

FAQs about keeping of the roll

3 April 2024

Browse FAQs about applying to stay on the roll of solicitors or restoring/removing your name to/from the roll. To begin, select a topic below.

You can also browse FAQs about using mySRA

[\[https://www.sra.org.uk/mysra/services/faqs-user/\]](https://www.sra.org.uk/mysra/services/faqs-user/)

Apply to remain on the roll

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How do I remain on the roll?

Solicitors without a practising certificate can now complete an application telling us they wish to remain on the roll.

The deadline to complete the application and pay the £20 administration fee is 28 May 2024.

You will need to do this annually if you wish to remain on the roll.

Find out how to apply [\[https://www.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/remain-on-roll/\]](https://www.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/remain-on-roll/)

Can I complete my application offline?

You should complete the application through mySRA. This is unless you need a reasonable adjustment, where, for example, we could send you a hard copy of the application to complete instead.

Please contact us [\[https://www.sra.org.uk/home/contact-us/\]](https://www.sra.org.uk/home/contact-us/) to make a request if needed. All applications will be considered on a case-by-case basis.

Read our reasonable adjustment policy [\[https://www.sra.org.uk/sra/equality-diversity/diversity-policies/policy/reasonable-adjustment-policy/\]](https://www.sra.org.uk/sra/equality-diversity/diversity-policies/policy/reasonable-adjustment-policy/)

Can my organisation pay in bulk for its solicitor's applications?

No, organisations cannot pay in bulk for solicitors applying to remain on the roll. Individual must submit their own applications.

The £20 administration fee must be paid by credit or debit card at the end of the application form. However, an employer may choose to reimburse the fee afterwards.



I am exempt from holding a practising certificate under Section 88 of the Solicitors Act. Do I still need to apply to remain on the roll?

Yes, you just remain on the roll to work as a solicitor under Section 88 of the Solicitors Act. You will need to complete an application and pay the £20 administration fee.

Find out how to apply [<https://www.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/remain-on-roll/>]

Is there a fee to remain on the roll?

Yes, there is a £20 administration fee which covers the cost of the exercise and maintaining our records.

Why do I need to remove my current employment details when completing the application?

We understand you may be working in some other capacity and not as a solicitor, so you may be wondering why you need to end your employment details. This is because we only need to hold your employment details if you are practising or working under section 88 (Solicitors Act 1974). Therefore, you will need to delete this from your account so you can complete your application.

If you are on the roll and are working, you should consider carefully whether you need a practising certificate, particularly if you are working in a law firm in any capacity. Find out when you need a practising certificate

[<https://www.sra.org.uk/solicitors/guidance/practising-certificate/>].

I cannot see the application to remain on the roll in mySRA, what should I do?

If you have a current practising certificate, you will not see the remain on the roll application and you do not need to apply.

If you don't have a practising certificate and still cannot see the application in mySRA, please contact us [<https://www.sra.org.uk/contact-us/>].

What are the benefits to staying on the roll?

Staying on the roll means you:

- can continue to call yourself a solicitor without a practising certificate
- remain a member of the Law Society and can access the associated benefits

- retain the right to vote in Law Society Council elections.

Removing yourself from the roll

I do not want to remain on the roll – what should I do?

You can apply to be removed from the roll of solicitors at any time. Find out how [<https://www.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/removal-roll/>]

If you do not apply to remain on the roll

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Can I be removed from the roll without my knowledge?

We will email you using the contact email address you have recorded in your mySRA. This will be done on multiple occasions, both before and during the application window.

It is essential that all of your contact details are correct in mySRA. If you do not keep these up to date it may result in us, after taking steps to contact you using those details, removing you from the roll without your knowledge.

I need to remain on the roll for my job but have not applied, what should I do?

You will remain on the roll until you receive a notice telling you that you will be removed and the 28 day appeal period ends.

If you are removed then you can apply to be restored to the roll [<https://www.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/restoration-roll/>]

I did not apply so why have I not been removed?

There are limited circumstances where we will not remove a solicitor from the roll.

You will only be removed if we are satisfied it is appropriate to do so.

If you are uncertain why you have not been removed please contact us [<https://www.sra.org.uk/home/contact-us/>].

What happens if I do not apply within the application window?

If you do not apply, we will send you a notice of our decision to remove you from the roll after the application window closes on 28 May 2024.

You will then have 28 days, from the date we send you the notice, to appeal. Your name will be removed from the roll if no appeal is made, or our decision is upheld.

If you are removed from the roll, you cannot simply be added back on. Instead, you will need to do our background checks and screening, which cost £34, and then apply to be restored to the roll, which costs £20. Find out more [<https://www.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/restoration-roll/>] .

I completed the keeping of the roll application last year, why am I being asked to do it again?

You need to apply each year to remain on the roll. This is to make sure the data we hold about solicitors without a practising certificate is accurate and up to date.

My name has been removed from the roll for another reason, what should I do?

You can apply to restore your name to the roll of solicitors through your mySRA account. The fee is £20. Find out how to be restored to the roll [<https://www.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/restoration-roll/>] and complete the application.

If you have been struck off, you must apply to the Solicitors Disciplinary Tribunal (SDT) to have your name restored to the roll.

An application must be made on the form available on the SDT's website [<https://www.solicitorstribunal.org.uk/>] .

Authentication

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Why is authentication mandatory when logging into mySRA?

This additional security reduces the chances of your mySRA account being accessed by a third party. It is an effective cybersecurity tool that helps protect your data and stop identity theft.

You will not be able to access your mySRA account if you do not set it up.

How does the authentication work?



It uses a trusted device that's not easily duplicated, in this case a phone, to text you a one-time code or phone call.

In the telephone call, it asks to press the pound key. What is the pound key?

The pound key is also known as the hash mark (#). It is found in the bottom right-hand corner of the number keypad.

If I leave my computer for short time, will I need to authenticate when I log back in?

If you are signed out of mySRA, you will need to reauthenticate when you log back in.

Will I be charged for the SMS text messages or phone call?

No, you will not be charged for a text message or phone call.

What if I don't get the code despite asking for it to resent?

If you do not receive a code, then please contact us [<https://www.sra.org.uk/home/contact-us/>] to reset your authentication phone number.

How do you register a new phone number?

If you need to change your authentication phone number, then please contact us [<https://www.sra.org.uk/home/contact-us/>] .

What do I do if I lose my phone?

If you no longer have access to your phone number, then you will need to contact us [<https://www.sra.org.uk/home/contact-us/>] to change this.

Issues receiving emails

The contact email address listed in mySRA is correct, why am I not getting emails from the SRA?

There are a number of reasons why, even when we are sending them to a correct address, our emails may not be getting through to you.

For example, they may be getting blocked by your internet service provider or company firewall, or automatically rerouted to spam folders.

Please read our receiving emails from us guidance

[<https://www.sra.org.uk/home/contact-us/receiving-emails-from-us/>] for the simple steps you can take to make sure emails we send to you are received.

General questions

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Why are you reintroducing the need for solicitors without a practising certificate to complete an annual application?

Due to changes to laws on how personal data is handled and our need to make sure the data we hold is up to date.

These changes directly impact information held on the publicly accessible roll, some of this is also published on the Solicitors Register.

You can read more about this in the consultation we ran on reintroducing the keeping of the roll. [<https://www.sra.org.uk/sra/consultations/consultation-listing/restoring-annual-keeping-roll-exercise/>]

If your name has been removed from the roll for any other reason

You can apply to restore your name to the roll of solicitors through your mySRA account. The fee is £20.

Find out how to be restored to the roll [<https://www.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/restoration-roll/>] and complete the application.

Restoration to the roll

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Former solicitor whose name has been struck off the roll

If you are a former solicitor whose name has been struck off the roll you must apply to the Solicitors Disciplinary Tribunal (SDT), to have your name restored to the roll.

An application must be made on the prescribed form which is available on the SDT's website. [<https://www.solicitorstribunal.org.uk/>]

My name has been removed from the roll for another reason what should I do?

You can apply to restore your name to the roll after the appeal period has ended through your mySRA account. The fee is £20.

Find out how to be restored to the roll [<https://www.sra.org.uk/mysra/manage-account/individual-account/step-by-step-guides/restoration-roll/>] and complete the application.

If you have been struck off, you must apply to the Solicitors Disciplinary Tribunal (SDT) to have your name restored to the roll.

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