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: (optio	nal)
to the solicitor. I confi	iety to investigate my complaint and consent to this form being copied irm that my solicitor may disclose details concerning this complaint or ent to the matter to the Law Society
Signed:	
Name(in block capital	<i>s):</i>
Date:	
We cannot investigate postal address.	e your complaint if you do not sign and date the form and supply a

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

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.

Name of the solicitor:	
Name of the firm:	
Firm's address:	
	laint directly to the solicitor or notified him of your intention ? [If so, please furnish details. If not, we suggest you consider vith this complaint]
Have you written previousl	y to the Society about this matter?
If so, when? Please furnish	our reference, if available.
What do you hope to achiev	ve by making this complaint?

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 ma	itter,
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.

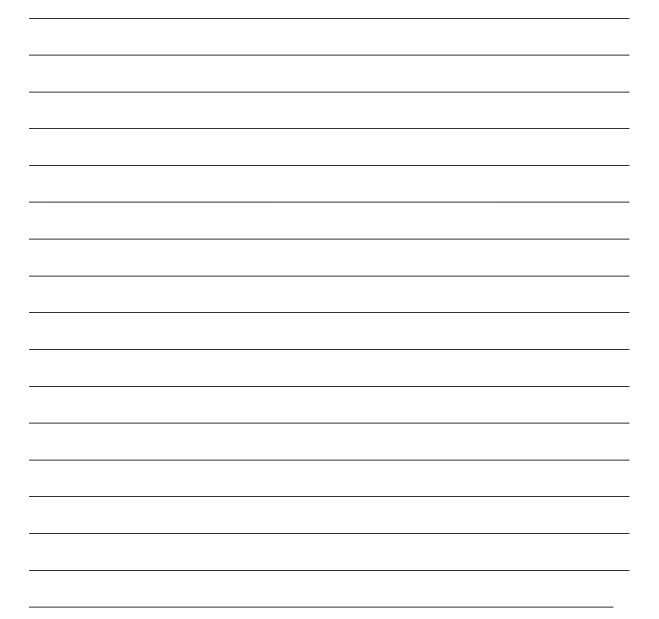
COMPLAINT ABOUT THE ADMINISTRATION OF AN ESTATE

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.

SUMMARY OF YOUR COMPLAINT

It would be helpful if you could set out your complaint/s in a **concise manner**. If you have more than one complaint, please list them in numbered paragraphs. Extra pages may be added if necessary. Please attach copies (not originals) of any **relevant documents**. If your complaint is about fees, please attach a copy of the bill, if you received one.



Send this completed form, with copies of any relevant documents or bills to:

Complaints and Client Relations Section, Law Society of Ireland, George's Court, George's Lane, Dublin 7.