## Notice of Intention to Apply (Form 9)

**DUE 42 days prior to admission prior to admission sitting**

1. All applicants are required to prepare a Form 9 Notice of Intention to Apply for Admission (Form 9). The purpose of the Form 9 is to notify members of the legal profession and the public of your intention to seek admission as a lawyer. The Form **MUST** include adequate information to identify you, which is why you must include **your full name** (**as well as all other names that you use or have used**) as well as details of all relevant employment and/or of your law degree and PLT program.
2. When completing your Form 9, please remember you need to check the accuracy of the information that you include. You **MUST** include your **FULL NAME (as well as all other names which you use or have used)** and details of your current business address (NOT a PO Box address). If you do not have a current business address, you can leave this section blank.

In the section of the Form starting *‘being’* which asks for *‘details of current and former relevant employment status’*, you will need to include your **current job description and employer if you are employed within the legal profession** (or any other profession, i.e. medical/health care, teaching etc.) **as well as** making reference to your PLT program. For example, after *‘being’* you may put ‘*a law clerk at ABC Lawyers and* *formerly a student of the Graduate Diploma of Legal Practice at XYZ University’*. If you are not currently working within the legal profession, you may include your current job description, **AND/OR** simply include *‘formerly a student of the Graduate Diploma of Legal Practice at XYZ University*’.

1. Once you have prepared your Form 9, the **ORIGINAL** is to be taken with you to the Supreme Court Registry when you file your originating application at the Registry. You must take with you the **original and at least one copy.** The Registry staff will stamp the date on the Form 9 and then you are to display it on the notice board in the Supreme Court Registry at least 42 days before your admission sitting.
2. To display the original Form 9, you must place it in the folder attached (chained) to the Supreme Court noticeboard (Rules 12(1) and 12(2)). The **copy** of your stamped Form 9 is also to be retained by you to provide to the Board along with your sealed originating application (Form 1) and other required document due at least 42 days before your admission sitting.

**Note:**

* If you completed a PLT program, then you are NOT a ‘supervised trainee’. Please do NOT state that you are a supervised trainee if you did not complete a supervised traineeship. A supervised traineeship is an alternative to a formal PLT program and is completed over a 12 month period at a law firm and is also formally registered with the Board. You also need to ensure that you do not use the terms *‘Trainee Lawyer/Solicitor’* or ‘*Graduate Lawyer/Solicitor’* as these are incorrect and can be construed as misleading. If you use any of these terms, you will be asked to disclose the reason for doing so in the same manner as you would disclose any other suitability matter. Please note that, while you may have worked as a ‘law clerk’ or ‘paralegal’, it is highly unlikely that you will have worked as an articled clerk;
* It is advisable to double check the correct **objection date** on the QLS website or directly with the Board. If the objection date falls on a weekend or Public Holiday, then the objection date will be changed to the date of the preceding business day.
* A **copy** of your Form 9 must also be published in the Queensland Law Reporter **21 to 42 days prior** to your admission sitting. For more information about this requirement, please see the section titled ‘Advertising in the QLR’ (below).

**Please check the details in your Form 9 and retain a copy for your records.**

**Note:** **Regional applicants** are required to display their **original** Form 9 the Supreme Court Registry at the relevant Court at which they are applying for admission, i.e. in Rockhampton, Townsville or Cairns **AS WELL AS** a **copy** of their Form 9 in the Brisbane Supreme Court Registry at least 42 days before your admission sitting. Please note that again, the Form 9 must to be stamped by the Registry prior to being displayed on the noticeboard and provided to the Board.

**Advertising in the QLR**

**Form 9 MUST be published at least 21 days but not more than 42 days prior to admission**

You MUST advertise your Form 9 Notice in the Queensland Law Reporter (QLR) between 21 and 42 days before your admission. The QLR is published and distributed once each week on a Friday. **You MUST arrange for the Form 9 Notice to reach the Incorporated Council of Law Reporting (ICLR) by 12.00pm (noon) on the Monday prior** to when you want the advertisement to be published in the QLR. Please make sure that you are aware of any public holidays which may fall on a Monday as, in these circumstances, you will need to provide your advertisement to the ICLR on the **previous** **Friday**, instead of the Monday.

To advertise in the QLR, please follow the instructions on the ICLR [website](http://www.queenslandreports.com.au/advertising/how-to-advertise/).

**All applicants must comply with advertising requirements. ‘At least 21 days’ means up to and including the 21st day. ‘Days’ refers to calendar days, not business days. Please read section 38 of the *Acts Interpretation Act 1954* to work out the relevant dates.**

Your advertisement must be for you and you alone; you cannot ‘share’ the advertisement with another applicant. If you attempt to do a ‘group’ advertisement, you may be asked to adjourn your application and re-advertise. This could delay your admission.

The Board and the Court are extremely strict in relation to the advertising requirements. Your advertisement MUST be published sometime in the period that is 21 to 42 days prior to your admission sitting to ensure any member of the legal profession or the public have an opportunity to object to your admission. If your advertisement is incorrect, you will need to advertise again at your own expense; an incorrect advertisement may also result in you being requested to adjourn your application to the next sitting. Please ensure you have included all details in your Form 9 and that all details are correct.

**If you miss the advertising deadline, it is highly likely you will be asked to adjourn your application to the next sitting in order to comply with Rules 12(3) and 12(4), unless you have truly exceptional circumstances which have prevented you from complying with the requirements.**

## FORM 9

***Legal Profession Act 2007* (Qld) Section 34**

**[*Supreme Court (Admission) Rules 2004* Rule 12]**

**NOTICE OF INTENTION TO APPLY FOR ADMISSION TO THE LEGAL PROFESSION**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I, |  | | | | | | | | |
| *(Insert your full name as well as all other names which you use or have used)* | | | | | | | | | |
| of |  | | | | | | | | |
| *(Insert your current business address)* | | | | | | | | | |
| being |  | | | | | | | | |
| *(Insert details of current and former relevant employment status)\*#* | | | | | | | | | |
|  | | | | | | | | | |
| intend to apply to the Supreme Court at*:* | | | |  | | | | *(Insert Brisbane, Rockhampton, Townsville or Cairns)* | |
| on the |  | | day of | |  | | | | 20 |
| to be admitted to the legal profession under the *Legal Profession Act 2007* (Qld). | | | | | | | | | |
|  | | | | | | | | | |
| Any objection to my admission must state the objector’s name, contact details, and grounds for the objection in writing and be signed, dated and lodged with the Legal Practitioners Admissions Board, at GPO Box 1785, Brisbane QLD 4001, or by email to [admissions@qls.com.au](mailto:admissions@qls.com.au) not later than 4 p.m. on: | | | | | | | | | |
|  | day of |  | | | | 20 | *(Specify the date that is eighteen days before the intended admission date)* | | |

Dated this       day of  , 20

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Signature of applicant

*\* delete if inapplicable*

*# Examples:*

* *Formerly articled to …(full name of lawyer) …of …(firm name)… and formerly articled to ……(name of lawyer)….of …(firm name)…, etc*
* *Formerly articled to …(name of lawyer)...of …(firm name)…. and supervised trainee at …(firm name)…., etc*
* *Formerly a supervised trainee at……(firm name)……, etc*
* *Formerly an Associate to His/Her Honour Justice/Judge… of the … Court, etc*
* *Formerly a student of the … (full name of practical legal training course) … at the … (name of university)…*

**Collection Notice**

The Legal Practitioners Admissions Board (‘the Board’) collects personal information to assesses eligibility and suitability for admission, update and maintain admission records including supervised trainee and articled clerk records, where relevant, and conduct research and collate statistical data for release to third parties such as interstate admitting authorities, and the Law Admissions Consultative Committee. Information collected within this form may be accessed under Right to Information processes.

The Board may provide personal information to other organisations such as interstate and/or foreign admitting authorities and legal regulation bodies, the Legal Services Commission (Qld), the Queensland Law Society, and the Queensland Bar Association in accordance with the Board’s obligations and duties under the *Legal Profession Act 2007* and other legislation.

If personal or sensitive information is not provided, or if the information is incomplete or inaccurate, the Board may be unable to properly consider an application for admission. If a decision not to provide information for one or more of the above purposes is made, the Secretary to the Board should be advised in writing, c/- the Queensland Law Society, GPO Box 1785, Brisbane, Qld, 4001.

Further details about the Board’s Privacy Statement, Privacy Plan, Code of Practice and the collection of personal information may be found on the Queensland Law Society’s website, [www.qls.com.au](http://www.qls.com.au) under the tabs ‘About QLS’ and ‘Related Links and Organisations’.’