



AMOL Membership is for the individual solicitor.

We recognise that some solicitors will be eligible for membership of AMOL but may not be known to the founding members of the organisation. If any solicitor wishes to be considered for AMOL accreditation they must apply for membership and their application will succeed only if they meet the following stringent criterion

1. Case Portfolio

Any applicant must submit a portfolio of 20 motor offence cases over which they have had conduct or over which they have supervised conduct within the last 18 months.

15 brief case summaries with no more than 4 cases from the same category can be submitted.

There should be 5 detailed case summaries submitted from 5 of the 7 categories below:

- A) At least one contested case involving an allegation of speeding; and/or
- B) At least one contested case involving an allegation of dangerous or careless driving; and/or
- C) At least one contested case involving s.172; and/or
- D) At least one contested case involving an alcohol related matter; and/or
- E) At least one case involving an exceptional hardship submission under the totting up provisions; and/or
- F) At least one contested case involving a tachograph related matter; and/or
- G) At least one case involving special reasons.

2. Appeal experience

Any applicant must demonstrate that they have appealed at least one motoring case by way of case stated or by Crown Court Appeal or by way of Judicial Review and supply a detailed case study of at least one appeal case.

3. Reputation

Any applicants must be confirmed as having no pending complaints or criminal prosecutions pending against them by the Law Society.

4. Client Service Standards

Any applicant must work for a firm which has the Law Society's Lexcel accreditation or the firm must have a category 1 LSC Contract or the firm must satisfy criteria demonstrating procedures are in place to ensure sufficient client service is provided.



PAYMENT TERMS

Please use this application form if you wish to apply to be considered for membership. Please send this completed form together with certified copies of the required supporting documents and the following fees. Cheques should be made payable to AMOL for the following:

1. Application fee of £587.50 (inclusive of VAT) This fee is payable for your application to be considered and is non-refundable regardless of the success of your application.
2. One off registration fee and annual membership fee of £1175.00 (inclusive of VAT)*. This fee is only payable if, having been considered, your application is approved. However, it is a condition of your application that the fee is enclosed at this stage of your application.

Please send all applications to:

Richard Silver, Membership Secretary, AMOL, PO Box 748, Aeroworks, Adair Street, Manchester M60 2YS.

*After 12 months your annual membership fee is expected to reduce to £587.50 (inclusive of VAT)

PERSONAL AND FIRM DETAILS

Surname

Forename(s)

Law Society Number

Firm Name

Firm Address

Details of Firm's Lexcel Accreditation

And/Or

Details of Firm's category I LSC Contract number

If no such details please see page 11



CASE PORTFOLIO

BRIEF CASE SUMMARY

Please use this 1 page form to provide details of the 15 **brief** case summaries with no more than 4 cases from the same category.

- A) At least one contested case involving an allegation of speeding; and/or
- B) At least one contested case involving an allegation of dangerous or careless driving; and/or
- C) At least one contested case involving s.172;and/or
- D) At least one contested case involving an alcohol related matter; and/or
- E) At least one case involving an exceptional hardship submission under the totting up provisions; and/or
- F) At least one contested case involving a tachograph related matter; and/or
- G) At least one case involving special reasons.

1. A-G category of case A B C D E F G

2. Court where case was heard

3. Date of final hearing

4. Issues

5. Outcome



DETAILED CASE SUMMARY

Please use this 2 page form to provide details of the 5 **detailed** case summaries from 5 of the 7 categories listed below:

- A) At least one contested case involving an allegation of speeding; and/or
- B) At least one contested case involving an allegation of dangerous or careless driving; and/or
- C) At least one contested case involving s.172;and/or
- D) At least one contested case involving an alcohol related matter; and/or
- E) At least one case involving an exceptional hardship submission under the totting up provisions; and/or
- F) At least one contested case involving a tachograph related matter; and/or
- G) At least one case involving special reasons.

1.	A-G category of case	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>	E	<input type="checkbox"/>	F	<input type="checkbox"/>	G	<input type="checkbox"/>
2.	Court where case was heard	<input type="text"/>													
3.	Date of final hearing	<input type="text"/>													
4.	Issues	<input type="text"/>													



5. Details of case law or statute relied upon

A large rectangular area with a light gray grid background, intended for providing details of case law or statute relied upon.

6. Details of experts called by you and/or by the Crown

A rectangular area with a light gray grid background, intended for providing details of experts called by you and/or by the Crown.

7. Outcome

A rectangular area with a light gray grid background, intended for providing the outcome of the case.

8. Any factors that reflect your expertise in motor defence

A large rectangular area with a light gray grid background, intended for providing any factors that reflect your expertise in motor defence.



APPEAL EXPERIENCE

Any applicant must demonstrate that they have appealed at least one motoring case by way of case stated or by Crown Court Appeal or by way of Judicial Review and supply a detailed case study of at least one appeal case. Please complete this 2 page form

1. A-G category of case A B C D E F G

2. Court where case was heard

3. Date of final hearing

4. Issues



5. Details of case law or statute relied upon

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IDENTIFICATION

Please send **two** forms of identification from the Category A list below **and two** forms from the Category B list.

<p>Category A Address Check</p>	<p>Category B Identification Check</p>
<ul style="list-style-type: none"> • A utility bill which should be less than three months old (mobile phone bills are not acceptable) • A local authority tax bill (must be valid for the current year) • A bank statement which should be less than 3 months old (credit card statements are not acceptable). • A systems-generated or signed document which should be less than three months old from a regulated financial sector firm indicating that an account, investment or insurance relationship exists. • A current Local Council rent card or tenancy agreement • An item of inland revenue correspondence (not a tax notification) which should be less than 3 months old. 	<ul style="list-style-type: none"> • A signed, valid passport • Both parts of a full photocard driving licence (provisional are not acceptable). • A bank statement which should be less than 3 months old, showing salary details • A national identity card or voter’s card • An Inland Revenue Tax notification (P45’s and P60’s are not acceptable).

If sending your identification by post, please write: **your full name and SRA number** on the back of each document. If you would like us to return any documentation that you provide, please list it below.



MONITORING DETAILS

This Section does not require completion if you hold a Lexcel Certificate or a LSC Contract.

Describe how your firm monitors files:

A large rectangular area with a light gray grid background, intended for the user to describe how their firm monitors files. The grid is composed of small, uniform squares.



Describe what system is in place for checking on

- Logging of diary dates;
- Inactivity on case files;
- Responding to Service of Prosecution pursuant to Section 9; and
- Serving Defence evidence :

A large rectangular area filled with a light grey grid pattern, intended for the user to describe the monitoring systems in place for each of the listed categories.

Please confirm and provide details of the number of personnel responsible for maintaining and supervising these systems :

A large rectangular area filled with a light grey grid pattern, intended for the user to provide details on the personnel responsible for maintaining and supervising the systems.



FILE MANAGMENT

Do you send copies of precedent letters upon initial instructions YES NO

If yes please attach copies to the back of this application form of any precedent letters which are sent.

If no please provide details of information you would send to the client :

Please confirm how your files are organised in respect of correspondence, documents, reports and prosecution papers :



Please provide details of how your practice allows other members of your firm to identify the status of the file other than the fee earner who is assigned to the case :

A large rectangular area with a light grey grid background, intended for the respondent to provide details on file management practices.

Please confirm how Counsel and Experts are selected and whether a central database is kept and reviewed in relation to instructions being provided. Provide details of how this system is managed within your firm :

A large rectangular area with a light grey grid background, intended for the respondent to provide details on the selection and management of Counsel and Experts.



Provide details of how you take initial instructions and how these are confirmed to your client :

A large rectangular area with a light gray grid background, intended for the user to provide details on how they take initial instructions and confirm them to their client.



TRAINING

Please confirm that you have a library situated within your office premises. YES NO

Provide details of the main literature available in relation to motoring law :

If you do not have an internal library, please confirm the facilities in place for access to relevant literature:

Does your firm provide regular training either in-house or training courses? YES NO

If yes how is this monitored and who is responsible for monitoring ?



EXPERIENCE

Provide details of how many years in total you have spent in full time practice of the law in England and Wales or Scotland :

How many years you have spent in practice in other jurisdictions and provide their details :

What percentage of your time have you spent in the practice of motoring law in the last 5 years :

How many motor offence cases have you handled in the last 5 years ?



Within your case files of the last 5 years please state the totals of the following :

- ◆ Alcohol related
- ◆ Speeding/Failing to Furnish
- ◆ Dangerous Driving
- ◆ Driving without due care
- ◆ Other (please provide details below)

How many Cases, within the last 12 months have been :

- ◆ Discontinued
- ◆ Won at Trial
- ◆ Won at Appeal
- ◆ Lost at Trial
- ◆ Lost at Appeal

Please provide any further information in relation to your qualifications and experience you feel is relevant to the consideration of your application :

Declaration

I hereby certify that all of the information provided above is true

Signed Dated