

# The Law Society of Ireland – Complaint Form

## PLEASE COMPLETE THIS FORM IN BLACK INK

*We recommend that before completing this form, you read our information leaflet “Complaints about solicitors” (which is available on request from the Society, or can be accessed on our website [www.lawsociety.ie](http://www.lawsociety.ie)). 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*)

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

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

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

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

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

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

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## 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.

\_\_\_\_\_

