## **Originating Application (Form 1)**

**DUE 42 days prior to admission sitting**

1. Prepare an Originating Application for Admission (Form 1); this form can be found on the [Queensland Courts website](https://www.courts.qld.gov.au/court-users/practitioners/admissions/forms-admissions)
2. When preparing your Form 1, please remember the following:

* Include your FULL NAME (see further notes below under ‘Personal details’).
* Fill in the sections ‘Place’ (e.g. Brisbane, Cairns, Townsville, or Rockhampton), ‘On’ (the admission date), and ‘Filed in’ (e.g. Brisbane, Cairns, Townsville, or Rockhampton Supreme Court Registry);
* Include your address for service on both pages of your originating application (in the footer on page 1 and under ‘Particulars of the applicant’ on page 2);
* Include a telephone number and email address at which you can be contacted;
* Ensure that you record the correct information on your originating application; and
* Ensure you sign the form and include the date of signing.

1. Once you have prepared your Originating Application, file the **ORIGINAL** at the Supreme Court Registry. You must take with you the **original and at least one copy**; the original will be retained by the Registry and one copy will be returned to you by the Registry staff.
2. When filing your Originating Application with the Supreme Court Registry, you will be required to pay the Supreme Court filing fee under the *Uniform Civil Procedure (Fees) Regulation 2019*.
3. When your application has been filed, the Registry will stamp (seal) the original and retain it for your Court file as well as stamp the copy which will be returned to you to be retained by you. You MUST scan the sealed document and **serve a copy on the Board at least 42 days prior to the admission sitting**.

**Notes:**

* On page 1 of the Form 1, there are some details that the Registry staff will include when you attend to filing your Form 1 in the Registry; these details include the sections ‘Registry’ and ‘Number’ (Court file number) at the top right hand corner. The Registrar will also sign the application at the section ‘Registrar’ and insert the filing date at the section ‘Registry on’;
* The section on page 2 of the Form 1 which states *‘On the hearing of the application, the applicant relies on the following affidavit/s: …’* you will insert your full name at section 1 *‘Affidavit of compliance of…’*. Section 2 which states *‘Affidavit of… … …’* is **only required** to be completed if you are filing a second affidavit sworn/affirmed by another person, such affidavit usually going to your character in support of your application. You only need to do this if you have very complex suitability matters which may adversely affect your admission and you have someone who is willing to attest to your good fame and character, despite these matters. The majority of applicants do not need a second affidavit in support of their application, in which case this section can usually be left blank;
* Your address for service refers to the address to which documents are to be sent in circumstances where the Registry or the Board may need to serve documents on you.

**Your Personal details**

It is imperative that the name that appears on your Form 1 is the name in which you wish to be admitted; this is the name that will appear on the Roll of Lawyers. You must use your full, formal name and not abbreviations, initials, nicknames, etc.

You must also ensure that your name, as well as any and all other names which you use or have used, are detailed in your Notice of Intention to Apply for Admission (Form 9) and your QLR advertisement, as well as in your Statement of Eligibility and Suitability (Form 7).

This is taken to include **ALL names** including aliases, nicknames, ‘English’ names, middle names (including if used as your first name), or names you have used as part of an email address. If you use an entirely different name, for example, your name is ‘John’ however you also use the name ‘Jack’, both names will need to be included on your forms. If you have legally changed your name, you will need to provide additional certified copies of original documentation evidencing your name change, for example, a marriage certificate, decree nisi, change of name by deed poll, etc.

The **only exceptions** to the above requirement include:

* if you commonly use a shortened or abbreviated version of your name, for example, if your name is ‘Samantha’ and you use the name ‘Sam’, you do not need to include the shortened or abbreviated version of your name on your forms;
* you do not need to include your Facebook name, Twitter/X name, or your ‘gaming’ name, etc.

You also need to double check that your contact details are correct and current. The Board and the Registry will use the details provided in your Originating Application to contact you regarding your application; it is therefore very important to ensure your details are correct to prevent delays.

Please make sure in your Form 1 that you clearly indicate your given and last names, and place your names in the order of first name, followed by other given names, and then surname. For example:

* If your name is Jane Mary Smith, you should write your name it as Jane Mary SMITH; or
* If your name is John David Foster Smith, and your last name is Foster Smith, you should write your name as John David FOSTER SMITH, which indicates to the Board and the Registry that your last name is ‘Foster Smith’ not ‘Smith’.

If traditionally your last name is written first, you need to comply with the naming order outlined above, i.e. first name, other given names, and then surname.

If you have a preferred prefix or pronoun, such as she/her, he/him, or they/them, etc please indicate this where applicable on your Form 7 so that this can be noted on your application.