**CILEx REGULATION**

**MISCONDUCT INFORMATION FORM**

This form must be used if you wish to give us information about a Member of the Chartered Institute of Legal Executives (CILEx), a CILEx Practitioner or entity (business) regulated by us.

CILEx Regulation does not investigate service complaints but will review all information provided that indicates a breach of the [Code of Conduct](https://cilexregulation.org.uk/wp-content/uploads/2018/11/CILEx-Code-of-Conduct.pdf)

CILEx Regulation may copy this form and any additional information that you supply to the person you are complaining about so that they can provide their response.

Please read the information on our [website](https://cilexregulation.org.uk/complaints/complain-to-us/) before completing this form.

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| **1. YOUR DETAILS** |
| Mr/Mrs/Miss/Other (please state): | Address: |
| Surname: |  |
| Forename(s): |  |
| Telephone No. (home): |  |
|  | Postcode: |
| Telephone No. (mobile):If you require any assistance in completing or reading this form or communicating with us please let us know here or by emailing info@cilexregulation.org.uk: |  |

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| **2. DETAILS OF PERSON OR ENTITY REGULATED BY US**We can only deal with your concerns about the conduct of people or entities currently regulated by us. We will use this information to establish if CILEx Regulation can investigate this person or entity. |
| Mr/Mrs/Miss/Other (please state): | Address of person’s employer or legal entity you are |
|  | complaining about: |
| Surname: |  |
| Forename(s): |  |
| Name of person or legal entity: |  |
|  | Postcode: |
|  | Telephone No. (home): |
|  | Telephone No. (mobile): |

# 3. INFORMATION YOU HAVE

Please use the space below to provide the information you have including the circumstances in which your concerns arose (e.g. conveyancing transaction, litigation, probate, etc.) and the dates on which the events took place.

Please attach additional sheets if necessary.

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| **4. OTHER ORGANISATIONS**We need to know if you have provided this information to other organisations. |
| Have you contacted the person’s employer?YES NOIf the answer is yes please attach details of the complaint and any reply you have already received. All authorised legal entities have an in-house complaints handling procedure which you should use before providing the information to us. |
| Have you contacted or will you be contacting anyone else about this matter (e.g. the Solicitors Regulation Authority (SRA), the Legal Ombudsman or the Police)?YES NOIf yes, please provide details below of who you have or will be contacting. Please keep CILEx Regulation informed of any progress and please provide a copy of the information supplied together with any reference numbers that you are given. If the issue has been resolved please provide a copy of the decision.Are you taking any legal action against the person or entity e.g. litigation?YES NOIf yes, tell us what action you are taking, whether anyone is representing you and provide any other information which may be relevant. Please keep CILEx Regulation informed of the progress of that action. |

# 5. DOCUMENTARY EVIDENCE

Please attach any relevant documentary evidence.

Please list below all documentary evidence that you have attached to this form.

**6. ADDITIONAL INFORMATION**

Please use the space below to provide any additional information that may help CILEx Regulation.

# STATEMENT

[ ] I consent to CILEx Regulation copying and using the information in this form and any other information provided by me for use during its investigation to enable it to meet its obligations as an Approved Regulator (through the Chartered Institute of Legal Executives), under the Legal Services Act 2007.

[ ] I consent to CILEx Regulation copying and using the information in this form and any other information provided by me to the person or entity I am providing information about.

[ ] I understand that the powers of CILEx Regulation are limited to issuing a reprimand or warning, excluding a person or entity from membership and authorisation, or ordering the person or entity to pay a fine to CILEx Regulation.

Signed: Name (please print): Date: