

Paralegal Membership Application Form Experience Route

Applicant's Name	
Place of employment	
Area of legal practice	
Date legal work commenced	
Preferred email address	
Preferred contact number	

Duty 1

Your Conduct

In this section you will provide evidence of giving high standards of client care, acting in the client's best interests and upholding ethical and professional conduct.

Question

Question 1.1

Describe your understanding of the **CILEx Regulation Code of Conduct 2019** and how it impacts your delivery of legal services.

Answer

Question 1.2

Describe an ethical issue you have encountered while representing a client's interests and explain how you managed the issue to show your commitment to upholding professional conduct and ethical principles. Please ensure you **reference the appropriate code of conduct** within your answer.

Answer

Duty 2

Performing Routine Tasks

In this section you will provide evidence of supporting others to complete routine tasks including legal research and analysis using a range of resources, presenting information clearly and with a proposed solution/recommendation.

Question 2.1

Explain your method for conducting legal research, showing an awareness of the:

- objective of the research
- approach to the research and reliability of sources used
- analysis of your research, including conclusion, opinion or recommendation.
- how you communicated your findings.

Answer

Question 2.2

Give an example of a routine task where you supported your team, or another legal professional, explaining how your contribution helped to progress and/or manage the matter, resulting in a positive outcome.

Answer

Question 2.3

Give an example of a time when you responded to a query relating to a **legal** matter.

Please outline:

- the steps you took to deal with the query
- how it was resolved.

Answer

Duty 3

Working with legal documentation

In this section you will provide evidence of identifying, processing and drafting legal documentation using appropriate digital tools. You will demonstrate your understanding of the purpose of the document and any legal or regulatory requirement relevant. You will have confidence in your ability to proofread and use clear and precise language.

Question 3.1

Provide **two** examples of working on legal documentation, including producing first drafts, proof-reading, using digital tools and templates and adhering to process.

Your answer must include:

- the purpose of the document being drafted
- your consideration of the language used
- your use of digital tools/resources
- adherence to legal, procedural, regulatory or organisational requirements.

Answer

Question 3.2

Describe a situation where you had to meet a tight deadline for drafting legal documentation, explaining how you approached the task efficiently without compromising on quality to deliver the document on time.

Answer

Question 3.3

Provide an example of where your attention to detail and careful proofreading has ensured the quality of a legal document.

Answer

Duty 4

Working in a client's best interests

In this section you will provide evidence of acting in the best interests of the client, such as vulnerable clients, recognising individual risks and needs. You will show your knowledge of the law and your ability to apply this correctly to the client matter.

Question 4.1

Give an example of demonstrating your knowledge of the law and how you were able to apply this knowledge correctly in a client matter.

Your answer should outline:

- how you identified the relevant law
- how you applied your legal knowledge to the matter, and
- the outcome of your application of the law.

Answer

Question 4.2

With reference to **Principle 5** of the **CILEx Regulation Code of Conduct 2019**, can you explain what it means to act in the best interests of the client and give an example of when you have acted in a client's best interests.

Answer

Question 4.3

Provide an example demonstrating your ability to ensure your client's needs are met.

You should outline:

- how you checked your understanding to ensure you had a clear picture of the client's needs or objectives
- what steps you took to progress the matter in accordance with your client's instructions.

Answer

Duty 5

Working with stakeholders and other professionals

In this section you will provide evidence of supporting a team and engaging with stakeholders to move forward transactions, resolve issues, and build and maintain working relationships, recognising the principles of diversity and inclusion.

Question 5.1

Give an example of a legal matter you have worked on to support your team or a legal professional, and how your contribution impacted positively on the experience of the stakeholder(s) involved.

Answer

Question 5.2

Describe a challenge you have faced, either on a legal matter or within your team, explaining what you did to overcome the challenge and how you contributed to achieving a resolution.

Answer

Question 5.3

Give an example of a time when you have considered equality and diversity to act in a fair and inclusive way.

Answer

Duty 6

Progressing cases

In this section you will provide evidence of understanding the principles of workload management and the progression of legal matters using systems and management tools where appropriate, to ensure all actions are accurately recorded in line with organisational procedure. You will also demonstrate an awareness of how technology supports legal practice and is used within your organisation.

Question 6.1

Explain how technology has been incorporated in your organisation and the benefits it has brought. How does technology enable you to progress legal matters?

You may wish to consider:

- the preparation and collation of bundles or documentation
- taking and filing accurate notes
- using templates or precedents
- following file opening procedures.

Answer

Question 6.2

Describe how you progress legal matters using system and management tools, and how your effective workload management ensures service level expectations are met.

You may wish to consider:

- closing and reviewing files
- maintaining databases
- diarising deadlines and key dates.

Answer

Duty 7

Commercial Awareness

In this section you will provide evidence of recognising and supporting the organisational commercial strategy, with an understanding of your organisation's aims and objectives and how you contribute to achieving these.

Question 7.1

What is your understanding of the commercial or economic aims and objectives of your organisation and how do you play a role in meeting those objectives?

Answer

Question 7.2

Give an example of when you have considered time, resources, public funds, budget, sustainability of business model or profitability when working on a matter and explain how this impacted on the work you did.

Answer

Duty 8

Managing data risks and other risks to the organisation

In this section you will demonstrate your understanding of key legislation and regulation including the **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018**. You will demonstrate understanding of the risks of data breach, money laundering, fraud and cybersecurity, and how your organisation is protected from these.

Question 8.1

Explain your organisation's **legal and regulatory requirements** for the use of data. What are the risks associated with your organisation's use of data and the organisational policies and procedures in place to mitigate the risk?

Answer

Question 8.2

What are the risks associated with money laundering, cybersecurity or fraud in your organisation? What measures are in place in your organisation to protect against these risks?

Answer

Duty 9

Knowing your limit

In this section you will provide evidence of identifying the limits of your personal professional experience and competence and escalating instructions that are beyond your scope of expertise.

Question 9.1

Give an example of a client/stakeholder scenario where you escalated a matter to a senior colleague.

Outline why you escalated the matter and how you recognised it was beyond your remit.

Answer

Question 9.2

Provide an overview of relevant training and development you have completed in the last year and explain how it informed your approach to work.

Answer

Authentication

Length of service with current employer	
Supervisor's name	
Supervisor's role	
Supervisor's legal qualification level (if held)	
Supervisor's professional membership level (if held)	
Supervisor's email address	
If you do not have a supervisor or line manager who is able to act as a referee for you, please	

state why.

Notice to Applicants

The work you submit for assessment must be your own.

All examples given must have taken place within the last 10 years, and you must have at least 2 years' paralegal work experience within the last 5 years. We may, on occasion, request details of previous employment.

Your application will not be marked if there is evidence of plagiarism and malpractice procedures will be followed.

Declaration of Authentication

I have read and understood the Notice to Applicants above.

I can confirm that the work produced is authentic and my own.

Signed (Applicants)

Date

Notice to Supervisors

The application submitted to CILEX must contain examples which are written by the applicant, and which reflect the work undertaken.

Declaration of Authentication

I have read and understood the Notice to Supervisors above.

I can confirm that the work produced by the applicant is authentic and true.

I further confirm the Applicant has been employed within the organisation for the duration stated above.

Signed (Supervisor)

Date