

FREQUENTLY ASKED QUESTION (FAQS)

Parliamentary Affairs

1. Is the LSK Condition of Sale (2015) operational? **Yes. They were adopted under the Land Registration Act.**
2. Has the LSK issued regulations on stamps and seals? **No. The amendments were made under the Advocates' Act and the LSK is yet to develop the regulations, therefore, status quo is maintained.**
3. When were the LSK regulations passed? Are they operational? **The Regulations were passed in June 2018 and it is the same law that operationalized the LSK Conditions of Sale.**

Public Interest & Litigation

1. Where can I get essential Legal information?

There are several sources of legal information:

- The LSK website which contains information on legal emerging trends;
- Making enquiries by calling the Secretariat via (+254 720-904983, 020-2625391, 020-8155295) or writing to the Secretary/Chief Executive Officer via lsk@lsk.or.ke and/or
- Consulting our membership in their offices on any legal queries.

2. Do you offer free legal services?

- Yes, the society runs a scheme which has over 1000 Advocates offering their services pro bono (free of charge).
- Free legal service is offered to those who meet a set criteria as pro bono clients.

The Criteria being:

- That the client will present the details and documentation required and
- Case referral is dependent on the availability of the advocate of the required area of practice etc.

3. What if I cannot afford a lawyer?

- One may obtain pro bono (free legal services) through the scheme which has over 1000 Advocates offering their services pro bono.
- Free legal service is offered to those who meet the set criteria (as stated above) for pro bono clients.

Compliance & Ethics

1. How do I join LSK? One automatically becomes a member upon admission to the roll of advocates.
2. Where do I go with a question or concern about my lawyer's misconduct?
You can file a complaint against an advocate before the Law Society of Kenya (LSK) or the Advocates Complaints Commission (ACC).
3. How do I lodge a complaint against an advocate? Write a formal letter addressed to the Secretary/CEO of the two institutions (Law Society of Kenya (LSK) & Advocates Complaints Commission (ACC)).
4. **a)** What is a (Certificate of Good Standing (COG))? A standard letter of recommendation from either Law Society of Kenya or Advocates Complaints Commission addressing one's professional standing.
b) Who gets a COG? Only advocates admitted to the High Court of Kenya without any open disciplinary matter.
c) How do I determine whether a lawyer is in good standing? Write an enquiry through email or letter to the departmental head, Compliance & Ethics.

d) How do I obtain a certificate of good standing? **An advocate is required to make a request in writing to the relevant institution and upon payment of the requisite amount.**

LSK charges as follows:

(i) Advocates with a current Practising Certificate - Kshs. 1500.

(ii) Advocates without a current Practising Certificate - Kshs. 2000.

e) Is the COG available on the advocate's portal for download? No, **not yet.**

5. How do I obtain a Letter of No Objection? **By making a formal application to LSK with the desired name for approval which should include the particulars of the Advocates in the Firm.**

6. What documents does LSK need to effect changes in the database for a newly registered law firm? **A Cover letter (indicating members therein), attaching the Certificate of Registration and Professional Indemnity Cover.**

7. How do I apply for a Notary Public? **Submitting duplicate applications and six (6) concurrent Practising Certificates to the Registrar, room 61, Advocates Section, Supreme Court.**

8. How do I apply for a Commissioner for Oaths? **Submitting duplicate applications and four (4) concurrent Practising Certificates to the Registrar, room 61, Advocates Section, Supreme Court.**

9. a) How do I go about applying for a notice of intention to take out a Practising Certificate? **By serving the Registrar (Supreme Court, Advocates section, room 61) with an application of the same and forwarding a copy to the Secretariat (LSK).**

b) How long does it take for the same to be approved? **A maximum of six (6) weeks. The application is tabled before the Council for approval in liaison with the Office of the Registrar. Upon consideration of the application a letter of**

communication is issued to the Chief Registrar of the Judiciary and a copy to the applicant. The Chief Registrar of Judiciary then invites the applicant for signing of roll for Notary of Public and Commissioner.

Communications

1. How does one advertise on the LSK weekly e-newsletter?

By sending a request/ making an enquiry for advertising through LSK email, lsk@lsk.or.ke or via telephone enquiries via (+254 720-904983, 020-2625391, 020-8155295)

2. How much do organizations pay to advertise in the LSK e-weekly newsletter?

 Law firms Kshs. 10,000

 Non-Law Firms Kshs. 20,000

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By sending a request making an enquiry for advertising through LSK email, lsk@lsk.or.ke or via telephone enquiries via (+254 720-904983, 020-2625391, 020-8155295)




4. What is the procedure of advertising in the Advocate Magazine?

A requirement of payment of the advert to be placed as per the below rate card and location of placement of your advert within the magazine.

Advocate Magazine (published bi-annually)

 Double page spread Kshs. 500,000

 Full page Kshs. 300,000

 Strip front page	Kshs. 200,000
 Half Page	Kshs. 150,000
 Quarter page	Kshs. 75,000

5. Why don't I receive notifications from LSK?

In cases when your email is not in the mailing list or incorrect email then you are likely not to receive notifications. Members are encouraged to confirm elaborate in all the categories in their email box.

4. How many issues of the LSK Journal and the Advocate Magazine are published annually?

Both publications are published biannually (twice a year).

5. How can I participate in writing for the LSK Journals and Advocate Magazine?

A call for articles is sent out periodically to members inviting them to send in their articles based on the theme for the publication especially the Advocate Magazine Annual conference issue. Members interested are to respond within the stipulated timelines.

6. How do you deal with queries from social media?

All queries are redirected to the LSK official email address thereafter forwarded to the relevant departments for action. In cases where the department may not be able to give an immediate answer, we ask for contact details of the individual.

CPD

1. Where can I access the CPD Calendar of events? It can be accessed from the LSK website www.lsk.or.ke under the downloads section.

2. How do I make payment for CPD events? To make payments for any CPD event, book online as the first step, get an invoice and proceed to make payment. This can be done through online.lsk.or.ke. For a detailed illustration on how to book and make payments for a CPD seminar online, click on the link [LSK Online Booking for Continuous Professional Development Manual](#).
3. What is the deadline for payment of CPD events? Two days before the particular event.
4. What are the grounds for exemption from CPD? An advocate is exempted if: one is a State Counsel, a Judicial Officer, on account of age, one is out of the Country, medical grounds or any other reason the CPD Committee considers appropriate.
5. How do I apply for exemption? Applications are made to the Secretary/CEO and forwarded to the Secretariat. All applications must be accompanied by documentary evidence. The applications are normally placed before the CPD Committee for determination. The Committee sits once a month hence the applications take a minimum of six weeks to process.
6. How much does a member pay for exemption or accreditation? Exemption fee is Kshs 1000 for every year the applicant wishes to be exempted.
7. How can an organization get accreditation to conduct CPD trainings for lawyers?
An organization interested to conduct trainings for lawyers should make an application to the CPD Committee through the Secretary/CEO accompanied by background information of the organization and details of the training they wish to conduct.

The applications are usually placed before the CPD Committee for consideration. Upon approval the organization will be required to pay Kshs. 500, 000 for several courses and Kshs. 120, 000 for a single training.

8. How do I check for my CPD points? A member can check his/her points on the advocates' portal.
 - Login to your profile with your credentials and proceed to the dashboard. Click on the CPD section and check your points.
9. Who is eligible for discounted CPD seminar rates? Advocates of (0-3) years post admission.
10. How do you obtain accreditation for external CPD activities? Members are required to make an individual application for accreditation accompanied by the certificate of participation or any other proof of attendance. Participants are also required to pay Kshs 1000 for every course.
NB. Participants only qualify for award of CPD units/points if the organizer is accredited by the Law Society of Kenya.
11. How can I be a speaker/presenter in CPD events? Individuals interested should send applications to the LSK Secretariat addressed to the Chairman, Committee on Continuing Professional Development (CCPD). The applications are placed before the CPD Committee for vetting and approval.

Accounts

1. Does LSK have various payment options? Yes, and they are;
 - Mpesa (546300) (Payment details are indicated in the invoice generated online)
 - EFT (Through KCB)
 - Cash deposit in the bank and
 - Cheque deposit in the bank

2. How do I generate an invoice? Book event (s) in your portal (advocate's portal), click on generate invoice option, (which is sent to the individual's email address) then make payment.

I.C.T

1. Why can't I log in to the members portal of the LSK website? You need to ensure your account is activated by going to online.lsk.or.ke and key in your P105 number. An activation link will be sent to your email. If your email address is not registered with LSK please write to memberservices@lsk.or.ke
2. Who do I contact in case I can't find my membership number? Write to memberservices@lsk.or.ke or call the Secretariat via (+254 720-904983 or 020-2625391 or 020-8155295)
3. What's the best way to locate specific lawyer's details? Go to online.lsk.or.ke and type the name of the advocate in the Advocate's Search Engine and click search.
4. How do I go about renewing for my Practicing Certificate? Login to your LSK account and while on the dashboard you will see a link to apply for the practicing certificate for the current year. An online form will open whereby you will fill in your practicing details and submit.

After online submission, you will get an invoice with the amount payable through your email address and also on your portal; print your declaration form in duplicate, pay the invoice amount in the LSK Account - KCB Bank or Mpesa and submit the printed and signed forms to the Secretariat.

NOTE: You need to be CPD and DCC (Disciplinary) compliant to be able to make the application.

ABA (Advocates' Benevolent Association)

1. What is the ABA? The ABA is an association of Advocates whose sole objective is to help poor or distressed persons who are, in terms of priority, members of the Association and widows/widowers, children and dependents of deceased members.
2. What is the purpose of the ABA? The purpose/object of the Association is to help distressed members of the Association, pay a token of last expenses of deceased members and support the education of their children up to limits set by the Board of Management of the association and to do all things as are incidental or conducive to the attainment of all or any of the foregoing objects and towards the advancements of members welfare.
3. Who is eligible for Membership into the ABA? Membership of the Association consists of every Advocate who is a paid up Member of the Society by virtue of S.22 (b) and 23(1) of the Advocates Act and of Advocates admitted to Membership by the Board under Rule 15 of the ABA Rules. However, the Association is yet to admit new Members under Rule 15 of the ABA Rules.
4. How do I become a Member? By paying the annual subscription for membership of the Association which is Kshs. 3,500/=. However, one may at any time constitute him/herself as a Life Member on payment of KShs. 150,000/= in lieu of subscriptions for any current year. (This is a one-off payment.)
Annual subscriptions are payable in January each year upon payment of the annual practicing certificate. Any member who shall be in arrears and who neglects to pay such arrears shall cease to be a member. However, the Board has power to reinstate such member upon payment of the arrears or on such other terms as the Board may deem fit.
5. What programs does the ABA have in place?
 - The Association runs an Education Assistance Policy in which it pays the children's education from Nursery Level right through to Tertiary level subject to the approved limits by the Board. The Limits will be reviewed by the Board factoring in Inflation, Public Education Policies and Members' feedback. The payments shall be

directly to schools and a receipt as proof of payment MUST be received from the institution within 30 days of payment. No subsequent payments will be paid on behalf of a beneficiary where no receipts are received by the Board.

Students undertaking their Under Graduate Studies will be required to apply for assistance from the Higher Education Loans Board (HELB) or provide a clearance Certificate from the Higher Education Loans Board (HELB). The Association shall enforce the Government Education Policy on Age Limits of Children. The Education support will be given to children aged between 4years and 23 years at the time of application. The Board shall reserve the right to determine the support of the children who do not fall within this age parameter.

The Current Board Limits are:

Nursery	Kshs. 40, 000/=
Primary	Kshs. 55, 000/=
Secondary	Kshs. 80, 000/=
Tertiary	Kshs. 60,000/=

- The Association also runs a Last Expenses Policy. This policy came into effect on 1st January, 2018. It is only applicable to a fully paid up member of the Association. A formal appeal must be received by the Association within thirty (30) days after demise of the advocate. The Amount is capped at Kshs. 50, 000.
- Further, the Association has Medical Assistance Policy in place. The benefit came into effect on 1st January, 2018. Benefit is only applicable to a fully paid up member of the Association and the appeal requested shall only be for inpatient cases. It is a one-off payment made directly to hospitals and a receipt issued for the same. Where a member has a medical cover they shall provide evidence of Exhaustion of the said cover.

The Branch chairperson of where the Advocate ordinarily practices shall provide a recommendation letter on behalf of the Member. The Amount is capped at Kshs. 35, 000.

- The Board of Management is cognizant to the fact that our profession is competitive and demanding. Members are vulnerable to stress, anxiety, burnout, depression, divorce, substance abuse and compulsive behaviors. The reluctance of members to seek help as they are fearful, in denial, afraid of being embarrassed and concerned about their problems being known and negatively impacting on their status and reputation. This is why the Lawyers Assistance Program has been put in place. The LAP as the Association thus far fondly refers to this Program, is a chance to help lawyers in need of emotional, personal or career related support.

6. How can I get in touch? Individuals in need, or those who may know someone who might qualify for assistance can get into contact with the ABA using the e-mail address aba@lsk.or.ke or call any of these numbers: **0717595006** or **0720904983**

Kindly contact the Secretariat through memberservices@lsk.or.ke or lsk@lsk.or.ke in case you need any clarification, support or assistance, on any other matter touching on its' operations, functions and mandate.