|  |  |
| --- | --- |
| **Referring Inn:** | Choose an item. |
| **Name of referred applicant:** | Click here to enter text. |
| **Date of referral to the ICC[[1]](#footnote-1):** | Click here to enter a date. |
| **Reason for referral:** | Choose an item. |
| **Brief description of the matter[[2]](#footnote-2):** | Click here to enter text. |
| **Date of matter:** | Click here to enter a date. |
| **Age at date of matter:** | No yrs |
| **2nd matter (if applicable):** | Choose an item. |
| **Date of matter:** | Click here to enter a date. |
| **Age at date of matter:** | No yrs |
| **Brief description of the matter:** | Click here to enter text. |
| **3rd matter (if applicable):** | Choose an item. |
| **Date of matter:** | Click here to enter a date. |
| **Age at date of matter:** | No yrs |
| **Brief description of the matter:** | Click here to enter text. |

***Please ensure that all of the relevant documents are submitted and in the order below. Kindly note that items marked \* are obligatory.***

|  |  |
| --- | --- |
| **Evidence of matter [court papers/conviction papers/discharge certificate if bankruptcy]\*** | Choose an item. |
| **Letter from SRA [ if transferring solicitor]** | Choose an item. |
| **Plagiarism report/ evidence of appeal against [if applicable]** | Choose an item. |
| **Disciplinary report/evidence of appeal against [if applicable]** | Choose an item. |
| **Full submission by applicant \* [Bankruptcy - submission must include size of debt, to whom, how it arose, steps taken to achieve discharge]** | Choose an item. |
| **Two Certificates of Good Character plus a letter acknowledging the offence/disclosure and their willingness to be contacted by the ICC if necessary\*** | Choose an item. |
| **A developed character reference from either of the above referees or a third party in which the offence/disclosure must be acknowledged as is the willingness of the referee to be contacted by the ICC if necessary\*** | Choose an item. |
| **Admission application form\*** | Choose an item. |
| **Current CV\*** | Choose an item. |

### Details of Applicant:

|  |  |
| --- | --- |
| **Address:** |  |
| **Email (if available):** |  |
| **Telephone (if available):** |  |
| **Are witnesses required to attend? If so how many?** |  |
| **Are reasonable adjustments necessary for the parties and their representatives or any witnesses attending? If so, please provide details.** |  |

### For ICC office use only:

|  |  |
| --- | --- |
| **Date referral received:** | Click here to enter a date. |
| **Date of Screening Panel:** | Click here to enter a date. |
| **Confirm that no other documents received in relation to the individual from other Inns:** | Choose an item. |
| **Decision of Screening Panel:** | Choose an item. |
| **Decision communicated to the Inn:** | Click here to enter a date. |
| **Date of Hearing (if applicable):** | Click here to enter a date. |
| **ICC Case Reference:** |  |
| **Panel members: (Insert names below)** |  |
| **Chair: Barrister: Lay:** |  |

### Conflict check

|  |  |  |
| --- | --- | --- |
| **I can confirm that none of the above named panel members are members of a BSB/Bar Council committee:** | | Choose an item. |
| **Staff member:** |  | |
| **Signature:** |  | |
| **Registrar:** |  | |
| **Signature:** |  | |

### Notes/other relevant details:

Date last amended: Click here to enter a date.

1. The deadline for the submission of referral documents must not exceed 31st May each academic year except in exceptional cases and with the approval of the Chair of the ICC. [↑](#footnote-ref-1)
2. For example, if the matter relates to a conviction; describe what the conviction for and the penalty imposed. [↑](#footnote-ref-2)