



Civil Litigation Stand-alone Litigation Practice Rights - Portfolio route

Summary of application requirements

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 Litigation).

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

Step One Compile of portfolio of your work Portfolio to contain evidence and completed logbooks against the following: ➤ Client Care ➤ Legal Research ➤ Element 1 – Interviewing, advising and communicating ➤ Element 2 – Costs and funding ➤ Element 3 – Professional conduct and ethics ➤ Element 4 – Managing litigation work ➤ Element 5 – Settlement V litigation ➤ Element 6 – Legal writing and drafting Chartered Legal Executives who have completed Client Care and Legal Research Units as part of their Level 6 qualification – CILEX or equivalent - are exempt from providing completed Skills Logbooks and redacted evidence for these areas.
Step Two Compile a portfolio of litigation cases you have assisted with For each case, provide details of the following: ➤ 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 **have** completed Contract Law **OR** Law of Tort **AND** Civil Litigation units as part of their Level 6 qualification – CILEX or equivalent - are required to submit a portfolio of **3** cases of litigation they have assisted with.

Chartered Legal Executives who **have not** completed Contract Law **OR** Law of Tort **AND** Civil Litigation units as part of their Level 6 qualification – CILEX or equivalent - are required to submit a portfolio of **5** cases of litigation they have assisted with.

The cases should demonstrate the Chartered Legal Executive's experience of Contract Law/Law of Tort/Civil Litigation.

Step Five

Submit your application to become a Chartered Legal Executive Litigator (Civil Litigation)

Submit a completed Civil Litigation Practice Rights Application Form along with supporting documentation