



Guide for Applicants

**seeking admission
as a lawyer in Queensland
(Supervised Trainees)**

Prepared by the Legal Practitioners Admissions Board

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Introduction

It is strongly recommended you read this guide and peruse the associated forms **in full** before you begin your application. This guide will assist you with the application process and requirements. Please ensure you are reading the latest version of the guide and use the latest forms which can be found [here](#).

Please note failure to comply with the procedural requirements for admission may result in your application being delayed and you being requested to adjourn your application.

If you have any queries, you should review this document and check the list of FAQ's (see schedule B) of this guide, as well as on the Queensland Law Society website. You are free to contact the Board's staff at any time, however if you wish to do so, please ensure you demonstrate courtesy, respect and professionalism towards all staff.

Please note that applications for admission do not constitute litigation; in the decision of the High Court in *Wentworth v New South Wales Bar Association* (1992) 176 CLR 239, at 12 and 13, their Honours Justices Deane, Dawson, Toohey and Gaudron said:

“There are differences between admission and disciplinary proceedings However, disciplinary and admission proceedings are alike in that they are not ordinary legal proceedings. Admission proceedings are not directed to the resolution of some contest as to the private rights of disputing parties, as is usually the case in civil proceedings. And as has often been said, disciplinary proceedings are not criminal proceedings. Disciplinary proceedings and admission proceedings are ‘sui generis’.

Disciplinary proceedings have been described as proceedings concerned with the protection of the public. And it has been said that, because they have the protection of the public as one of the primary objects, they cannot necessarily be determined on the same basis as adversarial proceedings. That is also true of admission proceedings, although that may be more obvious in cases concerned with readmission. In any event, the right to practise in the courts is such that, on an application for admission, the court concerned must ensure, so far as possible, that the public is protected from those who are not properly qualified and from those who are not ‘suitable ... for admission’. And the consequence is that, as with disciplinary proceedings, admission proceedings are not automatically determined in accordance with rules and procedures applied in ordinary adversarial proceedings.”

The Legal Practitioners Admissions Board

The Legal Practitioners Admissions Board (the Board) is a statutory body located in Law Society House, 179 Ann Street, Brisbane. You should note the Board is a separate entity to the Queensland Law Society (QLS); it is not part of QLS and is not the ‘QLS Admissions Board’.

About admission

Admission to the legal profession is a privilege – not a right

The Supreme Court of Queensland may admit a person as lawyer, if the person:

- is over 18 years of age; and
- is not already admitted to the Australian legal profession; and
- has attained the specified academic qualifications and practical legal training; and
- is of good fame and character and a fit and proper person to be admitted.

The role of the Board is to assess each application for admission. If the Board is satisfied with the eligibility and suitability of an applicant, the Board will issue a Certificate of Recommendation. The applicant will then need to attend an admission ceremony and take the relevant oaths/affirmations.

Applicants should not assume that because they have completed academic qualifications and practical legal training that they have a right to be admitted; admission to the legal profession forms part of the inherent jurisdiction of the Supreme Court. Once admitted, an applicant becomes an officer of the Court and holds a privileged position requiring utmost honesty and integrity.

Admission also does not entitle you to engage in legal practice, but it does mean you are able to apply for an Australian practicing certificate. An application for a practicing certificate in Queensland needs to be made after admission to the Queensland Law Society or the Bar Association of Queensland.

Relevant legislation

All applicants are to refer to the *Legal Profession Act (Qld) 2007*, the *Supreme Court (Admission) Rules 2004* (subordinate legislation) (Admission Rules), and the *Legal Profession Regulation 2007*. The Board accepts no responsibility for misinterpretation of the information in this kit; all applicants must follow the admission requirements outlined in the *Supreme Court (Admission) Rules 2004*.

Personal details

It is imperative that the name that appears on your Originating Application (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 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, 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 original documentation evidencing your name change, for example, a marriage certificate, decree nisi, change of name by deed poll, etc.

The only exception to the above requirement is 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 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 on your Originating Application (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 comes 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, please indicate this where applicable on your Form 7 so that this can be noted on your application.

Changes to the admission process

There are times when it is necessary to change our procedures due to external factors beyond our control, for example, the COVID-19 pandemic.

Prior to April 2020, applicants were required to serve original documentation in person on the Board as part of their admission application. This included providing an original sealed copy of the Form 1, original Form 4, Form 6, Form 7 and Form 8’s, as well as original academic transcripts, PLT certificates and documentation supporting suitability matters. These documents were sighted by the Board’s staff and returned to the applicant on the spot.

This guide has been updated to include the current requirements for service of admission applications as the Board is now only accepting applications by email.

Please note the Board is only accepting applications and/or documents relevant to applications by email. We are no longer accepting applications and/or documents by post or in person.

Please note all applications and/or documents must be sent to the Board as ‘pdf’ files. Avoid providing applications and/or documents in compressed (‘zipped’) files, or in links to, for example, Dropbox or Google drive.

Eligibility matters

Evidence of completion of an Australian law course

You are required to provide a **copy** of your LL.B/JD Certificate or Testamur. You are not required to provide the original, a certified copy or My eQuals link.

You should note that, if you are completing a dual degree, you need to have completed your entire qualification to be eligible for admission, not just the Bachelor of Laws component. If you have not yet attended a graduation ceremony for your law course, in lieu of a copy of your LL.B/JD, you need to provide a **copy** of a letter from your university advising that you have completed the academic requirements of your course and are eligible to graduate at a future graduation ceremony.

Please note if you have completed your LL.B/JD interstate (including Southern Cross University's Gold Coast campus), you have completed a 'corresponding academic qualification'. You will need to provide a **certified copy** of a letter from the admitting authority in the relevant state or territory to confirm that you have completed the Priestley 11 areas of knowledge, and your academic qualification is approved for the purpose of admission in that state or territory. **A letter from your university is not sufficient.**

You also need to provide a **certified copy** of your complete and official academic transcript. If you have received a digital copy of your academic transcript via My eQuals, you must download a copy to serve as part of your admission application (please see additional information below). Please double check the document you are providing with your application, as **you may need to contact your University to obtain your official academic transcript.**

The Board will not accept the Australian Higher Education Graduation Statement (AHEGS).

Applicants who fail to provide a complete official academic transcript by the 28 day deadline will result in a request from the Board to adjourn their admission application in order to comply with Rule 13(2)(k).

If you have completed any subjects cross-institutionally (and received advanced standing, credit or exemption for that study towards your degree), you also need to provide **certified copies** of the official transcript/s for this study from the relevant institution/s. In particular, this applies to subjects that form part of the Priestly 11 areas of knowledge for which you may have received advanced standing, credit or exemption towards your LL.B/JD.

In order to satisfy the sighting requirement, the Board accepts either:

- (1) a **certified copy** of your original academic transcript (certified by a JP, etc); OR
- (2) a digital copy of an academic transcript served as part of your application as well as a link to the document shared through My eQuals.

You can 'Share' your documents with the Board through My eQuals by sharing it with admissions@qls.com.au **for sighting only**. If you have added a security PIN, please forward this information by email.

Evidence of completion of Supervised Traineeship

The practical legal training prerequisite is the acquisition and demonstration of appropriate understanding and competence in each element of the Skills, Values and Practice Areas set out in Guideline 2 issued under Rule 9A of the Admission Rules.

In Queensland, this requirement may be satisfied by successfully completing a registered supervised traineeship at a law firm or under a supervisor (engaged in legal practice principally in Queensland) over a minimum of 12 months. To be admitted, you must have recently completed, or be very close to completing your supervised traineeship. You should note that your supervised traineeship must have been registered with the Board under Part 2A of the Admission Rules.

Throughout your traineeship, you will have kept a record or diary of the skills, values, and practice areas as well as the competencies you have completed as part of your traineeship. You will need this information in order to complete your Form 4 and Form 6, however you do not need to provide a copy of your traineeship diary to the Board.

In addition, as part of your traineeship, you will have completed 90 hours of approved programmed training including Ethics and Professional Responsibility with a practical legal training institution (such as the College of Law, Bond, Leo Cussen or QUT) in accordance with Rule 9O. You will be required to provide a copy of your certificate of completion of your approved programmed training with your admission application.

Evidence of sufficient knowledge of written and spoken English to engage in legal practice (REQUIRED OF ALL APPLICANTS)

As from 20 September 2023, applicants are required to demonstrate that they have sufficient knowledge of written and spoken English to engage in legal practice (see section 30(1)(d) of the *Legal Profession Act 2007*). In order to satisfy this eligibility requirement, the Statement of Eligibility and Suitability (Form 7) has been amended to include an addition part (part 5) addressing English language proficiency; all applicants are also required to complete and provide an English Language Proficiency Statement (Form 15).

All applicants must provide to the Board a **scanned copy of the original**, signed English Language Proficiency Statement (Form 15). The Form 15 must be completed and provided to the Board by the 28 day deadline with other relevant admission forms.

The purpose of the Form 15 is to detail your proficiency in written and spoken English. You should do this by choosing one of the six pathways detailed in the form depending on your situation. For more information about suitability matters, see the section 'English Language Proficiency'.

Your proficiency in written and spoken English should also be addressed in your Affidavit of Compliance.

International Law degrees/PLT courses

If you completed your Law degree in an international jurisdiction, you will need to provide:

- the **copy** of your transcript for your overseas law degree as well as a copy of your testamur;
- a **copy** of your outcome letter for your academic assessment completed by the Board;
- a **certified copy** of your transcript from an Australian university evidencing completion of any additional areas of knowledge as detailed in the assessment;
 - **NB** - if this study has been completed interstate, you will need to provide a letter from the admitting authority in the relevant jurisdiction confirming that you have completed subjects that satisfy the required areas of knowledge.
- where relevant, a **copy** of documents relevant to any PLT you have completed overseas;
- where relevant, a **copy** of your outcome letter for your PLT assessment completed by the Board;
- **certified copy** of your PLT certificate/letter of completion where you have undertaken a whole PLT program in Queensland (refer to the previous heading);
- in circumstances where you have only had to complete part of a PLT program in order to be eligible for admission, you will need to provide **certified copy** of a letter from the PLT provider confirming completion of the required PLT.
 - **NB** – if you have completed any of your additional academic study and/or PLT interstate, you will also need to provide a **certified copy** of a letter from the admitting authority in the relevant jurisdiction confirming that you have completed your additional academic and/or PLT study in an academic course and/or PLT course that is approved in the interstate jurisdiction.

If you are admitted overseas, you will also need to provide:

- **certified copies** of certificate/s of good standing from each foreign jurisdiction dated no more than 2 months old at the date of the hearing of your application for admission as a legal practitioner (if applicable); and
- **certified copies** of a criminal history/police check from each jurisdiction in which you have resided, dated no more than 6 months old at the date of the hearing of your application for admission as a legal practitioner (if applicable).

Suitability matters

Duty to disclose

In relation to applications for admission, and the ethical obligations on legal practitioners generally, there are many cases where, for example, disclosure of suitability matters has been raised. As an example, applicants should note the comments of the Supreme Court of Victoria in *Frugtniet v Board of Examiners* [2002] VSC 140 where His Honour Justice Pagone said:

“The requirement for admission to practice law that the applicant be a fit and proper person, means that the applicant must have the personal qualities of character which are necessary to discharge the important and grave responsibilities of being a barrister and solicitor. A legal practitioner, upon being admitted to practice, assumes duties to the courts, to fellow practitioners as well as to clients. At the heart of all of those duties is a commitment to honesty and, in those circumstances when it is required, to open candour and frankness, irrespective of self interest or embarrassment. The entire administration of justice in any community which is governed by law depends upon the honest working of legal practitioners who can be relied upon to meet high standards of honesty and ethical behaviour. It is the legal practitioner who is effectively the daily minister and executor in the administration of justice when advising clients, acting for clients, certifying documents, and making presentations to courts, governments, other professionals, and so on. The level and extent of trust placed in what legal practitioners say or do is necessarily high and the need for honesty is self evident and essential.”

You have a duty to make a full and frank disclosure in relation to any and all suitability matters. The Board considers that all matters should be disclosed regardless of whether or not an applicant considers a matter to be relevant to their suitability for admission. This allows the Board to properly make a decision as to whether you are currently of good fame and character, and a fit and proper person to be admitted to the Australian legal profession. You are required to provide this information to the Board initially in your Form 7, and then a second time in your Affidavit of Compliance which is filed the Court and forms part of your Court file.

Importantly, any matter which may reflect negatively on your honesty, respect for the law, or your ability to meet professional standards must be disclosed. You must peruse sections 9 and 11 of the *Legal Profession Act 2007* in respect of what constitutes a ‘suitability matter’. You must also read the Law Admissions Consultative Committee’s *Disclosure Guidelines for applicants for admission to the legal profession*. Importantly, suitability matters include, but are not limited to, traffic offences, academic misconduct or unsatisfactory academic conduct (of any type), regulatory offences, infringement notices, Centrelink overpayments, fare evasion, bankruptcy, and failure to vote etc.

It does not matter how old the suitability matter is, it must be disclosed.

All suitability matters are to be listed individually. For any traffic offences, you must provide a brief description of each offence. For any other suitability matter, you must provide a detailed description, setting out the facts and circumstances surrounding the matter in chronological order.

For every matter that you disclose, you are required to provide supporting documentation as evidence (see schedule A); you must exhaust every avenue to obtain this material. If a document proves impossible to obtain, you must detail the steps you have taken to obtain a document in both your Form 7 and Affidavit of Compliance.

If you submit a **traffic history**, it needs to cover your **entire licence history**, **not just the last five or 10 years**. You also need to peruse the document and obtain any other supporting documents where applicable including, but not limited to, a SPER Report, or Verdict and Judgement Record (VJR), etc.

You also have an ongoing obligation of disclosure to the Board whilst your application is in progress and up to your admission ceremony. If any suitability matter occurs after submitting your application, you must notify the Board as soon as possible. Please refer to the [LACC Disclosure Guidelines](#) for more information.

Centrelink overpayments

When disclosing Centrelink Overpayments, you need to provide a detailed description including, but not limited to, the following:

- Name of the benefit received;
- Total amount of the overpayment and Debt ID;
- If the overpayment has been repaid;
- Details of your understanding of your obligations towards Centrelink at the time the overpayment was accrued; and
- Details as to whether you complied with your obligations towards Centrelink at the time of receiving the benefit (this does not only refer to whether you repaid the debt to Centrelink).

You should note that it is not sufficient to only indicate that an overpayment has been repaid. While this is relevant and should be addressed, the focus is on how the overpayment came about and why.

You should also address your personal circumstances when you received Centrelink benefits to provide the Board with a full understanding of why you received the overpayment. If an applicant does not provide this information, you will be required to provide a supplementary Form 7 to include additional information, or you may be asked to adjourn your application to provide the required information.

Supporting documentation relating to Centrelink overpayments which should be attached to your application include, the relevant Account Payable letter AND Statement of Account showing the debt history (aka Statement of Debt). Alternatively, you **may** be able to provide a screenshot of your Debt History from your MyGov Centrelink portal in lieu of the Account Payable letter. You may need to submit an FOI request to obtain Centrelink supporting documentation. If you have requested your Centrelink overpayment be reviewed by Centrelink, you should provide a copy of the Internal Review outcome.

Capacity matters

If you are disclosing a capacity (mental health) matter, you will need to provide a detailed explanation in your Form 7 as well as providing a letter from your treating medical practitioner/s which includes the following information –

- Formal diagnosis;
- Date of diagnosis;
- Treatment for the condition, and whether you are compliant with treatment;
- Your insight into your condition;
- Your fitness for the rigours of legal practice;
- Current status of your condition.

If you would prefer, you can detail any capacity issues in a separate Form 7 (and separate affidavit, sworn but not filed). If you choose to do this, you will only be required to file the separate affidavit in the Court if requested by the Board.

Consequence of failure to disclose

Failure to disclose a suitability matter, or attempting to mislead the Board, can have catastrophic consequences. If the information you have provided in your disclosure statement (Form 7) is found to indicate lack of candor or is false, misleading, or incomplete, you may be refused admission. You may also be refused admission in circumstances where you have failed to disclose a suitability matter. Where the Board has already issued a Certificate of Recommendation (Form 22) in respect of your admission, the certificate may be revoked. If you have already been admitted, you could be subject to disciplinary action by the Legal Services Commission which may result in your name being struck from the Roll of Lawyers.

You will also be swearing/attesting to any suitability matter as part of your Affidavit of Compliance. You should be aware that making false statements in an affidavit can have serious consequences including, for example, being charged with perjury.

Nothing to disclose?

After you have read the LACC guidelines, and the relevant sections of the 2007 Act, if you have determined that you do not have any matters to disclose, presently, you do not need to provide any supporting documents in respect of your suitability.

The Application Process

YOU MUST RETAIN A COPY OF ALL DOCUMENTS FILED IN THE REGISTRY OR 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.

Application is made for admission as a **LAWYER** – NOT as a solicitor, barrister, or legal practitioner under section 34 of the 2007 Act which takes into consideration matters of eligibility (s 30) and suitability (ss 31 and 9).

All relevant forms can be downloaded from the [QLS website](#).

NOTE – You are not required to provide certified copies of your Form 1, Form 9, Form 7, Form 8s or your testamur (LL.B). However, any documents created by you or someone supporting your application (Form 1, Form 9, Form 7 and Form 8s) must be personally signed (i.e. with a ‘wet ink’ signature, not digitally signed).

NOTE – Please provide each document as a separate attachment in a ‘pdf’ file format (preferably in one email). It is not appropriate to provide documents to the Board in image file format or in a piecemeal basis.

Originating Application (Form 1)

1. Prepare an Originating Application for Admission (Form 1).
2. File the ORIGINAL Originating Application at the Supreme Court Registry. You must take with you an **original and at least one copy**; the original will be retained by the Registry and one copy is to be retained by you.
3. 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*.
4. When your application has been filed, the Registry will stamp the original and retain it for your Court file as well as stamping the copy to be retained by you. You must scan the sealed document and **serve a copy on the Board**.
5. When preparing your Form 1, please remember the following:
 - Include your FULL NAME, which is the name that will appear on your admission certificate and on the Roll of Lawyers.
 - Fill in the sections 'Place', 'On' (the admission date), and 'Filed in';
 - Include your address for service on both pages of your originating application (in the footer on page 1 and 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.

NB – On page 1 of the Form 1, there are some details the Registry staff will include when you attend to filing your Form 1, including the sections 'Number' (Court file number), 'Registry on' and 'Registrar'.

NB – 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 in 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 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, so this section can usually be left blank.

NB – Your address for service refers to the address in which documents the Registry or the Board may require to serve on you.

Statement of Eligibility and Suitability (Form 7)

All applicants must provide to the Board a **scanned copy of the original**, signed Statement of Eligibility and Suitability (Form 7). The purpose of the Form 7 is to outline your eligibility and suitability for admission. It is helpful to think of the Form 7 as a 'draft affidavit' as you need to ensure you have disclosed fulsome information of all matters relating to your eligibility and suitability within this form. For more information about suitability matters, see the section 'Duty to disclose'.

The reason the Form 7 is completed and served on the Board by the 28 day deadline is to allow the Board's staff time to review your disclosure to ensure you have included sufficient information regarding your suitability matters. If you have not provided sufficient information in your initial Form 7, you will be asked to complete a supplementary Form 7. If you do not provide sufficient information in your Form 7, and subsequently file an insufficient Affidavit of Compliance with the same information, you will then need to file a Supplementary Affidavit.

You must provide full and frank disclosure of any suitability matters at first instance in your Form 7 along with ALL relevant supporting documentation – The Affidavit of Compliance should not contain any additional information or documentation relevant to suitability matters.

With your Form 7, you will need to provide:

- a **certified copy** of your official academic transcript (the Board does not accept the AHEGS);
- a **copy** of your LL.B/JD (or equivalent);
- a **certified copy** of your PLT certificate or letter of completion (or equivalent);
- a **copy** of your letter from the admitting authority (if applicable);
- **certified copies** of any documents relation to change of name/aka names (if applicable); and
- **certified copies** of any documents relating to suitability matters where relevant:
 - **digital originals**, e.g. a downloaded traffic history or documentation received by email, may be provided to the Board without the need for certification – please address digital originals in your Form 7 and Affidavit.

Please attach each document separately for the Board's review (not in a bundle).

You need to ensure you have ticked **both boxes** on page 5 of the Form 7 relating to your suitability and give the Board authority to contact your university in relation to academic misconduct. If you do have suitability matters to disclose, you may strikethrough the last sentence of the first paragraph which reads '*I 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*'. Please do not delete any part of the form.

Supplementary documents

Occasionally, a representative from the Board may contact you and ask you to provide additional information and/or amended documents. These documents may include amended Forms or additional supporting documents for your suitability matters.

Failure to provide these 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 same Form 7 that you originally completed, but with the additional information requested. **Please do not serve the same documents, or your entire application again; only the documents which have been requested.**

Form 6 (Response Statement)

An original Form 6 is to be completed by the principal of the law practice or person in charge of the law office in which you completed your traineeship in accordance with Rule 9K.

The Form needs to capture all the information about your traineeship, including when and where your traineeship took place, the skills, values, and practice areas you have completed within each section of a firm, and the competencies you have completed during your traineeship. The Form must also detail all of your suitability matters, which would have been disclosed in your Form 2 when your traineeship was registered as well as any suitability matters outlined in your Form 7. By signing this Form, the principal or person in charge of the law office where you completed your traineeship is stating that they are aware of your suitability matters and that, irrespective, they consider you a fit and proper person for admission.

Form 4 (Supervisor's Statement/s)

An original Form 4 is to be completed by each person (eligible to be a supervisor) who has supervised you during your traineeship under Rule 9M.

Most trainees will have more than one supervisor. The Form identifies the supervisor, how long they have been practicing for, and details your understanding and competence in certain skills values and practice areas while under their supervision, either fully, partially, or not satisfied. Where you have more than one supervisor during the course of your traineeship, you need to provide a Form 4 from each of the legal practitioners who have supervised you during your traineeship.

90 hours Certificate/Supplementary Training

As part of your traineeship, you will also have completed 90 hours of approved programmed training including Ethics and Professional Responsibility with a practical legal training institution (such as the College of Law, Bond or QUT). You are required to provide a certified copy of your certificate of completion of approved programmed training with your application.

English Language Proficiency Statement (Form 15)

All applicants are to choose one Pathway (from the six Pathways available) to demonstrate their proficiency in written and spoken English to engage in legal practice. The available Pathways are:

- Pathway 1 – English is your Primary Language;
- Pathway 2 – English is not your Primary Language;
- Pathway 3 – you have undertaken the IELTS (Academic module) in the last two years and attained minimum scores for each component;
- Pathway 4 - you have undertaken the TOEFL iBT in the last two years and attained minimum scores for each component;
- Pathway 5 – you have undertaken either IELTS (Academic module) or TOEFL iBT, but not attained the minimum scores, and have completed additional requirements outlined in part (c) of Pathway 5; or
- Pathway 6 – you wish to make a submission the Board to exercise its discretion to be satisfied about your knowledge of written and spoken English.

Additional information in relation to the relevant English Language Proficiency requirements are included on the QLS website. With your Form 15, depending on which Pathway you choose, you will need to provide some or all of the following:

- a statement on relevant secondary school's official letterhead duly executed by an officer of the school setting out the details of your secondary education, and when your secondary education took place;
- your official transcript setting out your results obtained in your tertiary legal qualification;
- evidence from a third party confirming that you were resident in a *recognised country (or Malaysia or Singapore) throughout your secondary education and tertiary legal qualification and that, in each case, you were taught and assessed solely in English;
- two letters from employers or supervisors on official letterhead setting out the dates, roles and responsibilities of your employment, and how you demonstrated your knowledge of written and spoken English during your employment;
- a statutory declaration setting out the detailed circumstances on which you wish to rely.

An applicant is required to provide their Form 15 Statement by the 28 day deadline to allow the Board's staff time to review the statement. Applicants are also to address their English Language Proficiency in their Affidavit and provide any relevant documentation as exhibits to their Affidavit.

Notice of Intention to Apply (Form 9)

All applicants are required to prepare a Form 9 Notice of Intention to Apply for Admission. 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 needs to adequately identify you, which is why you need to 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 details of your law degree and PLT program.

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 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 other reputable profession, i.e. medical, education etc.), as well as making reference to your PLT program. For example, after '*being*' you may put '*a law clerk or supervised trainee 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, or simply put '*formerly a student of the Graduate Diploma of Legal Practice at XYZ University*'.

Please note that a supervised traineeship is a 12 month program completed at a law firm and registered with the Board. You need to ensure that you do not use the term '*Trainee Lawyer/Solicitor*' or '*Graduate Lawyer/Solicitor*' as these are incorrect and can be construed as misleading. It is also highly unlikely that you will have worked as an articled clerk; you may have worked as a law clerk or paralegal, but not 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. For example, the correct objection date for an admission on Tuesday, 20 October 2020 would be 9 October 2020, not 10 October 2020, as 10 October 2020 was a Saturday. The correct objection date for the admission sitting on Wednesday, 12 April 2021 would be 1 April 2021, not 2 April 2021, as 2 April 2021 was Good Friday.

The **original** Form 9 is to be displayed on the notice board in the Supreme Court Registry by the 28 day deadline. To display the Form 9, you first need to have it stamped by the Supreme Court Registry staff, and then you need to place it in the folder attached (chained) to the Supreme Court noticeboard. A **copy** of your stamped Form 9 is also to be provided to the Board with your originating application (Form 1) and other documents by the 28 day deadline.

A **copy** of your Form 9 must be advertised in the Queensland Law Reporter **14 to 28 days prior** to your admission sitting. For more information about this requirement, please see the section titled 'Advertising' (below).

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

NB - Regional applicants are required to display their original Form 9 the Supreme Court Registry of the relevant Court complex (Rockhampton, Townsville or Cairns) **and** a copy of their Form 9 in the Brisbane Supreme Court Registry by the 28 day deadline. Please note that again, the Form 9 needs to be stamped by the Registry prior to it being displayed on the noticeboard and provided to the Board.

Advertising in the QLR

You must advertise your Form 9 Notice in the Queensland Law Reporter (QLR), between 14 and 28 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 have your advertisement to the ICLR on the **previous Friday**, instead of the Monday.

To advertise in the QLR, please follow the instructions on their [website](#).

All applicants must comply with advertising requirements. 'At least 14 days' means up to and including the 14th day. 'Days' refers to calendar days, not business days.

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.

There is no longer a requirement to advertise in The Courier Mail.

The Board and the Court are extremely strict in relation to the advertising guidelines. Your advertisement must be published sometime in the period that is 14 to 28 days prior to admission to ensure any member of the 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 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 any details are correct.

If you miss the advertising deadline, it is highly likely you will be asked to adjourn to the next sitting in order to comply with Rule 12, unless you have truly exceptional circumstances which prevented you from advertising.

Certificate of Suitability (Form 8)

All applicants must provide a **scanned copy of three individual** Form 8 certificates to the Board. These are effectively references and must be personally signed (with a 'wet ink' signature) by the referee. You should ensure you obtain each original signed Form 8 for your records. **The Board will not accept a digital signature.** The purpose of the Form 8 is to provide further assurance to the Board that you are of good fame and character and a fit and proper person to be admitted.

When preparing your Form 8's, please remember that your references must be from persons who are not near relatives, but who have personally known you for at least 2 years. If you are unsure whether your referee may be a 'near relative', it is advisable to obtain a Form 8 from a different referee.

If possible, one Certificate should be from either –

- a Registrar or similar officer of an academic or practical legal training institution attended by you; or
- a local Legal Practitioner; or
- a Justice of the Peace, or Commissioner for Declarations.

If you are unable to obtain a Certificate from one of the above, it will not adversely affect your admission.

All persons signing a Form 8 must state that they are aware of all your suitability matters, list all the suitability matters disclosed by you, and indicate that, irrespective of your suitability matters, they consider you to be a fit and proper person for admission. The description of your suitability matters on your Form 8s does not need to be as detailed as your Form 7 however, **each matter must be itemised individually**. For example, if you have three traffic offences and two Centrelink overpayments, the Form 8 referee may state at the minimum '2 speeding fines, 1 fail to stop fine – all paid in full' and '2 Centrelink overpayments which have been repaid in full'.

NB - You are required to provide a Form 8 from three individual people; not three Form 8s from one person.

Please double check the details included in your Form 8 certificates and retain copies of the certificates for your records.

Affidavit of Compliance

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 to seek independent legal advice.

Your Affidavit of Compliance should not contain any additional information or documentation – you need to disclose and explain all suitability matters in your Form 7 first along with all supporting documentation, and then provide the same information in your affidavit of compliance (which is a sworn/affirmed document filed in Court). 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).

Prepare your affidavit of compliance noting as follows:

- 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](#);
- the header of all Court documents MUST be the header you used on your Form 1 Originating Application to replace the template header; and
- **your affidavit must address fulsome details** regarding:
 - all matters of eligibility (completion of academic qualifications and practical legal training);
 - all suitability matters (including each suitability matter as disclosed in detail in your Form 7); and
 - 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);
- all documents relating to suitability matters as lodged with your Form 7;
- 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 Supervisor's Statement/s (Form 4);
- a copy of your Response Statement (Form 6);
- 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

Please note 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 – at this stage, you have completed 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. 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 will stamp and retain your original affidavit. The copy of your affidavit of compliance will also be stamped at the time of filing. A sealed copy then needs to be served on the Board via email.

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 not appropriate to serve your affidavit attaching each exhibit separately; it is not for the Board to put your affidavit together for your file.

Your affidavit of compliance is required to be filed at the Registry and served on the Board at least 14 days prior to admission (preferably in one attachment). If you are unable to email your affidavit as one attachment, you can split into parts (say two to three parts), and scan each part separately. However, please do not split your exhibits into separate exhibits.

Apart from your Form 1 (Originating Application), 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 to the Court. Any other documents you have provided to the Board (e.g. your Form 7 and Form 8's) **are not on the Court file**; 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 included the necessary exhibits.

You need to ensure that all of these matters are addressed within 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.

Supplementary Affidavit

If your affidavit does not include all necessary information or documentation, a representative from the Board will contact you and ask you to provide a supplementary affidavit. A supplementary affidavit should not include all information and exhibits within 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 requested information.

Payment of the Board's fee for consideration of your application

Applicants will receive an email from no-reply@bpoint.com.au approximately 5 business days after the 28 day deadline for provision of applications to the Board 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.

If you have previously paid the Board's fee, you are not required to exhibit a copy to your affidavit of compliance as we have a copy of your receipt saved in your file.

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 their affidavit.

Adjournment of an application

If your application is not in order, for example, you may be unable to obtain supporting documents for your suitability matters within the time frames stipulated, or you fail to comply with the Admission Rules etc., you may need to adjourn your application to a later date. In these circumstances, you should adjourn your application on the papers (please see below).

The filing fee that you paid to the Registry is preserved - i.e. you will not need to pay this again when you proceed with your application. If you have already paid the Board's fee, this will also be preserved. If you have already advertised in the Queensland Law Reporter, unfortunately you will need to re-advertise.

Adjourning your application is not looked upon negatively by either the Board or the Court. It may be necessary to adjourn in order to comply with the requirement of the *Supreme Court (Admission) Rules 2004*.

Consent to adjourn

If you do wish to adjourn your application, you will need to email admissions@qls.com.au advising that you wish to adjourn your application on the papers. A Board representative will email you a Consent to Adjourn form and instructions on how to proceed with your application. It is very important that you follow the instructions given to you very carefully, as failure to comply with the instructions may result in you having to adjourn your application again.

Board's Certificate of Recommendation (Form 22)

After considering your application, the Board will, where appropriate, issue a certificate of recommendation two business days prior to the admission ceremony. Your original certificate will be filed in the Supreme Court on your behalf. A copy of your certificate will be emailed to you for your records.

Unless you hear from the Board in the week before the admission ceremony, you can assume that you have received a clear certificate of recommendation. You only require a copy for your records. You do not need to bring the certificate with you to the admission ceremony.

Qualified Certificate of Recommendation (Form 22)

If you receive a qualified certificate of recommendation, you will be contacted by a Board representative advising you that the Board has issued a recommendation, which includes a condition that you must, for example, disclose some or all of your suitability matters to the Court. In these circumstances, this will require your mover to prepare written submissions to the Court on your behalf. The Board's staff are unable to assist you or your mover with the preparation of these submissions. If you are unsure how submissions are to be drafted, we suggest contacting a solicitor who is experienced in Court appearances or a barrister.

Admission ceremonies

After receiving your certificate of recommendation, you need to check the Daily Law List on the Supreme Court website for the time when your application will be heard. The Daily Law List is published by the Registry after close of business on the business day prior to your admission sitting. **The Board's staff do not know admission session times until they are released on the Daily Law List.**

The order in which you are placed on the admission list is determined by your overall course GPA. There are some universities who do not publish an overall course GPA on their transcripts. Students graduating from these institutions will have their GPA calculated based on their results for the Priestley 11 subjects only. Students who graduate from Bond University will also have their GPA converted to the 7 point grading scale.

Admission ceremonies are held in the Banco Court, Level 3, Supreme Court Complex, 415 George Street Brisbane. You and your mover need to arrive approximately 30 minutes before your session commences. All relatives and friends are welcome to attend the ceremony. Within each session, your application will be heard according to your mover's seniority, i.e. movers who are Queens Counsel or Senior Counsel are heard first, followed by barristers and then solicitors.

At the ceremony, the Registrar of the Court will direct you (and your mover) and brief you on what to expect. After all applicants are admitted, the Registrar will guide you to take the oath or affirmation of allegiance and the oath or affirmation of office which all applicants take as a group (Rule 17). At the end of the ceremony, you will be asked to leave the Court to sign the Roll of Lawyers (Rule 19).

Movers

Please note s24A of the *Legal Profession Act 2007* (Qld) details who can be a 'mover'.

It is not a matter for the Board to determine whether a practitioner can be your mover; it is a matter for you and your prospective mover to ascertain whether they have standing to move your admission upon review of the relevant provision of legislation.

All enquiries about the mover nomination form should be directed to the Supreme Court Registry.

Mover's script

The Mover's text is as follows:

'If this Honourable Court pleases, I apply for the admission of (Ms/Miss/Mrs/Mr/Mx/Dr) (*name of applicant*) as a legal practitioner. Ms/Miss/Mrs/Mr/Mx/Dr (*surname*) holds the degree of (*name of degree/s*) from the (*name of university*); has completed the required practical legal training at (*name of university/institution*); has complied in all respects with the rules relating to admission and holds the recommendation of the Board.'

NB – It is permissible for a mover to mention if the mover has a family relationship with the applicant, but movers should not refer to the applicant in a personal way, such as 'my dear friend'. In circumstances where the applicant is or has been a Judge's Associate, reference to the relevant Judge is appropriate. The mover may also mention high academic achievement, for example, graduated with first class honours. Aside from these guidelines, it is preferable that movers recite the mover's text only.

NB - There is a slight adjustment to this script for applicants who are issued with a qualified certificate of recommendation.

Checklists

At least 28 days before admission

Form 1 – Originating Application

- Original** to be filed in the Supreme Court Registry
- Payment of filing fee to the Supreme Court Registry
- Sealed Copy** to be served on the Board
- Copy** to be retained for your records

Form 9 – Notice of Intention to Apply

- Original** to be displayed in the Brisbane Supreme Court Registry (and if regional, also in the Courts complex where you are to be admitted)
- Stamped** to be served on the Board
- Copy** to be retained for your records

Form 7 – Statement of Eligibility and Suitability

- Scanned copy of the original** to be served on the Board
- Supporting documents including LL.B/JD (**copy**), academic transcript (**certified copy OR copy and link to My eEquals**), and PLT certificate (**certified copy OR copy and link to My eEquals**)
- Certified copies** of supporting documents relating to suitability matters, if applicable
- Original** to be retained for your records

Form 15 – English Language Proficiency Statement

- statement on relevant secondary school's official letterhead duly executed by an officer of the school setting out the details of your secondary education, and when your secondary education took place;
- official transcript setting out your results obtained in your tertiary legal qualification;
- evidence from a third party confirming that you were resident in a *recognised country (or Malaysia or Singapore) throughout your secondary education and tertiary legal qualification and that, in each case, you were taught and assessed solely in English;
- two letters from employers or supervisors on official letterhead setting out the dates, roles and responsibilities of your employment, and how you demonstrated your knowledge of written and spoken English during your employment;
- a statutory declaration setting out the detailed circumstances on which you wish to rely

Form 4 – Supervisor's Statement

- Scanned copy of the original** to be served on the Board
- Original** to be retained for your records

Form 6 – Response Statement

- Scanned copy of the original** to be served on the Board
- Original** to be retained for your records

Form 8 – Certificate of Suitability

- Scanned copies of the originals** to be served on the Board
- Originals** to be retained for your records

YOU MUST RETAIN A COPY OF ALL DOCUMENTS FOR YOUR RECORDS.

THE BOARD IS UNABLE TO PROVIDE YOU WITH COPY OF YOUR DOCUMENTS SHOULD YOU FAIL TO KEEP A COPY FOR YOUR RECORDS.

At least 14 days before admission

Affidavit of Compliance

- Original** filed in the Supreme Court Registry
- Sealed Copy** served on the Board
- Copy** to be retained for your records
- Payment of the Board's fee** for consideration of your application – debit/credit card, cheque, or Money Order

Two days before admission

Certificate of Recommendation (Form 22) issued by the Board

- A **copy to be emailed** to you for your records

The day before admission

- Check the [Daily Law List](#) to see when you are required to be at Court

The day of admission

- You and your mover should arrive at least 30 minutes prior to your session

Schedule A – Suggested supporting documents relevant to suitability matters

The following is a list of documents suggested to be provided evidencing suitability matters. Where relevant, details of documents that **must** be included are provided:

Suitability matter	Suggested documents
Traffic offences	<p>Traffic history (from Queensland and/or interstate) SPER statement of account, where applicable Verdict and Judgement record or Court outcome from relevant Court</p> <p>Please note:</p> <p>If you submit a traffic history, it needs to cover your <u>entire</u> licence history, not just the last five or 10 years. You also need to peruse the document and obtain any other supporting documents where applicable, including but not limited to SPER reports, Verdict and Judgement Records, and Court Outcomes.</p>
Academic misconduct	<p>Your item of assessment The items of assessment, or journal article, study notes, etc that were copied/plagiarised from, for example, MUST be provided Official Outcome letter from relevant institution Email correspondence with relevant institution</p>
Criminal matters	<p>QP9 or relevant document from interstate (Court brief) Verdict and Judgment record or Court outcome from relevant Court For indictable offences in which you were sentenced, the Court’s sentencing remarks MUST be provided Personal Criminal History (not a police check)</p>
Centrelink overpayment	<p>Statement of account (often referred to as Statement of Debt) Account payable (or, if unable to obtain an account payable, my Gov screenshot showing debt particulars/information) If you have requested a Centrelink review, the internal review outcome</p> <p>Please note:</p> <p>Disclosure of Centrelink overpayments requires you need to provide a detailed description including, but not limited to, the following:</p> <ul style="list-style-type: none"> • Name of the benefit received; • Total amount of the overpayment and Debt ID; • If the overpayment has been repaid; • Details of your understanding of your obligations towards Centrelink at the time the overpayment was accrued; and • Details as to whether you complied with your obligations towards Centrelink at the time of receiving the benefit (this does not only refer to whether you repaid the debt to Centrelink). <p>You should note that it is not sufficient to only indicate that an overpayment has been repaid. While this is relevant and should be addressed, the focus is on how the overpayment came about and why. You</p>

	should also address your personal circumstances when you received the Centrelink benefits to provide the Board with a full understanding of why you received the overpayment.
Capacity (mental health issues)	Report from your psychiatrist, psychologist or general medical practitioner detailing your mental health issue, if you are taking medication and/or attending counselling, if you are compliant with treatment, if you have insight into your condition, how long you have been experiencing your condition, etc. MUST be provided
Toll evasion	Documents from Linkt or Etoll, etc. SPER statement of account
Failure to vote	Letter from Electoral Commission (State or Federal)
Failure to lodge, or late lodgement of, tax returns	Letter from your accountant Notice assessment from ATO showing transaction history Statement of account from myGov
Bankruptcy	Letter from relevant trustee in bankruptcy from AFSA confirming discharge and compliance with conditions of bankruptcy Part IX debt agreement Part XI debt agreement
Disciplinary proceedings in another profession or area of employment	Complaint lodged with relevant authority Decision and/or reasons for decision from relevant authority (including details of how any investigation proceeded)
Protection or domestic violence order	Copy of the application for the protection or DVO MUST be provided Temporary protection order Final protection order

Schedule B - FAQs

What is my employment changes during the admission process, i.e. between the 28 day deadline for an application be filed and when my admission day occurs?

You should complete your Form 9 to be current as at the date that you sign it, regardless of whether your employment changes after that time and before your application is heard.

If I need to provide documents from SPER, what is required?

You need to call or email SPER and advise them that your request is urgent and ask that they issue any relevant documents to you by email. You should receive the document within 48 hours. The document you need to obtain is a SPER 'Statement of Account All Debts', as illustrated below:



Statement of Account All Debts
State Penalties Enforcement Act 1999

How do I file my Form 1 and display my Form 9 in the Supreme Court Registry if I am unable to attend in person?

You may engage a town agent to file your Form 1 and display your Form 9. Alternatively, you may send your Form 1 and Form 9 to the Supreme Court Registry by post with a polite letter asked the Registry to file your Form 1 and display your Form 9 on your behalf. Please note that if you send your documents to the Registry by post, you will need to allow time for any delays for your documents to arrive at the Court and be received in the Registry.

Do I need to provide a complete transcript of my academic qualifications that make me eligible for admission?

Yes, you need to provide a COMPLETE, OFFICIAL transcript of your academic qualifications and your PLT certificate at least 28 days prior to the relevant admission sitting to which you are applying. We strongly recommend that you obtain a copy of your complete, official academic transcript BEFORE you apply for admission.

When do I need to provide certified copies of documents, and is it acceptable for third parties, such as my PLT provider, to provide documents to the Board on my behalf.

You need to provide certified copies of documents are set out in this information kit (see page 12) and in particular as detailed in the checklist above (see page 21). Please note that you **must** provide all of your documents to the Board; any documents the Board may receive from third parties are for the Board's sighting purposes only. If a third party provides a document to the Board, this does not alleviate the need for you to provide your documents to the Board.

Which documents need to be filed in Court?

The only documents that need to be filed in the Court are your originating application (28 days prior to the sitting) and your affidavit of compliance (14 days prior to the sitting). You also need to provide your Form 9 to the Supreme Court Registry for stamping prior to you displaying the Form 9 on the Supreme Court noticeboard (28 days prior to the sitting).

I got a speeding ticket 5 years ago. I paid it in full and got my points back. Do I still have to disclose this?

Yes. Even if the fine was paid in full, and you got all your points back, you still need to disclose this as part of your Form 7. You will also need to provide a Traffic History. Your QLD Traffic History can be obtained through the Queensland Government website [here](#). Your traffic history must be a FULL history, i.e. not limited to a period of only 5 to 10 years. If a fine was referred to SPER, you will also need to provide a SPER Report.

I have a current debt with Centrelink/SPER/ATO. Does this need to be paid off, in full, before admission?

Preferably, yes. If you have a current outstanding debt with Centrelink, SPER, ATO, etc., it is preferable that this debt be paid in full before admission. The Board will require evidence that this debt has been paid in the form of a Statement of Account (Centrelink debt), SPER Report (SPER debt) or a letter (ATO debt).

I had to appear at the Magistrate’s Court for an offence. There was no conviction recorded. What do I need to provide?

In addition to other supporting documentation (such as a Traffic History, Police Fine, etc.) you will need to request a Verdict and Judgement Record (VJR) from the Court in which the matter was heard, i.e. where you appeared to answer to the offence.

I studied overseas for a semester. What do I need to provide?

In the past, you had to provide a copy of your overseas transcript for sighting by the Board. This is no longer a requirement.

I started my law degree at one university and then transferred to another university. The second university gave me advanced standing for selected subjects. What do I need to provide?

You need to provide a copy of your official academic transcripts from both universities only if the subjects are relevant to the Priestley 11 and ensure you satisfy the sighting requirement appropriately.

What if I’m late serving my documents?

Your Form 1 (filed at the Registry), Form 9, Form 7 (including supporting documents, if applicable), Form 8’s, Original Academic Transcript, Copy of your LLB/JD, and Original PLT Certificate need to be served on the Board no later than 28 days before admission. If you do not have your documents submitted by this date, you may have to adjourn. Alternatively, but only in **truly extenuating circumstances**, you can request an extension to provide your material late.

One of my Form 8 referees lives interstate. Can they forward a scanned copy of the Form 8?

Yes. However, you must ensure the form is personally signed (aka a ‘wet ink’ signature). You must arrange to obtain the original Form 8’s for your records.

Can I post documents to the Board?

No, the Board is accepting service of documents via email.

If you are a regional applicant, and are applying for admission in Brisbane, you may post your documents (including your Form 1 and Form 9) to the Supreme Court Registry in Brisbane, with a pre-paid, pre-addressed envelope, and a cover letter kindly requesting that the Registry file your Form 1 and forward a filed copy to the Board (in the envelope provided) and for your Form 9 to be displayed on the noticeboard. You may also be able to follow this process with your affidavit of compliance however, please be very aware of deadlines and keep copies of all documents in case they are lost.

If you are a regional applicant, you will need to post a copy of your Form 9 to the Supreme Court Registry in Brisbane, with a cover letter kindly requesting that they display your Form 9.

I want to be admitted in the same session as my friends/colleagues. Is this possible?

The order in which the applications are heard is determined first by your GPA and then by the seniority of your mover. You cannot choose your session.

The December admission has two days for admission. Can I pick which day I'm admitted?

No. The order in which the applications are heard is determined first by your GPA, and then by the seniority of your mover. You cannot choose your session, or day, in December.

I haven't received an email or phone call. Is everything ok with my application?

If you do not hear from a representative of the Board, you can assume your application is complete and in order. Ensure that you regularly check your email inbox in case any extra documentation has been requested, as this is the most common way that we will contact an applicant.

What is a certified document?

A 'certified' copy is a copy (often a photocopy) of a primary document that includes on it an endorsement that it is 'a true and correct copy' of the primary document. It does not certify that the primary document is genuine or that the content of the document is correct; it only certifies that the copy is a true and correct copy of the primary document. To have a document certified you will need to:

- (1) Make a copy of the original document;
- (2) Take the original document and your copy of the document to the certifier (**solicitor, barrister, justice of the peace or commission for declarations ONLY**; NOT a pharmacist or police officer);
- (3) The certifier will check that your copy is the same as the original;
- (4) On a single-page document, the certifier will write or stamp, 'This is a certified true copy of the original as sighted by me';
- (5) On documents with more than 1 page, the certifier will write or stamp 'I certify this and the following [number of pages] pages to be a true copy of the original as sighted by me' on the first page, and initial and number the subsequent pages;
- (6) The certifier will also write or stamp on the copy their full name, occupation, the date, and sign the copy.