## **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 important information below under ‘Name/s in Your Application’).
* Fill in the sections ‘REGISTRY:’ and ‘Place’ (Brisbane, Cairns, Townsville, or Rockhampton), ‘On’ (the admission date), and ‘Filed in’ (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, you need to attend the Supreme Court Registry and 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 your sealed Form 1 and **serve a copy on the Board at least 42 days prior to the admission sitting**.

**Additional Information:**

* The sections on page 1 inserted by the Registry staff include ‘Number:’ at the top right hand corner; this is your Supreme Court file number. The Registrar will also sign the application at the section ‘Registrar’ and insert the filing date at the section ‘Registry on:’;
* The sections on page 2 which states:

On the hearing of the application, the applicant relies on the following affidavit/s:

1. Affidavit of compliance of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and

1. 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 will be sent in circumstances where the Registry or the Board may need to serve documents on you by post.

**Name/s in Your Application**

**Form 1:**

It is imperative that the name that appears on your Form 1 is your formal full name and not abbreviations, initials, nicknames, etc. This is the name in which you be admitted under and that will appear on the Roll of Lawyers.

Please make sure in your Form 1 that you *clearly indicate* your given names and last names, and place your names in the order of first name, followed by other given names, and then surname. For example, Jane Mary SMITH or John David FOSTER SMITH; this indicates to the Registry which indicates your correct surname to the Board and the Registry.

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.

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.

**Form 9, Form 7 & QLR advertisement:**

You must also ensure that your name, ***as well as all other names which you use or have used***, is 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 NOT limited to your legal name.

**This is taken to mean listing ALL NAMES** **including:** middle names, a familiar name by which you are commonly known that *significantly differs* from your name, anglicized names, nicknames, names you have used as part of an email address or if you use an entirely different name, all 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 (e.g. a birth/marriage/divorce/change of name certificate, decree nisi, etc.). Please see the following, if your name is **for example**:

* ‘Sarah Jane SMITH’ however you also the name ‘Jane SMITH’
* ‘Alexandra’ however you also the name ‘Allie’
* ‘John’ however you also use the name ‘Jack’
* ‘Yo-han CHO’ however you also the name ‘John CHO’

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

* If you commonly use a shortened version of your name that *does not significantly differ* from your first name you do not need to include this on your forms (for example, if your name is ‘Samantha’ and you use the name ‘Sam’);
* You do not need to include your Facebook or Twitter/X name, or your ‘gaming’ name etc.

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.