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| **CIRCUIT COURT SEPARATION AND DIVORCE SOLICITORS PANEL**  **Application to be entered onto the Panel** |  |

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| Name |  | | |
| Address |  | | |
| Email |  | | |
| Telephone Number |  | VAT Number |  |

Please indicate which areas you are willing to serve at by placing a tick in the box of the appropriate areas below

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| Carlow  Cavan  Clare  Cork  Dublin  Donegal  Galway  Kildare  Kilkenny  Kerry  Laois  Leitrim  Limerick |  | Longford  Louth  Mayo  Meath  Monaghan  Offaly  Roscommon  Sligo  Tipperary  Waterford  Wexford  Westmeath  Wicklow |  |

NB: Applicants must also return the signed form of undertaking below.

I hereby apply to have my name entered on the Private Practitioner Circuit Court Panel (“the Panel”) maintained by the Legal Aid Board (“the Board”) on foot of the Civil Legal Aid Act 1995 and for which purpose I hereby apply to have the following information recorded on the Panel:

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| I hereby confirm that I have read the Terms and Conditions and I undertake to abide by those Terms and Conditions when providing legal services to clients on behalf of the Legal Aid Board. | Yes  No |
| I confirm that I am not currently and have never been the subject of any disciplinary proceedings relating to my professional conduct before any committee, tribunal, court or other similar body, other than proceedings in which the complaint has been found to be unwarranted.  If “No”, please provide further details on an additional page. | Yes  No |
| I confirm that I am willing to provide legal services in accordance with the Civil Legal Aid Act 1995 and the Terms and Conditions of the Scheme as may be determined from time to time by the Board. | Yes  No |
| I confirm that I hold a current practising certificate from the Law Society of Ireland and that I shall notify the Board immediately in the event of my ceasing to hold such a certificate at any time. | Yes  No |
| I confirm that I am covered by professional indemnity insurance for a claim of up to €1.5m and that I shall notify the Board in the event of this not being the case at any time. | Yes  No |
| I confirm that I was admitted to the Roll of Solicitors in Ireland on: | \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ |
| I confirm that I am in compliance with the current tax clearance procedures for public sector contracts. | Yes  No |
| I confirm that I have access to email facilities and that the IT software used by me is compatible with Microsoft Office software and that I am willing to abide by the Board’s requirement to send confidential emails using the Board’s secure email facility. | Yes  No |
| I declare that I have no medical condition that would render me unfit to provide the required service. I agree to the Board reserving the right at all times to refer me to a medical practitioner in order to confirm my fitness in this respect. | Yes  No |

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| Name of solicitor to be entered on panel |  |  | Date |  |
| Signature |  |  | Withholding Tax No. |  |
| Address |  |  | VAT No. |  |