## **Affidavit of Compliance**

**DUE 21 days prior to admission sitting**

All applicants MUST file an affidavit of compliance in the Supreme Court Registry and serve a sealed copy on the Board. The Board’s staff are **not able to assist you with preparing your affidavit** of compliance as this constitutes giving legal advice. If you have any questions regarding the format or content of your affidavit, we suggest you **contact your mover or seek independent legal advice**.

Your Affidavit of Compliance should NOT contain any additional information or documentation that has not already been disclosed to the Board in your Form 7, i.e. by the time you provide your Affidavit, you **MUST have disclosed and explained ALL suitability matters initially** as part of your Form 7 and provided ALL supporting documentation (evidence) with your Form 7. The information contained in your Form 7 MUST then be detailed in your affidavit (**which is filed in the Court and constitutes the evidence considered by the Board and Court when it determines your application**). If you are asked to complete a supplementary Form 7, you will need include the information from both Form 7s in your affidavit (Form 46).

**Please note the information in your Form 7, and documentation only served on the Board, is NOT before the Court or on the Court file UNTIL you detail/exhibit it in your affidavit of compliance.**

Prepare your affidavit of compliance noting the following:

* An affidavit is a UCPR Form 46 and certificates of exhibit are a UCPR Form 47; these forms can be found on the [Queensland Courts website](http://www.courts.qld.gov.au/forms);
* The header of all Court documents MUST be the header you have used on your Originating Application (Form 1) in place of the template header;
* **As with your Form 7 provided 42 days prior to your admission sitting, your affidavit of compliance MUST provide fulsome details** of the following:
  + all matters of eligibility (completion of academic qualifications and practical legal training, and your English language proficiency);
  + all suitability matters (including each suitability matter **already disclosed** in detail in your Form 7);
    - **NOTE:** If you do not have any suitability matters to disclose, you will need to depose a positive statement to this fact.
  + your compliance with Rules 11, 12, and 13 of the *Supreme Court (Admission) Rules 2004*.

Copies of the following documents **MUST be exhibited** to your affidavit:

* your academic transcript and PLT certificate;
* a copy of your Statement of Eligibility and Suitability (Form 7) and any supplementary Form 7;
* all documents relating to suitability matters as detailed in and lodged with your Form 7, including evidence of any other names (if applicable);
* a copy of each of your three Certificates of Suitability (Form 8);
* a copy of your English Language Proficiency Statement (Form 15);
* a copy of your advertisement, or official tax invoice, from the QLR which clearly displays the publication date; and
* a copy of your receipt for payment of the Board’s fee

**Notes:**

* It is not appropriate to ask the Board’s staff (some of who are administrative staff only) for clarification on how to complete your affidavit of compliance – by this stage, you have undertaken study in Civil Procedure and Evidence as part of your law degree, and you most likely will have studied affidavits within your PLT program. If you are still unclear as to how to prepare your affidavit of compliance, it is recommended you **approach your PLT provider or your mover for assistance**;
* After preparing your affidavit of compliance and having it sworn/affirmed, you need to attend the Supreme Court Registry and file your **ORIGINAL** affidavit (including exhibits). Please also remember to take at least **ONE COPY** of your affidavit (including exhibits) with you at the time of filing in addition to the original.

**NOTE: The Supreme Court Registry staff will stamp (seal) and retain your original affidavit for your Court file. The copy of your affidavit of compliance will also be stamped at the time of filing and will be returned to you. The stamped (sealed) copy then needs to be served on the Board via email at least 21 days prior to the admission sitting**.

**Further Notes:**

* When serving your affidavit of compliance on the Board, you **MUST** provide a sealed copy in its entirety as filed in court (including exhibits) **in one PDF document**. Regardless of whether you have previously provided documents to the Board as part of your admission application, in order to consider your application, the Board requires an exact copy of your affidavit (including exhibits) as filed in the Supreme Court Registry. It is inappropriate to serve your affidavit attaching each exhibit separately as it is not for the Board to put your affidavit together for your file;
* It is not appropriate to swear or affirm an affidavit, and then swap documents already exhibited to your affidavit with other or additional documents;
* Your affidavit of compliance is required to be filed at the Registry and served on the Board at least 21 days prior to the admission sitting (preferably in one attachment). If you are unable to email your affidavit as one attachment, you can split it into parts (approximately two to three parts) and scan each part separately. However, please do not split your exhibits into multiple separate exhibits;
* Apart from your Originating Application (Form 1), your affidavit of compliance is the only other document on your Court file. This means that if for any reason your application needs to be reviewed by the Court, only the material filed in the Registry is available for the Court to review. Any other documents you have provided to the Board (e.g. your Form 7 and Form 8’s) **are not on the Court file UNLESS they are exhibited to your affidavit**; this is why you need to ensure you have addressed **all matters** of eligibility, suitability and compliance with the Admission Rules in your affidavit and include the necessary exhibits;
* You need to ensure that all of these matters are addressed **within the body** of your affidavit, i.e. it is insufficient to simply refer to exhibited documents such as, for example, your Form 7 or Traffic Record *‘for more information’*. If for whatever reason you need to amend your affidavit, or provide additional information or documents with your affidavit, you will need to prepare, file and serve a supplementary affidavit (please see below);
* Please refrain from exhibiting affidavits to affidavits, for example, affidavits from persons attesting to your character. If you need to provide more than one affidavit prepared by yourself or by someone else, then you need to **file BOTH affidavits as separate documents**.

## **Supplementary Affidavit**

If your affidavit does not include all necessary information and/or documentation, a representative from the Board will contact you and ask you to provide a supplementary affidavit. A supplementary affidavit should not repeat all information and exhibits deposed to in your first affidavit, as this is already on your Court file. You will simply prepare a further UCPR Form 46 and/or Form 47 to address and/or exhibit the additional information requested.

## **Payment of the Board’s fee for consideration of your application**

**DUE 21 days prior to admission sitting**

Applicants will receive an email from [no-reply@bpoint.com.au](mailto:no-reply@bpoint.com.au) approximately 35 days prior to the admission sitting requesting payment of the Board's fee. This email will contain a link to arrange payment of the Board’s fee by debit/credit card which will be processed through a secure BPoint payment portal.

Once you have paid the Board's fee and have saved a copy of your receipt, you should exhibit a copy of the receipt to your affidavit of compliance. However, if you swear/affirm your affidavit of compliance **before receiving the BPoint link**, you should at least depose in your affidavit that you intend paying the Board’s fee in compliance with Rule 13(3)(b). In these circumstances, once you have paid the Board’s fee, please provide a copy of the receipt to the Board via email for inclusion in the Board’s file for your application.

If you are seeking admission and your firm wishes to make a bulk payment (i.e. for more than one applicant), please see the following options available:

* CHEQUE: Provide a cheque made out to ‘Legal Practitioners Admissions Board’. Cheques may be provided by post or over the counter at Reception at Law Society House; they should be accompanied by a list of applicants (may be provided via email) for which the payment is applicable (please provide each applicant’s full name as per their Form 1);
* DEBIT/CREDIT CARD: Email the Board a list of applicants for which the payment is applicable (please provide each applicant’s full name as per their Form 1) and the Board’s staff will contact the firm to arrange payment by debit/credit card over the phone.

A receipt will be issued via email to the relevant person at the firm, which can then be forwarded to each applicant for inclusion in (or to be exhibited to) their affidavit.