



New South Wales

## LEGAL PRACTITIONERS TRANSITIONAL ADMISSION RULES 1994

The following amendments have been made by the Legal Practitioners Admission Board.

- Amend rule 23 to read: “The Legal Qualifications Committee shall appoint an Academic Exemptions Sub-Committee of not less than 3 nor more than 5 persons to determine applications under rule 97.”
- Insert rule 23A: “The Legal Qualifications Committee shall appoint a Practical Training Exemptions Sub-Committee of not less than 3 nor more than 5 persons to determine applications under rule 98.”
- In rule 71 delete “or 69”.
- In rule 78(a) delete “or credit for any subject thereof”.
- Repeal:rules: 68, 69, 70, 74, 76, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 105A, 106.
- Insert rules 94–99 as hereunder:

### QUALIFICATIONS FOR ADMISSION

94. A person is qualified for admission if he or she:
  - (a) has satisfied the academic requirement for admission; and
  - (b) has satisfied the practical training requirement for admission.
95. (1) The academic requirement for admission is completion of:
  - (a) a tertiary academic course in Australia, whether or not leading to a degree in law, which includes the equivalent of at least three years full-time study of law and which is recognised in at least one Australian jurisdiction as a sufficient academic qualification for admission by the Supreme Court of that jurisdiction as a barrister, solicitor, barrister and solicitor, or legal practitioner; and
  - (b) courses of study, whether as part of (a) or otherwise, which are recognised in at least one Australian jurisdiction, for the purposes of academic qualifications

for admission by the Supreme Court of that jurisdiction as a barrister, solicitor, barrister and solicitor, or legal practitioner, as demonstrating understanding and competence in the following areas of knowledge:

- Criminal Law and Procedure;
- Torts;
- Contracts;
- Property both Real (including Torrens system land) and Personal;
- Equity;
- Administrative Law;
- Federal and State Constitutional Law;
- Civil Procedure;
- Evidence;
- Company Law; and
- Professional Conduct.

(2) A synopsis of the areas of knowledge referred to in sub-rule (1)(b) is set out in the Fifth Schedule.

(3) The academic courses conducted in New South Wales which are recognised as satisfying the requirements of sub-rule (1) are:

(a) the Board's examinations as set out in rule 53; and

(b) the courses listed in the Second Schedule.

96. (1) The practical training requirement for admission is completion of a course of training which is recognised in at least one Australian jurisdiction for the purposes of practical training qualifications for admission by the Supreme Court of that jurisdiction as a barrister, solicitor, barrister and solicitor, or legal practitioner.

(2) The practical training courses which have been assessed by the Board and which are recognised in New South Wales as satisfying the requirements of sub-rule (1) are listed in the Fourth Schedule.

## **EXEMPTIONS FROM ADMISSION REQUIREMENTS**

97. (1) A person who falls within one of the categories set out in sub-rule (2) may apply to the Academic Exemptions Sub-Committee for exemption from some or all of the examinations set out in rule 53.

(2) The categories referred to in sub-rule (1) are:

- (a) persons who have undertaken studies towards meeting the academic requirements for admission in an Australian state or territory, but who have not completed those requirements;
- (b) persons who have undertaken studies towards meeting the academic requirements for admission in a jurisdiction outside Australia, but who have not completed those requirements;
- (c) persons who have completed the academic requirements for admission in a jurisdiction outside Australia, but who have not been admitted in that jurisdiction;
- (d) persons who have completed the academic requirements for admission in a jurisdiction outside Australia and who have been admitted in that jurisdiction, but who have not practised in that jurisdiction;
- (e) persons who have completed the academic requirements for admission in a jurisdiction outside Australia and who have been admitted in that jurisdiction, and who have practised in that jurisdiction.

(3) The Academic Exemptions Sub-Committee may exempt a person who falls within category (a) of sub-rule (2) from undertaking any examination referred to in rule 53 if it is satisfied that the person has covered the substance of the subject matter of that examination in his or her earlier studies.

(4) The Academic Exemptions Sub-Committee may exempt a person who falls within category (b) of sub-rule (2) from undertaking any examination referred to in rule 53, apart from the examination in Legal Ethics, if it is satisfied that the person has covered the substance of the subject matter of that examination in his or her earlier studies.

- (5) Subject to sub-rule (6), the Academic Exemptions Sub-Committee may exempt a person who falls within category (c) or category (d) of sub-rule (2) from undertaking any or all of the examinations referred to in rule 53, apart from the examination in Legal Ethics, if it is satisfied that the person has completed a course of study which is comparable in depth and scope with the course of study required for the examinations prescribed by rule 53.
- (6) The Academic Exemptions Sub-Committee may not under sub-rule (5) exempt a person from undertaking an examination corresponding to any of the subject areas set out in rule 95(1) unless it is satisfied that the person has covered the substance of the subject matter of that examination in his or her earlier studies.
- (7) The Academic Exemptions Sub-Committee may exempt a person who falls within category (e) of sub-rule (2) from undertaking any examination referred to in rule 53 if it is satisfied, having regard to the person's academic qualifications, the system of law applicable in the jurisdiction in which the person has been admitted and practised, and the nature and extent of the person's practical experience, that he or she ought not be required to undertake that examination.
- (8) The Academic Exemptions Sub-Committee may grant exemptions on such conditions as it thinks fit.
- (9) Notwithstanding sub-rule 1 no Student-at-Law shall apply under this rule for any exemption arising from studies which he or she has undertaken after registering as a Student-at-Law unless he or she has obtained the prior approval of the Legal Qualifications Committee to so apply.
- (10) An applicant for exemption under this rule shall apply in Form 16.
- (11) A person aggrieved by a determination of the Academic Exemptions Sub-Committee under this rule may, within one month of the making of such determination, or within such extended time as the Legal Qualifications Committee may allow, request the Legal Qualifications Committee to review that determination.

98. (1) The Practical Training Exemptions Sub-Committee may exempt from the practical training requirement a person who satisfies the Committee that he or she has gained competencies substantially equivalent to those expected of a person who has successfully completed one of the practical training courses listed in the Fourth Schedule.
- (2) The Practical Training Exemptions Sub-Committee may exempt from the practical training requirement a person who has:
  - (a) attained the age of 30 years;
  - (b) completed either 7 years service as a New South Wales government, or government related, employee performing legal services or 15 years service in courts administration in New South Wales;
  - (c) satisfied the Board that the service has provided the person with adequate practical legal experience; and
  - (d) undertaken to the Board that the person will practise, as either a barrister or a solicitor, only within the Public Service of New South Wales until the person has completed 5 years of such practice.
- (3) The Practical Training Exemptions Sub-Committee may grant exemptions on such conditions as it thinks fit.
- (4) An applicant for exemption under this rule shall apply in Form 17 and shall provide a copy of the application to the New South Wales Bar Association and the Law Society of New South Wales.
- (5) A person aggrieved by a determination of the Practical Training Exemptions Sub-Committee under this rule may, within one month of the making of such determination, or within such extended time as the Legal Qualifications Committee may allow, request the Legal Qualifications Committee to review that determination.

#### **APPLICATIONS FOR ADMISSION**

99. (1) An applicant for admission who has not previously been admitted as a lawyer in any jurisdiction shall apply in Form 10.
- (2) An applicant for admission who has previously been admitted as a lawyer in a jurisdiction outside Australia and New Zealand shall apply in Form 11.

(3) An applicant for admission whose name has been ordered by the Court or by a disciplinary tribunal to be removed from the Roll of Barristers, the Roll of Solicitors or the Roll of Legal Practitioners in New South Wales shall apply for re-admission in Form 12 and shall provide a copy of his or her application to the New South Wales Bar Association and the Law Society of New South Wales.

- Delete Forms 3, 10, 11, 12 and insert new forms 3, 3A, 10, 11, 16, 17 as hereunder
- Amend the Second Schedule to read as hereunder.
- Amend the Third Schedule to read as hereunder.
- Amend the Fourth Schedule to read as hereunder.

## **SECOND SCHEDULE**

| <u>NAME OF ACCREDITED LAW SCHOOL</u>     | <u>DEGREE</u> |
|--|---------------|
| University of Sydney                     | LLB           |
| University of New South Wales            | LLB           |
| Macquarie University                     | LLB or BLeg S |
| University of Technology, Sydney         | LLB or MLLP   |
| University of Wollongong                 | LLB           |
| University of New England                | LLB           |
| Southern Cross University                | LLB           |
| University of Newcastle                  | LLB           |
| University of Western Sydney (Macarthur) | LLB           |
| University of Western Sydney (Nepean)    | LLB           |

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### **THIRD SCHEDULE**

|   | <b>Fee \$</b>                       |
|---|-------------------------------------|
| Student registration application  | 120                                 |
| Rule 67 application   | 30                                  |
| Student course application  | 30                                  |
| Rule 71 review  | 30                                  |
| Academic transcript   | 30                                  |
| Interview with examiner   | 80                                  |
| Examination   | 70                                  |
| Additional fees – examination in unscheduled location in a single examination period, where permitted:<br><i>NSW</i> first subject / additional subject<br><i>Elsewhere in Australia</i> first subject / additional subject<br><i>Overseas</i> first subject / additional subject | 200 / 120<br>250 / 150<br>350 / 210 |
| S 13 application  | 120                                 |
| Academic exemption application  | 140                                 |
| Practical training exemption application  | 120                                 |
| Admission application – Forms 10, 11  | 350                                 |
| Re-admission application – Form 12  | 500                                 |
| Certificate of admission – Form 7   | 30                                  |
| Original diplomas and certificates  | 100                                 |
| Late application (where permitted)  | 50                                  |
| Other applications and certificates   | 30                                  |

**FOURTH SCHEDULE**

College of Law: Professional Program

University of Newcastle: Diploma of Legal Practice

Australian National University: Legal Workshop

University of Wollongong: Practical Legal Training Course

Bond University: Professional Legal Training Program

University of Technology Sydney: Faculty of Law Professional Program OR

Master of Law and Legal Practice

University of Western Sydney Macarthur: Graduate Diploma in Legal Practice

**Legal  
Practitioners  
Admission  
Board**

**Application for admission as a legal practitioner**

**Character reference**

Form 3

Applicant's  
name

|         |             |
|---------|-------------|
| surname | first names |
|---------|-------------|

Person giving reference  
name

|         |             |
|---------|-------------|
| surname | first names |
|---------|-------------|

address

|       |       |
|-------|-------|
| ..... | ..... |
|-------|-------|

phone

home ( ) bus ( )

occupation

|       |
|-------|
| ..... |
|-------|

age

30 years or more  - you cannot give a reference if you are under 30

period known  
applicant

|             |  |
|-------------|--|
| ..... years | - you cannot give a reference if it is less than 3 years |
|-------------|--|

State the  
circumstances in  
which you have  
known the applicant  
and give your opinion  
of their character and  
reputation

(Please read the  
information on the  
reverse side first)

Signature

|       |      |
|-------|------|
| ..... | date |
|-------|------|

Please return to applicant for inclusion with their application

**Who can give a reference?**

You must:

- be 30 years or more; and
- have known the applicant for at least 3 years; and
- not be a relative by birth or marriage.

**Important considerations  
in giving a reference**

Legal practitioners hold positions of great trust in the community. They deal with private and personal affairs of their clients and handle highly confidential information. They also manage trust funds which can contain large amounts belonging to clients. It is therefore critical that they are people of principle, honesty, skill and responsibility. It is also critical that they have a reputation for such qualities.

The Board would be most appreciative if you took these important roles and duties of legal practitioners into consideration in agreeing to give a reference and in assessing the applicant's character, reputation and suitability to become a legal practitioner.

**Legal  
Practitioners  
Admission  
Board**

**Application for admission as a legal practitioner**

**Character reference**

**Form 3A**

**Applicant's  
name**

surname

first names

**Person giving reference  
name**

surname

first names

**address**

.....

postcode

**phone**

home ( )

bus ( )

**position**

] - you must be a lawyer

**firm or  
organisation**

[

**period known  
applicant**

years

**State the  
circumstances in  
which you have  
known the applicant  
and give your opinion  
of their character and  
reputation**

*(Please read the  
information on the  
reverse side first)*

**Signature**

[ ] date [ ]

Please return to applicant for inclusion with their application

**Who can give a reference?**

You must be:

- 1 a lawyer; and
- 1 familiar with the applicant's professional work; and
- 1 unrelated by birth or marriage.

**Important considerations**

**in giving a reference**

Legal practitioners hold positions of great trust in the community. They deal with private and personal affairs of their clients and handle highly confidential information. They also manage trust funds which can contain large amounts belonging to clients. It is therefore critical that they are people of principle, honesty, skill and responsibility. It is also critical that they have a reputation for such qualities.

The Board would be most appreciative if you took these important roles and duties of legal practitioners into consideration in agreeing to give a reference and in assessing the applicant's character, reputation and suitability to be a legal practitioner in New South Wales.

**Legal Practitioners  
Admission Board**

**Application for  
Admission as a  
legal  
practitioner**

**Form 10**

**Persons who have never been admitted  
anywhere**

Level 4, 99 Elizabeth Street, Sydney  
GPO Box 3980, Sydney NSW 2001

January 1999

**Who should use this form**

You should use this form to apply for admission only if you have never been admitted to practise before anywhere in the world.

If you have been admitted to practise:

- in another Australian State or Territory or New Zealand, you apply direct to the Supreme Court to practise in NSW
- elsewhere in the world and not in Australia or New Zealand, you should apply on form 11.

**Fee**

The application fee is \$350. It must be lodged with your application.

Make cheques payable to the Legal Practitioners Admission Board

**When to apply**

The table below sets out dates for admission ceremonies and Board decisions, and the associated closing dates for applications.

| Last date to apply | Decision by Board | Admission ceremony |
|--------------------|-------------------|--------------------|
| 5 Mar 99           | 30 Mar 99         | 9 Apr 99           |
| 30 Apr 99          | 25 May 99         | 4 Jun 99           |
| 11 Jun 99          | 6 Jul 99          | 16 Jul 99          |
| 23 Jul 99          | 17 Aug 99         | 27 Aug 99          |
| 3 Sep 99           | 28 Sep 99         | 8 Oct 99           |
| 12 Nov 99          | 7 Dec 99          | 17 Dec 99          |
| 14 Jan 00          | 8 Feb 00          | 18 Feb 00          |
| 17 Jan 00          | 8 Feb 00          | 21 Feb 00*         |
| 3 Mar 00           | 28 Mar 00         | 7 Apr 00           |
| 28 Apr 00          | 23 May 00         | 2 Jun 00           |

\*Newcastle

**Character references**

You must lodge 2 character references (form 3) with your application. The persons providing them must be at least 30 years old, must be unrelated to you by birth or marriage, and must have known you for at least 3 years. The references must not be more than 3 months old when you lodge your application.

Detach the forms and hand one to each person who has agreed to give you a reference.

**5 Academic qualifications - Complete 5.1 or 5.2 or 5.3 or 5.4**

5.1 Use this section if you have completed the Board's DipLaw course or if you have obtained a Board exemption/credit assessment and then completed academic requirements through the Board's exams.

5.2 The accredited degrees and university law schools are:

Macquarie LLB or BLegS  
Newcastle LLB  
New England LLB  
New South Wales LLB  
Southern Cross LLB  
Sydney LLB  
Technology Sydney LLB or MLLP  
Western Sydney - Macarthur LLB  
Western Sydney - Nepean LLB  
Wollongong LLB

You must attach an *original* transcript of your academic record stating that you have completed the degree course.

5.3 You must attach a copy of a Board letter stating that you have completed

academic requirements, or an *original* certificate from the Dean of your law school in the following form:

*I (name) Dean of the Faculty of Law at (name of university) certify that the law degree course completed by applicant's name complies with Rule 95(1) of the Legal Practitioners Transitional Admission Rules [add if appropriate, except in relation to Professional Conduct]*

You must also attach an *original* transcript of your academic record showing that you have completed the degree course requirements.

5.4 Use this section if you have obtained a Board exemption/credit assessment and completed academic requirements other than by the Board's exams.

You must attach copies of the Board's final exemption/credit assessment stating that you have completed all academic requirements.

**6 Practical training - Complete 6.1 or 6.2 or 6.3**

6.1 The following practical legal training programs are accredited:

Australian National University  
Bond University  
College of Law  
University of Newcastle  
University of Technology, Sydney  
Uni. of Western Sydney, Macarthur  
University of Wollongong

6.2 If you have been exempted from the practical training requirements under Rule 98(1), you must attach a copy of

the Board's letter of exemption and *original* documentary evidence of having satisfied any conditions imposed by the Board.

6.3 If you have been exempted from the practical training requirements under Rule 98(2), you must attach a copy of the Board's letter of exemption: the undertaking required by Rule 98(2)(d); and original documentary evidence of having satisfied any conditions imposed by the Board.

**7 Declaration**

7.3 It is essential to be frank and honest in making this declaration. If you are in doubt or if you know of anything that might adversely affect your good fame, character or fitness to practise, attach a separate sheet marked 'Disclosure'.

setting out the details. Sign, print your name, and date each page. Subsequent revelations of an undisclosed fact or circumstance could lead to your being struck off the Roll of Legal Practitioners.

**Attachments**

Please complete the checklist on the back of the form and make sure that you attach all the items relevant to your application. Your admission may be delayed if a document is omitted.

**Legal  
Practitioners  
Admission  
Board**

**I Ceremony**

**Applicant**  
2 full name

3 address

4 phone

fax

**5 Academic  
qualifications  
requirements**

*Read instructions  
on page 2first*

**6 Practical  
training  
requirements**

*Read instruction  
6 on page 2first*

**7 Declaration**  
*Read instructions  
on page 2 first*

Signature of applicant

**Application for  
Admission as a legal practitioner**

**Form 10: Use if you have not been admitted anywhere before**

Scheduled admission ceremony preferred     /     /

|       |       |
|-------|-------|
| ..... | ..... |
|-------|-------|

|       |       |       |
|-------|-------|-------|
| ..... | ..... | ..... |
|-------|-------|-------|

|          |         |
|----------|---------|
| home ( ) | bus ( ) |
| home ( ) | bus ( ) |

5.1 Completed the Board's examinations.  student no. \_\_\_\_\_

5.2 Law degree from a NSW university  - give details  
University \_\_\_\_\_ degree \_\_\_\_\_ date qualified \_\_\_\_\_

- attach original transcript of academic record

5.3 Law degree from another Australian university  - give details  
University \_\_\_\_\_ degree \_\_\_\_\_ date qualified \_\_\_\_\_

- attach original transcript of record AND Dean's certificate in prescribed form

5.4 Board exemption assessment and non-Board further studies   
- attach copy of Board's final exemption assessment letter

6.1 Course accredited by the Board   
course \_\_\_\_\_ institution \_\_\_\_\_

- attach original certificate

6.2 Exemption from requirements - Rule 98(1)   
- attach copy of the Board's letter granting the exemption and original certificate(s) showing satisfaction of conditions imposed (if any)

6.3 Exemption from requirements - Rule 98(2)   
- attach: copy of the Board's letter granting the exemption; undertaking required by Rule 98(2)(d); and original certificates showing satisfaction of conditions imposed (if any)

7.1 I have not been admitted \_\_\_\_\_ as a lawyer in any jurisdiction in the world.

7.2 The information I have given in this form is true and complete.

7.3 I have not done anything likely to affect adversely my good fame and character and am not aware of any circumstance that might affect my fitness to be admitted as a legal practitioner (cross out the following words if they do not apply) unless the Board considers that my good fame and character or my fitness may be affected adversely by the circumstances in the attached "Disclosure" signed by me.

date \_\_\_\_\_

SEE OVER

**Form 10**

**Checklist of documents to be attached**

A. Fee: \$350 (make cheque payable to the Legal Practitioners Admission Board)

B. Character reference: from    
and

C. question 5.2: original transcript of NSW University record   
question 5.3: copy of Board's letter on completion of academic requirements   
**OR**  
original transcript of university record and   
original Dean's certificate (see Instruction on page 2)

question 5.4: copy of Board's final exemption letter

D. question 6.1: original certificate of practical training course completed   
6.2: copy of Board's letter of exemption   
original certificates showing satisfaction of conditions   
6.3: copy of Board's letter of exemption   
original certificate(s) showing satisfaction of condition(s)   
original undertaking required by rule 98(2)(d)

E. question 7.3: original of any "Disclosure" signed by applicant

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**How to return your application**

1 Put the application form on top, then the cheque for the fee, character references and finally other attachments. (Do not return pages 1 and 2).

2 Return form and attachments to

**The Admissions Officer**  
**Legal Practitioners Admission Board**

**GPO Box 3980** **DX 602** *By hand only*  
**Sydney NSW 2001** *or* **Sydney** *or* **Level 4,99 Elizabeth St**  
**Sydney NSW 2000**

**Legal Practitioners  
Admission Board**

**Application for  
Admission as a  
legal  
practitioner**

**Form 11**

**Persons who have been admitted  
somewhere but not in Australia  
or New Zealand**

Level 4, 99 Elizabeth Street, Sydney  
GPO Box 3980, Sydney NSW 2001

January 1999

**Who should use this form**

You must use this form to apply for admission only if you have already been admitted to practise outside Australia and New Zealand and have not been admitted in either Australia or New Zealand.

If you have been admitted to practise in another Australian State or Territory or New Zealand, you apply direct to the Supreme Court, under Mutual Recognition legislation, to practise in NSW.

If you have never been admitted to practise anywhere, you must apply on form 10.

**Fee**

The application fee is \$350. It must be lodged with your application.

Make cheques payable to the Legal Practitioners Admission Board

**When to apply?**

The table below sets out the dates for admission ceremonies and Board decisions and sets out the associated closing dates for applications.

| Last date to apply | Decision by Board | Admission ceremony |
|--------------------|-------------------|--------------------|
| 5 Mar 99           | 30 Mar 99         | 9 Apr 99           |
| 30 Apr 99          | 25 May 99         | 4 Jun 99           |
| 11 Jun 99          | 6 Jul 99          | 16 Jul 99          |
| 23 Jul 99          | 17 Aug 99         | 27 Aug 99          |
| 3 Sep 99           | 78 Sep 99         | 8 Oct 99           |
| 12 Nov 99          | 7 Dec 99          | 17 Dec 99          |
| 14 Jan 00          | 8 Feb 00          | 18 Feb 00          |
| 1 Feb 00           | 8 Feb 00          | 21 Feb 00*         |
| 3 Mar 00           | 28 Mar 00         | 7 Apr 00           |
| 28 Apr 00          | 23 May 00         | 2 Jun 00           |

\*Newcastle

**Character references**

You must lodge 2 character references (form 3A) with your application. The persons providing them must be lawyers familiar with your professional work, must have known you for at least three years and must be unrelated to you by birth or marriage. The references must not be more than 35 days old when you lodge your application.

Detach the forms and hand one to each lawyer who has agreed to give you a reference.

## 1999 No 124

### Legal Practitioners Transitional Admission Rules 1994

#### 5 Where admitted

List all jurisdictions outside Australia and New Zealand in which you have been admitted.

The original certificates for the admitting authorities must be dated no more than 35 days before you lodge this application.

#### 6 Academic qualifications - Complete 6.1 or 6.2 or 6.3 or 6.4.

6.1 Use this section if you have completed the Board's DipLaw course or if you have obtained a Board exemption/credit assessment and then completed academic requirements through the Board's exams.

certificate from the Dean of your law school in the following form:  
*I (name) Dean of the Faculty of Law at (name of university) certify that the law degree course completed by (applicant's name) complies with Rule 95(1) or the Legal Practitioners Transitional Admission Rules [add if appropriate, except in relation to Professional Conduct]*

6.2 The accredited degrees and university law schools are:

Macquarie LLB **or** BLegS  
Newcastle LLB  
New England LLB  
New South Wales LLB  
Southern Cross LLB  
Sydney LLB  
Technology Sydney LLB **or** MLLP  
Western Sydney - Macarthur LLB  
Western Sydney - Nepean LLB  
Wollongong LLB

You must attach an *original* transcript of your academic record stating that you have completed the degree course

6.3 You must attach a copy of a Board letter stating that you have completed academic requirements or an *original*

certificate from the Dean of your law school in the following form:  
*I (name) Dean of the Faculty of Law at (name of university) certify that the law degree course completed by (applicant's name) complies with Rule 95(1) or the Legal Practitioners Transitional Admission Rules [add if appropriate, except in relation to Professional Conduct]*

6.4 Use this section if you have obtained a Board exemption/credit assessment and completed academic requirements other than by the Board's exams.

You must attach a copy of the Board's final exemption/credit assessment stating that you have completed all academic requirements.

#### 7 Practical training - Complete 7.1 or 7.2

7.1 The following practical legal training programs are accredited:

- Australian National University
- Bond University
- College of Law
- University of Newcastle
- University of Technology, Sydney
- Univ. of Western Sydney
- Macarthur
- University of Wollongong

7.2 If you have been exempted from the practical training requirements under Rule 98(1), you must attach a copy of the Board's letter of exemption and *original* documentary evidence of having satisfied any conditions imposed by the Board.

#### 8 Declaration

##### 8.3, 8.4 and 8.5

It is essential to be frank and honest in making this declaration. If you are in doubt or if you know of anything that might adversely affect your good fame, character or fitness to practise, attach a separate sheet

marked 'Disclosure', setting out the details. Sign, print your name, and date each page. Subsequent revelations of an undisclosed fact or circumstance could lead to your being struck off the Roll of Legal Practitioners.

#### Attachments

Please complete the checklist on the back of the form and make sure that you attach all the items relevant to your application.

Your admission may be delayed if a document is omitted.



**8 Declaration**

*Read instructions  
on page 2 first*

8.1 The information I have given in **this form is true and complete**.

8.2 To the best of my knowledge my name still remains on the roll in every jurisdiction in which I have been admitted.

8.3 I have not done anything that would cause my name to be struck off the roll of **any jurisdiction** in which I have been admitted (*cross out the following words if they do not apply*) except as set out in the attached 'Disclosure' signed by me.

8.4 No investigator or receiver has ever been appointed in respect of any trust account conducted by me in my practice **as a lawyer** (*cross out the following words if they do not apply*) except as set out in the attached 'Disclosure' signed by me.

8.5 I am not the subject of a reference to any court or to any disciplinary body in respect of my conduct or practice as a lawyer (*cross out the following words if they do not apply*) except as set out in the attached 'Disclosure' signed by me.

Signature of applicant

date

**Checklist of documents to be attached**

A. Fee: \$350 (make cheque payable to the Legal Practitioners Admission Board)

B. Character reference: from  and

C. question 5: original certificates of admitting authorities

D. question 6.7: original transcript of NSW University record   
question 6.3: copy of Board's letter on completion of academic requirements   
OK original transcript of university record and   
original Dean's certificate (see Instruction on page 2)

E. question 7.1: original certificate of practical training course completed   
7.1: copy of Board's letter of exemption   
original certificates showing satisfaction of conditions

F. question 8.3, 8.4, 8.5: original of any "Disclosure" signed by applicant

**How to return your application**

- 1 Put the application form on top, then the cheque for the fee, character references and finally other attachments. (Do not return pages 1 and 2).
- 2 Return form and attachments to

**The Admissions Officer**  
**Legal Practitioners Admission Board**

**GPO Box 3980**      **DX 602**      **By hand only**  
**Sydney NSW 2001**      **or**      **Sydney**      **or**      **Level 4, 99**  
**Elizabeth St**  
**Sydney NSW 2000**

**Legal  
Practitioners  
Admission  
Board**

**Application for  
Academic exemptions**

Form 16

pursuant to rule 97

**Applicant**  
1 full name

|         |             |
|---------|-------------|
| surname | given names |
| .....   | .....       |

## 2 address

|       |       |
|-------|-------|
| ..... | ..... |
|-------|-------|

3 phone  
fax

|          |                |
|----------|----------------|
| home ( ) | b <u>s</u> ( ) |
| home ( ) | b <u>s</u> ( ) |

4 Application  
categoryThis application is made pursuant to rule 97(2)  insert (a), (b), (c), (d) ~~or~~5 Law studies  
completed

|               |                |               |                |
|---------------|----------------|---------------|----------------|
| Country       | Country        |               |                |
| Institution   | Institution    |               |                |
| Qualification | Date completed | Qualification | Date completed |
| .....         | .....          | .....         | .....          |

6 Documents in  
support of  
application

*In this section tick the boxes which denote the documents you are providing. See information overleaf about the documents normally supplied. Documents should wherever possible be A4 sized.*

- an original transcript of academic record in Law marked "A"
- copy of official descriptions of academic law subjects marked "B"
- information on the academic standing of the institution conducting my studies marked "C"
- evidence of my admission as a lawyer (an original certificate from an admitting authority) marked "D"
- a description of my practice as a lawyer marked "E"

7 Declaration  
of applicant

To the best of my knowledge and belief the information in this application is accurate.

|       |      |
|-------|------|
| ..... | date |
|-------|------|

**For details of documentation and lodgement see over**

## Documentation

Attachments should be **A4** sized, one sided and stapled in the top left corner.

- A person applying under rule 97(2)(a) should normally enclose
  - an original transcript of their academic record in Law marked "A"
  - a copy of official descriptions of their academic law subjects marked "B"

A person applying under rule 97(2)(b)b) should normally enclose:

- a person applying under Article 12(1)(a) should supply:
  - an original transcript of their academic record in Law marked "A"
  - a copy of official descriptions of their academic law subjects marked "B"
  - information on the academic quality of the institution conducting their studies marked "C" (desirable only in cases where, in the applicant's opinion, the institution is unlikely to be known to the Sub-Committee)

A person applying under rule 97(2)(c) should normally enclose:

- an original transcript of their academic record in Law marked “A”
- a copy of official descriptions of their academic law subjects marked “B”
- original documentary evidence that they have completed the academic qualifications for admission in at least one jurisdiction marked “D”

A person applying under rule 97(7)(d) should normally enclose:

- an original transcript of their academic record in Law marked “A”
- evidence of their admission as a lawyer (an original certificate from admitting authority) marked “D”
- a copy of official descriptions of their academic law subjects marked “B”

A person applying under rule 97(2)(e) should normally enclose:

- a person applying under Rule 10(1) shall normally include:
  - an original transcript of their academic record in Law marked "A"
  - evidence of their admission as a lawyer (an original certificate from an admitting authority) marked "D"
  - a description of their practice as a lawyer marked "E"

## How to return your application

- 1 Put the application form on top, then the cheque for the fee of \$140, then the other attachments
- 2 Return form and attachments to

The Admissions Officer  
Legal Practitioners Admission Board



## Application for Practical training exemption

Form 17

pursuant to rule 9S

### Applicant

1 full name

|         |             |
|---------|-------------|
| surname | given names |
| .....   | .....       |

2 address

|       |  |
|-------|--|
| ..... |  |
|-------|--|

3 phone

|          |         |
|----------|---------|
| home ( ) | bus ( ) |
| home ( ) | bus ( ) |

fax

This application is made pursuant to rule 98  insert(1)or(2)

### 4 Application category

### 5 Previous admission

### 6 Previous practical training

### 7 Documents in support of application

If previously admitted elsewhere provide details  
jurisdiction \_\_\_\_\_ date of admission \_\_\_\_\_If practical training course completed in another jurisdiction provide details  
institution \_\_\_\_\_ date of completion \_\_\_\_\_in this section, tick the boxes which denote the attachments you are providing.  
Attachments should be A4 sized.

Applicant under rule 98(1) applying on the basis of experience in New South Wales:

- a statement dealing with the matters set out in part 3 of the Law Society guidelines for applications for exemption marked "A"  and
- the certificates detailed in part 4 of the Law Society Guidelines for exemption marked "B"

Applicant under rule 98(1) applying on the basis of a practical training course and/or legal experience in another jurisdiction: supply as applicable -

- copy of certificate of admission in another jurisdiction marked "C"
- original certificate of completion of practical training or articles marked "D"
- signed statement setting out details of experience in law marked "E"

Applicant under rule 98(2).

- evidence in support of the requirements of paragraphs (a), (b) and (C) of subrule (2) marked "F":  and
- undertaking pursuant to rule 98(2)(d) marked "G"

### 8 Declaration of applicant

To the best of my knowledge and belief the information in this application is accurate

|       |            |
|-------|------------|
| ..... | date _____ |
|-------|------------|

For lodgement and processing details see over

## How to return your application

1. Put the application form on top, then the cheque for the fee of \$120. then the other attachments
2. Send a copy of your application and attachments (except for the cheque) to:
3. The New South Wales Bar Association. Selborne Chambers. 174 Phillip St. Sydney 2000. and
4. The Law Society of New South Wales, 170 Phillip St, Sydney 2000.
5. Staple the application form and attachments together in the top left corner.
6. Return form and attachments to:

## **The Admissions Officer Legal Practitioners Admission Board**

**GPO Bow 3980**      *or*      **DX 602**      *or*      *By hand only*  
**Sydney NSW 2001**      **Sydney**      **Level 4,99 Elizabeth St Sydney NSW 2000**

## Processing your application

Your application will be considered by the Practical Training Exemptions Sub-Committee after being considered in the Law Society and Bar Association.

An applicant attempting to minimise the time between submitting an application and receiving a determination will submit the application shortly before one of the following cut-off dates: 26 Feb 99, 23 Apr 99, 4 Jun 99, **16 Jul 99**, 17 Aug 99, 5 Nov 99, 7 Jan 2000, 25 Feb 2000. An application submitted before one of these dates would normally be determined within 6 weeks of that date.

The Board will notify you of the Sub-Committee's determination.

If your application is successful, the Sub-Committee's decision **will** include details of any conditions Imposed, such as completion of examinations in Legal Ethics and Trust Accounts and Controlled Money Regulations. After complying with any conditions and having completed the academic requirements for admission, you may proceed to apply for admission.

If your application is unsuccessful you may simply proceed to undertake a course of practical training accredited by the Board, or you may request a review of the exemption application pursuant to rule 985).