

**COMPLETING FORM FOR ENTRY IN SOLICITOR’S LEGAL AID PANEL**

**1.** Enter the following details in the form

 a. First Name(s) of solicitor to be entered on panel

 b. Surname(s) of solicitor to be entered on panel

 c. Name of firm for where the solicitor is employed

 d. Address of this firm

 e. Solicitor’s PPS Number

 f. Revenue Access Number which is provide by the Revenue Commissioners when tax

 affairs are in order.

 g. Email address for solicitor

2. Select the County or Countries on whose panels the solicitors wants to be entered by placing

an X in the box beside the relevant County. A solicitor may opt for entry in all Counties by placing an X in the all box.

3. The solicitor’s name (in lieu of signature) be entered along with the date.

4. The completed form together with the Revenue Tax Clearance Application Result must

 be emailed to legalaidpanel@courts.ie

5. When the request is processed a confirmation email will issue.