

Clarification Notice and Questions and Responses 1

In connection with the Information Notice on the Application Process for the State Claims Agency Barristers Panels

28 May 2021

CLARIFICATION NOTICE

To correct an error in consultation fee fields, the CIS SC and BL Excel spreadsheets published on this website on 18 May 2021 were updated on 19 May 2021. Please use the 19 May version of these spreadsheets in your application.

QUESTIONS AND RESPONSES

Q1. Can you please confirm there is no requirement whereby one provides details of tax clearance and/or details of indemnity coverage actually in place?

A1. Applicants are not required to provide details of their tax clearance or indemnity coverage as part of their application. Please see Clause 8.1 of the **Agreement for the Provision of Legal Services to the State Claims Agency** (the execution of which is a prerequisite for being placed on a panel) which states "Counsel shall have and maintain insurances at the minimum level required by the LSRA, the Code of Conduct of the Bar of Ireland, and the Professional Code of the Honorable Society of King's Inns and shall promptly produce proof of such insurance to the SCA at their request".

The SCA may request a tax clearance certificate before making payment for legal services provided by a panel Counsel.

Q2. In terms of the PDF, (Form A) when the text is inserted, scroll boxes arise to accommodate it all. Can you confirm that is intended and that insofar as the text exceeds the physical space, you will be able to read the full amount (within word limit) using the scroll feature?

A2. Yes, this is deliberate and the reviewers will be able to read through the content by using the scrolling function. Please see query 3 and response below in relation to the word count.

Q3. What is the maximum word count allowable in each of the Claim summaries at section 2.2? Is it 300, like in the case of the "summary" at section 2.1?

A3. The maximum word count for each of the claim summaries at section 2.2 is 600 words per summary.

Q4. Section 2.3 requires "details of clients" in respect of whom I have received instructions. Does this require the response to simply identify the particular clients, or is there further information required in relation to the clients in question?

A4. Where the client is a publicly known entity, such as an insurer, indemnifier or PLC, the name of the client will suffice. Otherwise, if relevant, applicants should give a brief explanation as to why the client named is relevant to their application.

Applicants should not identify private individuals where their personal details are not already in the public domain, see also the reply to Q5.

Q5. In relation to the details of four relevant claims requested on the application form Part A do you require the name of the case, the record number etc. or are details without a specific reference to any particular party sufficient?

A5. Applicants should not provide personal details relating to private individuals unless those personal details are already in the public domain through a reported judgement or press coverage. Please also see reply to Q4.

END 28.05.21