

Application to become a lawyer volunteer at Richmond Legal Advice Service

To become a lawyer volunteer at RLAS involves 3 steps:

- you must sit in on at least two advice sessions;
- you must complete this application form and provide evidence of your qualifications;
and
- the trustees of RLAS will decide whether to accept your application (which may include carrying out checks with third parties, such as with referees, professional bodies).

Dates when you visited RLAS

I sat in on advice sessions at RLAS on the following dates (please list them)

Your contact details

Your first name(s): _____

Your last name: _____

Your address: _____

Your telephones: Landline: _____

Mobile: _____

Your email address(es) _____

Your qualifications

Your qualification as a lawyer

I am:

- a solicitor (you are admitted as solicitor and are currently on the roll of solicitors)
Y / N
- a barrister (you were called to the bar *and* have successfully completed a pupillage)
Y / N
- a trainee solicitor (you are undertaking a training contract with an authorised training provider)
Y / N
- a pupil barrister (you are undertaking a pupillage with an authorised training provider)
Y / N

What is your roll number as a solicitor or equivalent for a barrister

In which year were you admitted as a solicitor or that you completed your pupillage?

Practising certificate

At the date of my application I have a current practising certificate

Y / N

Evidence of qualification

With the application form I am providing copies of the following documents (please tick all that apply):

- my admission as a solicitor
- my call to the bar and successful completion of pupillage
- my practising certificate
- evidence that I am a trainee solicitor or I am pupil barrister

I agree to show the originals of these documents when asked to by a trustee of RLAS.

Complaints and disciplinary action

Have you have had any complaints or disciplinary action taken against you which has resulted in action before the Solicitor’s Disciplinary Tribunal, Bar Council, Solicitors Regulatory Authority, the Legal Ombudsman or any other regulatory body.

Yes / No

If the answer is ‘Yes’ please provide details on a separate sheet including the result of any such action.

Insurance claims

Has any claim on any professional indemnity insurance policy which covers you been made as a result of your work as a lawyer?

Employment/training

Employment or training status

I am currently working as:

- as a solicitor in a firm of solicitors

name of firm: _____

- as a (tenant) barrister in a barrister's chambers

name of chambers: _____

- as a solicitor/barrister in-house

name of organisation: _____

- Although I am working I am not currently working as a lawyer

place you are working: _____

- I am not working at the moment, but volunteering at

place you are volunteering: _____

- I am not working or volunteering at the moment

Y / N

I am not working because: _____

- I am trainee solicitor / pupil barrister

name of authorised training provider: _____

Permission

Note: Some employers require their employees to either (a) let them know about their volunteering or other outside-of-work activities; or (b) obtain their permission. You should check your contract of employment and/or speak to the relevant person at your employers.

I do / do not require permission from my employer to volunteer at RLAS

I have obtained permission from employer

Reference

The following person is willing to act as a reference (note if you are a trainee solicitor or pupil barrister, this must be the person who is your authorised trainer).

Name: _____

Who they work for: _____

their address: _____

their telephones: Landline: _____

Mobile: _____

their email address(es) _____

Specialisms

Please tick/select as many as apply to you:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Business • Children law • Charity • Civil litigation • Clinical negligence • Commercial law • Consumer/Contract • Conveyancing • Council (and parking (tickets/enforcement)) • Crime • Criminal Litigation • Debt/Personal Finance/Tax • Education • Employment | <ul style="list-style-type: none"> • Family/Relationship/ Divorce • Landlord & Tenant (renting flats/rooms/etc) • Litigation • Neighbours (noise/nuisance/trespass/access to land/trees or plants/boundaries/party wall) • Personal Injury • Planning Law • Professional negligence • Property Ownership (House/Flat (leasehold)) • Welfare benefits • Wills & Probate |
|--|--|

Are there other areas which you specialise in?

if there are other areas of law in which you specialise or which you have a good understanding please list them here:

Rota

How often can you volunteer

Are you willing to be put on the rota

- | | |
|--|---|
| <ul style="list-style-type: none"> • once every 2 weeks _____ • once a month _____ | <ul style="list-style-type: none"> • once every 6 weeks _____ • once every 2 months _____ |
|--|---|

When you cannot volunteer

Are there any Tuesdays in a month when you are not able to volunteer (eg you cannot do the first Wednesday in each month)?

Yes / No. If 'Yes', which ones? _____

Other days

If RLAS was to open on another day would be willing to volunteer on another day?

Yes / No

RLAS guidance and policies

RLAS has produced various policies and guidance which it expects its volunteers to agree to and follow.

The current policies and guidance are:

Policies

- a confidentiality policy
- a complaints procedure policy
- an equal opportunities policy

Guidance

- referral guidance
- guidance on follow up work for or writing to or on behalf of a client

These are available from: www.rlas.org.uk/guidance_policy.html. They are updated and added to from time-to-time.

Declaration

I declare that:

1. that I wish to volunteer at RLAS;
2. that the information I have provided in this form is correct;
3. that I have read the guidance and policies referred to above and agree to follow them;
4. I will act under the direction of the trustees of RLAS as a volunteer.

Signature: _____

Date: _____