



Gníomhaireacht Bainistíochta an Chisteáin Náisiúnta National Treasury Management Agency

An Ghníomhaireacht um Éilimh ar an Stát
State Claims Agency

APPLICATIONS FOR APPOINTMENT TO PANEL OF SENIOR COUNSEL TO PROVIDE LEGAL SERVICES TO THE STATE CLAIMS AGENCY

UPDATED SEPTEMBER 2026

FREQUENTLY ASKED QUESTIONS

Q1. What do I need to do to apply?

A1. The process is as follows: -

- a) Download the two application forms, Part A and the appropriate Part B, from the website <https://www.stateclaims.ie/news>. Part A is a locked PDF and only fields to be completed as part of the application are editable. Part B is a locked Microsoft Excel Spreadsheet and only fields to be completed as part of the application are editable.
- b) Complete Part A and save the document as a PDF using naming convention yournamepanelnumber, for example, **Hilaryjonespanel3**.
- c) Complete the appropriate Part B and save as an Excel using the same naming convention yournamepanelnumber, for example **Hilaryjonespanel3**.
- d) Create an email to **seniorcounselpanelapplications@ntma.ie** and attach your named and completed Part A and Part B to that email. Send that email.
- e) Check that you have received an automated receipt from that email address for the first submission made. **Please note only a single automated acknowledgment will be sent. Please see further information in the clarifications published on the SCA website.**
- f) If you do not receive an initial receipt, check your spam folder, and if not there, contact us at **seniorcounselpanelqueries@ntma.ie**.
- g) Repeat the process for each panel you wish to apply for, making sure that (a) you are using the appropriate Tendered Fees Spreadsheet (there are different spreadsheets for GIS and CIS) and (b) to resave Part A and Part B using the correct naming convention for the panel you are applying for.
- h) Please note: If you are applying for multiple panels, you must submit a separate application (comprising of Part A and Part B) for each panel and send this to seniorcounselpanelapplications@ntma.ie. You can tender different fees for CIS and GIS panels as the spreadsheets for tendered fees are different, but you can only

tender one set of fees for all GIS panels you apply for. If different fees are tendered for more than one GIS panel, only the lowest fees submitted will be considered and will be applied to all GIS panels tendered for. Applications will not be reviewed until the application deadline has passed.

- i) State Claims Agency reserves the right, at its sole discretion, to seek clarification on any aspect of a tendered application at any point in the process. Where such clarification is sought, the applicant will be notified by email and will be given the opportunity to provide clarification within 48 hours from receipt of our email.

Q2. Can I apply for more than one panel?

- A2.** Yes, you can apply for all panels where you can demonstrate that you have the requisite skills and experience. You must submit your completed application (Part A and Part B) saved with the correct naming convention to **seniorcounselpanelapplications@ntma.ie** for each panel you are applying for.

Q3. Can I submit different fees for different panels?

- A3.** You can tender different fees for CIS and GIS panels as the spreadsheets for tendered fees are different, but you can only tender one set of fees for all GIS panels you apply for. If different fees are tendered for more than one GIS panel, only the lowest fees submitted will be considered and will be applied to all GIS panels tendered for.

Q4. How do I apply for more than one panel?

- A4.** If you are applying to more than one panel, you must submit a separate application for each panel. You need to submit your completed application (Part A and Part B) to **seniorcounselpanelapplications@ntma.ie**. Please ensure that you have correctly named your documents and used the correct Part B (i.e. either GIS or CIS) for each panel.

Q5. How do I save my documents?

- A5.** Please save Part A as a PDF and Part B as a Microsoft Excel file using the naming convention yournamepanelnumber for example **Hilaryjonespanel3**. You should use the same naming convention for Part A and Part B of your application.

Q6. How do I submit my application?

- A6.** Check that you have completed all Part A and Part B, that they are each saved using the naming convention yournamepanelnumber and then email both as attachments by email to **seniorcounselpanelapplications@ntma.ie**. The closing date for receipt of completed applications is updated to **12:00 noon on Monday 28th September 2026**.

Q7. I have a question about this process – how do I contact the SCA to ask my question?

- A7.** You should submit any queries you have in relation to this process by email to seniorcounselpanelqueries@ntma.ie. The SCA will endeavor to publish queries and responses (with personal data removed) on www.stateclaims.ie/news.

- Q8. I haven't received any acknowledgement for my application – how do I know it has been received?**
- A8.** You should receive an automatic email acknowledging receipt of your initial application only. Subsequent applications will not receive an automatic email acknowledgement, however this should not be taken as an indication that there has been any issue with receipt of a submission. If you have not received such an email, please first check your spam folder and if there is no response there, please contact us at seniorcounselpanelqueries@ntma.ie. Please note that applications will not be opened or checked until after the closing date.
- Q9. What is the time frame for review of the application?**
- A9.** It is anticipated that the review of all applications will be completed by November 2026. This is dependent on the number of applications received.
- Q10. When will I be asked to sign the Legal Services Agreement with the SCA?**
- A10.** If your application in respect of any panel is successful you will be invited to join the panel(s) and an Agreement for the provision of legal services to the State Claims Agency (the “**Legal Services Agreement**”), in substantially the same form as the draft at www.stateclaims.ie/news, will be sent to you for signing. It is anticipated that the Legal Services Agreements will be issued to successful applicants in November 2026.
- Q11. I don't agree with one of the clauses in the Legal Services Agreement, can I change it?**
- A11.** Signing the Legal Services Agreement is a condition precedent to being placed on one of the panels. If you do not agree to sign the Legal Services Agreement as per the draft on www.stateclaims.ie/news you will not be appointed to any panel.
- Q12. How will I know if my application has been successful?**
- A12.** At the completion of the assessment process, the SCA will email all applicants to advise if they have been successful or unsuccessful.
- Q13. I am already on an SCA panel, do I need to reapply?**
- A13.** Yes, at the conclusion of this process, new panels will be established for a period of five years, and the prior panels will no longer be used by the SCA for the issuing of new instructions. It should be noted that the agreement for the new panels provides that instructions given by the SCA will remain in place after the five-year term in circumstances where the legal services are ongoing, and those legal services will continue to be governed by the terms of the agreement under which the instructions were given (Clauses 3.2 and 5.1).
- Q14. Are details of tax clearance and/or details of indemnity coverage in place required as part of an application?**
- A14.** Applicants are not required to provide details of their tax clearance or indemnity coverage as part of their application. Please see Clause 8.1 of the **Agreement for the Provision of Legal**

Services to the State Claims Agency (the execution of which is a prerequisite for being placed on a panel) which states “Counsel shall have and maintain insurances at the minimum level required by the LSRA, the Code of Conduct of the Bar of Ireland, and the Professional Code of the Honorable Society of King’s Inns and shall promptly produce proof of such insurance to the SCA at their request”.

The SCA may request a tax clearance certificate before making payment for legal services provided by a panel Counsel.

Q15. In the PDF Part A application form, scroll bars appear once text is inserted into the text boxes provided. Will all content inserted be visible to reviewers using this scroll feature?

A15. Yes, this is deliberate, and the reviewers will be able to read through the content by using the scrolling function.

Q16. What is the maximum word count allowable for each section of the application form.

A16. The maximum word count for each section of the application form is indicated within each section.

Q17. What information is required by section 2.3 of Part A application form - does this require the response to simply identify the particular clients, or is there further information required in relation to the clients in question?

A17. The information provided in response to section 2.3 should support the Applicant’s demonstration that they have the requisite skills and experience to provide legal services to the State Claims Agency for the panel which they are applying for. It is a matter for Counsel to identify what information they feel is most relevant in this regard. Where the client is a publicly known entity, such as an insurer, indemnifier or PLC, the name of the client will suffice. Otherwise, if relevant, applicants should give a brief explanation as to why the client named is relevant to their application. Applicants should not identify private individuals where their personal details are not already in the public domain.

Q18. In relation to the details requested in section 2.2 of Part A application form, do you require the name of the case, the record number etc. or are details without a specific reference to any particular party sufficient?

A18. Applicants should not provide personal details relating to private individuals unless those personal details are already in the public domain through a reported judgment or press coverage.

Q19. Are the required examples of cases exclusively limited to cases in which a Barrister has acted on behalf of a Defendant, or Is it permitted to include details of exceptional cases in which a Barrister has gained particular skill or knowledge acting on behalf of a Plaintiff, where such cases demonstrate that they possess the requisite skills and relevant experience to provide the legal services required by the SCA?

A19. The application form asks that counsel demonstrate a track record of acting for Defendants in Employers’ Liability, Public Liability, Property Damage and Clinical Negligence claims and that

they demonstrate the requisite skills and experience to provide legal services to the State Claims Agency. It is a matter for counsel to choose the examples they feel best demonstrate the required skills and experience.

Q20. Are applications from barrister-only legal partnerships accepted?

A20. No, applications from barrister-only legal partnerships will not be considered.

DESIGNATED EMAIL ADDRESS FOR APPLICATIONS

CLINICAL INDEMNITY SCHEME (Panel 1)

Panel Number	Region	Applicant	Dedicated email address for applications
1.	Dublin & Provincial	SC	seniorcounselpanelapplications@ntma.ie

GENERAL INDEMNITY SCHEME (Panels 2 – 8)

Panel Number	Region	Applicant	Dedicated email address for applications
2.	Dublin	SC	seniorcounselpanelapplications@ntma.ie
3.	Cork	SC	
4.	Galway	SC	
5.	Dundalk	SC	
6.	Sligo & Letterkenny	SC	
7.	Limerick & Ennis	SC	
8.	Waterford & Kilkenny	SC	