



The Law Society

**Publication Scheme**  
**Freedom of Information Code of Practice**  
Issue 4

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# Introduction

## The Law Society

Founded in 1825, the Law Society is the professional body for solicitors in England and Wales. At the beginning of 2006, the Law Society established independent Boards to oversee the functions of Regulation and Consumer Complaints handling. Each board oversees operationally independent arms of the Law Society that will be known as the Solicitors Regulation Authority (SRA) and the Legal Complaints Service.

The SRA sets the standards for the education and training of solicitors and ensure they respect the professional rules of conduct. The Legal Complaints Service deals with consumers complaints against solicitors. The Law Society represents solicitors and provides practical support to them. It campaigns for law reform in the public interest and for greater access to justice, maintains relations with lawyers and other professionals world wide and works to secure access for solicitors to new markets at home and abroad.

The Law Society has an annual turnover of over £100 million and employs around 1,300 staff. We are committed to promoting equality and diversity, both as an employer and in the legal profession at large, through our regulatory and representative work.

## Freedom of Information and Code of Practice

The Freedom of Information Act came into force on 1 January 2005. The Act is intended to promote a culture of openness and accountability amongst public authorities and to give people the right to access much of the information they hold. Full details about the Act can be found on the Information Commissioner's website at [www.ico.gov.uk](http://www.ico.gov.uk) or the Office of Public Sector Information website at [www.opsi.gov.uk](http://www.opsi.gov.uk).

Even though the Act does not yet apply to the Law Society, we believe in being open about what we do. We are committed to giving as much information as possible about our work and we make a lot of information publicly available through our website at [www.lawsociety.org.uk](http://www.lawsociety.org.uk).

We have developed a Code of Practice on Freedom of Information endorsed by our governing Council. The Code explains how we will handle individual requests for information. It tells you how you can get information from us and about the sort of information we may be unable to let you have. It applies to all information we currently hold, whenever it came into existence, and whether it is kept on paper or stored electronically.

The Code covers information about our work to make and enforce rules about how people can become solicitors and how solicitors should conduct their business and behave. This is referred to as our *regulatory* role. The Code also covers information on how we speak up for solicitors as a whole, and comment for them on ideas for changing the law or the way the courts work. This is described as our *representative* role. We will treat requests for both in the same way.

The Code of Practice can be viewed on our [website](http://www.lawsociety.org.uk).

## Publication Scheme

The purpose of the Publication Scheme is to let you know what information we hold that is publicly available from the Law Society. Much of this information can be accessed on our website at [www.lawsociety.org.uk](http://www.lawsociety.org.uk) or in hard copy or other forms on request.

Our Publication Scheme follows the model used by government agencies in the United Kingdom. It groups information available under broad headings relevant to the Society's role and function, and details:

- The classes of information we publish or intend to publish
- How we publish or make available the information in each class
- If the information will be provided free of charge or at a cost

The Scheme tells you about the sort of information we may be unable to let you have, or where the law says we cannot give it to you (see [Exceptions](#)).

The Scheme does not cover books and electronic publications we produce and sell commercially. Our website lists the publications available, how much they cost and how you can buy them. Information items available from the Law Society's Library may carry a copying or other charge in line with our commercial activities.

## Exceptions

We may, as our Code of Practice allows, refuse to give you information in certain cases. In keeping with the provisions of the Freedom of Information Act, we will not release information in any of these situations:

- If you can reasonably be expected to find the information by other means, for example, in a publication in a library
- If the information has been given to you already
- If your request is 'vexatious', in other words wholly unreasonable or designed simply to be a nuisance
- If we aim to publish the information you have asked for within 30 days anyway and it is reasonable for it not to be released until then, for example, so that we can check it or prepare how to publicise it effectively
- If it is about specific investigations, disciplinary cases or applications arising from our regulatory role (but we will supply general information about our procedures)
- If it is about appointments by the President of the Law Society or arbitrators and experts in specific cases (but we will supply general information about our procedures)
- If it is about work we are doing or have done to develop our policies, where we think that giving the information would hamper the free and frank exchange of views or harm the effective conduct of public affairs
- If it consists of advice from the Society's legal advisers relating to court action we are or may be involved in, or other legal issues affecting us, and its release would harm our legal interests (this is called 'legal professional privilege')

- If disclosing the information could harm our commercial interests or those of anyone we may have a commercial relationship with
- If the information was given to us in confidence and giving you the information would put us at risk of legal action either for breaking a confidence or for breaking a contract.

If we think any of these exceptions applies, we will send you a notice (what the Act calls a 'refusal notice') saying why we feel unable to give you the information you want. If that happens, you will have the right to take the matter further (see [Comments and complaints](#)).

There is one other area where the law says we must not release information. If you ask us for details of a personal nature about someone else, the Data Protection Act 1998 says we cannot let you have it. This is to protect other people's privacy. We will explain this if we have to refuse your request (see [Requests for personal information](#)).

## How to use the Publication Scheme

The Publication Scheme is divided into seven broad sections based on the Society's role and function. Classes of information are listed within each section. A definition of the types of information available and how to obtain it is provided.

The seven broad sections are:

Section 1	About us
Section 2	Registration and regulation of solicitors
Section 3	Education and training of solicitors
Section 4	Representation of solicitors
Section 5	Support and services
Section 6	Information for the public
Section 7	External communications

See [Classes of information](#) for full details of current content available under the Publication Scheme.

## Obtaining information under the Publication Scheme

Most of the information listed in the Publication Scheme can be accessed via our website at [www.lawsociety.org.uk](http://www.lawsociety.org.uk) or in hard copy or other forms on request.

If you want specific information not mentioned in the Publication Scheme, you can email or write to our Information Compliance Manager (see [Responsibility for the Publication Scheme](#)).

We will confirm receipt of your request for information within seven working days of receipt. We will also tell you within that time whether we have the information you have asked for.

If the information exists, we will aim to send you a copy within 20 working days from the date your request is received. We will send you a photocopy if the information is printed. If we hold it electronically, we will email it to you.

## **Charging**

We will not normally charge for giving you the information you ask for. In exceptional cases, if we think we need to charge you a fee, we will tell you why and what the charge will be. Information items available from the Law Society's Library may carry a copying or other charge in line with our commercial activities.

There is no charge for accessing information held on the Law Society's website.

## **Copyright**

Copyright in our commercial publications is owned either by us or the author(s). The normal law of copyright applies to them under the Copyright, Designs and Patents Act 1988. We reserve any legal rights we may have over information we provide to you under the Code of Practice.

When we seek legal advice from an outside lawyer, we normally insist that copyright in the advice be transferred to us. Such advice, if the copyright is given to us, will be available under the Code, unless we wish to claim legal professional privilege applies, when we may refuse to disclose it.

## **Comments and complaints**

If you have any comments or complaints about the Society's Publication Scheme or Code of Practice, please contact our Information Compliance Manager (see [Responsibility for the Publication Scheme](#)).

If you think we have been wrong to refuse you information, this will be dealt with initially by our Information Compliance Manager. If you still think that we have been wrong, bearing in mind the exceptions in the Code, then you can apply to the Law Society's independent Freedom of Information Adjudicator to review the request. We will normally accept the Adjudicator's decision but, exceptionally, our Council may decide not to accept his adjudication. Decisions will be sent to you and the full text will be published on our website.

## **Responsibility for the Publication Scheme**

The Information Compliance Manager is responsible for maintaining the Publication Scheme. He is also responsible for all other Freedom of Information requests and for giving general advice about the Society's Code of Practice.

The Information Compliance Manager's address is:

Information Compliance Manager  
The Law Society  
113 Chancery Lane  
London WC2A 1PL  
DX56 Lon/Ch Lane  
Tel: 020 7320 5662  
E-mail: [informationcompliance@lawsociety.org.uk](mailto:informationcompliance@lawsociety.org.uk)

## **Review of Publication Scheme**

The Publication Scheme will be reviewed regularly by the Information Compliance Manager and republished accordingly on our website. We welcome comments on any improvements you think we could make to our Publication Scheme or website to help you find the information you are looking for.

## **Requests for personal information**

If you wish to see personal information we hold about you, you may be entitled to demand a copy under the Data Protection Act 1998. Please send any request for information under the Data Protection Act to the Information Compliance Manager (see [Responsibility for the Publication Scheme](#)).

# Classes of information

## Definition of classes

The Publication Scheme is divided into the following broad sections based on the Society's role and function. Classes of information within a section are listed below:

### Section 1 [About us](#)

Information relating to our history, organisation and governance, policies and procedures, performance and planning, administration and staffing

[Constitution and history](#)  
[Contact details](#)  
[Council, Boards and Committees](#)  
[Financial resources and other assets](#)  
[Human resources and staff development](#)  
[Management and organisation structure](#)  
[Performance and planning](#)  
[Policies and strategies](#)

### Section 2 [Registration and regulation of solicitors](#)

Information relating to registering as a solicitor in England and Wales, professional rules and guidance, standards of conduct and compliance, and other information on how we carry out our regulatory functions. You may also find classes of information in the [Information for the public](#) section of interest

[Complaint handling](#)  
[Guidance and best practice](#)  
[Investigating and disciplining solicitors](#)  
[Law firm practice and management](#)  
[Registration and scheme membership](#)  
[Rules and policy on professional conduct](#)

### Section 3 [Education and training of solicitors](#)

Information relating to how solicitors qualify and required qualifications, training and admission to the profession, qualifying from outside England and Wales, and the continuing professional development of solicitors

[Careers in the law](#)  
[Continuing professional development](#)  
[Education and qualifications](#)  
[Qualifying from outside England and Wales](#)  
[Training and admission](#)

### Section 4 [Representation of solicitors](#)

Information relating to the work we do to represent and promote solicitors in England, Wales and abroad, submissions in response to consultations, work to influence law and practice, and work with government

[Application and developments in the law](#)  
[Law reform policy and initiatives](#)  
[Representing solicitors overseas](#)



[Work in parliament](#)

## **Section 5 [Support and services](#)**

Information relating to the information and advice services we offer solicitors and others, professional and personal support services and networks, and other Law Society services

[Conferences and events](#)

[Publications](#)

[Services for solicitors](#)

[Support for solicitors](#)

[Venue hire](#)

## **Section 6 [Information for the public](#)**

Information relating to how to find, use, choose and complain about a solicitor and how to pay for legal services. You may also find classes of information in the [Registration and regulation of solicitors](#) section of interest

[Guides for the public](#)

[Finding a solicitor and information about them](#)

[Paying for legal services](#)

[Resolving complaints](#)

## **Section 7 [External communications](#)**

Law Society press notices, newsletters, keynote speeches and other regular communications with our stakeholders

[Frequently asked questions](#)

[News](#)

[News magazines](#)

[Newsletters](#)

[Press notices](#)

[Speeches](#)

# Classes and current content

## Section 1 About us

Information relating to our history, organisation and governance, policies and procedures, performance and planning, administration and staffing

### Class Constitution and history

Information type	Definition	Availability	Cost	Notes
General regulations	Regulations governing the operation of Council, Board and Committee meetings and proceedings	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	Historic and archive versions may be charged for
History	General overview of the history of the Law Society and its role since 1825	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	Other information about the Law Society's history is available from the Library. There may be a charge for some items
Law Society bye-laws	Bye-laws detailing the Society's governance arrangements including the election of Office Holders and Council members, and the operation of general meetings	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	Historic and archive versions may be charged for
Royal Charter	Royal and Supplemental Charters defining the Law Society's constitutional regulatory powers and the Council as its governing body. Image of our 1845 Charter is included	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	Historic and archive versions may be charged for

### Class Contact details

Information type	Definition	Availability	Cost	Notes
Office locations and enquiry lines	Current details of the Society's main office locations and key enquiry lines, including details of our regional offices, our office in Wales and our office in Brussels	<a href="#">Website</a>	Online – free	

## Class Council, Boards and Committees

Information type	Definition	Availability	Cost	Notes
Committee membership guidance	Published guidance for Law Society Committees and policy advisers on matters connected with committee membership	Hard copy	Hard copy – free	
Corporate meetings diary	Date, time and venue for past and forthcoming Council, Board and Committee meetings	<a href="#">Website</a>	Online – free	
Council member job description	A description of the role and responsibilities of a Council member	Hard copy	Hard copy – free	
Council members	Information about Law Society Council members and their constituencies	Hard copy	Online – free	A list of current Council members is available on the Law Society's website
Directory of Committees and Committee members	List of current Boards and Committees covering different areas of law, their associated members and terms of reference	<a href="#">Website</a>	Online – free	
Papers, minutes and agendas	Council, Board and Committee papers, minutes and agendas which are public in accordance with the Society's Freedom of Information Code of Practice	<a href="#">Website</a>	Online – free	Access to papers may not be possible where an exception applies or is subject to paragraph 2(c) of the Code on Council members
Register of members interests	Current published register of interests of Council members, committee chairs and senior managers	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Vacancies and election results	List of current Council, Board or Committee vacancies. Job description, nomination and equality and diversity monitoring forms, information for candidates and election results may be found here	<a href="#">Website</a>	Online – free	

## Class Financial resources and other assets

Information type	Definition	Availability	Cost	Notes
Law Society Charity	Published brochure providing general information about the Law Society Charity	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Terms and conditions for suppliers	Current published standard conditions of contract for the supply of goods and services to the Law Society	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	

## Class Human resources and staff development

Information type	Definition	Availability	Cost	Notes
Careers at the Law Society	Current general information for those interested in a career at the Law Society	<a href="#">Website</a>	Online – free	
Education assistance policy	Agreed published policy on support and funding available to Law Society staff for educational assistance that will lead to a formal qualification	<a href="#">Website</a>	Online – free	
Job vacancies and recruitment forms	List of current internal vacancies at the Law Society including related job description. Forms for those interested in applying for a current Law Society vacancy, including our equal opportunities and monitoring form are included	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	Current internal vacancies in the Law Society's office in Wales are available in Welsh
Staff benefits	List of current benefits available to Law Society employees	<a href="#">Website</a>	Online – free	

## Class Management and organisation structure

Information type	Definition	Availability	Cost	Notes
Chief Executive and Office Holders	Current biographies and photographs of our Chief Executive and Office Holders – President, Vice-President and Deputy Vice-President	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Directors	Current names and summary of roles and responsibilities of senior managers	<a href="#">Website</a> Hard copy	Hard copy – free	
Organisational chart	Current published governance and management structure charts	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	

## Class      Performance and planning

Information type	Definition	Availability	Cost	Notes
Annual report and accounts	Published reports covering the calendar year and containing the Society's consolidated summary financial accounts. Archive copies may be found here. Turnover figures available on request	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	The 2005 Annual report and accounts did not contain the summary financial statements
Chief Executive review and reports	Published report reviewing progress since the Law Society set out a series of practical steps for change in 2000 and regular published reports to the Council	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Corporate plan	Published outline of the Society's mission, objectives and targets for 2004-2006. Previous editions of our Corporate Plan are included	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Financial accounts	Full published details of the Society's financial statements and accounts (consolidated)	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	Individual financial statements for The Law Society Services Limited, Law Society Property Services Limited, Law Society Trustees and Law Society Charity, the Compensation Fund, and the minor funds are available on request
Mission and values	Published statement of the Society's mission and values	<a href="#">Website</a>	Online – free	

## Class Policies and strategies

Information type	Definition	Availability	Cost	Notes
Data protection policy	Internally agreed policy on the conditions used to obtain, handle, process, transport and store personal data	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Equality and diversity	Published information, guidance and policies setting out the Society's vision, programme and activities to promote equality of opportunity and diversity in all aspects of its work	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Freedom of Information Code of Practice	Published Code of Practice detailing how the Society will handle individual requests for information. The Law Society's Publication Scheme is included. Where there have been disputes about the way the Society has applied the Code, findings of the Society's Freedom of Information Adjudicator are published in full.	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
High profile litigation policies	Agreed published policies and procedures in relation to high profile litigation: <ul style="list-style-type: none"> <li>• Representational Case Interventions – policy where the Law Society can apply to court to intervene in a case to make representations on behalf of the profession. The policy sets out when we will normally seek to intervene in test cases</li> <li>• Request for Litigation Support Fund – policy for requests for financial assistance from the Litigation Support Fund where the case involves a legal issue of general importance to the profession or to a significant section of the profession</li> </ul>	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Legal and privacy notices	Current published legal notice and privacy statement on the use of the Law Society's internet site	<a href="#">Website</a>	Online – free	
Records management policy	Agreed published policy on how records are managed within the Law Society	Hard copy	Hard copy – free	
Welsh language policy	Agreed published policy on the equal treatment of the English and Welsh languages when providing services to the public in Wales	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	Available in Welsh

## Section 2 Registration and regulation of solicitors

Information relating to registering as a solicitor in England and Wales, professional rules and guidance, standards of conduct and compliance, and other information on how we carry out our regulatory functions. You may also find classes of information in the Information for the public section of interest

### Class Complaint handling

Information type	Definition	Availability	Cost	Notes
Adjudication	General information on our external-facing complaints adjudication policies and procedures and the areas of work of adjudicators	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Performance	Published monthly reports on our performance in handling complaints from consumers and performance in relation to our regulatory and disciplinary activities	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	See also Section 6, <a href="#">Resolving Complaints</a>

### Class Guidance and best practice

Information type	Definition	Availability	Cost	Notes
Best practice guidance	Range of published best practice guidance notes and warning cards available to solicitors on practice issues and legal procedure. Guidance is prepared with the advice of the appropriate Law Society Committee and/or policy adviser	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Ethical guidance	Published booklets providing regulatory ethical and conduct guidance to solicitors on topics such as running a practice, professional indemnity, foreign lawyers, practising abroad and areas of practice	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	

## Class Investigating and disciplining solicitors

Information type	Definition	Availability	Cost	Notes
Intervention into a solicitor's practice	General published information and forms following an intervention into a solicitor's practice	<a href="#">Website</a>	Online – free	
Solicitors Disciplinary Tribunal	Basic information about the statutory role of the Solicitors Disciplinary Tribunal whose primary function is to consider and adjudicate upon allegations of professional misconduct or breaches of professional rules by solicitors, registered foreign lawyers and solicitors' employees	<a href="#">Website</a>	Online – free	Details of Solicitors Disciplinary Tribunal decisions are published in the Law Society Gazette and on its <a href="#">website</a> . Contact details and further information about the Solicitors Disciplinary Tribunal can be viewed on their <a href="#">website</a> .

## Class Law firm practice and management

Information type	Definition	Availability	Cost	Notes
Client care	General published information and guidance for solicitors on providing excellent client care	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Employing trainees	Published information and documents on employing trainee solicitors and the process to become authorised to take trainees	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Lexcel Practice Management Standard	General information, guidance and documents about the Society's practice management quality mark, Lexcel. List of firms who have attained the quality mark is included	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	Other Lexcel material can be purchased from the Law Society Shop
Professional indemnity insurance and policies	Published information on professional indemnity rules and policies that apply to law firms. Details of qualifying insurers, the minimum terms and conditions of cover is available	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	



## Class Registration and scheme membership

Information type	Definition	Availability	Cost	Notes
Accreditation panels and schemes	Published information, procedure documents and application forms for solicitors about membership to any Law Society panel or scheme, including eligibility criteria and re-accreditation. Details of panel members are included	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Find a solicitor	Searchable list of law firms and solicitors regulated by the Law Society in England and Wales. Law Society panel and scheme member details are shown	<a href="#">Website</a>	Online – free	The Law Society's Directory of Solicitors and Barristers can be purchased from the Law Society Shop. Lists of solicitors can be purchased on a one-time rental basis. Details available on the Law Society website
Practising certificates	Published information notes and forms on completing and applying for a practising certificate. Fee schedules and payment method information is also available. A practising certificate enables a solicitor to provide legal services in England and Wales	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Staying on the roll	Published information for non-practising solicitors who wish their name to remain on the roll of solicitors. Current list of solicitors who have or may be removed from the roll of solicitors is also available	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	

## Class Rules and policy on professional conduct

Information type	Definition	Availability	Cost	Notes
Guide to the Professional Conduct of Solicitors	Published professional rules and principles by which solicitors in England and Wales are regulated by the Law Society. Recent rule changes are incorporated	<a href="#">Website</a>	Online – free Hard copy – free	Hard copy editions of the Guide to the Professional Conduct of Solicitors can be purchased from the Law Society Shop
Pending rules and consultations	Published details of consultations on the rules of professional conduct including draft new rules	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	

### Section 3 Education and training of solicitors

Information relating to how solicitors qualify and required qualifications, training and admission to the profession, qualifying from outside England and Wales, and the continuing professional development of solicitors

#### Class Careers in the law

Information type	Definition	Availability	Cost	Notes
Career paths in the law	General information and published brochures about the different career options available in the law	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	Hard copy promotional material available from Corporate Affairs. Some information available in Welsh

#### Class Continuing professional development

Information type	Definition	Availability	Cost	Notes
Information sheets and forms	Published guidance, documents and forms for solicitors, in-house legal departments and external course providers on the Society's compulsory continuing professional development (CPD) scheme	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Subject lists	Current lists, by subject area, of external continuing professional development (CPD) course providers authorised by the Law Society to provide training to solicitors	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	

## Class      Education and qualifications

Information type	Definition	Availability	Cost	Notes
Colleges, universities and institutions	Current list of colleges, universities and institutions that offer courses on either a full or part-time basis relevant to qualifying as a solicitor	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Common Professional Examination (CPE)	Range of published information on the Common Professional Examination (CPE) rules covering entry requirements and time periods for completion. Also included is information on applications for a certificate of exemption from the CPE	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Funding education and training	Published information about the various sources and schemes available offering financial support to trainee solicitors	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Legal Practice Course (LPC)	Range of published information on the Legal Practice Course (LPC), which must be completed by everyone who intends to qualify as a solicitor in England and Wales. Includes details of LPC format and assessment process, profiles and summaries of all LPC providers, and details about how to apply for a place on the LPC	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Professional Skills Course (PSC)	Range of published information on the Professional Skills Course (PSC), which must be completed to qualify as a solicitor. Includes course guidelines, course providers and general information about course content	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Ways to qualify	Published information on the different ways to qualify as a solicitor for those with a law degree, a non-law degree or without a degree	<a href="#">Website</a>	Online – free	

## Class      Qualifying from outside England and Wales

Information type	Definition	Availability	Cost	Notes
Information, guidance and regulations	Published information, forms, booklets, guidance and regulations governing how lawyers qualified in certain jurisdictions outside England and Wales (and barristers in England and Wales) may qualify and practice as solicitors in England and Wales	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	

## Class      Training and admission

Information type	Definition	Availability	Cost	Notes
Admission to the roll	Published information on admission to the roll of solicitors for those who have complied with the training regulations and have satisfied the Law Society that their character is suitable to become a solicitor	<a href="#">Website</a>	Online – free	
Student membership	Published information on how to apply to be a student member of the Law Society	<a href="#">Website</a>	Online – free	
Training contract	Published information and advice for students and trainee solicitors about the practice-based training period before qualifying as a solicitor	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Trainee forms and documents	Published bulletins, documents and forms for trainee solicitors and training establishments. This includes information such as training requirements, the Law Society's Training Regulations 1990, and the Voluntary Code of Practice	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Training framework review	Proposals by the Law Society on a new training framework for solicitors	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	

## Section 4 Representation of solicitors

Information relating to the work we do to represent and promote solicitors in England, Wales and abroad, submissions in response to consultations, work to influence law and practice, and work with government

### Class Application and developments in the law

Information type	Definition	Availability	Cost	Notes
European law making process	Overview of how European law is made and general information on the Law Society's work with the European Union	<a href="#">Website</a>	Online – free	

### Class Law reform policy and initiatives

Information type	Definition	Availability	Cost	Notes
Hot topics and initiatives	Published documents relating to hot topics and initiatives to promote access to justice, to protect the interests of the public, to shape debates among policy-makers and the media, and to influence government thinking on law reform	<a href="#">Website</a>	Online – free	
Responses to consultations	Law Society responses as submitted to consultations and proposals issued by government departments, non-governmental organisations, the National Assembly for Wales or the European Union	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	Submissions to the National Assembly for Wales are available in English and Welsh. Some items may be excluded where there is a need to protect our policy development work

## Class Representing solicitors overseas

Information type	Definition	Availability	Cost	Notes
International co-operation projects	Details of current projects with lawyers in other countries to help develop their own legal system. Guide for local law societies on "twinning" with lawyers' associations overseas may also be found here	<a href="#">Website</a>	Online – free	
International pro bono work	Published information on encouraging pro bono work in other countries and details of international pro bono projects undertaken by English and Welsh solicitors	<a href="#">Website</a>	Online – free	
International trade negotiations	Details of activities to incorporate legal practice more fully into the international trading system	<a href="#">Website</a>	Online – free	

## Class Work in parliament

Information type	Definition	Availability	Cost	Notes
Parliamentary briefings and evidence	General briefings, commentary and evidence produced on bills and other parliamentary issues in which the Society has an interest. Submissions to the National Assembly for Wales are included. E-bulletins sent to MPs and their researchers are also included	<a href="#">Website</a> Hard copy * E-mail	Online – free Hard copy – free * E-mail – free	Submissions to the National Assembly for Wales are available in English and Welsh. Some items may be excluded where there is a need to protect our policy development work

## Section 5 Support and services

Information relating to the information and advice services we offer solicitors and others, professional and personal support services and networks, and other Law Society services

### Class Conferences and events

Information type	Definition	Availability	Cost	Notes
Conferences, seminars and courses	Current promotional material to support conferences, seminars and courses organised by the Law Society	<a href="#">Website</a>	Online – free	Some information available in Welsh

## Class Publications

Information type	Definition	Availability	Cost	Notes
Catalogues	Published catalogues detailing current gifts and publications available from the Law Society	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	Hard copy available from the Law Society Bookshop
Directories	Key information on how to advertise in the annual directories produced by the Law Society and how to obtain copies	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	Hard copy directories can be purchased from the Law Society Shop. Current directories available to buy are: <ul style="list-style-type: none"> <li>• Directory of Solicitors and Barristers</li> <li>• Law Society's Gazette <a href="#">Easter Legacy Appeals Directory</a></li> <li>• Law Society's Gazette <a href="#">Charity and Appeals Directory</a></li> </ul>
Information sheets and brochures	Range of current published general information sheets, brochures and leaflets for solicitors and the public	Hard copy	Hard copy – free	Some items may be available on the Law Society website
Promotional material	Current range of leaflets, flyers, postcards and other promotional material from the Law Society	Hard copy	Hard copy – free	Hard copies available from the Law Society. Some information available in Welsh
Research publications and fact sheets	Current published fact sheets, executive summaries and full reports of detailed analysis of research conducted into trends in the solicitors' profession and the consumers of legal services	<a href="#">Website</a>	Online – free Hard copy – £	Some items may be excluded where there is a need to protect the commercial or policy interests of the Society. Commercial rates apply for printed hard copy research publications. See website for individual prices and details of how to obtain
Terms and conditions for purchasing gifts and publications	Terms and conditions that apply to purchasing Law Society gifts and publications	<a href="#">Website</a>	Online – free	

## Class      **Services for solicitors**

Information type	Definition	Availability	Cost	Notes
Guides to information sources	Current range of published guides detailing sources of information available to help people conduct legal research	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	Hard copy available from the Library
Library collections and catalogue	Details of material held by the Law Society's Library, including access to our online catalogue detailing holdings, case reports, acts, EU and other information	<a href="#">Website</a>	Online – free	
Library document request forms	Current forms and published guidance for requesting information from the Law Society Library	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Law Society interest rate	Details of the Law Society interest rate, the "contract rate" referred to in the standard conditions of sale. First published in 1990	<a href="#">Website</a>	Online – free	
Products and services	General details about current products and services available to solicitors from the Law Society	<a href="#">Website</a>	Online – free	
Software Solutions Guide	Published guide to practice management systems available to solicitors' practices	<a href="#">Website</a>	Online – free Hard copy – £	Hard copy can be purchased from the Law Society Shop



## Class      Support for solicitors

Information type	Definition	Availability	Cost	Notes
Advice and support networks	General information about and details of support services and networks offering solicitors professional or personal help	<a href="#">Website</a>	Online – free	
Brussels Office brochure	Published brochure and general information on the role of the Society's office in Brussels to represent, promote and support the solicitors' profession in Europe	<a href="#">Website</a>	Online – free	
Groups, sections and associations	General information about groups, sections and associations recognised by the Law Society representing special interests according to demographic or institutional themes. Agreed published policy on how to become a recognised Law Society group is included	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Regional offices	General information about local services and support provided by the Law Society's offices in the English regions and Wales	<a href="#">Website</a>	Online – free	Some information available in Welsh

## Class      Venue hire

Information type	Definition	Availability	Cost	Notes
Room hire and catering	Details relating to current rooms, facilities and catering available for hire at the Law Society, Chancery Lane, London	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	

## Section 6 Information for the public

Information relating to how to find, use, choose and complain about a solicitor and how to pay for legal services. You may also find classes of information in the [registration and regulation of solicitors](#) section of interest

### Class Guides for the public

Information type	Definition	Availability	Cost	Notes
Client's Charter and customer guides	Published guides for the public. The Client's Charter provides information on what to expect from your solicitor in terms of customer care. Our customer guides give information on how to deal with common legal issues	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	Available in 13 languages. Available in alternative formats on request
Lawyers for your business guides	Published step-by-step guides for the public on specialist legal help and advice available to small and medium-sized businesses	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	Also available at Citizen's Advice Bureaux and Business Link

### Class Finding a solicitor and information about them

Information type	Definition	Availability	Cost	Notes
Choosing and using a solicitor	General advice and information published on our website on how to choose and what to do when using a solicitor	<a href="#">Website</a>	Online – free	
Find a solicitor	Searchable list of law firms and solicitors regulated by the Law Society in England and Wales. Law Society panel and scheme member details are shown	<a href="#">Website</a>	Online – free	The Law Society's Directory of Solicitors and Barristers can be purchased from the Law Society Shop. Lists of solicitors can be purchased on a one-time rental basis. Details available on the Law Society website
Foreign lawyers	Published information sheet offering guidance and advice on how to find and use a foreign lawyer overseas. Informal listing of foreign lawyers and foreign law firms practising in England and Wales also available	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	

## Class     Paying for legal services

Information type	Definition	Availability	Cost	Notes
Remuneration certificates	Published information sheet about certificates issued on behalf of the Law Society giving an opinion on how fair and reasonable a solicitor's charge may be for work done that does not involve court proceedings or court orders	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Solicitors charges' and funding legal services	General advice and information about solicitors' fees, no-win no-fee arrangements, legal expenses insurance and legal aid	<a href="#">Website</a>	Online – free	

## Class     Resolving complaints

Information type	Definition	Availability	Cost	Notes
Compensation Fund	Published information sheets and guidance on the Compensation Fund and how to make applications to the Fund. The Compensation Fund is designed to help people who have suffered financial loss due to a solicitor's dishonesty or a solicitor's failure to pay money he or she has received	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Excluded matters policy	Agreed published policy detailing complaints that will not be considered by the Law Society	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Independent Commissioner reports	Externally published information about and reports from the Independent Commissioner on the way the Law Society handles complaints about solicitors from members of the public	<a href="#">Website</a>	Online – free	The post of the Independent Commissioner ceased to exist in October 2005 following the creation of the Consumer Complaints Board. The Board becomes fully operational from January 2006
Information sheets, leaflets and forms	Range of published information sheets and leaflets giving details about what to do if you would like to complain about a solicitor or about our own Consumer Complaints Service. Forms relating to our complaint resolution activities are included	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Recovery of files	General information on how to request for the return of files following an intervention into a firm of solicitors	<a href="#">Website</a>	Online – free	

## Section 7 External communications

Law Society press notices, newsletters, keynote speeches and other regular communications with our stakeholders

### Class Frequently asked questions

Information type	Definition	Availability	Cost	Notes
Frequently asked questions	Searchable list of current frequently asked questions and answers covering various aspects of the Society's role and function	<a href="#">Website</a>	Online – free	

### Class News

Information type	Definition	Availability	Cost	Notes
General news	General news stories and updates published by the Law Society on its website of interest to solicitors and others	<a href="#">Website</a>	Online – free	Gazette news stories are excluded but may be viewed on their <a href="#">website</a>

### Class News magazines

Information type	Definition	Availability	Cost	Notes
Law Society Gazette	General information about the Law Society's Gazette. The Gazette is the Law Society's weekly news magazine for the solicitors' profession. It covers all branches of the law in England, Wales and abroad	<a href="#">Website</a>	Online – free	Hard copy issues of the Gazette are available on a subscription basis. Alternatively single copies of the Gazette can be purchased through the Law Society Shop and Hammicks Legal Bookshops
Media pack	Published information about how to advertise in the Law Society's Gazette news magazine	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Subscription forms	Current forms for subscribing to news magazines produced by the Law Society. Current news magazines available on subscription basis are: <ul style="list-style-type: none"> <li>• Gazette</li> <li>• Litigation funding</li> </ul>	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	

## Class Newsletters

Information type	Definition	Availability	Cost	Notes
Library Current Awareness Bulletin	Published newsletter detailing new cases, legislation, practitioners' texts, websites and other items of legal information of interest	<a href="#">Website</a>	Online – free	
Practitioner newsletters	Range of current and archive newsletters produced by the Law Society for solicitors and practitioners dedicated to different specialist subjects. Current newsletters include but not limited to: <ul style="list-style-type: none"> <li>• Brussels Agenda</li> <li>• Criminal Practitioners Newsletter</li> <li>• Family Law News</li> <li>• Immigration Bulletin</li> <li>• Inside Track (civil litigation)</li> <li>• International Highlights</li> <li>• Portcullis</li> <li>• Professional Update</li> </ul>	<a href="#">Website</a> Hard copy (some) * E-mail	Online – free Hard copy – free * E-mail – free	Newsletters produced by Law Society Sections are excluded. These are available only to Section members. Current Sections and their newsletters are: <ul style="list-style-type: none"> <li>• Law Management Section – Managing for success</li> <li>• Probate Section – PS Magazine</li> <li>• Property Section – Property in Practice</li> <li>• Civil Litigation Section – Litigation Focus</li> </ul>
Staff newsletters and internal communications	Published corporate staff newsletters and internal communications	Hard copy	Hard copy – free	

## Class Press notices

Information type	Definition	Availability	Cost	Notes
Information sheets	Range of current information sheets for journalists about the solicitors profession, the Law Society and current issues	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	
Press releases	Current and archived (past five years) press releases issued by the Law Society	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	

## Class Speeches

Information type	Definition	Availability	Cost	Notes
Annual Law Lecture	Transcripts of Annual Law Lectures given at the National Eisteddfod of Wales	<a href="#">Website</a> Hard copy	Online – free Hard copy – free	Available in Welsh
Keynote speeches	Keynote speeches delivered by the Chief Executive and Office Holders	Hard copy	Online – free Hard copy – free	