## Statement of Eligibility and Suitability (Form 7)

DUE 42 days prior to admission sitting

All applicants are required to provide a Statement of Eligibility and Suitability (Form 7) to the Board. The purpose of the Form 7 is to provide details of your eligibility and suitability for admission to the Board by the 42 day deadline and to allow the Board’s staff time to review these details to ensure you have included sufficient information for the Board to consider.

You **MUST** ensure you have provided fulsome information of all matters relating to your eligibility and make full and frank disclosure of all suitability matters within your Form 7.

The Board’s Supplement Admission Kit provides **additional information** regarding eligibility and suitability matters as well as which documents need to be provided to *sufficiently* evidence your eligibility and suitability for admission. It is a matter for each applicant to ensure that they have read the relevant material and provide the necessary information and documentation.

**You MUST read the Supplement Admission Kit for further information (available** [**here**](https://www.qls.com.au/Legal-Practitioners-Admissions-Board/Admission-kits)**).**

*Importantly*,applicants must review the Supplement Admission Kit in relation to where academic qualifications and/or PLT have been completed in an interstate/overseas jurisdiction or more than five years before they intend applying for admission.

**All applicants MUST:**

* Review the affidavit instructions in conjunction with reviewing these Form 7 instructions;
* READ the Supplement Admission Kit;
* Take into consideration that, when speaking to the Board’s staff, all communications should be treated as if you are speaking to the Board itself;
* Be mindful of how you approach the Board’s staff as inappropriate behavior and language will not be tolerated; the Board will be informed of any inappropriate behavior and language and this may impact its assessment of your suitability for admission.

**Disclosure of Suitability Matters:**

In accordance with your obligation to the Supreme Court, and in order for the Board to make an assessment that you are of good fame and character, and a fit and proper person to be admitted:

**Full and frank disclosure of any suitability matter MUST be provided in your Form 7 at first instance, along with ALL relevant supporting documentation.**

It is not a matter for the Board to contact you to obtain the information and/or documentation relating to your suitability matters. It is therefore a matter for an applicant to ensure they have made full and frank disclosure of ALL suitability matters in their Form 7 as well as providing ALL relevant evidence.

Your Affidavit of Compliance should contain the same fulsome information and documentation already provided to the Board by the 42 day deadline with your Form 7.

If you have not provided sufficient information in your initial Form 7, you may be asked to complete a supplementary Form 7. Similarly, if you file an Affidavit of Compliance with deficient information, you will be required to file a Supplementary Affidavit.

**Documentation required to be provided with your Form 7 includes a copy of:**

* your LL.B/JD (or equivalent);
* your **complete and official** academic transcript (the Board **DOES NOT ACCEPTthe AHEGS**; refer to page 5 of the Admission Kit for further information);
* any official academic transcript in circumstances where you have received credit or advanced standing towards your law degree (if applicable);
* your PLT certificate or letter of completion;
* your letter from an interstate admitting authority where you have completed your law degree interstate (if applicable);
* certified copies of any documents relating to suitability matters and/or change of name or any other names by which you (if applicable);
* any correspondence (letter/s) from the Board (i.e. permission for early PLT, overseas assessment/s, early consideration, supervised traineeship, letter relating to a request etc.)

Please attach each supporting document separately for the Board’s review; **do not** provide your material in a bundle.

**Additional Information**:

* Please do not delete any part of the form.
* **Digital originals MUST be provided as certified copies** (please refer to page 10 of the Admission Kit for further information);
* **Tick both boxes** under section 6 of the Form 7 relating to your understanding regarding disclosure of suitability matters, and giving the Board authority to contact your university regard to academic misconduct. If you do not have suitability matters to disclose, you may strikethrough the last sentence of the first box/paragraph as follows *‘I ~~am/~~am not aware of any matter or circumstance that might affect my suitability to be admitted as an Australian lawyer and an officer of the Court’*.
* **You** **MUST** **retain a copy of all documents served on the Board** for your records. The Board is not able to provide a copy of your documents should you fail to keep a copy for your records.

**Supplementary Form 7 and further documents**

Occasionally, a representative from the Board may contact you and ask you to provide additional information and/or amended documents (for example, amended Forms or additional supporting documents for your suitability matters). Please note, **you have an obligation to make full and frank disclosure of your suitability matters at first instance** and you must comply with this obligation. The Board’s staff are NOT obliged to request additional information from you.

Failure to provide any documents when requested could prevent you from proceeding on your intended admission date. If you are asked to provide a supplementary Form 7, this is the Form 7 that you originally completed, however including the additional information requested.

Please **do not** serve the same documents, oryour entire application a second time; if you are asked to provide further information and/or documents, you **only need to provide the additional** information/documents that have been requested.

## FORM 7

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

**[*Supreme Court (Admission) Rules 2004* Rule 13(2)(j)]**

**STATEMENT OF ELIGIBILITY AND SUITABILITY**

|  |
| --- |
| **To the Legal Practitioners Admissions Board:** |
| **1.** | I, |       | *(Insert your full name)* |
| also known as |       | *(Insert all other names by which you are known including maiden/married names)* |
| *(Photocopy of document evidencing change of name is attached if relevant)* |
| of |       | *(Insert your residential address)* |
| and |       | *(Insert your business address)* |
| being |       |
| *(Insert details of current and former relevant employment status)* |
| and born on |       | *(Insert date of birth)* |
| am applying to the Supreme Court of Queensland to be admitted to the legal profession under the *Legal Profession Act 2007* (Qld). |
| I prefer the personal pronoun: |       | and the prefix/title: |      |
| *(Insert preference)* | *(Insert preference)* |
|  |
| **Please complete all applicable sections, e.g. if a ‘local’ applicant, complete sections 2A or 2B, and 3A, 3B, or 3C;****OR if an overseas graduate, complete sections 3A, 3B, or 3C, and 4 depending on your circumstances.****ALL applicants are required to complete sections 1, 5 and 6.** |
| **\*\*References in this Form to a Rule is a reference to the relevant rule under the *Supreme Court (Admission) Rules 2004*\*\*** |
|  |
| **2A\*.** **Academic qualifications – Queensland (s30 *Legal Profession Act 2007* and Rule 6)** |
| I have completed the following approved academic qualification under rule 6: |
|       | *(Specify the qualification)* |
| at |  | *(Specify name of Queensland university)* |
| *(Certificate from academic institution and academic transcript is attached (Rule 13(2)(k)))* |
| **OR** |
| **2B\*.** **Academic qualifications – other Australian jurisdiction (s30 *Legal Profession Act 2007*)** |
| I have completed the following academic qualification: |
|       | *(Specify the qualification)* |
| at |       | *(Specify name of Interstate university)* |
| *(Certificate from academic institution and academic transcript is attached (Rule 13(2)(k)))* |
| which would qualify me for admission to the legal profession in: |  | *(Specify relevant jurisdiction)* |
| *(Letter confirming academic qualification provides eligibility for admission in the relevant jurisdiction is attached)* |
| **3A\*. Practical Legal Training course - Queensland (s30 *Legal Profession Act 2007* and Rules 7 and 44)** |
| I have completed the following approved practical legal training under rules 7 or 44*:* |
|       | *(Specify name of training course)* |
|  | *(Specify name of training provider)* |
| *(Certificate from institution providing practical legal training is attached (Rule 13(2)(l)))* |
|  |
| **OR** |
|  |
| **3B\*. Practical Legal Training – Supervised Traineeship – Queensland (s30 *Legal Profession Act 2007* and Rules 7A, 9B, 9E, 9K, 9M, 9O, 9P, 40, 41 and 42)** |
| (a) | I was a trainee with: |       |
|  | *(Specify the name and address of the law practice/office#)* |
| from: |       | *(Insert date)#* | to: |       | *(Insert date)#* |
| *(Form 6 from principal/person in charge of the law practice/office is attached (Rules 9K and 13(2)(b)))* |
|  |
| (b) | The period of my traineeship calculated under rule 9E is: |
|  |       | *(Insert express in year(s) and months)* |
| *(Former articled clerks claiming credit for time served under articles of clerkship complete 3B(e))\*.* |
|  |
| (c) | During my traineeship, I completed 90 hours approved programmed training under rule 9O as follows: |

|  |
| --- |
|  |
| **Skills, Practice, Values area** | **Name of subject** | **Training provider** | **Hours** |
| Ethics and Professional Responsibility *(compulsory)* |       |       |       |
| #Other |       |       |       |
|  |       |       |       |
|  |       |       |       |

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|  |
| *(List relevant skill, practice area, and/or as value set out in the guidelines for approving practical legal training requirements, e.g. Lawyers Skills (Rule 13(2)(h)))* |
| *(Photocopy of Certificate of satisfactory completion of approved programmed training is attached (Rules 9O & 13(2)(i)))* |
|  |
| (d) | Through my traineeship (see Form 6) [and former articles of clerkship (see Form 5)]\*, I have met the required understanding and competence indicated in the following table according to the performance criteria outlined in the guidelines for approving practical legal training requirements as follows*:* |
|  |
|  | **Traineeship [and/former articles of clerkship]\****(include element numbers if partially satisfied through traineeship)*  | **Approved Supplementary Training***(include element numbers if partially satisfied through traineeship)* |
| **Skills** |  |  |
| Lawyers Skills |  |  |
| Problem Solving |  |  |
| Work Management and Business Skills |  |  |
| Trust and Office Accounting |  |  |
| **Practice areas** |  |  |
| Civil Litigation Practice |  |  |
| Commercial and Corporate Practice |  |  |
| Property Law |  |  |
| Administrative Law Practice |  |  |
| Criminal Law Practice |  |  |
| Family Law Practice |  |  |
| Consumer Law Practice |  |  |
| Employment and Industrial Law Practice |  |  |
| Planning and Environmental Law Practice |  |  |
| Banking and Finance |  |  |
| Wills and Estates Practice |  |  |
| **Values** |  |  |
| Ethics and Professional Responsibility |  |  |
|  |
| *(Form 4 and photocopy of certificate of satisfactory completion of approved supplementary training is attached (Rules 9M, 13(2)(c), (e) and (f)))* |
|  |
| (e)\* | To be completed **ONLY** by articled clerks requesting credit for time served |
| I served#: |       | *(Insert name of former master/s)* |
| under 2/5\* year articles of clerkship at: |       |
|  |
| *(Specify name and address of the law practice/office#)* |
| from: |       | *(Insert date)* | until: |       | *(Insert date)* |
| continuously/with the following interruptions\* |       | *(Insert dates)* |
| *(Form 5 from Former Master is attached (Rules 42 and 13(2)(d)))* |
|  |
| Prior to registering as a supervised trainee, I \*completed/substantially completed approved academic qualifications  |
| OR corresponding academic qualifications mentioned in 2A or 2B above on: |       | *(Insert date)* |
| *(See Courts’ internet website for the Board’s decision about when academic qualifications are ‘substantially completed’)* |
|  |
| **OR** |
|  |
| **3C\*. Practical Legal Training course – Other Australian jurisdiction (s30 *Legal Profession Act 2007*)** |
| I have completed the following practical legal training course*:* |
|       | *(Specify name of training course)* |
|       | *(Specify name of interstate training provider)* |
| *(Certificate from institution providing practical legal training is attached (Rule 13(2)(g) and (l)))* |
|  |
| which would qualify me for admissionto the legal profession in: |  | *(Specify relevant jurisdiction)* |
| *(Letter confirming course provides eligibility for admission in the relevant jurisdiction is attached)* |
|  |
| **4\*.** | **Overseas graduate OR overseas-registered foreign lawyer (s163 *Legal Profession Act 2007* and Rules 8 and 9)** |
| I am |  an overseas graduate *(complete 4(b)* ***only*** *(and section 3A, 3B, or 3C, etc))* an overseas-registered foreign lawyer under s. 163 of the *Legal Profession Act 2007* and rule 9 *(complete 4(a), 4(b) and 4(c))**(Tick one box only)* |

|  |
| --- |
|  |
| 4(a) | I am admitted in the following foreign jurisdictions: |
|       |
|  |
| *(List ALL foreign jurisdictions in which you are currently admitted to practice)* |
| *(Certificate/s of Goodstanding from each foreign jurisdiction dated not more than 2 months from the date of my application is attached)* |
| *(Certificate/s of Police History from each jurisdiction in which I have resided dated not more than 6 months from the date of my application is attached)* |
|  |
| I have the necessary statutory authorisation to engage in practice in the following jurisdictions: |
|       |
|  |
| *(List ALL foreign jurisdictions in which you currently have statutory authorisation to practice)* |
| 4(b) | I have completed the following foreign academic qualifications:  |
|       | *(Specify the qualification)* |
| at |       | *(Specify name of foreign university)* |
| *(Photocopy of certificate from foreign academic institution and foreign academic transcript is attached)* |
| which has been assessed by the Board’s overseas qualifications assessors, such assessment being approved |
|  by the Board on: |       | *(Insert date)* |
| OR **(Tick one only)**  which has been assessed by the following university in Queensland:  |
|         | *(Insert name of Queensland university that performed assessment)* |
| *(Photocopy of assessment of foreign academic qualifications is attached)* |
| such assessment being approved by the Board on: |       | *(Insert date)* |
| and I have completed supplementary academic qualifications at: |
|       | *(Insert name of university)* |
| *(Photocopy of certificate from academic institution and academic transcript is attached)* |
| and I request the Board approve the aggregate academic qualifications as approved academic qualifications under rule 8(3). |
| 4(c) | I have completed the following foreign practical legal training: |
|       | *(Specify the legal training and*/or *articles* |
| and |       | *of clerkship, where relevant)* |
| *(Photocopy of certificate from foreign practical legal training institution and, where relevant, evidence of completion of articles is attached)* |
| which has been assessed by the Board’s overseas qualifications assessors, such assessment being approved by the Board       |
| on: |       | *(Insert date)* |
| and I have completed supplementary practical legal training at: |
|        | *(Insert name of practical legal training provider)* |
| *(Photocopy of certificate from practical legal training provider* *and transcript is attached)* |
| and I request the Board approve the aggregate practical legal training, including my previous training and, where relevant, experience, as approved practical legal training under rule 9(2). |
| **5.** **English Language Proficiency (s30 *Legal Profession Act 2007* and Rule 13(2)(j) and (4))** |
| I have satisfied the English Language Proficiency detailed in: |
| English is my \*Primary Language and I have undertaken and satisfactorily completed all of my primary and secondary education and tertiary legal qualifications for admission in a \*Recognised country |  I have undertaken the \*TOEFL iBT within the last two years and attained minimum scores for each component |
| English is not my \*Primary Language but I have satisfactorily undertaken and completed the final two years of my secondary education and tertiary legal qualifications for admission in a \*Recognised country |   I have undertaken the \*IELTS or \*TOELF iBT but failed to obtain the required minimum score for not more than one component of the test (by a margin of no greater than 0.5 in the case of IELTS and no greater than 1 in the case of TOELF iBT), and I have done one or more of the things detailed in part (c) of pathway 5. |
|  I have undertaken the \*IELTS (Academic module) within the last two years and attained minimum scores for each component |   I ask the Board to exercise its general discretion to be satisfied about my knowledge of written and spoken English for the reasons detailed in my Form 15. |
| *\*A completed English Language Proficiency Statement (Form 15) is attached.**\*Recognised country means Australia, Canada (except the province of Quebec), New Zealand, Republic of Ireland, South Africa, United Kingdom (including Northern Ireland), and United States of America**\*Primary language means your best-known language which you primarily use for reading, writing, listening and speaking**\*IELTS means the International English Language Testing System**\*TOEFL iBT means the Test of English as a Foreign Language internet-based test**NOTE: Each applicant is to review the Law Admissions Consultative Committee’s (LACC) English Language Proficiency (ELP) Guidelines (October 2018) to ensure completion of the requirements.* |
| **6. Suitability (s31 *Legal Profession Act 2007*)** |
| I certify that, to the best of my knowledge and having regard to the suitability matters under section 9 of the *Legal Profession Act 2007*, I am suitable for admission to the legal profession under the Act. |
| In so certifying, |
|  | which may bear adversely on my suitability. |
| *(insert details#)* |
|       |
| *(Documentation supporting all matters is attached)* |
| [ ]  I have read and understood the Disclosure Guidelines for Applicants for Admission to the Legal Profession. I am and always have been of good fame and character and am a fit and proper person to be admitted and I have not done or suffered anything likely to reflect adversely on my good fame and character or on whether I am a fit and proper person. I \*am/am not aware of any matter or circumstance that might affect my suitability to be admitted as an Australian lawyer and an officer of the Court. *(Tick where applicable)* |
|  |
| [ ]  I consent to the Board making inquiries of, and exchanging information with, my law school/university as to whether any matter in respect of alleged academic misconduct relates to me. |

I certify that, to the best of my knowledge, the information in this statement is correct.

Dated this       day of  , 20

..........................................................

Applicant

*\* delete if inapplicable*

*# add rows or attach a schedule if there has been more than one traineeship or service to more than one master*

**Collection Notice**

The Legal Practitioners Admissions Board (‘the Board’) collects personal information to assess suitability and eligibility for admission to the legal profession in Queensland, update and maintain admission records including articled clerk and/or supervised trainee records, where relevant, and conduct research and collate statistical data for release to third parties such as interstate admitting authorities, 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’.