

## **Important Changes to the Admissions Process – effective from 20 April 2020**

**Updated 11 January 2022**

Dear applicants,

**Please read this document IN FULL and in conjunction with the admission kit on the QLS website.**

Due to the current government recommendations regarding physical distancing, the Legal Practitioners Admissions Board will continue to only accept service of documents electronically, i.e. by email, **for the foreseeable future**. We will not be accepting service by post or in person until further notice.

Please ensure all documents are sent as PDF files. All applicants are asked to please avoid sending applications in compressed ('zipped') folders, or in links to dropbox or google drive type services.

All requirements of the *Supreme Court (Admission) Rules 2004* remain the same and **MUST** be complied with.

### **Documents required to be submitted at least 28 days prior to any sitting**

- Documents will need to be sent by email and **received by 5pm on the 28 day deadline.**
- Please provide all of your documents in one email, where possible.
- The list of documents required to be submitted by the 28 day deadline are as follows
  - A scanned copy of your filed (stamped) Form 1;
  - A scanned copy of your Form 9;
  - A scanned copy of your Form 7;
  - A scanned copy of your three Form 8s; and
  - A scanned copy of supporting documents relating to your suitability and eligibility.

**You do not need to provide certified copies of your Form 1, Form 9, Form 7, Form 8s or your testamur. However, all Forms must be personally signed. Please see the section below 'Signatures on documents'.**

### **Documents relating to suitability matters:**

- Hard copy original documents will need to be certified, then scanned and emailed to the Board.
- Digital originals, e.g. a downloaded traffic history, may be saved and emailed directly to the Board without the need for certification.

### **Academic Transcripts:**

- You have two options when providing your academic transcript:
  - 1) provide a certified copy of your official academic transcript ensuring that **all pages** are certified; or
  - 2) provide a scanned copy of your academic transcript and, through My eEquals, share your academic transcript with the Board so that the digital original can be viewed to verify its authenticity.
- Please note the following
  - In circumstances where you have been granted advanced standing or credit for subjects, you will also need to scan and email a certified copy of your official academic transcript in respect of those subjects for which advanced standing or credit was granted.
  - If your university uses My eEquals, you will need to log in and share the link to your transcript with us. Please share your **official transcript (NOT your AHEGS)** with [admissions@qls.com.au](mailto:admissions@qls.com.au). If you have selected to add a password to your My eEquals link, please send this in a separate email. **Please do not copy and paste the link to your transcript into an email.**

### **PLT Certificates:**

- You have two options when providing your PLT certificate:

- 1) provide a certified copy of your PLT certificate; or
- 2) share your PLT completion certification via the My eQuals platform with [admissions@qls.com.au](mailto:admissions@qls.com.au) so that we can verify its authenticity.

### **Affidavit of Compliance and payment due at least 14 days prior to any sitting**

- You still need to provide to the Board a sworn and filed copy of your affidavit of compliance.
- Once your affidavit has been sworn and filed, you will need to send a scanned, sealed copy to [admissions@qls.com.au](mailto:admissions@qls.com.au) by 5pm on the 14 day deadline (preferably as one attachment). You are required to send the entire document, including all exhibits.
- Payment is also required by 5pm on the 14 day deadline. Payment can be made by credit card over the phone on specific days (these will be advertised on the Admission Sittings page on the QLS website).

### **Certificates of Recommendation**

If you receive a clear certificate of recommendation, a copy will be emailed to you 1 to 2 business days prior to the admission sittings. We will attend to filing the original in the Court on your behalf. If you receive a qualified certificate of recommendation, or if the Board has requested that you adjourn your application, a representative from the Board will contact you approximately 3 to 4 business days before the admission sittings to advise you of your next steps. You will also receive a copy of any certificate or correspondence from the Board by email, and we will attend to filing the original in the Court on your behalf.

### **Admission Ceremonies**

On 8 June 2020, the Chief Justice released an [Amended Practice Direction 9 of 2020](#) indicating that, subject to any adverse change in public health conditions, admission ceremonies in Brisbane will resume on 27 July 2020. All applicants must comply with the Amended PD 9 of 2020. For more information regarding the Admission Ceremonies, including any changes for 2022, please contact the relevant Supreme Court Registry.

### **What is a certified copy?**

Applicants should note that a 'certified copy' is a copy (often a photocopy) of a primary document that includes on it an endorsement that it is a true copy of the primary document. It does not certify that the primary document is genuine, only that the copy is a true copy of the primary document.

#### To have a document certified you will need to:

- Make a copy of the original document.
- Take the original document and your copy of the document to the certifier (**solicitor, barrister, justice of the peace or commission for declarations ONLY**. Do not have your document certified by a pharmacist or police officer).
- The certifier will check that your copy is the same as the original.
- On a single-page document, the certifier will write or stamp, '*This is a certified true copy of the original as sighted by me*'.
- 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.
- The certifier must also write or stamp on the copy their full name, occupation and the date, and sign the copy.

### **Signatures on documents**

All documents submitted to the Board need to be personally signed (also known as a "wet ink" signature). Please do not submit documents which have been electronically signed, for example, with a graphics pen, or documents which have had a signature that has been cut and pasted. If you are unable to obtain the hard copy of a Form 8 Certificate of Recommendation, the person signing the certificate can scan and email a copy of the signed certificate to you, or alternatively, send a photo of the signed document, which can then be included with your application.

## Summary

You need to comply with the *Supreme Court (Admission) Rules 2004*. The information in this notice is to be read in conjunction with the information already contained in the Board's admission kits, which are available on the Queensland Law Society website.

By the 28 day deadline you need to submit to the Board

- A copy of your filed Form 1;
- A copy of your Form 9;
- A copy of your Form 7 (and any supporting documents relating to suitability matters);
- 3 x Form 8s;
- Academic transcript;
- A copy of your degree (LL.B or JD); and
- PLT Certificate.

You also need to display your Form 9 in the Brisbane Registry by 5pm on the 28 day deadline, and advertise in the Qld Law Reporter between the 14 and 28 day deadlines.

By the 14 day deadline you need to submit to the Board

- A sworn and filed copy of your affidavit of compliance with exhibits including advertising (NOTE: we will accept a copy of your advertisement from the Queensland Law Reporter OR a copy of the official tax invoice issued by the ICQLR); and
- Payment of the Board's fee.

**Currently, our office is not always attended and staff are working from home. As such, please send all enquiries to [admissions@qls.com.au](mailto:admissions@qls.com.au) and we will endeavour to respond within two business days. If your enquiry is time sensitive, please include 'URGENT' in the subject line.**