



# Applying online for admission as a lawyer

from October 2016 (exact date to be advised)

## What's changing?

We're launching an online portal for applications to be admitted as a lawyer in New South Wales.

The online portal will make the admission process more convenient for every applicant, and faster for most applicants. The exact launch date for the portal will be announced on our website soon.

We cannot accept any paper application forms after 5:00 pm on Friday 23 September 2016. The paper versions of Form 10 and Form 11 will be removed from the website of the Legal Profession Admission Board (LPAB) after that time.

## Benefits for applicants

The online process will bring significant benefits for all applicants. You will be able to:

- apply at any time, and get a decision usually within 4 weeks (and sometimes sooner)
- book the admission ceremony time and date of your choice
- consent to a criminal history check, instead of having to obtain any police reports yourself
- download a personalised checklist of all the documentary evidence you need to supply
- choose to pay online by credit card (or pay later by cash, bank/solicitor firm cheque, EFTPOS or credit card)
- choose to verify your identity through a quick and easy online process
- receive regular updates to your email address about the progress of your application.

## More ceremony dates

From October 2016, admission ceremonies will be held more frequently, with dates about every four weeks (except January). This means more choice, and less waiting time. An extra ceremony day has been confirmed for 18 November 2016.

## No deadlines for simple applications

When you apply through the online portal, you won't need to worry about lodgement deadlines, if you have a simple application.<sup>1</sup>

If you have a particular admission ceremony date in mind, you should just ensure we receive your documentary evidence **at least** 4 weeks before your preferred ceremony date.

## Deadlines for complex applications

You will need to apply before the specified deadline if you are:

- making a significant disclosure<sup>2</sup> in your application, and/or
- applying for conditional admission, and/or
- seeking the Board's dispensation from a requirement of the Uniform Admission Rules.

This is because, in those specific circumstances, your application will need to be determined at a scheduled meeting of the Board. Deadlines for Board meetings are in the 'Events and deadlines' calendar at [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au).

The next deadlines for complex applications will be 11 November 2016, 12 January 2017 and 2 March 2017.



## How to apply online for admission

To apply for admission as a lawyer after 23 September 2016, you will need to:

1. sign up to use the online Admission Portal
2. register your application, by completing the online admission application form
3. print your Admission Checklist, sign the Application Summary, attach your documentary evidence and lodge them in hard copy with the Office of the LPAB.

If approved, you must also attend an admission ceremony at the Supreme Court to take an Oath of Office (or make an Affirmation of Office), and to sign the Supreme Court Roll.

## No access to computer or internet?

If you cannot apply online because you don't have access to a computer or the internet, contact the Office of the LPAB and we will help find a solution to suit your circumstances.

## Police reports

When you apply online, there is no need for you to supply an Australian National Police Certificate. Instead, with your consent, we will arrange the compulsory National Police History Check on your behalf. This will save you the cost and waiting time of obtaining your own police check.

There is also no need to supply any foreign police reports with an online admission application. If the LPAB requires a foreign police report in your particular case, we will notify you after assessing your application.

## Booking an admission ceremony

Soon after we receive all your documentary evidence, we will send you an email prompt to go online and book into an admission ceremony. You will have the choice of any ceremony time and date, as long as there is available seating and the ceremony date falls at least 4 weeks after we've received your documentary evidence.

## Incomplete applications

If you apply online and something is missing when you lodge your documentary evidence, we will no longer charge a fee for handling your incomplete application. However, we will not start processing your application until we receive all your outstanding documentary evidence, including your Admission Checklist and Application Summary.

## Late applications after Board deadline

If you have a complex application and are having difficulty meeting the published deadline for a Board meeting, we may be able to accept a late application (up to 3 business days late), provided you contact us before the deadline. A fee will apply for lodging this type of late application.

## More information and assistance

### Legal Profession Admission Board of NSW

Web: [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au)

Email: [lpab@justice.nsw.gov.au](mailto:lpab@justice.nsw.gov.au)

Phone: (02) 9338 3500

**Please read Version 2.0 of the 'Guide for Applicants for Admission as a Lawyer' before commencing your application.**

<sup>1</sup> A 'simple application' does not contain a significant disclosure (but may contain minor disclosures), and does not seek conditional admission or dispensation.

<sup>2</sup> A 'significant disclosure' includes but is not limited to a disclosure with any one or more of the following circumstances:

- any conviction for any criminal offence at any time in the past, including any spent conviction
  - with the exception of a) convictions for driving with a prescribed concentration of alcohol within the novice, special, low or mid ranges (provided there is no more than one such conviction within any 5-year period during the past 15 years); and b) convictions for minor traffic offences (provided there are no more than 5 offences for every 3 years of the applicant's driving experience)
- any finding of guilt at any time in the past where no conviction was recorded and the offence involved dishonesty (including but not limited to stealing, larceny, embezzlement, theft, receiving, fraud, identity fraud, forgery, offences involving false and misleading statements, perjury, or perverting the course of justice), or any disclosure of such conduct even if no charge was laid
- being currently subject to a good behaviour bond
- being an undischarged bankrupt, being discharged from bankruptcy within the past 10 years, or being currently subject to a debt agreement under Part IX or a personal insolvency agreement under Part X of the *Bankruptcy Act 1966* (Cth)
- overpayment of any kind of Centrelink or social security entitlements at any time for any reason, where a) the overpayment has not yet been re-paid in full, or b) the total amount of the overpayment was more than \$5,000 even if re-paid in full
- being or having been a company director or officer of a company which within the past 10 years entered voluntary administration, liquidation, receivership, winding up or external administration
- being subjected to a substantial penalty for academic misconduct (including but not limited to penalties of a) exclusion from the course, b) failure of the subject in question, c) receiving zero marks in the relevant assessment, or d) any similar or higher penalty)
- past or current acute mental health injury or mental illness (including but not limited to bipolar affective/mood disorder, severe personality disorder, dementia, psychiatric disorder, or any symptoms of delusions, hallucinations, serious disorder of thought, severe disturbance of mood, or sustained or repeated irrational behaviour), or any current substance use disorder.

NB: You also have an obligation to disclose other types of matters not listed above, in accordance with the Disclosure Guidelines at [www.lpab.justice.nsw.gov.au](http://www.lpab.justice.nsw.gov.au).