

Disclaimer

**Statement on offering legal services and holding out**

This statement is to explain my status in offering to provide you with legal services. Although I am a Paralegal, I am not entitled to practice in the same way as a solicitor or barrister. Therefore, in providing any legal services to you I am not acting as a solicitor or barrister and I am not subject to many of the rules which regulate practicing solicitors or barristers. This limits the services I can provide to you. I can provide you with legal assistance (as a Litigation Friend) and represent you before certain Tribunals and in the Small Claims Court, but I cannot exercise rights of audience in Court, meaning that I have no automatic right to represent you in any open court without the express permission of the court. However, I am able to assist you and guide you through the court process and help you complete court documents.

I aim to provide you with a good service and if you have any concerns about what I do for you, please let me know and I will try to resolve the problem. But you should know that you would have only limited rights to complain about me to anyone else.

The Legal Ombudsman, which can adjudicate on complaints about poor service by practising barristers and solicitors, cannot consider any complaint against me, because I am a paralegal and therefore, this is beyond their remit.

However, if I cannot resolve your concerns, you can complain to the Institute of Paralegals London (IOP), my Professional Membership Body, and it will investigate whether I have failed to comply with any of the rules which apply to me. If IOP finds that the complaint against me is justified, it can sanction me and ultimately, can suspend my membership and withdraw my details from the Licensed Paralegal Register.

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