



Irish Institute of Legal Executives

WHAT IS A LEGAL EXECUTIVE?

A Legal Executive is a professional person who is a member of The Irish Institute of Legal Executives, who assists in the operation of general and specialist legal matters with Solicitors, Barristers, in the Courts of Ireland, and within other areas of commercial and legal practice, according to the highest standards of integrity and conduct, as required by the Legal Profession, the Code of Rules of this Institute, and the Law of Ireland.

WHAT IS THE INSTITUTE OF LEGAL EXECUTIVES?

The Irish Institute of Legal Executives was formed in 1987, incorporated in 1992 and consists of Legal Executives. The aim of the Institute is to provide a system of training and examination and to obtain a recognised professional qualification for those engaged in legal work. The Institute's members are employed in private practice, the legal department of banks, public or local authorities or in industry and commerce.

The objects of the Institute are as set out in the Memorandum & Articles of Association and the Code of Rules. Its' primary purpose is to represent, promote and encourage persons identified as Legal Executives practising in all legal areas of employment. Our ultimate educational goal is to provide a system of qualification and training. The Institute also aims to further the highest standards of working practice by it's members in all areas.

A Council comprising of 15 members directs the affairs of the Institute. The members of the Institute at the Annual General Meeting elect the Council. Each newly elected Council appoints the President of the Institute and its Officers.

BRANCHES

Local Branches are presently being formed, and these Branches will play an important part in the activities of the Institute. Branches will be represented at Council meetings to assist and support each other and discuss ways in which the Institute as a whole can represent the hopes, aspirations, and educational needs of our profession. The future development and direction of the Institute will depend entirely on the input and participation of its members.

EDUCATION

The Institute, in conjunction with Griffith College, Dublin has developed a course specifically for the Legal Executive. The Diploma in Professional Legal Studies is a two year course which is designed to give the Legal Executive the necessary academic and

practical skills for the legal office. More details about the course are available from the Institute or directly from Philip Burke, Head of Professional Law School Griffith College Dublin, (01) 416 3341 or by e-mail at philip.burke@gcd.ie.

The educational bodies which are recognised by The Irish Institute of Legal Executives are:- Griffith College Dublin, Trinity College Dublin, University College Dublin, University College Cork, University College Galway, Limerick University, Letterkenny Institute of Technology, Dublin Institute of Technology, Waterford Institute of Technology, Portobello College Dublin, and other bodies running approved courses recognised by the Educational Committee.

MEMBERSHIP

There are a number of levels of Membership of the Institute. Only Fellows and Ordinary Members are full members and can act as members of the Council. Members can describe themselves as “Legal Executives” of the Institute or use the applicable initials providing they hold a current annual Practising Certificate.

Annual Subscriptions to the Institute are payable in advance on the 1st January of each year as follows:-

FULL MEMBERS: €140.00

ASSOCIATE MEMBERS: €120.00

STUDENTS: €80.00

APPLICATIONS

Application for enrolment as a Member must be made on the prescribed form, which is obtainable from the Secretary of the Institute. There is a non refundable application fee of €25.00 to be submitted with each application.

CATEGORIES OF MEMBERSHIP

1. (a) Fellowship Members F.I.I.L.Ex.
(b) Honorary Fellowship Members F.I.I.L.Ex (Hon)
(c) Life Member
2. Senior Legal Executive Member S.I.I.L.Ex.
3. Legal Executive Member M.I.I.L.Ex.
4. Associate Member A.I.I.L.Ex.
5. Student Legal Executive Member