
Practical Guide for EU, EEA and Swiss Lawyers on Service and Establishment

IRELAND

SEPTEMBER 2018

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If an error is identified, please bring it to the attention of the CCBE which will correct it, where appropriate.

Structure	Information received
1. Establishment	
1.1. Registration with Host Bar	<p>Bar of Ireland:</p> <p>Register with The Bar of Ireland which currently maintains the register of European Lawyers who provide the following documents:</p> <ul style="list-style-type: none">• A written application available online at https://www.lawlibrary.ie/Membership/European-Lawyers-Establishment-Directive.aspx containing the place of business in Ireland.• A certificate, not more than three months old, proving the applicant's registration with the competent authority in the applicant's home Member State as a lawyer qualified to practice under the applicant's Home-country Professional Title• Evidence that the applicant holds professional indemnity insurance equivalent to the insurance required by The Bar of Ireland for members of the Law Library• Certified translations of every certificate and other document on which the applicant relies which is not in the English language.• ID providing that the applicant is a citizen of an EU member state or a member state of the Agreement of the EEA (a certified copy of a passport)• Application Fee of EUR 500 <p>Law Society of Ireland (Solicitors)</p> <p>A national of a Member State of the EU qualified to practise as a lawyer in the home Member State, may be able to register as a foreign qualified solicitor under the Establishment Directive (98/5/EC). To be admitted to the register of registered lawyers, it</p>

	<p>is necessary to complete a registration form and an application for a qualifying certificate.</p> <ul style="list-style-type: none"> National provision: <p>S.I. No. 587/2016 - European Communities (Lawyers' Establishment) Regulations 2003 (Qualifying Certificate) Regulations 2016.</p> <p>Article 3 of the Directive makes it obligatory for the immigrant lawyer to register with the competent authority in the state in which he is practising. The regulations provide for registration of immigrant lawyers by the Bar Council and the Law Society (competent authorities), who must liaise closely with corresponding authorities in other members states to facilitate implementation of the Directive and prevent abuse.</p> <p>(Same documents as above stated by the Bar of Ireland)</p> <ul style="list-style-type: none"> Fees: <p>Processing fee -Lawyers seeking registration with the Law Society are required to pay a processing fee of €350.</p> <p>Registration fee – (Admitted less than 3 years on 1 January 2017: €1,115).</p> <p>Membership fee - The cost of standard membership of the Law Society is €85.</p> <p>The following documents must be submitted together with the application to the Law Society:</p> <ol style="list-style-type: none"> A certificate of good standing addressed to the Law Society of Ireland (no more than three months after its date of issue) from your home member state professional governing body, which certificate should also confirm that you are entitled to practise as a lawyer in your home member state. If not in the English language, please furnish with it a translation of it into English. Two written character references addressed to the Law Society of Ireland, each of which must be from either a practising solicitor of at least five years standing in the State or a practising lawyer in your home member state. If you are required (whether by law or by professional regulation) in your home member state** to maintain professional indemnity insurance cover in respect of your professional activities as a lawyer in your home member state, Article 6.3 of Directive No.98/5/EC and Regulation 6 of the European Communities (Lawyers Establishment) Regulations, 2003 provide that the extent to which such cover is equivalent to that required to be provided in respect of the professional activities of a solicitor in the State [pursuant to The Solicitors Acts 1954 to 1994 (Professional Indemnity Insurance) Regulations, 1995 to 2004] shall be taken into account by the Society for the purposes of this application. It is not permissible for a solicitor to carry on private practice in the State in association with a non-solicitor. This prohibition would equally apply to you, in pursuing, as a registered lawyer, the professional activities of a solicitor in the State. The obligations of a solicitor practising in the State in relation to Continuing Professional Development would equally apply to you in pursuing, as a registered lawyer, the professional activities of a solicitor in the State.
1.2. Title	<p>Bar of Ireland:</p> <p>You must practice under your professional title in your home member state.</p>

	<p>Law Society of Ireland:</p> <p>National provision: Article 4 of S.I. No. 587/2016 - European Communities (Lawyers' Establishment) Regulations 2003 (Qualifying Certificate) Regulations 2016.</p>
1.3. Salaried practice	<p>Bar of Ireland:</p> <p>The Bar of Ireland is the professional body for self-employed members of the independent referral bar, employment is not permitted.</p> <p>Law Society of Ireland:</p> <p>Scope of the Immigrant Lawyer's Right to Practice- The immigrant lawyer can carry on the same activities as he would be entitled to in his home state, under his home professional title. He can advise on the law of the host state as well as that of his home state and EU law, and has a right of audience before courts and tribunals in conjunction with a locally qualified lawyer. Art. 5 (2) provides that in states where conveyancing and probate work is reserved to a certain category of lawyers, lawyers coming from other states where such activities are carried on by non-lawyers can be excluded from practising such activities. This would seem to bar lawyers coming from most EU Member States from conducting conveyancing and probate work, with the exception of English and Scots solicitors (and possibly some Scandinavian lawyers).</p>
1.4. Legal Form and Shareholding	<p>Bar of Ireland:</p> <p>Must correspond to the core principles laid down by the independent referral Bar, The Bar of Ireland: no multi-disciplinary practices, no alternative business structures and no participation of non-lawyers.</p> <p>Law Society of Ireland:</p> <p>Currently- No multi-disciplinary practices, no alternative business structures and no participation of non-lawyers. It is not permissible for a solicitor to carry on private practice in the State in association with a non-solicitor. This prohibition would equally apply to you, in pursuing, as a registered lawyer, the professional activities of a solicitor in the State.</p> <p>The Legal Services Regulation Act 2015 provides for the possibility of introducing a new type of MDP or non-lawyer ownership allowing for potential structures such as those involving another regulated professional, a non-regulated professional or a passive investor.</p>
1.5. Joint Practice	<p>Bar of Ireland:</p> <p>Groups lawyers not permitted, The Bar of Ireland regulate self-employed barristers only.</p> <p>Law Society of Ireland: see above (14)</p>
1.6. Areas of Activity	<p>Bar of Ireland:</p> <p>The EU Registered Lawyer may give advice on the law of the Home Member State, Community law, international law and Irish law, and has the same right of audience as a practising Barrister qualified to practise in relation to the representation of a client in any proceedings before a court tribunal or public authority.</p>

	<p>Law Society of Ireland:</p> <p>Scope of the Immigrant Lawyer's Right to Practice- The immigrant lawyer can carry on the same activities as he would be entitled to in his home state, under his home professional title. He can advise on the law of the host state as well as that of his home state and EU law, and has a right of audience before courts and tribunals in conjunction with a locally qualified lawyer. Art. 5 (2) provides that in states where conveyancing and probate work is reserved to a certain category of lawyers, lawyers coming from other states where such activities are carried on by non-lawyers can be excluded from practising such activities. This would seem to bar lawyers coming from most EU Member States from conducting conveyancing and probate work, with the exception of English and Scots solicitors (and possibly some Scandinavian lawyers).</p>
1.7. Practice Rules	<p>Bar of Ireland:</p> <p>Pursuant to the Lawyers' Establishment Directive and the 2003 Lawyers' Establishment Regulations, in any proceedings before a judicial authority where the professional activities in question may, but for the 2003 Regulations, be lawfully provided only by a practising Barrister or a Solicitor qualified to practise, an EU Registered Lawyer shall act in conjunction with such a Barrister or Solicitor who practises before the judicial authority concerned and who would, where necessary, be answerable to that authority.</p> <p>Law Society:</p> <p>Art. 6 (1) of the Directive provides that the immigrant lawyer is subject to the rules of professional conduct that apply to lawyers in the host state. Thus, immigrant lawyers in Ireland will be subject to the professional conduct and the solicitors' accounts rules if they register with the Law Society</p>
1.8. Principle of Double Deontology	<p>Bar of Ireland:</p> <p>As established lawyer, you are subject to the regulations not only by your home bar but also by your host bar.</p> <p>Law Society:</p> <p>Article 7 provides that if the "obligations in force in the host Member State" are not complied with, the rules of procedure, penalties and remedies provided for in the host Member State shall apply. Therefore, immigrant lawyers practising as solicitors are subject to the full rigour of the Solicitors Acts and Regulations. This is reflected in Regulations 11 and 12 of the 2003 Regulations.</p>
1.9. Disciplinary proceedings	<p>Bar of Ireland:</p> <p>The Bar Council shall :</p> <ul style="list-style-type: none"> (a) before initiating disciplinary proceedings in relation to an EU Registered Lawyer, inform the relevant authority in the Home Member State as soon as practicable and furnish it with all relevant details. (b) cooperate with it throughout the proceedings, and (c) inform it as soon as practicable of the outcome of the proceedings (including proceedings on any appeal) and of any sanction imposed and the reasons for it. <p>Law Society:</p> <p>The Law Society informs the relevant authority if there is a finding of misconduct against an EU registered lawyer.</p>

<p>1.10. Insurance (professional indemnity insurance, social security, etc.)</p>	<p>Bar of Ireland:</p> <p>Professional Indemnity Insurance: must hold professional indemnity insurance, or be a member of a professional guarantee fund, in accordance with the rules of the Home Member State and either – the indemnity provided by the insurance or fund against any losses arising from claims against the lawyer in respect of professional activities in Ireland is equivalent in terms of the conditions and extent of cover as the cover required to be provided in that respect by Barristers, being EUR 1.5 million, which sum is subject to change by the Library Committee of the Bar Council or the equivalence of cover is only partial and, so as to provide full equivalence, additional insurance, or an additional guarantee is furnished, to cover the elements not already covered by the lawyer's existing insurance or guarantee.</p> <p>Social security: n/a</p> <p>Law Society:</p> <p>Registered European Lawyers are treated the same as Irish solicitors in all respects (even down to acting as Commissioners for Oaths). The only difference is they use their home title for the period before they go onto the Roll of Solicitors.</p> <p>In most cases such lawyers enter corporate practices and are therefore exempt from PII requirements as they are indemnified by their employer. Also they could set up a new practice in Ireland and seek PII.</p> <p>The Law Society can accept their home PII cover provided it meets our Minimum Terms and Conditions.</p> <p>National provisions:</p> <p>The Solicitors Acts 1954 to 2015 (Professional Indemnity Insurance Regulations) 2017.</p> <p>Companies Act 2014 (Professional Indemnity Insurance) (Liquidators) Regulations 2016.</p>
<p>1.11. Fees</p>	<p>Bar of Ireland:</p> <p>There is no fixed scale of fees for barristers. Generally, fees are negotiated on a case-by-case basis with the instructing solicitor based on the following factors:</p> <ul style="list-style-type: none"> ○ the complexity of the issue or subject matter; ○ the length and venue of any trial or hearing; ○ the amount or value of any claim or subject matter in issue provided; however, the level of fee should not be calculated solely on the basis of the value of the case or on a basis directly proportionate to the value of the case; ○ the time within which the work is or was required to be undertaken; and, ○ any other special feature of the case. <p>Barristers engaged in either criminal or civil legal aid work receive set fees from the State.</p> <p>Often barristers and solicitors undertake cases on the understanding that the client will only be asked for fees if and when the case is successfully concluded. This approach, known as 'no foal, no fee', has played a significant part in bringing to court many highly publicised actions in which individuals of limited means have taken on powerful companies and institutions – and have often won. Frequently the hearing of such cases takes a protracted period of time during which the barrister or barristers involved have to give their full commitment (often with no guarantee of payment), even though this means that they must forego</p>

	<p>other work offered to them.</p> <p>Law Society:</p> <p>There is no fixed scale of fees for solicitors.</p> <p>The law requires that solicitors inform their clients in writing, as soon as reasonable and practical, of the charges they will incur for the provision of any legal services provided by their solicitors. The legislation requires that the actual charges be given, if this is possible. If not, then an estimate must be given, and if that is not possible, the basis of the charges must be given.</p> <p>(Section 68 Solicitors (Amendment) Act, 1994)</p> <p>Solicitor's charges are based on the following:</p> <ul style="list-style-type: none"> - the complexity of the matter - the urgency of the matter - the difficulty of the questions raised - the skill, labour, specialised knowledge and responsibility involved - the number and importance of documents prepared or examined - the amount or value of any transaction involved - the importance of the matter to you - the time reasonably spent by personnel in the solicitor's firm on the matter - the place or places and the circumstances in which the matter is pursued
<p>1.12. Continuing Legal Education</p>	<p>Bar of Ireland:</p> <p>is required 10/12 CPD points as required by the Code of Conduct.</p> <p>Law Society:</p> <p>The CPD requirement for the 2018 cycle is 20 hours, to include a minimum of 3 hours management and professional development skills and a minimum of 2 hours regulatory matters (3 hours for sole practitioners).</p> <p>(Solicitors (Continuing Professional Development) Regulations 2017) (S.I No. 529 of 2017).</p>
<p>1.13. Bar</p>	<p>Bar of Ireland:</p> <p>By registering as a EU registered lawyer, you are added to our listing of registered lawyers which is housed on our website www.lawlibrary.ie. You do not become a member of the Law Library.</p>
<p>1.14. Conditions for the Acquisition of the Title of a 'National Lawyer'</p>	<p>Bar of Ireland:</p> <p>Provision of legal services in the Republic of Ireland as an established lawyer for at least three years</p> <p>Applications are considered by the Education Committee of the Kings Inns who recommend to the Council of King's Inns which parts of the aptitude tests the applicant is required to take. See www.kingsinns.ie prospective students and qualified applicants.</p>

The aptitude tests are held in March and September each year. Admission to the degree of Barrister-at-Law and Call to the Bar of Ireland takes place in July and October each year.

Law Society:

Under Article 10(1) an immigrant lawyer is entitled to be exempted from taking the aptitude test if he can show that he has "effectively and regularly" pursued "an activity in the law of Ireland" for a period of three years. An activity of Irish law includes EU law, and under regulation 16 (4), in certain circumstances, at the discretion of the competent authority, exemption may be granted if the period for which the applicant practiced Irish law was less than three years, provided professional activities were pursued for at least that period in the State.

A registered lawyer can seek to be admitted as a solicitor in the State in **one of three ways**:

1. By sitting and passing the Qualified Lawyers Transfer Test (QLTT) consisting of five written papers and an oral examination in professional conduct. The written papers are in Constitutional Law, Criminal Law or Company Law, Contract and Tort, Land Law and Conveyancing, Probate and Taxation, and Solicitors' Accounts.
2. Under Article 10(1) of Directive No.98/5/EC, where a registered lawyer shows that he or she has "effectively and regularly" pursued "an activity in the law of the State" for a period of three years. In support of such an application, an applicant must furnish to the Law Society evidence of his/her "effective and regular" pursuit of legal practice for three years, including details of the number of cases dealt with in the State and their nature, together with three written references (addressed to the Law Society of Ireland) from solicitors practising in the State verifying the applicant's range of legal practice activity throughout the three year period. It would be helpful if a registered lawyer, in anticipation of making such an application, at the end of such a three year period, maintained an ongoing log of his/her legal practice activities in the State throughout the three years. The Law Society may request clarification or more specific details (whether in writing or by personal interview, or both) of the nature of the "effectiveness" and/or "regularity" in such pursuit of legal practice in the State during the relevant three years.
3. Under Article 10(3) of Directive No.98/5/EC, where a lawyer from another member state has "**effectively**" and "**regularly**" pursued a "**professional activity**" in the State for a period of three years, even if there is a lesser period of "**activity in the law of the State**". The Law Society will take into account the "professional activity" undertaken during the three year period and "any knowledge and professional experience (of the applicant) of the law of the State and any attendance (by the applicant) at lectures or seminars on the law of the State, including the rules regarding professional practice and conduct." The Law Society will require proof of such "professional activity" and/or such "attendance(s)", as well as the number of legal cases dealt with in the State, together with three written references from practising solicitors in the State verifying the applicant's range of legal practice activity during the three year period. It would be helpful if a registered lawyer, in anticipation of making such an application, at the end of such a three year period, maintained an ongoing log of his/her legal practice activities in the State throughout the three years. The Law Society may request clarification or more specific details (whether in writing or in personal interview, or both) of the nature of such "professional activity" by the applicant in the State during the relevant three year period.

2. Services

2.1. Under home title & representation before courts

Bar of Ireland:

- Service under your home-country professional title – which must be expressed in the official language before courts and

	<p>administrative authorities</p> <ul style="list-style-type: none"> • Courts and administrative authorities many require proof that you are a lawyer in your home state/ a European lawyer identity card (translated into English) • indicate membership of the professional body in the Home Member State or the judicial authority before which they are entitled to practise pursuant to the laws of that State • include a reference to the lawyer’s registration with the Bar Council and copy of certificate of registration. • Pursuant to the Lawyers’ Establishment Directive and the 2003 Lawyers’ Establishment Regulations, in any proceedings before a judicial authority where the professional activities in question may, but for the 2003 Regulations, be lawfully provided only by a practising Barrister or a Solicitor qualified to practise, an EU Registered Lawyer shall act in conjunction with such a Barrister or Solicitor who practises before the judicial authority concerned and who would, where necessary, be answerable to that authority • You must have an address for service in the host state <p>Law Society: See 1.6 above.</p>
2.2. Deontology	<p>Bar of Ireland:</p> <p>The visiting EU Lawyer providing legal services in a host country shall observe professional rules of home country. The Bar of Ireland legal regulations are applied as subsidiary rules. However, if the visiting EU lawyer provides legal services in representation of clients before courts and other bodies, the same rights and duties as an Irish Barrister and professional rules of the home country are applied as subsidiary rules.</p> <p>Law Society: Same as above (1.8, 1.9)</p>
2.3. Fees	<p>Bar of Ireland:</p> <p>There is no fixed scale of fees for barristers. Generally, fees are negotiated on a case-by-case basis with the instructing solicitor based on the following factors:</p> <ul style="list-style-type: none"> • the complexity of the issue or subject matter; • the length and venue of any trial or hearing; • the amount or value of any claim or subject matter in issue provided; however, the level of fee should not be calculated solely on the basis of the value of the case or on a basis directly proportionate to the value of the case; • the time within which the work is or was required to be undertaken; and, • any other special feature of the case. <p>Barristers engaged in either criminal or civil legal aid work receive set fees from the State.</p> <p>Often barristers and solicitors undertake cases on the understanding that the client will only be asked for fees if and when the</p>

	<p>case is successfully concluded. This approach, known as ‘no foal, no fee’, has played a significant part in bringing to court many highly publicised actions in which individuals of limited means have taken on powerful companies and institutions – and have often won. Frequently the hearing of such cases takes a protracted period of time during which the barrister or barristers involved have to give their full commitment (often with no guarantee of payment), even though this means that they must forego other work offered to them.</p> <p>Law Society: Same as above (1.11)</p>
<p>3. Acquisition of the national lawyer’s title</p>	
<p>3.1. Via Establishment Directive</p>	<p>Bar of Ireland: See above point 1.14</p> <p>Law Society: Under Article 10(1) of Directive No.98/5/EC, where a registered lawyer shows that he or she has "effectively and regularly" pursued "an activity in the law of the State" for a period of three years. In support of such an application, an applicant must furnish to the Law Society evidence of his/her "effective and regular" pursuit of legal practice for three years, including details of the number of cases dealt with in the State and their nature, together with three written references (addressed to the Law Society of Ireland) from solicitors practising in the State verifying the applicant's range of legal practice activity throughout the three year period. It would be helpful if a registered lawyer, in anticipation of making such an application, at the end of such a three year period, maintained an ongoing log of his/her legal practice activities in the State throughout the three years. The Law Society may request clarification or more specific details (whether in writing or by personal interview, or both) of the nature of the "effectiveness" and/or "regularity" in such pursuit of legal practice in the State during the relevant three years.</p> <p>Under Article 10(3) of Directive No.98/5/EC, where a lawyer from another member state has "effectively" and "regularly" pursued a "professional activity" in the State for a period of three years, even if there is a lesser period of "activity in the law of the State".</p> <p>The Law Society will take into account the "professional activity" undertaken during the three year period and "any knowledge and professional experience (of the applicant) of the law of the State and any attendance (by the applicant) at lectures or seminars on the law of the State, including the rules regarding professional practice and conduct." The Law Society will require proof of such "professional activity" and/or such "attendance(s)", as well as the number of legal cases dealt with in the State, together with three written references from practising solicitors in the State verifying the applicant's range of legal practice activity during the three year period. It would be helpful if a registered lawyer, in anticipation of making such an application, at the end of such a three year period, maintained an ongoing log of his/her legal practice activities in the State throughout the three years. The Law Society may request clarification or more specific details (whether in writing or in personal interview, or both) of the nature of such "professional activity" by the applicant in the State during the relevant three year period.</p>
<p>3.2. Via Professional Qualification Directive</p>	<p>Pass the aptitude test (or having a period of adaptation up to 3 years): see Articles 13-14 of Directive 2005/36 on recognition of professional qualifications</p>

Law Society:

Steps to qualification via the QLTT

1. The first step is to obtain a Certificate of Eligibility. For details of who can apply and a link to the application form, see [Certificate of Eligibility](#).
2. When you have been granted a Certificate of Eligibility, you can then apply to sit the [QLTT exams](#).
3. If you are applying for exemptions from any of the QLTT exams, you need to send your application with proof of your relevant post qualification experience and fee to Catherine Byrne, Education Department, Law Society of Ireland, Blackhall Place, Dublin 7 **approximately 5 days before the** Education Committee deadline date.
4. If you have any queries, please email [Catherine Byrne](#).
5. When you have passed all the QLTT examinations, you will be contacted for entry to the Roll of Solicitors in Ireland. A further admission fee will be required at this time.
6. Once on the Roll of Solicitors in Ireland, you are **not** required to undergo any further examinations/undertake a training contract.

The Qualified Lawyers Transfer Test comprises: An **oral examination** in Professional Conduct and a **written examination** in: Paper 1 Constitutional Law and Criminal Law or Constitutional Law and Company Law (at the option of the candidate) Paper 2 The Law of Contract and the Law of Tort

Paper 3 Land Law and Conveyancing

Paper 4 Probate and Taxation Paper 5 Solicitors Accounts

Paper 6 European Union Law

This examination is offered by the Society twice every year usually in June/July and October/November. Each examination paper may comprise problem or essay type questions or a combination of both. The pass mark for each paper is 50%. Every candidate for the Qualified Lawyers Transfer Test must first obtain a Certificate of Eligibility from the Education Committee to sit the Test. The Education Committee will also determine on receipt of the appropriate application form and documentation, what subject or subjects the applicant is required to take.

Professional Conduct - Oral Examination

The Professional Conduct examination comprises an oral examination of approximately 15 minutes. Candidates may be questioned on any of the following topics:

1. The Rules of Professional Conduct
2. The Relationship between Solicitor and Client
3. Conflict of Interest
4. Privilege and Confidentiality
5. The Relationship between the Solicitor and the Courts
6. The Relationship between the Solicitor and Third Parties;

	<p>7. The Relationship between Solicitors</p> <p>8. The Relationship between the Solicitor and Counsel</p> <p>9. The Solicitor in Practice</p> <p>10. The Remuneration of the Solicitor.</p> <p>Fees:</p> <ul style="list-style-type: none"> - Constitutional Law & Company Law OR Constitutional Law & Criminal Law - €225 - Contract & Tort - €225 - EU Law - €165 - Land Law & Conveyancing - €225 - Probate & Taxation - €225 - Professional Conduct - €165 - Solicitors' Accounts - €165
4. Practicalities	
4.1. Practical information	<p>Bar of Ireland:</p> <ul style="list-style-type: none"> • You can find information on the court system, addresses, contacts and opening hours of all courts of Ireland under: http://www.courts.ie/ • You may wish to visit to the court venue before the date of the case to familiarise yourself with the layout. If you would like someone to show you around and explain the layout, you can contact the court office beforehand to agree a suitable date and time for your visit. • This link shows who's who in the courtroom • It is recommended to arrive at least 15 minutes beforehand, as there may be security checks. • Once you find the appropriate courtroom, please wait outside. You will be invited in. • Before the Irish courts, lawyers can choose to wear a gown in the courtroom. • It is required to stand when the judge walks in or when you speak to a judge. • Queries in regard to practice directions should be directed to the relevant court office. • Contacts to and information on the organisation of The Bar of Ireland are available under: www.lawlibrary.ie. All relevant provisions (i.e. EU Registered Lawyers) are found under Membership <p>Law Society:</p> <p>https://www.lawsociety.ie/Public/Foreign-Lawyers/EU-Registered-Lawyers/</p> <p>Law Society Regulation Department, Georges Court, George's Lane, Dublin 7</p>
4.2. National organisation	<p>Law Society:</p>

The Law Society of Ireland is the educational, representative and regulatory body of the solicitors' profession in Ireland.

The Law Society exercises statutory functions under the Solicitors Acts 1954 to 2011 in relation to the education, admission, enrolment, discipline and regulation of the solicitors' profession. It is the professional body for its solicitor members, to whom it also provides services and support.

The Law Society is governed by an elected Council, which is supported by a full-time executive led by the Director General, Ken Murphy.

Organisationally, the Law Society is divided into five departments which come under the day-to-day responsibility of the Director General.

Education Department

The department runs courses for those seeking to become solicitors ("trainees") and for qualified solicitors through its Law School in Dublin. It runs Continuing Professional Development (CPD) courses and post-qualification diploma and certificate courses for solicitors. The Education Department also administers a number of external and course-related examinations.

Finance and Administration Department

The department's primary responsibilities include the Accounts, Information Technology, Administrative and Commercial activities of the Society. The Accounts function works closely with the Finance Committee to manage the financial affairs of the Society, including its property and investments. The IT section manages the databases covering members and students and Local Area Networks supporting the Society's staff at all locations. The Facilities section looks after the Society's premises at Blackhall Place and George's Court. The main commercial services provided are the Four Courts consultation rooms, the sale of publications and the hiring of Blackhall Place facilities.

Policy & Public Affairs

This department focuses on the Society's policy & public affairs functions, provides support for the President, Director General and Council and interacts with Government Departments, policy-makers and other professional bodies. It co-ordinates the Society's lobbying and law reform agenda, as well as the work of the Society's Committees.

Regulation Department

Located in George's Court, Dublin, this department is responsible for monitoring compliance by practising solicitors with their statutory obligations and administering grant applications from the Compensation Fund. A dedicated section investigates complaints from clients, the public and the profession while the litigation section represents the Society in proceedings before the Disciplinary Tribunal and the courts. The department also administers the issue of annual practising certificates to solicitors and the closure of solicitors' practices.

Representation and Member Services Department

The Department aims to further the policies set by the Council and represents both the interests of the profession and the

	<p>public. The Society's communication function is represented primarily by the Gazette, eZine, website, support services and the library service, serving a vital information function for the profession. Other information services include publication of the Law Directory and the Society's Annual Report</p> <p>https://www.lawsociety.ie/About-Us/</p>
4.3. Reference to national legislation with other languages available + links	<p>Guide to Good Professional Conduct for Solicitors: https://www.lawsociety.ie/globalassets/documents/committees/conduct-guide.pdf</p> <p>S.I. No. 587/2016 - European Communities (Lawyers' Establishment) Regulations 2003 (Qualifying Certificate) Regulations 2016: http://www.irishstatutebook.ie/eli/2016/si/587/made/en/print</p>
4.4. Reference to existing national guides	<p>https://www.lawsociety.ie/Public/Foreign-Lawyers/</p>
4.5. Reference to services available for lawyers in that jurisdiction	<p>https://www.lawsociety.ie/Public/Foreign-Lawyers/</p>
4.6. Contact information	<p>Mary Ann McDermott, Practice Regulation Administrator, Regulation Department at the Society's premises, Georges Court, George's Lane, Dublin 7 or send a query by email.</p>