

FAQ's & Common Mistakes on filing the Originating Motion for Admission

Please read the following together with the information contained
on the Supreme Court website

The Originating Motion for Admission (OMA):

- (a) The OMA is a one page document and does not need to be signed.
- (b) The Court requires the information contained in the OMA (ie as to the day, date and year of your admission, your address, your date of birth etc) to be correct. If there are any typographical errors the Court will contact you requesting an Amended OMA to be filed.
- (c) When inserting your date of birth please ensure that automatic word processing functions do not take over - many applications are received with birth dates stated as the current year.
- (d) If you are required to file an Amended OMA the Admissions Secretary will provide you with the Court file number. The word 'AMENDED' is to be inserted in the tram lines and the correction made (please note you are not required to track amendments by strike-out and underlining).
- (e) If you are unable to be admitted at the nominated Admission Ceremony (for whatever reason) you will be asked to file an Amended OMA stating which ceremony you will now be attending. There is no further filing fee and your application for admission will be moved to the requested date.

Your name:

- (a) Your *full* name (to include middle names) must be inserted in *both* the body of the OMA and the title field.
- (b) If you are known by or use a variation of your name it is your full legal name (ie as per birth certificate, passport, change of name document) that must be stated in the OMA; this will be the name stated in your Oath and on your Admission Certificate.

Your address:

- (a) You must state your current residential address. If you move address prior to your Admission Ceremony you *must* file an Amended OMA, by inserting the following:

'... formerly of [previous address], now residing at [new address] ...'

Moving counsel:

- (a) Please state the *full* name (to include middle names) of your moving counsel - the order of appearance in court is determined by your moving counsel's date of admission and the Court needs to identify the correct counsel.
- (b) Please note it is up to you, the applicant, to appoint counsel to move your application; the Court cannot assist in this regard.
- (c) Admission to practice in any Australian jurisdiction is sufficient to move an application so long as no fee is being charged. Moving an admission for no fee is not 'practising' for which a practising certificate is required.

'Prepared by':

- (a) Please ensure a contact name and number are inserted in this field so the Court can contact you if required.
- (b) The Court will try to ensure that applicants from the same firm of solicitors are admitted together in the same Admission Ceremony. To this end, if you have colleagues you wish to be admitted with, please ensure you *all* include the name of your firm so the Court can identify who is to be listed together.

Letter from the Court:

- (a) Approximately 10-14 days after the filing date you will receive a letter from the Court confirming the date and time of your admission.
- (b) It is *very important* to please note therein the two dates by which you are to (i) advise of any change of moving counsel and (ii) advise the Court if you wish to affirm your Oath.
- (c) If you have not received the letter from the Court within, say, one month of the filing date, please contact the Admissions Secretary who will arrange for a copy letter to be sent to you.