

THE LAW SOCIETY'S ADMINISTRATIVE REQUIREMENTS FOR CIVIL REGISTRATION

Procedures are required for the following:

1. Opening, and closing of a file for civil legal assistance, and monitoring its status.
2. Recording work carried out for the client, and all material advice tendered to the client as the case proceeds.
3. Ensuring that all solicitors providing civil legal assistance remain acquainted with the regulations.
4. Ensuring that all documents and other paperwork submitted to the Board are in order
5. The control of incoming and outgoing mail.
6. The periodic review of a sample of cases being conducted under auspices of the civil legal assistance scheme.
7. The review of the conduct of a sample of cases conducted under the civil legal assistance scheme at the conclusion of the case.
8. Dealing with complaints from the client, the Law Society or the Board arising from any civil legal assistance case.
9. Submitting accounts to the Board and dealing with subsequent correspondence and queries, and recording the receipt of payment.
10. Ensuring that all members of the firm's administrative and support staff are aware of the firm's procedures and are observing them.