HM Courts & Tribunals Service

All applications must be sent to the LCCSA Admin as appropriate, who will advise when you are registered.

LCCSA APPLICATION TO PARTICIPATE IN
HMCTS 'PROFESSIONAL ENTRY SCHEME' PILOT
5 September 18 - 30 November 18

ON COMPLETION PLEASE EMAIL TO: LCCSA - **admin@lccsa.org.uk**

LCCSA VALID ID CARD HELD?	Y/N	**PLEASE NOTE:** **LCCSA ID CARD MUST BE IN DATE TO BE USED IN THIS PILOT.**
Membership number/SRA		

COMPLETION OF THIS FORM WILL BE CONSIDERED AS CONFIRMATION THAT THE APPLICANT HAS READ THE ATTACHED 'CONDITIONS OF ENTRY 'AND AGREES TO FULLY ABIDE BY REQUIREMENTS.

Personal Details

Surname		Forename(s)	
Title		Professional role	
Applicant Email		Applicant Telephone	
Chambers or Firm Name		Firm Email	
		Firm Telephone	

TO HELP KEEP THE 'COURT REGISTER' CONCISE AND QUICK TO REFER TO, PLEASE ONLY APPLY FOR COURTS YOU <u>EXPECT TO ATTEND</u> DURING THE PILOT, WHICH ARE NOT ON THE 'EXCLUDED LIST'.

PLEASE USE THE COURT FINDER LINK BELOW TO IDENTIFY THE CORRECT NAME FOR EACH COURT TO AVOID ERRORS AND DELAY IN YOUR REGISTRATION. OR SIMPLY TYPE IN 'COURT FINDER ON YOUR WEB BROWSER TO LOCATE THIS PAGE.   https://courttribunalfinder.service.gov.uk/search/

COURTS EXPECT TO ATTEND: INCLUDE CORRECT NAME, JURISDICTION. E.G. HORESHAM, MAGISTRATES

1		6	
2		7	
3		8	
4		9	
5		10	

PLEASE NOTE:
We will have a record of your personal data for example your name, email address, telephone number and work address. We will use your data to register you to take part in this pilot and to contact you or your firm if required. If at any point you no longer want us to use your data or communicate with you please let us know and we will delete it from our records. We will manage / process your data in accordance with the HMCTS Privacy Notice. For information on this can be found at:
https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter

LCCSA -please confirm this applicant holds a valid membership and card.	Y/N

LEGAL PRACTITIONERS 'CONDITIONS OF ENTRY' LCCSA

Legal practitioners who wish to participate in the Pilot are required to agree with all 'Conditions of Entry' below.

1. Legal practitioners will be able to enter participating courts in the pilot, without searching, providing they:
    - Are registered with the court and
    - Provide the agreed photo identification

2. Legal practitioners are required to comply in full with all '**Court Arrangements and Procedures'** (below) to participate in the pilot.

3. Please note for security reasons if a legal practitioner:
    - does not have the agreed official photo identification on the day of their visit, or
    - is not registered on the day of their visit at the pilot court or
    - they do not 'match' their agreed official photo identification-

    they will not be allowed to enter the court without going through the court security screening procedure. Exceptions will not be allowed. The legal practitioner will be asked to join the end of the main queue. It is important the system being piloted is not seen by other court users as allowing 'queue jumping' as this is likely to cause objections.

4. Court Security Officer will conduct random searches as part of the 'Professional Entry Scheme'. Legal practitioners selected will be directed security screened in the usual manner.

Prohibited Items
5. Careful consideration must be given to any item brought on to HMCTS premises in terms of whether it could be used by someone to injure you or someone else. As part of the 'Conditions of Entry' legal practitioners participating in the pilot must still abide by these rules and not bring in any prohibited items listed below. Please check your bags/keyrings before you attend court.

    - ANY type of knife or bladed article, such as scissors, penknives (including articles on keyrings)
    - other sharp items, such as knitting needles and darts
    - glass articles- e.g. bottles or a glass
    - metal cutlery
    - syringes (unless by prescription)
    - toy guns and other things that look like guns
    - tools, for example screwdrivers, hammers and nails, ropes and chains
    - alcohol
    - liquids such as cleaning products, lighter refills.

6. A concession has been made for legal practitioners participating in the pilot to bring in perfume, spray deodorants, toiletries. Safety razors may be carried in a wash bag. Legal practitioners are asked to bring in items only when necessary, bottles should be small/discreet and all such items must be kept safe and out of sight of the public while on court premises

7. If during a random security screening a legal practitioner is found to be carrying a prohibited item e.g. a keyring blade or pen knife, a report will be raised with the incident details. This will be passed to the HMCTS Delivery Manager and will be brought to the attention of the resident judge. The legal practitioner's participation in the pilot will cease and they may be excluded from the scheme for up to a year if the pilot is successful and the scheme is implemented nationally.

8. Any legal practitioner found to be circumventing these procedures may be removed from the scheme completely. E.g. Refusing to be security screened when selected at random; carrying belongings for other people; abusing the security staff conducting their duties.

All applications must be sent to the LCCSA Admin as appropriate, who will advise when you are registered.

Court Arrangements and Procedures- LCCSA National Pilot

9. The Pilot is planned to commence **5 September 18 and finish 30 November 18.**

10. Registration at pilot courts will be via an application process, the professional status of legal practitioner will be verified as part of the application.

11. Anyone who seeks to register with a court after the start date of the pilot may expect their application to take up to two weeks.

Court Arrangements

12. LCCSA members will queue with other court users to access the court as usual. Walking to the front of the queue is not allowed. Once the front of the queue is reached the LCCSA member will undergo the agreed identity authentication check below. Random security screening of any individual may be carried out by the Court Security Officer.

13. Depending on the court security officer resources available at the court, the scheme may operate only at peak times. If you exit and enter the court during the day you may be asked to be security screened as the court registration list must be held securely.

Identity Authentication Check

LCCSA members entry:

14. On attending court, all LCCSA members registered at the court will:

- Check they are only carrying their own belongings and nothing for anyone else, whatsoever
- Check that they do not have any prohibited item listed in 'Conditions of Entry'.
- Identify themselves to the Court Security Officer as a LCCSA member.
- Provide their photo identity for examination, which will be:
    - A Photo LCCSA ID card, see **ANNEX A**
- Confirm their full name to be checked against the Court Registration list.

Court Security Officer (CSO) checks.

15. The CSO will note the person has advised they are a LCCSA member and direct them as required.

- Confirm by questioning that the legal practitioner is not carrying anything for any other person or any of the prohibited items.
- Check the official Photo LCCSA ID card presented, confirming the ID Is valid, authentic and the person's face 'matches' their photograph.
- Check the LCCSA member is registered on the Court Registration list.
- Providing the legal practitioner can be identified by Photo LCCSA ID card and are registered on the Court List, they may enter without security screening of themselves or their belongings.

16. If the LCCSA member does not have a valid Photo LCCSA ID photo card or is not registered at the court they will have to go through the full security screening process, exceptions will not be allowed.

17. If carrying a prohibited item e.g. a bladed article, it must be surrendered in the normal manner. A report will be passed to the HMCTS Delivery Manager and will be brought to the attention of the resident judge. The legal practitioner's participation in the pilot will cease and they may be excluded from the scheme for up to a year if the pilot is successful and the scheme is implemented nationally.

18. Arrangements at **Brighton Magistrates, Wood Green Crown, Southwark Crown and Maidstone Combined** for LCCSA are as described above, except at 'peak times' there will be a 'Professional Access Lane' for you to join.

Courts Excluded from Professional Entry Scheme LCCSA

The following courts will not be participating in the scheme due to a higher-level security arrangement.

Blackfriars Crown
Bristol Magistrates
Central Criminal Court (Old Bailey)
Croydon Crown
Inner London Crown
Kingston Crown
Mayors and City
RCJ
Snaresbrook Crown
Woolwich Crown
Westminster Magistrates