



Stand-alone Litigation Practice Rights

Legacy Education Standards - Portfolio route

Proposed route to authorisation and eligibility criteria for existing Chartered Legal Executives

This document details the process existing Chartered Legal Executives using the Portfolio route need to follow to apply for authorisation as a:

- Chartered Legal Executive Litigator (Civil Proceedings); OR
- Chartered Legal Executive Litigator (Criminal Proceedings); OR
- Chartered Legal Executive Litigator (Family Proceedings).

Eligibility criteria:

- Qualified to Level 6 – CILEX or equivalent;
- Has 5 years' experience working in the legal sector of which the two years must be in area of specialism for which they are seeking litigation practice rights

<p>Step One</p> <p>Compile of portfolio of your work</p> <p>Portfolio to contain evidence and completed logbooks against the following elements:</p> <ul style="list-style-type: none"> ➤ Element 1 – Client Care ➤ Element 2 – Legal Research ➤ Element 3 – Interviewing, advising and communicating ➤ Element 4 – Costs and funding ➤ Element 5 – Profession conduct and ethics ➤ Element 6 – Managing litigation work ➤ Element 7 – Settlement V litigation* ➤ Element 8 – Legal writing and drafting <p>Chartered Legal Executives who have completed Client Care and Legal Research Units as part of their CILEX Level 6 Qualification or equivalent are exempt from providing evidence and completed logbooks for Elements 1 and 2</p> <p><small>*not included in Criminal Proceedings</small></p>
<p>Step Four</p> <p>Compile a portfolio of litigation cases you have dealt with</p> <p>For each case, provide details of the following:</p> <ul style="list-style-type: none"> ➤ Concise description of case, its progress and outcome ➤ Law arising in the case and its application to the facts ➤ Procedural and process issues, including the Court and, where relevant, the track to which the case was allocated

- Evidential issues arising in the case
- Ethical or conduct issues arising in the case
 - Funding issues arising in the case
- Research undertaken in the case, relating to law or procedure
- Decision making in the case and any advice taken on strategic issues in the case
- Advice given in the case and how it has been recorded
- Any training or development needs identified arising from the case

Chartered Legal Executive who completed the following combination of units are required to submit a portfolio of **3** cases of litigation they have dealt with.

- Civil Litigation – Contract Law **OR** Law of Tort **AND** Civil Litigation
- Criminal Litigation – Criminal Law **AND** Criminal Litigation
 - Family Litigation – Family Law **AND** Family Practice

Chartered Legal Executives who have not completed any of the above combination of units are required to submit a portfolio of **5** cases of litigation they have dealt with.

Step Five

Submit your application to become a Chartered Legal Executive Litigator

Submit a completed Independent Practice Rights Application Form along with supporting documentation