

Guidance in Respect of the Application Form for Entry onto the Roll of Practising Barristers

1. The purpose of this Guidance Note is to assist applicants in completing the application form for entry on the Roll of Practising Barristers.
2. The Guidance Note explains the nature of the information requested on the application form and the reason why the information is necessary for the creation of the Roll.
3. For the purposes of this Note, ‘the LSRA’ means the Legal Services Regulatory Authority and ‘the Act’ means the Legal Services Regulation Act 2015.
4. The Roll of Practising Barristers, when established, will be the **definitive register of all practising barristers in the State**. The Roll is a dynamic register, which means that it will be updated continuously as a practising barrister has his or her name entered on the Roll, changes practising status or, for a variety of reasons, has his or her name removed from the Roll.
5. It is the responsibility of each practising barrister to notify the LSRA immediately of any change in his or her practising status that impacts on the accuracy of his or her entry on the Roll.
6. The application form for entry on the Roll of Practising Barristers has two distinct sections.
7. The first section requests information from the applicant that will be published on the Roll of Practising Barristers. The information to be included on the Roll is governed by section 133 of the Act, in particular Sections 133(1)(b) and 133(4).
8. The second section requests information that is required by the LSRA to administer the Roll, to allow it to confirm that the applicant is a qualified barrister as defined by the Act and to make contact with the applicant should this be required. The information requested in this section has been kept to the minimum required to

administer the Roll. The information requested in this section will not appear on the public facing Roll of Practising Barristers under section 133(2).

9. Under section 133(5) of the Act, the LSRA may prescribe additional information that may be entered on the Roll relating to the professional qualifications and areas of expertise of practising barristers. The LSRA has decided not to prescribe such additional information at this time but this will be kept under review.
10. In relation to the request for 'Other Professional Name' (Question 3), an applicant should provide the name by which he or she is generally known professionally, if different from the names provided at Questions 1 and 2. For example, if an applicant is aware of another practising barrister of the same name, they should provide the professional name they use to distinguish themselves from such other barrister.
11. Whether a barrister is a member of the Law Library (Question 4) is of particular significance to the apportionment of the levy on legal practitioners. A practising barrister ceasing their membership of the Law Library should immediately notify the LSRA that he or she is no longer a member of the Law Library, and whether he or she intends to continue providing legal services as a practising barrister.
12. The qualification to practise as a "qualified barrister" may be based on (a) admission to the degree of Barrister-at-Law by the Honorable Society of King's Inns and/or the call to the Bar of Ireland or (b) registration as a 'registered lawyer' entitled to practise in the State by virtue of the European Communities (Lawyers' Establishment) Regulations, 2003. Applicants are requested to provide confirmation of the year in which they qualified under either of these headings. This information is requested so that the LSRA can satisfy itself that an applicant is a qualified barrister under the Act. **Note:** Admission to the degree of Barrister-at-Law means the date which you *obtained* the degree of Barrister-at-Law (i.e. on successful completion of the course and normally following an admission ceremony).
13. Applicants are also requested to consent to the LSRA obtaining confirmation of their qualification from either the Honorable Society of King's Inns (admission to the Barrister-at-Law degree and/or call to the Bar) or the Bar of Ireland (Establishment Regulations) and to consent to these bodies providing any information sought by the LSRA by way of verification of the application. In the event that this consent is not provided, applicants are requested to provide original documentation in support of their application for entry on the Roll.
14. Original documentation in this context refers to documentation that evidences both the qualification itself and verification that, subsequent to such qualification, the applicant has not been disbarred or suspended from practice, whether on foot of a

request for voluntary disbarment or as a result of disciplinary proceedings. The best evidence of this is a contemporaneous letter from the Honourable Society of King's Inns or the Bar of Ireland confirming all of the above information.

15. Upon confirming that an applicant is a qualified barrister under the definition as set out in the Act, the LSRA will write to the applicant informing them that they are to be entered on the Roll.
16. Successful applicants will then be provided with a unique reference number, which should be used in all future correspondence with the LSRA. All enrolled practising barristers should immediately notify the LSRA of any changes in their contact details to facilitate ongoing maintenance of the Roll.
17. Any queries in relation to the application process or the application form should be sent via e-mail to lsra-roll@lsra.ie. A member of the LSRA staff will respond to any queries received as soon as practicable.

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