

## **MEMBERSHIP REGULATIONS 2025**

Regulations made by the CILEX Board under Bye-Law 9 on 14 May 2025

### **1. Implementation**

These Regulations take effect from 14 May 2025 and supersede previous Membership Regulations, without prejudice to anything done under those previous membership requirement regulations and decisions.

### **2. Definitions**

In these Regulations the following definitions apply:

“Associate Prosecutor” means a person who is designated by the Director of Public Prosecutions under Section 7A of the Prosecution of Offences Act 1985.

“The Charter” means the Charter of Incorporation of the Chartered Institute of Legal Executives.

“Actively Studying” means the Member has been confirmed by a CILEX approved training provider as being currently enrolled on a programme of CILEX study or have registered for a CILEX assessment within the last 24 months.

“Authorised person” as defined under section 18(1)(a) of The Legal Services Act 2007.

“The Bye-Laws” means the Bye-Laws of the Chartered Institute as set out in the Schedule of The Charter.

“Chartered Member” refers to a Chartered Legal Executives (Fellows) and Chartered Paralegals

“CILEX” means the Chartered Institute of Legal Executives.

“CILEX Authorised Practitioner Directory” is the public directory of Chartered Legal Executives (Fellows) and CILEX Practitioners authorised to carry out legal work in England and Wales.

“CILEX Professional Paralegal Register” (CPPR) is the public register containing details of the membership status of all registered CILEX members in a paralegal grade of membership

“Graduate” means a person who holds a Qualifying Law Degree.

“Delegated Regulatory Body” means the body to which the Chartered Institute has delegated regulatory functions further to arrangements made under Article 18 of the Charter.

“Qualifying Law Degree” means a degree recognised by the Solicitors’ Regulation Authority (SRA).

“Registered Person” means a person who is not a Chartered Member but is registered with CILEX in one of its grades of membership in accordance with its Charter and Bye-Laws and rules made by the CILEX Board.

“Regulated activity” means immigration advice and services

“Reserved Legal Activities” has the same meaning as in the Legal Services Act 2007

### **3. Obligations**

- 3.1 All members who are registered with CILEX, in whatever grade, will be bound by the provisions of the Charter and Bye-Laws, and regulations made by the CILEX Board and where applicable, the Delegated Regulatory Body, and every applicant for registration shall be taken to have agreed to be so bound.
- 3.2 All persons who seek to be registered with CILEX, in whatever grade, must satisfy any requirements in respect of fitness to be registered as a member.
- 3.3 All members who are registered with CILEX, in whatever grade, are required to pay any relevant fees and subscriptions, satisfy conduct declaration requirements and, where relevant, meet applicable Continuing Professional Development (‘CPD’) requirements.
- 3.4 All members eligible to appear on the CILEX Authorised Practitioner Directory must keep their individual members records up to date, to enable CILEX to publish up to date and accurate details of practising Chartered Legal Executives (Fellows) and CILEX Practitioners authorised to carry out legal work in England and Wales.
- 3.5 All members eligible to appear on the CILEX Professional Paralegal Register must keep their individual members records up to date, to enable CILEX to publish up to date and accurate details of all registered paralegal members.

### **4. Membership**

- 4.1 A person wishing to register with CILEX may be registered in any of the following membership grades, subject to complying with the registration criteria for that membership grade:
  - Fellow
  - Chartered Paralegal
  - Trainee CILEX Lawyer
  - CILEX Paralegal
  - CILEX Student
  - CILEX Affiliate
  - CILEX Associate Prosecutor
  - CILEX Companion

- 4.2 A person may be registered as a **Fellow**, and may describe themselves as a CILEX Lawyer, provided that:
- 4.2.1 they hold a current practising certificate as a Chartered Legal Executive, and
  - 4.2.2 they have obtained further regulatory authorisation to practise reserved legal activities or regulated activity within their practice specialism, or
  - 4.2.3 they are actively pursuing regulatory authorisation, in one or more of the reserved legal activities or regulated activity, in accordance with a deadline set by CILEX from time to time, or
  - 4.2.4 they have declared that their scope of practice is a non-reserved legal activity, and as a result they do not require additional regulatory authorisation, and they have completed or committed to complete any prescribed additional Professional Development activity / course set by CILEX in accordance with a deadline set by CILEX from time to time
- 4.3 A person may be registered as a **CILEX Chartered Paralegal**, and shall appear on the CILEX Professional Paralegal Register, if:
- 4.3.1 they have a minimum of 5 years' legal experience (gained in the last 10 years), with at least 2 years' being gained in the last 5 years and based on the law of England and Wales, and
  - 4.3.2 have successfully completed the applicable CILEX Experience Assessment Route (Chartered Paralegal);
- 4.4 A person may be registered as a **Trainee CILEX Lawyer**, and shall appear on the CILEX Professional Paralegal Register, if:
- 4.4.1 they are Actively Studying the Advanced Stage of the CILEX Professional Qualification (CPQ) and are registered by CILEX onto a CILEX Lawyer qualification pathway; or
  - 4.4.2 they are Actively Studying the Professional Stage of the CILEX Professional Qualification (CPQ) and are registered by CILEX onto a CILEX Lawyer qualification pathway; or
  - 4.4.3 they are a Graduate with a recognised Law Degree (or equivalent), are Actively Studying the CILEX Graduate Qualification (CGQ) and are registered by CILEX onto a CILEX Lawyer qualification pathway; or
  - 4.4.4 they are a Graduate with a Qualifying Law Degree (or equivalent), have completed SQE 1 in full and are registered onto, and Actively Studying on, a CILEX Lawyer qualification pathway, or

- 4.4.5 they are a Graduate with a Qualifying Law Degree (or equivalent), have completed a Legal Practice Course (LPC) and are registered onto, and Actively Studying on, a CILEX Lawyer qualification pathway, or
  - 4.4.6 they are a Graduate with a Qualifying Law Degree (or equivalent), have completed a Bar Practice Course (BPC) or equivalent and are registered onto, and Actively Studying on, a CILEX Lawyer qualification pathway, or
  - 4.4.7 they have completed the Advanced Stage of the CILEX Professional Qualification (CPQ) and are registered onto, and actively studying on, a CILEX Lawyer qualification pathway; or
  - 4.4.8 they are enrolled on the CILEX Level 6 Chartered Legal Executive Apprenticeship (England); or
  - 4.4.9 they are enrolled on the CILEX Level 7 Chartered Legal Executive Litigator & Advocate Apprenticeship (England); or
  - 4.4.10 they have completed both the CILEX Level 3 Diploma in Law & Practice & Level 6 Diploma in Law & Practice (or equivalent) and are actively pursuing regulatory authorisation, or
  - 4.4.11 they meet other criteria which may be set by the CILEX Board from time to time
- 4.5 A person may be registered as a **CILEX Paralegal**, and shall appear on the CILEX Professional Paralegal Register, provided
- 4.5.1 they have successfully completed the Foundation Stage of the CILEX Professional Qualification (CPQ), or
  - 4.5.2 they have successfully completed a Level 3 Paralegal Apprenticeship, or
  - 4.5.3 they have a minimum of 2 years' legal experience (gained in the last 5 years) based on the law of England and Wales and have successfully completed the CILEX Experience Assessment Route (Paralegal), or
  - 4.5.4 they have successfully completed the CILEX Level 3 Diploma in Law and Practice, or
  - 4.5.5 they are a Graduate with a Qualifying Law Degree (or equivalent), or
  - 4.5.6 they hold SQE 1 in full, or
  - 4.5.7 they meet other criteria which may be set by the CILEX Board from time to time

- 4.6 A person may be registered as a **CILEX Student** provided
- 4.6.1 they are enrolled on a CILEX qualification, and
  - 4.6.2 they do not meet the registration eligibility requirements for the CILEX Paralegal, Trainee CILEX Lawyer or Chartered Member grades.
  - 4.6.3 they meet other criteria which may be set by the CILEX Board from time to time
- 4.7 A person may be registered as a **CILEX Legal Technologist** if:
- 4.7.1 they have met the CILEX Legal Technologist competency standards having completed:
  - 4.7.2 the CILEX Legal Technologist Apprenticeship
  - 4.7.3 the CILEX Experience Assessment Route for Legal Technologist
- 4.8 A person may be registered as a **CILEX Affiliate** member provided
- 4.8.1 they are a Chartered Member or a Registered Person who are not, or are no longer, eligible for any other CILEX Membership grade for reasons including, but not limited to:
  - 4.8.2 no longer actively studying CILEX qualifications
  - 4.8.3 career break / sabbatical (> 6 months)
  - 4.8.4 exiting the legal service sector
  - 4.8.5 retirement of a Registered Person
  - 4.8.6 no longer contributing to the provision of legal services, or
  - 4.8.7 they have an interest in the legal profession and want to be part of a professional association.
  - 4.8.8 they meet other criteria which may be set by the CILEX Board from time to time
- 4.9 A person may be registered as a **CILEX Associate Prosecutor** member if:
- 4.9.1 they have been designated as an Associate Prosecutor, regulated by the Delegated Regulatory Body, by the Director of Public Prosecutions.

- 4.9.2 they are employed by the Crown Prosecution Service as an Associate Prosecutor; and
  - 4.9.3 their application for registration is endorsed by a Crown Prosecutor who is responsible for their work.
  - 4.9.4 A person who ceases to be designated as an Associate Prosecutor for any reason, may continue to be a Registered Person and maybe enrolled as a CILEX Member subject to meeting the registration criteria for the applicable CILEX membership grade.
- 4.10 A person may be registered as a **CILEX Companion** provided
  - 4.10.1 they have been awarded the honorary status of Companion by the CILEX Board in recognition of their contribution to the advancement or promotion of the CILEX profession or to the work of CILEX.
  - 4.10.2 They have not engaged in any activity that could undermine trust and confidence in the legal profession, UK justice system or the Chartered Institute.
  - 4.10.3 They continue to meet the NOLAN Principles and standards of appointment for public office.
  - 4.10.4 they meet other criteria which may be set by the CILEX Board from time to time
- 4.11 A person who has previously been registered as a **Chartered Member** or **Registered Person** but whose registration has lapsed, can apply to re-register if:
  - 4.11.1 they pay, in full, any fees owing to CILEX at the time that any and all previous membership(s) ended
  - 4.11.2 they continue to satisfy the conditions of eligibility for the membership grade into which they seek registration; and
  - 4.11.3 they continue to satisfy the requirements of the CILEX Board in respect of fitness to be registered with CILEX.
- 4.12 A person who seeks admission as **Chartered Member** or **Registered Person** may be able to satisfy certain exemption criteria which will be set by CILEX from time to time.