

# The Law Society of Ireland

## COMPLAINT FORM

We recommend that you read the attached information leaflet "Complaints about solicitors" before completing this form. If you have any difficulty in completing this form, you might consider contacting your nearest Citizens Information Services (C.I.S.) Centre for assistance. Please tick this box when you have read our information leaflet:

### Part 1 YOUR PERSONAL DETAILS

Mr/ Mrs/ Ms: \_\_\_\_\_

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: (optional) \_\_\_\_\_

Email address: (optional) \_\_\_\_\_

*I request the Law Society to investigate my complaint and consent to this form being copied to the solicitor. I confirm that my solicitor may disclose details concerning this complaint or any information pertinent to the matter to the Law Society*

Signed: \_\_\_\_\_

Name( in block capitals): \_\_\_\_\_

Date: \_\_\_\_\_

***We cannot investigate your complaint if you do not sign and date the form and supply a postal address.***

**IF YOU ARE MAKING A COMPLAINT OF BEHALF OF ANOTHER PERSON, THAT PERSON MUST SIGN HERE:**

I, \_\_\_\_\_ confirm that this complaint is made on my  
(Insert name in block capitals here)

behalf and with my consent, and I authorise the Society to correspond with the person named in Part 1 above. I am aware that a copy of this complaint will be sent to my solicitor.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

## Part 2

### THE SOLICITOR YOU ARE COMPLAINING ABOUT

*If you wish to complain about more than one solicitor, you will need to complete a separate form for each solicitor.*

*If the solicitor you are complaining about is a solicitor who represents someone else, we may not be able to help – please see our information leaflet or consult our website [www.lawsociety.ie](http://www.lawsociety.ie).*

**Name of the solicitor:** \_\_\_\_\_

**Name of the firm:** \_\_\_\_\_

**Firm's address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Have you made your complaint directly to the solicitor or notified him of your intention to complain to the Society?** *[If so, please furnish details. If not, we suggest you consider doing so before proceeding with this complaint]* \_\_\_\_\_

**Have you written previously to the Society about this matter?** \_\_\_\_\_

**If so, when? Please furnish our reference, if available.** \_\_\_\_\_

**What do you hope to achieve by making this complaint?**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Part 3

### THE LEGAL SERVICES PROVIDED

*If you are complaining about the administration of an estate, please ignore this page and go straight to Part 4.*

**What was the solicitor instructed to do?** (*eg personal injury claim, family law matter, buying or selling property*) \_\_\_\_\_  
\_\_\_\_\_

**When were the services provided?** (*approximate dates are sufficient*) \_\_\_\_\_  
\_\_\_\_\_

**Did your solicitor send to you any written information about the cost of the work? If so, please furnish a copy.** \_\_\_\_\_

**Is the work finished? If so, when?** \_\_\_\_\_

**If you are making a complaint about the services provided by your solicitor, when did you first become aware of the problem?** \_\_\_\_\_

**Have you paid your solicitor? If so please furnish details of payments made.** \_\_\_\_\_  
\_\_\_\_\_

**Are there any legal proceedings relating to this complaint? If so, please furnish a copy.**  
\_\_\_\_\_

## Part 4

### COMPLAINT ABOUT THE ADMINISTRATION OF AN ESTATE

Name of the person who died: \_\_\_\_\_

Date of death: \_\_\_\_\_

Did the deceased leave a Will?: \_\_\_\_\_

Name of the Executor or Administrator: \_\_\_\_\_

Are you entitled to a share of the estate?: \_\_\_\_\_

When was the solicitor instructed? (approximate dates are sufficient): \_\_\_\_\_

\_\_\_\_\_

Did the solicitor issue any written information about the cost of the work to you or any other person connected with the estate? If so, please furnish a copy.

\_\_\_\_\_

Is the work finished? If so, when? \_\_\_\_\_

Has the solicitor been paid? If so, please furnish details of payments made.

\_\_\_\_\_

Are there any legal proceedings relating to this complaint? If so, please furnish a copy.

\_\_\_\_\_

