



BY REGISTERED POST/EMAIL

Section 33 Consultation
Legal Services Regulatory Authority
PO BOX 12906
Dublin 2

Irish Institute of Legal Executives CLG.

31st January 2020

Email: publicconsultation@Isra.ie

Re: Submission on Admission Policies of the Legal Professions

Dear Sirs,

I write to you on behalf of the Irish Institute of Legal Executives and I refer to our previous submission to the Legal Services Regulatory Authority. I thank the Authority for this opportunity/invite to make this further submission on Admission Policies of the Legal Profession.

Like all organisations within the Legal Profession, the Institute plays a crucial role in the Admissions and Policies of Legal Executives in this Country. The Institute holds a high level admission policy in admitting Legal Executives to our organisation in much the same manner as the Law Society of Ireland and the Bar of Ireland as do other stakeholders.

The Institute comprises of a Council of elected members who direct the affairs of the Institute. Council Members are elected by Members of the Institute at the Annual General Meeting each year. Each newly elected Council appoints the President of the Institute and its Officers.

The Institute functions under their Constitution and Rules and Regulations in relation to the education, admission, enrolment, and discipline of the Legal Executive profession. The Institute is the Professional Body for its Legal Executives members, to whom it also provides services and support. The Legal Executive is a profession bound by codes of confidentiality and conduct established and enforced in Ireland by the Institute, a body founded for that purpose and for the advancement of the interests of Legal Executives.

The Institute plays a crucial role in the Admissions and Policies of Legal Executives in this Country. Admission is based on Academic and Legal Experience.

Being a member of the Institute members can obtain the following:

1. Practising Certificate each year as a paid-up member
2. Legal Executives can use appropriate initials after their name e.g. FIILEX or MIILEX
3. Attend Talks organised by the Institute on a yearly basis
4. Support and Advice on career
5. Directory of Members/Diary for the year
6. The Brief Magazine- (the Official Journal of IILEX)
7. Opportunity to become Fellows of IILEX after serving three consecutive years on Council.
8. Members can apply to the Courts Service for a court access card for access to the courts by completing their prescribed application form and dealing with their requirements.
9. Being a full member affords the opportunity to vote at an AGM



Irish Institute of Legal Executives CLG.

There are various levels of membership which can be found on our website www.iilex.ie and for ease of reference, I set out below a synopsis of levels of Membership as follows:-

Student Legal Executive Member:

To apply for this level of membership a person must be attending an approved course in Law/Legal Studies from the Educational Bodies recognised by the Institute. They must complete the prescribed application form and return same with two referees. A student member may attend and speak at general meetings but is not entitled to vote.

In conjunction with Griffith College the Institute developed a course specifically for the Legal Executive which is a two-year course which gives the Legal Executive the necessary academic and practical skills for the legal office. Each Student admitted onto the Course must comply with the Admissions and Policies of Griffith College and One of the benefits of admission to the Course is the student automatically qualifying as a Member of the Institute by way of a Student Membership on the completion of the prescribed application form to comply with the Institute's Admissions and Policies.

Associate Member A.I.I.L.Ex.

To apply for this level of membership a person must complete the prescribed application form. This level of membership represents a member who can be either a Law Clerk, Legal Secretary or other person with a reasonable amount of practical experience in a Legal Environment whose duties extend beyond secretarial or administrative in nature with a sound knowledge of practice and procedure as would be expected of a Law Clerk and who is committed to an acceptable course of Law Studies. An Associate member may attend and speak at general meetings but is not entitled to vote. Associates are accepted at the discretion of serving Council Members.

Legal Executive Member M.I.I.L.Ex.

To apply for this level of membership a person must complete the prescribed application form. This level represents a person who has reached the required standard of membership and has been awarded full membership. The requirement is that the person must have a University Law Degree/Diploma in Law or Legal Studies from the Educational Bodies recognised by the Institute. An Affidavit of Fitness and Certificate of Attendance on the Institute's prescribed form must be completed by the applicants Employer certifying the applicant has a minimum period of three years of practical experience. An oral interview with two serving Council Members may be required (if requested by Council).

Senior Legal Executive Member S.I.I.L.Ex.

This level of membership represents a person who has reached a defined level of expertise, academic achievement and practical experience. The requirements for this level of membership is a University Law Degree/Diploma in Law or Legal Studies from the Educational Bodies recognised by the Institute. An Affidavit of Fitness and Certificate of Attendance on the Institute's prescribed form must be completed by Employer certifying the applicant has a minimum period of ten years of practical experience. A submitted Paper on a Specialist Subject approved by Council for publication to existing members. Must have ten years continuous full membership of the Institute. An oral interview with two serving Council Members may be required (if requested by Council).



Irish Institute of Legal Executives CLG.

Fellowship Members F.I.I.L.Ex.

This category of Membership represents founder members. Per Special Resolution adopted on 17th August 2007, this category also applies to anyone who sits on Council for three years or more from this date. They are then awarded the title of Fellow.

Honorary Fellowship Members F.I.I.L.Ex. (Hon)

Awarded as proposed to Council.

Life Member

Council award for special services.

Notwithstanding the provisions of the Admission Policies for membership of the Institute, a serving Council Member is empowered to waive such requirements as it shall deem fit in considering any application. Further, serving Council Members reserve the right to make whatever further enquiries they deem fit in considering applications for membership. Serving Council Members may refuse to register any application for membership in its absolute discretion, without providing reasons for such refusal.

When one qualifies with a Diploma/Degree in Law, they can use this diploma/degree in law by applying to the Institute to become a member and practise as a Legal Executive if they wish to continue their career development in the legal profession.

Legal Executives play a vital role in the provision of legal services and continue to work with their Solicitor colleagues. Institute members consider themselves members of their profession, who, like other stakeholders require academic qualification with Legal experience. Many Institute members have moved on to qualify as Solicitors and Barristers and have used their experience gained as Legal Executives to help further their career development. This is recognised by the Law Society. The Institute continues to encourage its members in their academic and career development.

The Institute considers the process undertaken by the Authority as an excellent opportunity to improve the competencies required of all in the legal profession to provide a more efficient and cost effective service to members of the legal profession and to the consumer.



Irish Institute of Legal Executives CLG.

The Institute hopes that the Authority will not lose the excellent opportunity to streamline the Admissions Policies of all stakeholders and not just those of the Solicitor and Barrister professions. The Institute takes this opportunity to remind the Authority that it is the Institutes view that should Legal Executives be regulated and overseen by one body i.e. the Legal Services Regulatory Authority, the profession of Legal Executive would prove to be a considerable asset to the legal profession in Ireland.

I hope you will treat this submission favourably.

Yours sincerely,

Deborah Walsh (*Legal Executive/Commissioner for Oaths*)
Chairperson of IILEX

**On behalf of the Board of the
Irish Institute of Legal Executives**