

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