

1. Print this form on your solicitor firm headed paper
2. A Managing Partner/Principal Solicitor/Compliance Partner must complete and sign the form
3. Scan the completed, signed form and upload it in the Courts Portal along with a copy of the current Practicing Certificate of the person who signs this form, as issued by the Incorporated Law Society of Ireland

## **Application to register a legal firm on the Courts Portal**

To: Courts Portal Support

I hereby request that the following legal firm be registered on the Courts Portal.

**Name of Solicitor Firm:**

**Solicitor Firm ID (F Number):**

**Solicitor Firm Address:**

**Telephone No:**

**Firm Email address:**

I hereby nominate the following person being a practicing solicitor/employee of the above firm to be the nominated system administrator for the Courts Portal.

**Nominated System Administrator (Name):**

**Nominated System Administrator email address for Courts Portal purposes:**

I understand that:

- (a) the nominated administrator named above can designate other authorised personnel as administrators for the firm in the Courts Portal
- (b) administrators can authorise personnel within the firm to access the Courts Portal as personnel of the firm
- (c) all personnel within the firm who use the Courts Portal are agreeing to the Courts Portal Terms and Conditions

I have included with this application a copy of my current Practicing Certificate as issued by the Incorporated Law Society of Ireland.

Yours sincerely

Signed: \_\_\_\_\_

Date:

Name:

Managing Partner  
Principal Solicitor  
Compliance Partner

\* Check all titles that apply