

**THE SOCIETY OF PROFESSIONAL MCKENZIE FRIENDS Ltd (SPMF)**

Application for membership

Name

Postal Address

Training and Experience

- 1) Are you a member of a professional body which regulates your conduct, e.g. a Solicitor, Barrister, Legal Executive, Social Worker?

If yes, please give the name of the professional body, and your membership number

- 2) Do you have a qualification, equivalent to A level or above, in law or a subject related to your field of practice, or an NALP level III Award in Paralegal Practice?

If yes, please state the qualification

- 3) Have you worked for 20 + hours a week as a McKenzie Friend for 3 years?

- 4) If you have answered “no” to all of the above 3 questions, you are not eligible for full membership at present. You may be admitted to probationary membership provided you are working towards one of the above. Are you applying for probationary membership?

If yes, please give details of what you are working towards, and when you expect to achieve it.

Code of Conduct

- 1) Do you agree to comply with the [Practice Guidance: McKenzie Friends \(Civil and Family Courts, 12/7/2010\)](#) ?

2) Do you agree to comply with the [Code of practice for McKenzie Friends](#), as recommended by the Civil Justice Council [Report](#) on Access to Justice for Litigants in Person, appendix 5?

3) Are you disbarred from practice by the Law Society, the Bar Council, or by any other professional body?

4) Do you agree to be subject to the SPMF complaints procedure, and to co-operate with the investigation of any complaint made under that procedure?

Insurance

1) Do you have Professional Indemnity Insurance?

**2) If yes, please attach a copy of the PII Schedule of Insurance to this application.**

Data Protection

1) Are you registered with the Information Commissioners Office?

2) If yes, please enter your ICO registration number here:

Information for your entry on the SPMF website (boxes marked \* must be completed)

\* Area covered (geographical) (max 25 characters)

\* Areas of law (max 40 characters)

Website address:

\* Email address:

Phone number:

\* Maximum hourly rate charged:

I apply to join the Society of Professional McKenzie Friends. I have read the accompanying notes at the end of this form.

SIGNED\*

DATE

\* To electronically sign, from the Word menu bar select INSERT – SIGNATURE LINE – Type your name in the SUGGESTED SIGNER box – OK. Alternatively, print and sign this form.

Please send this completed form, together with

- a) a copy of the CV which you present at court, and
- b) a copy of your PII Schedule of Insurance

either by post to:

SPMF Ltd,  
11 Windsor Gardens  
Wolverhampton.  
WV3 8LY

or by email to [enquiries@mckenziefriends.directory](mailto:enquiries@mckenziefriends.directory)

## Notes accompanying SPMF Application Form

### Campaigning

Campaigning (e.g. for reform of family law) shall not be a bar to membership of SPMF. However, members shall keep a clear distinction between any such campaigning and their work as a McKenzie Friend. A member's website, the address of which appears against a member's name on the SPMF website, must contain no campaigning messages.

### Fee-charging

“Professional” McKenzie Friends shall be taken to mean McKenzie Friends who charge fees for their services. Membership is limited to fee-charging McKenzie Friends. This shall not prevent members carrying out pro-bono work, but McKenzie Friends who do only unpaid work are not eligible for SPMF membership.

### Complaints Procedure

SPMF publishes [here](#) its Service Standards and a means for customers to complain that a member did not adhere to those standards. On receipt of a complaint, it shall be sent to the member concerned, to make comment on it.

The complaint and the member's comments shall then be adjudicated by a person or persons appointed by SPMF to do so.

### **Scope of complaints:**

- a) The complaint shall be assessed against SPMF's published service standards, and shall not extend to consider other matters, unless SPMF judges that the matters raised in a particular complaint are such that failure to investigate them would risk bringing SPMF into disrepute.
- b) FPR PD12G does not permit the disclosure of information relating to children proceedings to a non-regulatory body such as SPMF. Any such information disclosed by a complainant, or by a member in response to a complaint, shall be returned to the sender and shall not be considered.
- c) If the member concerned is subject to regulation by an approved regulator (e.g. is a solicitor, barrister, legal executive), the complaint shall not be considered by SPMF, and the complainant shall be advised that any such complaint should be addressed to the appropriate approved regulator.

If any aspect of the complaint is upheld, SPMF may:

- 1) Give advice to the member regarding future conduct
- 2) Reprimand the member
- 3) Remove the member from membership.

### Data Protection

SPMF is registered with the Information Commissioners Office, registration no. ZA086705. The personal information you provide to SPMF will be held securely, and used by SPMF to provide its services as a Trade Association.

**N.B. The Society of Professional McKenzie Friends Ltd. reserves the right to refuse membership or to terminate membership for any reason which it considers appropriate.**