts of results evidencing your professional qualification.
Do not resubmit if this has already been provided.
- (b) Provide a certified copy of your original certificate(s) showing the higher education academic qualifications that you have been awarded. **Do not resubmit if this has already been provided.**
- (c) A Certificate of being in good standing while practicing from two benchers of The Honourable Society of the Kings Inns, and/or a Certificate of being in good standing from two senior lawyers if you are no longer a member of the Bar Council. The Law Society of Ireland must receive this Certificate no more than six months after its date of issue.
A new Certificate of Good Standing must be resubmitted if the one already provided is over six months from the date of issue.
- (d) Proof that you have passed or being exempted from an Irish language examination as prescribed under Section 3 of The Legal Practitioners (Qualification) Act, 1929. **Do not resubmit if this has already been provided**
- (e) **You must be disbarred before applying to the roll of solicitors and provide the letter of disbarment with this application. This can be done by contacting the Honourable Society of the Kings Inns.**
- (f) Letter/email from the LSRA confirming you have removed your name from the roll of practicing barristers if you are registered with the LSRA.
- (g) Proof of having spent at least six months in the office of a practising solicitor for the purpose of receiving due instruction and obtaining experience in the practice and profession of a solicitor. At the end of this time applicants should supply a letter from the solicitor confirming attendance and detailing the experience obtained. (This six-month requirement may, in exceptional circumstances, be waived - this is a matter for the Course Manager and the Education Committee) The Education Committee Decision Letter will confirm if the six-month requirement was waived or partially waived. **Do not resubmit if this has already been provided**
- (h) Ensure any other outstanding issues you may have are dealt with.
- (i) If your name is now different from that shown on your supporting documents you should submit evidence that the documents refer to you, i.e. a certified copy of a marriage certificate, deed poll or a statutory declaration etc.
- (j) **Certified copy of Identification e.g. Passport – Do not resubmit if this has already been provided.**
- (k) **Ensure the application form is fully completed, signed and dated, and accompanied by the fee.**

Your application will be returned to you if it does not comply with all of the above requirements.

Your name will be placed on the Roll of Solicitors once your Certificate of Admission (or Parchment) has been signed by the President of the High Court. You will then receive email confirmation of your admission to the Roll of Solicitors.

Practice certificate information- Once admitted to the roll of solicitors you are eligible to take out a practice certificate. If you require assistance, please visit www.lawsociety.ie/help or you can email pc@lawsociety.ie

It is the statutory responsibility of each solicitor to ensure that they have a practising certificate in place before providing legal services of any kind whatsoever in this jurisdiction, this applies to all solicitors whether practising within a solicitors firm or being employed as an in-house solicitor for a non-solicitor employer.

These requirements are set out in the Society's guidance notes which are available together with the practising certificate application form on the Society's website at www.lawsociety.ie/Solicitors/Practising/Practising-CertMembership.



**BARRISTERS APPLICATION FOR ADMISSION TO THE ROLL OF SOLICITORS
PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS**

Roll of Solicitors fee - Payment details are on the website.

NAME: _____

PERMANENT ADDRESS: _____

PHONE NUMBER: (Home) _____ (Work) _____

Email address: _____

Which Essentials of Legal Practice Course did you attend? _____

Date of Birth

Day	Month	Year

(day/month/Year)

DATED THE _____ DAY OF _____ 20____.

SIGNATURE: _____

ADDRESS FOR CORRESPONDENCE: _____

Completed application forms and queries regarding your admission can be directed to:
Ms. Philomena Whyte, Admissions Executive, Roll of Solicitors Office,
The Law Society of Ireland, Blackhall Place, Dublin 7