



Enforcement of Determination Orders

Solicitors Panel Terms and Conditions

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**RESIDENTIAL TENANCIES BOARD
ENFORCEMENT OF DETERMINATION ORDERS SOLICITORS PANEL
TERMS AND CONDITIONS**

INTRODUCTION:

1. The Residential Tenancies Board (“the Board”) is a statutory body established under the Residential Tenancies Act 2004 (as amended). Among the functions of the Board are the resolution of disputes between landlords and tenants in accordance with the provisions of Part 6 of the 2004 Act. Part 6 provides a statutory process for the resolution of disputes between landlords, tenants, and certain third parties, by means of independent mediation or adjudication facilitated by the Board. There is a facility to refer the matter (in the case of mediation) or appeal the matter (in the case of adjudication) to a Tenancy Tribunal established by the Board.
2. Section 121 of the Act provides that the Board may make determination orders in respect of the mediated agreement, decision of the adjudicator, or Tribunal decision, as the case may be. Section 123 of the Act provides that such determination orders are binding as between the parties to the mediation, adjudication, or proceedings before the Tribunal, as the case may be. Section 124 of the 2004 Act provides that the Board or a party mentioned in a determination order who is satisfied that another party has failed to comply with one or more terms of that order may make an application to the Circuit Court for an order directing the party concerned to comply with the term or terms concerned. Once the Court order is perfected it can be enforced in the same manner as any judgement of the Court. Please note there is an amendment to the Act, when commenced, which will provide that determination orders will be enforced through the District Court.
3. The Board has now decided to establish and maintain a panel of solicitors who are willing to provide services to persons who have been granted legal assistance by the Board to take proceedings under section 124 of the 2004 Act, to be known as the “Enforcement of Determination Orders Solicitors Panel”.
4. Currently enforcement is through the Circuit Court however, as mentioned above, an amendment has been made to S.124 of the RTA 2014-2015 that when commenced, will mean that enforcement will be by way of the District Court. It is expected that this amendment will be commenced either before the end of 2016 or very early in 2017.

PANEL OF SOLICITORS:

5. Any solicitor who agrees to abide by these Terms and Conditions and who wishes to have his or her name placed on the Panel must apply in writing to the Board on the Application Form for Entry onto the Panel; the Form is contained at Appendix 1 of this document.
6. The solicitor must give an undertaking, contained in the form at Appendix 1, to comply with the Terms and Conditions herein when providing legal services.

7. Any solicitor wishing to apply to be placed on the Panel must hold a current practising certificate from the Law Society of Ireland and must have professional indemnity insurance that is adequate for the purposes of the Panel. The current figure is €1.5 million in any one case, but the Board may revise this amount from time to time.
8. Before being accepted for membership of the Panel, the solicitor must display to the Board's satisfaction that they have experience as advocates in dealing with District Court matters. Experience in providing advice to landlords and tenants' involving residential property is desirable but not essential.
9. Solicitors on the Panel must comply with the tax clearance procedures specified in the Department of Finance Circular 43/2006 entitled 'Tax clearance Procedures-Public Sector Contracts' or any such circular amending or replacing that circular. Admission to the Panel will be conditional on submission of a valid tax clearance certificate to the Board.
10. In the event that the number of applications received exceeds the numbers required, either in general or in any particular geographic area, the Board may decide that a number only will be placed on the Panel. In addition, in the event of membership of the Panel meeting the numbers required the Board may defer entering further successful applicants on to the Panel for so long it deems necessary.
11. A table of the geographical locations and the number of enforcements taken in each area for the period 2013 to 2015 is attached at Page 18. The Board will select, based on an examination of the application forms and the requirements of the Panel, those who appear to be the most suitable for membership of the Panel. The Board reserves the right to engage in a competitive interview process in order to identify the candidates most suitable for membership of the Panel. This is not to suggest that other candidates are necessarily unsuitable or incapable of membership of the Panel, rather that there are some candidates who, based on their application, appear to be better qualified and/or have more relevant Court experience.
12. Any solicitor whose application has been accepted for membership of the Panel must, prior to his or her name being entered onto the Panel, participate in a training course provided by the Board. The solicitor's name will not be entered onto the Panel unless the Board is satisfied that the solicitor has fully completed the course. While there will be no charge for attending the course, the Board will not be responsible for any costs including travel and subsistence incurred in attending.
13. Appointment to the Panel is a personal appointment. Cases cannot be transferred to another solicitor on the Panel without the express permission of the Board. The Board will determine what fee, if any, is payable before a transfer is agreed. Cases cannot be transferred to another solicitor within the nominating Firm.
14. It is the Board's decision as to whether any applicant for membership of the Panel meets the requirements (including attendance at the training course) for membership of the Panel.

15. Applications for membership of the Panel can be forwarded to Order Enforcement Unit, Residential Tenancies Board, PO Box 12323, Dublin 2.
16. The Panel shall be in place for a period of three years from the 1st March 2017 or such other date or period as the Board may determine. The Board may, on giving one month's notice to solicitors on the Panel, terminate the operation of the Panel at any time. The Board reserves the right to periodically review the terms and conditions depending on the experience of the Panel or for any reason it deems fit.
17. Solicitors on the Panel must have access to secure e-mail facilities and must have IT software that is compatible with Microsoft Office in order to ensure the effective and efficient administration of the Panel. They must also have access to a scanner and accompanying software capable of converting a paper file to Adobe PDF format. Solicitors are expected to comply with the relevant requirements of the Data Protection Acts.

SCOPE OF THE SERVICE TO BE PROVIDED BY THE SOLICITORS PANEL:

18. This panel will apply to persons, who have been granted legal assistance by the Board to institute proceedings under section 124 of the 2004 Act, seeking an order directing the Respondent to the proceedings to comply with the terms of the determination order made by the Board.
19. Section 124 of the 2004 Act currently requires such proceedings to be taken in the Circuit Court. Solicitors should note that Section 57 of the Residential Tenancies (Amendment) Act 2015 will, when commenced, transfer jurisdiction in relation to such proceedings to the District Court. It follows then that all proceedings will be through the District Court. Please note that a different fee structure will apply for proceedings in the District Court and these are set out on pages 12 and 13.
20. The scope of the service does not extend to Respondents in such proceedings.
21. Unless payment is specifically authorised by the Board in accordance with these terms and conditions, a grant of legal assistance does not authorise a solicitor to represent the applicant in relation to an appeal of the Courts decision. Payment will be made for only those services authorised.

OPERATION OF THE PANEL:

22. A person wishing to avail of legal assistance must complete an Application for Legal Assistance form and return it to the Order Enforcement Unit, or by email to enforceorder@rtb.ie.
23. All requests for legal assistance by parties are considered by the Board based on the information provided on the specific application form. The Board, in accordance with its

Enforcement Policy, will consider the information received by reference to the criteria in the Policy.

24. If the Board decides to legally assist the person, the Board shall refer the person to select a solicitor from the Panel to act on their behalf. The person shall advise the Board of their nominated solicitor and shall furnish the solicitor with two copies of the letter granting legal assistance which will indicate the legally assisted person's name, the nature of the proceedings authorised and the steps authorised on foot of those proceedings.
25. If the Board refuses to grant legal assistance, the person will be notified in writing. The Board's decision is final and conclusive.
26. Solicitors should note that the Board reserves the right, in exceptional circumstances, to instruct its own solicitors to take proceedings in its own name to enforce the order. In such circumstances the person will not be granted legal assistance. The Board will, as a matter of policy and practice, join the person as a notice party to the proceedings and they will be free to instruct their own legal representatives on a private basis if they so wish.
27. The letter granting legal assistance shall be the solicitor's authority to provide legal assistance to the client. One copy of the letter should be retained by the solicitor on the client file. The second copy of the letter should be attached to the Claim Form for payment of the fee and any outlay, when the case is concluded.
28. Legal services paid for by the RTB cannot be provided without a letter granting legal assistance.
29. It is an essential requirement of this Panel that where a solicitor is authorised to provide legal assistance, they continue to provide services for that matter until the case is settled or the matter is determined before the Court. Failure to do so without good reason will be regarded as grounds for removal from the Panel.
30. The service to be provided shall include but not be limited to:
 - a. arranging a consultation with the client and taking instructions
 - b. writing a pre-litigation letter to the non-compliant person offering them an opportunity to settle the proceedings
 - c. settling the proceedings, if there is an opportunity to do so
 - d. drafting the papers required to commence the proceedings
 - e. representing the client in Court,
 - f. any follow up work required, including but not limited to:
 - i. advising the client in relation to the merits of any appeal (in the rare case it may apply), and
 - ii. advising the client in relation to their options for enforcing the Court order e.g instalment order, attachment of earnings, and execution against goods etc. Enforcement on any of these options are not covered nor will be covered by the scheme.

31. It is a condition of providing legal assistance to any person that the Board shall be joined as a Notice Party to any proceedings which may be instituted. The Board reserves the right, in such cases where it thinks appropriate, to instruct its own legal representatives in relation to such proceedings.
32. The Board shall, upon request, provide such documentation in relation to the prior mediation/adjudication, and/or Tribunal proceedings as may be available to the Board. It shall be a prior condition of providing legal assistance that the legally assisted person shall agree to the release of such documentation by the Board to his/her legal representative. However, the Board does not for its part guarantee either the availability or that it will be in a position to release any particular document requested in relation to any particular case and it is for the solicitor having conduct of the proceedings and not the Board to ensure that all necessary evidence is laid before the Court.
33. It is a requirement in the event of the application being successful, that the solicitor (or barrister, if in all the circumstances of the case it was deemed appropriate to appoint one) shall seek an order for the costs of the application in favour of the client. Further, in the event that such an order for fixed costs is made and costs are actually recovered from the other party, the solicitor shall inform the Board and:
 - a. in the case where the solicitor has not yet submitted a claim for payment, or the said claim has not yet been processed, the Board shall deem the fee paid from the costs recovered and will not be liable for any further payment to the solicitor for the case concerned. Receipt for the costs recovered will be required to be submitted.
 - b. where the solicitor has submitted a claim and it has been processed, the Board shall be entitled to seek repayment of the fees paid to the solicitor from the costs recovered from the other party.

AUTHORITY FOR ADDITIONAL STEPS OR SERVICES:

34. While providing services, if a solicitor considers that further steps that will incur expenditure are required **to process the client's claim, over and above those authorised on the letter granting legal assistance**, for example, that a legally assisted person wishes to appeal a decision, or that a legally assisted person wishes to enforce an order of the Court such as applying for an execution order in the event that a party over holds, an application must be made in writing seeking authority to incur such expenditure. Such application should provide sufficient information, particularly in relation to how the additional expenditure / steps are likely to benefit the client's case to allow a decision to be made. The application should be made to Order Enforcement Unit, Residential Tenancies Board, PO Box 12323, Dublin 2 or by email to: enforceorder@rtb.i.e.
35. A solicitor may not seek reports, engage witnesses or otherwise incur costs or expenses save as authorised on foot of a letter granting legal assistance or other letter of authority. It is not expected that this will be a feature of enforcement as it has not been so to date.

The Board shall be responsible only for costs or expenses incurred where these have been approved in writing in advance.

36. Where a solicitor applies for authority to take additional steps to enforce an order of the Court, the solicitor must outline the proposed remedy (e.g., obtaining an execution order) sought. The Board will only authorise additional steps to enforce an order made by the Court where the application to do so is made within two months of the Court order being perfected.
37. Where the RTB does not consent to additional enforcement proceedings e.g. instalment orders, the legally assisted person may instruct the solicitor privately in relation to any steps they consider necessary to enforce the order or any other private matter.

QUALITY ASSURANCE:

38. Solicitors operating under these Terms and Conditions are expected to act in a fiduciary manner in relation to all legally assisted clients and to provide a service in keeping with the Guides to Professional Conduct that are issued from time to time by the Law Society of Ireland.
39. The Board is committed to the provision of a quality legal service to its clients and may from time to time provide solicitors on the Panel with guidelines on the approach to be adopted in dealing with matters within the ambit of this Panel. Solicitors on the Panel are expected to act in broad compliance with any Guidelines provided at all times.
40. A solicitor on the Panel shall provide the Board with any information relating to a person in receipt of legal services, which is required by the Board for the purpose of enabling the Board to discharge its functions under the Act. Such information shall be furnished within fourteen days of any such request. Solicitors shall retain files of persons for a period of six years from the date of completion of the services provided.
41. As part of its commitment to ensuring that its clients receive a quality service, the Board shall review/audit a number of files so as to satisfy itself that the solicitor on the Panel is providing an appropriate level of service. In the event that that review/audit identifies issues of concern in relation to the provision of a legal service, the Board may inspect any or all client files assigned to that solicitor. Notes must be kept on file in relation to all consultations and phone calls with clients and such notes must be clearly legible and should ideally be typed.
42. **Complaints**

If a client makes a complaint to a solicitor about his, her or their performance and it is not possible to address the complaint to the client's satisfaction, the client should be requested to put the complaint in writing and the complaint should be forwarded to the Board. If the Board receives a complaint from a client or if the Board identifies a performance issue, a copy of the complaint or a note of the performance issue shall be forwarded to the solicitor for his/her/their observations. The Board shall consider the complaint / performance issue in accordance with its Customer Service Charter, and also in

accordance with the terms and conditions contained herein, including the appendices attached hereto.

43. Exclusion/suspension/removal/withdrawal from Panel

The Board may suspend or remove a solicitor from the Panel if it considers that:

- the solicitor's conduct when providing or when selected to provide legal services or his/her/their professional conduct generally render him, her or them unsuitable, in the opinion of the Board, to provide such services;
 - the solicitor has failed to comply with these Terms and Conditions;
 - the solicitor has not participated in the Panel to a satisfactory level, including but not confined to his/her refusal on a regular basis to accept an eligible person as a client or to give a client appropriate legal advice or aid; or
 - the solicitor has a medical condition that would render him or her unfit to provide the required service. The Board reserves the right to require medical evidence from a solicitor or to refer a solicitor to a medical practitioner in order to confirm their fitness in this respect.
44. If the Board decides to suspend or remove a solicitor from the Panel, the solicitor shall be notified in writing of the grounds for the decision. The solicitor may, within a period of one month from the date of such notification, appeal in writing the decision to the Director of the Residential Tenancies Board or her nominee, setting out the grounds of appeal in full. The Director may restore the solicitor, if satisfied that a case for restoration to the Panel is made. Any appeal does not operate to delay or negate the suspension or removal of the solicitor from the Panel, unless the Director determines otherwise.
45. Solicitors who wish to withdraw from the Panel must inform the Board, in writing, of their intention to withdraw. Solicitors shall give one month's notice of intention to withdraw from the Panel. Solicitors who withdraw from the Panel must complete all outstanding cases that have been referred to them unless the Board consents to the matter being returned to it or referred to another solicitor.

FEES

46. The Claim Form shall be the document whereby the solicitor shall be entitled to claim the appropriate fee and any authorised outlay. The appropriate fee is inclusive of any fee that might be paid to a barrister and no additional fee will be paid by the Board to or for any barrister retained. Care should be taken in completing the Form, as incomplete or improperly completed claim forms will be returned without payment. Solicitors should be particularly careful to ensure that fees claimed are properly payable and that there is an entitlement on foot of the terms and conditions to each and every amount claimed.

47. A Claim Form must be accompanied by the letter granting legal assistance and any letters of authority for any additional services.

The completed Claim Form, together with a copy of the letter granting legal assistance and any letter of authority for additional services, should be returned to the Board when the services specified in the letter granting legal assistance have been provided and the case has been determined to the point where a fee becomes payable.

48. A case shall be deemed to have been determined to the point where a fee becomes payable where either:
- a. the proceedings are settled;
 - b. the Court makes an order (and the order has been perfected), or refuses to make an order, as the case may be, under section 124 of the Residential Tenancies Act 2004;
 - c. an execution order, (only in over holding cases) is obtained and executed, or
 - d. the judgement is registered

In a case where a person appeals (if sanctioned) a refusal to make an order to the appropriate higher Court, the solicitor may, if they so choose, claim the appropriate fee as if an appeal had not been made and then claim the additional fee for the appeal separately following its determination.

49. Persons being provided services under this Panel must not be charged any fees in relation to work carried out on foot of this Panel and must not be asked to discharge any fees, expenses, costs or outlay, except in accordance with such specific instructions as may be issued in writing from time to time by the Board. Furthermore, persons being provided services must not be asked to sign undertakings to pay for additional services. The charging or accepting of additional fees, expenses, costs or outlay or the seeking of undertakings to pay for additional services shall be grounds for immediately removing a solicitor from the Panel.

Nothing in the above shall be held to prohibit a person being provided services on foot of this panel instructing the solicitor they retain on foot of this Panel in relation to any other matter paid for by themselves or to prohibit such solicitor accepting such instructions.

Provided that the matter in which they do so is either:

- a. outside of the scope of this Panel, or
- b. is in relation to steps required to enforce the judgement e.g. instalment order, attachment of earnings etc., and

- c. the Board has refused in accordance with paragraph 37 of these terms and conditions to authorise the steps the solicitor has been instructed to take to enforce the judgement.
50. There shall be a standard scale of fees (set out in Schedules 1 and 2) payable per case to solicitors on the Panel for the provision of services which shall apply as follows:
- a. The scale of fees set out in Schedule 1 shall be applicable to all cases instituted in the Circuit Court prior to the commencement of section 57 of the Residential Tenancies (Amendment) Act 2015.
 - b. The scale of fees set out in Schedule 2 shall be applicable to all cases instituted in the District Court following the commencement of section 57 of the Residential Tenancies (Amendment) Act 2015.

The fee is an “all inclusive” fee for providing services save for VAT and outlays. The RTB is aware of its responsibilities under the Late Payments in Commercial Transaction Regulations and has established appropriate procedures and processes to ensure that all payments meet the required timeframe of 30 days.

51. Travel and subsistence expenses shall not be payable to solicitors on this Panel. Solicitors must have regard to this provision when indicating the areas in which they are willing to provide services.
52. Nothing in these Terms and Conditions shall give rise to, or be construed as giving rise to, a relationship of employer and employee between the Board and any solicitor on the Panel.

Schedule 1 – Fees for Services in the Circuit Court

Currently cases are heard in the Circuit Court however, the RTB is awaiting the commencement of the amending section of the 20014 /15 Act which will provide that enforcement will be in the District Court rather than Circuit. Please indicate you are happy to undertake the work when it moves to the District Court.

Fees for services provided by Solicitors appointed to the Panel.	Fee for Solicitor Exc of Vat and Outlays
<p>1. Initial consultation/pre-litigation fee:</p> <p>to include an initial consultation with client to take instructions, pre-litigation correspondence (to include at least one pre-litigation letter) with the intended Respondent, any negotiations in relation to settling the case prior to instituting proceedings and drafting terms of settlement.</p>	<p>€200</p>
<p>2. Additional fee where proceedings have been instituted but the matter is settled prior to hearing:</p> <p>to cover drafting proceedings, negotiations, consultations, drafting terms of settlement, court appearances incidental to the full hearing and inclusive of any fee that might be paid to a barrister.</p>	<p>€750</p>
<p>3. Additional fee where the case goes to a full hearing or where settled on the day of the hearing:</p> <p>to cover all work carried out by him or her in regard to the case to include as appropriate, consultations, preparatory work, and/or court appearances incidental to the full hearing and inclusive of any fee that might be paid to a Counsel.</p> <p>Note: It is not permitted to claim this fee and fee no. 2 above in relation to the same case.</p>	<p>€1,000</p>
<p>4. Additional fee for appeal of a decision of the Circuit Court to refuse to make an order to the High Court:</p> <p>to cover all work in relation to the appeal, including drafting and filing the notice of appeal, preparatory work and/or court appearances incidental to the full hearing and inclusive of any fee that might be paid to Counsel.</p>	<p>€750</p>
<p>5. Additional fee for registering the judgement, if necessary.</p>	<p>€200</p>
<p>6. Making an application for an execution order for possession of the property where tenants fail to vacate.</p> <p>The fee is, inclusive of any fee that might be paid to a Counsel.</p>	<p>€200</p>

Schedule 2 – Fees for Services in the District Court

(Applies to all cases where proceedings are instituted following commencement of section 57 of the Residential Tenancies (Amendment) Act 2015)

Fees for services Solicitors Panel	Fee for Solicitor Exc of Vat and Outlays
<p>1. Initial consultation/pre-litigation fee:</p> <p>to include an initial consultation with client to take instructions, pre-litigation correspondence (to include at least one pre-litigation letter) with the intended Respondent, any negotiations in relation to settling to the case prior to instituting proceedings and drafting terms of settlement.</p>	€200
<p>2. Additional fee where proceedings have been instituted but the matter is settled prior to hearing:</p> <p>to cover drafting proceedings, negotiations, consultations, drafting terms of settlement, court appearances incidental to the full hearing and inclusive of any fee that might be paid to Counsel.</p>	€400
<p>3. Additional fee where the case goes to a full hearing or where settled on the day of the hearing:</p> <p>to cover all work carried out by him or her in regard to the case to include as appropriate, consultations, preparatory work, drafting terms of settlement, and/or court appearances incidental to the full hearing and inclusive of any fee that might be paid to a barrister.</p> <p>Note: It is not permitted to claim this fee and fee no. 2 above in relation to the same case.</p>	€750
<p>4. Additional fee for appeal of a decision of the District Court to refuse to make an order to the High Court:</p> <p>to cover all work in relation to the appeal, including drafting and filing the notice of appeal, preparatory work and/or court appearances incidental to the full hearing and inclusive of any fee that might be paid to Counsel.</p>	€500
<p>5. Additional fee for registering the judgement, if necessary:</p>	€200
<p>6. Making an application for an execution order for possession of the property where tenants fail to vacate:</p> <p>The fee is, inclusive of any fee that might be paid to Counsel.</p>	€200

Appendix 1 – Application for Entry onto Panel



Application to be entered onto Enforcement of Determination Orders Solicitors Panel

Name: _____

Address _____

Eircode: _____

Tel Number: _____

Email: _____

Fax Number: _____

VAT No.: _____

I have read and understood the terms and conditions of participation in this Panel and I wish to participate in the Panel.

MY EXPERIENCE IN PROVIDING LEGAL SERVICES TO PERSONS IN RESIDENTIAL LANDLORD AND TENANT DISPUTES

Please provide details of experience you have in providing services in landlord and tenant disputes regarding residential property, including details of advocacy experience.

Applicants are drawn to the provisions of paragraphs 9 and 10 of the Terms and Conditions and in particular the provision for a competitive interview process. **It is in your own interest to provide a detailed and accurate account of your relevant experience on the application form.**

You can continue on a separate sheet

AREAS WILLING TO PROVIDE SERVICES

Please indicate at which counties by placing an X against the appropriate areas below and return this list with your application. When doing so bear in mind that travel and subsistence expenses will not be paid to members of this Panel.

- | | |
|-----------------------------------|------------------------------------|
| Carlow <input type="checkbox"/> | Longford <input type="checkbox"/> |
| Cavan <input type="checkbox"/> | Louth <input type="checkbox"/> |
| Clare <input type="checkbox"/> | Mayo <input type="checkbox"/> |
| Cork <input type="checkbox"/> | Meath <input type="checkbox"/> |
| Donegal <input type="checkbox"/> | Monaghan <input type="checkbox"/> |
| Dublin <input type="checkbox"/> | Offaly <input type="checkbox"/> |
| Galway <input type="checkbox"/> | Roscommon <input type="checkbox"/> |
| Kerry <input type="checkbox"/> | Sligo <input type="checkbox"/> |
| Kildare <input type="checkbox"/> | Tipperary <input type="checkbox"/> |
| Kilkenny <input type="checkbox"/> | Waterford <input type="checkbox"/> |
| Laois <input type="checkbox"/> | Westmeath <input type="checkbox"/> |
| Limerick <input type="checkbox"/> | Wexford <input type="checkbox"/> |
| Leitrim <input type="checkbox"/> | Wicklow <input type="checkbox"/> |

NB. Applicants must also return the signed form of undertaking below and an up to date Tax Clearance Certificate.

**FORM OF UNDERTAKING
ENFORCEMENT OF DETERMINATION ORDERS SOLICITORS PANEL**

I hereby apply to have my name entered on the Enforcement of Determination Orders Solicitors Panel pursuant to the terms and conditions maintained by the Residential Tenancies Board ("the Board") to be operative as of the 1st March 2017 and for which purpose I hereby apply to have the following information recorded on the Panel:

1. I confirm that I am not currently and have never been the subject of any disciplinary proceedings relating to my professional conduct before any committee, tribunal, court or other similar body, other than proceedings in which the complaint has been found to be unwarranted.

Yes ___ No ___

If "No", please provide further details on an additional page.

2. I confirm that I am willing to provide legal services in accordance with the Terms and Conditions of the Panel as may be determined from time to time by the Board.

Yes ___ No ___

3. I confirm that I hold a current practising certificate from the Law Society of Ireland and that I shall notify the Board immediately in the event of my ceasing to hold such a certificate at any time.

Yes ___ No ___

4. I confirm that I am covered by professional indemnity insurance for a claim of up to €1.5m and that I shall notify the Board in the event of this not being the case at any time.

Yes ___ No ___

5. I confirm that I was admitted to the Roll of Solicitors in Ireland in ___/___/_____

6. I confirm that I have access to email facilities and that the IT software used by me is compatible with Microsoft Office software and that I am willing to abide by the Board's requirement to send confidential emails using the Board's secure email facility. I also confirm that I have access to a scanner and scanning software capable of generating Adobe PDF files.

Yes ___ No ___

7. I declare that I have no medical condition that would render me unfit to provide the required service. I agree to the Board reserving the right at all times to refer me to a medical practitioner in order to confirm my fitness in this respect.

Yes ___ No ___

Signed: _____ Date: _____

PLEASE COMPLETE IN BLOCK CAPITALS:

Name of solicitor to be placed on the Enforcement of Determination Orders Solicitors Panel _____

Address _____

VAT Number _____

Withholding tax Number: _____

Tax clearance certificate enclosed: Yes No

Table of cases(by region & county) enforced by the RTB for the period 2013 to 2015	
Region	Requests 2013-2015
CONNACHT: Galway	54
CONNACHT: Leitrim	4
CONNACHT: Mayo	16
CONNACHT: Roscommon	14
CONNACHT: Sligo	32
LEINSTER: Carlow	16
LEINSTER: Dublin	816
LEINSTER: Kildare	80
LEINSTER: Kilkenny	9
LEINSTER: Laois	18
LEINSTER: Longford	9
LEINSTER: Louth	33
LEINSTER: Meath	40
LEINSTER: Offaly	9
LEINSTER: Westmeath	26
LEINSTER: Wexford	44
LEINSTER: Wicklow	39
MUNSTER: Clare	30
MUNSTER: Cork	139
MUNSTER: Kerry	22
MUNSTER: Limerick	63
MUNSTER: Tipperary	10
MUNSTER: Waterford	20
ULSTER: Cavan	15
ULSTER: Donegal	10
ULSTER: Monaghan	5
Total	1,573