

## Admissions: FAQs and Common Mistakes on Filing

The following is to be read in conjunction with the information on the Supreme Court website

---

1. The originating motion for admission (OMA) is a one page document that does not need to be signed. You must ensure that you use the **current electronic template** otherwise it may not be accepted for filing.
2. The Court requires all information in the OMA to be accurate. This includes the date of your admission, your full residential address (including postcode), date of birth, telephone number and email address (so you can be easily contacted). If your OMA contains typographical errors the Court (and/or the Legal Practice Board) will contact you and request that you file an amended OMA.
3. When inserting your date of birth, make sure that the automatic word processing functions do not override your birth date; often applications are received with the birth date stated as the current year.
4. If you are unable to be admitted at the nominated admission ceremony, you will be requested to file an amended OMA stating which ceremony you wish to attend. There is no further filing fee and your application for admission will be moved to the requested date.
5. If you are required to file an amended OMA the word 'AMENDED' is to be inserted in the tramlines before the words 'ORIGINATING MOTION FOR ADMISSION' followed by any other necessary amendment(s). You are not required to track amendments by strike-out and underlining.

### Your name

6. Your full legal name (not an alias or variation) must be inserted in both the body of the OMA and the title field.
7. Your name should be the same as shown in your passport, Australian/international driver's licence, birth certificate, proof of age card/photo card (issued by a state or territory) or a citizenship certificate; and if your name has changed, your marriage certificate or change of name certificate.
8. This is the name announced by the presiding judge and your moving counsel and is also stated on both your oath and admission certificate.

### Your address

9. State your full current residential address, including postcode. 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] ...*

### 'Prepared by:'

10. Ensure a contact name, telephone number (preferably a mobile) and email address are inserted in this field so the Court can easily contact you if required.
11. The Court will endeavour to list all applicants from the same firm or workplace together at the same sitting time. Therefore, if you have colleagues with whom you wish to be admitted, please ensure you include the name of your law firm or place of employment so the Court can identify who is to be listed together.

## **Moving counsel**

12. All applicants must nominate counsel to move their admission. The Court cannot assist in this regard.
13. Your moving counsel's admission to practise in any Australian jurisdiction is sufficient to move your application. So long as your moving counsel is not charging a fee (for their service to move your admission), they do not require a current practising certificate.
14. When completing your OMA, you should state your moving counsel's full name (including middle name(s)), the state and date of their admission; and if applicable, the date they were appointed King's or Senior Counsel. Applicants' admissions are moved in the order of seniority of counsel. That is, King's and Senior Counsel first (according to date of their appointment) and then the admission date of moving counsel.
15. Should you need to change counsel moving your application at any stage, you must file an amended originating motion for admission no later than the deadline provided in your letter from the Court. This amended originating motion for admission needs to be served on the Legal Practice Board within 2 days. Please ensure you provide all the information set out in the paragraph directly above.
16. Counsel must be robed (robe, bar jacket and jabot) for the occasion.

## **Judicial officers**

17. Current judicial officers cannot move an application for admission; however, retired judicial officers can.
18. If a judge from another court would like to attend an admission ceremony; for instance, their associate or a family member is being admitted, a request to sit on the Bench or have seating reserved can be emailed to Supreme Court admissions.

## **Request to file originating motion paper out of time**

19. Pursuant to O 3 r 5 of the *Rules of the Supreme Court 1971 (WA)* the Court can grant an extension of time to file an OMA, but applicants must have a good reason for having missed the filing date. Any requests need to be made in writing (email is accepted) and will be referred to the Chief Justice for consideration.

## **Letter from the Court**

20. Approximately 1 month prior to an applicant's requested admission date, the Court will email you advising of the date, sitting number and commencement time of your admission. The email will also provide more detailed information regarding the admission day ceremony.
21. The email will provide important deadlines, which must be adhered to. This email will inform you when you are required to advise the Court of any change in counsel moving your admission; and the cut off time to notify the Court if you wish to affirm your oath. Communication of this nature must be sent by email to: [admissions@justice.wa.gov.au](mailto:admissions@justice.wa.gov.au).
22. If the Court has not received a request to affirm an oath by the deadline, you will be taken to have elected to swear on the Bible.
23. In the event an applicant has not received the Court's email approximately 4 weeks before your ceremony, please contact the Court by emailing Supreme Court admissions.

### **Wording for counsel moving your application**

24. Instruction cards as to the process in court and wording are placed on the bar table for counsel's attention. The moving counsel will state:

*Your Honours, it gives me great pleasure to move that [full name of applicant] be admitted as a lawyer and officer of this Honourable Court.*

After the Chief Justice or presiding judge has announced the applicant has been 'admitted', counsel should take their seat.

### **Do I need to remember my oath/affirmation for the day of admissions?**

25. No. After the Chief Justice or presiding judge has announced you have been 'admitted', you should walk toward the Bench and take the oath by reading the written copy of your oath out aloud. Further instructions regarding the procedure for your admission will be explained prior to the ceremony commencing.

### **Do I need to bring a pen?**

26. No. A pen will be provided by the Court to enable you to sign the roll.

### **Court dress**

27. Please refer to Consolidated Practice Direction 10.4.5(d) - Ceremonial Sittings (including Admissions). Applicants for admission as practitioners do not robe, but should wear appropriate business attire including a jacket. Counsel moving admissions are required to be robed, which includes a bar jacket and jabot.

### **How many guests can I bring?**

28. This depends on the time of year and how many people are being admitted during your sitting. Generally the Court suggests approximately 4 people for a sitting with 22 applicants. The November and December sittings are the busiest admission ceremonies; whereas other months may have fewer than 22 applicants and you might be able to invite more guests. The Court asks you to be considerate of other applicants and the number of family and friends they wish to invite.

### **Can my parents/friends take photos of the admission ceremony?**

29. Taking photographs inside the Court is not permitted. Photographs can be taken outside the Court or in the gardens. Admission ceremonies are live-streamed from the Supreme Court's website. The recorded ceremony will also be available for download from the website for a limited time.

### **After being admitted, can I change my name on the roll of practitioners?**

30. Yes. Practitioners must file an affidavit stating that they wish to change their name on the roll and provide evidence in support (for example, a marriage certificate; name change certificate; or divorce certificate). There is no filing fee. Once approved by the Principal Registrar, Central Office will contact the practitioner to come to the Court and re-sign the roll. See Practice Direction 10.2 – Change of Name of Practitioners.

### **Can I get a copy of my admission certificate?**

31. The certificate you receive on your date of admission cannot be replaced unless it is destroyed by fire, flood or theft. To obtain a replacement, you should write to the Principal Registrar, referring to your original motion for admission with LPB file number (e.g. LPB 20 of 2020) and date of admission, to request a replacement Certificate of Admission. You must also file supporting affidavit evidence (pertaining to the destruction by fire, flood or theft) as well as pay the relevant fee for a replacement to be issued.