



VICTORIAN BAR

Owen Dixon Chambers East
Level 5, 205 William Street
Melbourne Victoria 3000

Please ensure you have done the following before the Readers' Course commences on 29 August 2019

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ABN 42 079 229 591

PREPARATION CHECKLIST FOR READERS

Arrange a clerk

These guidelines have been adopted by agreement between all the clerk Lists at the Victorian Bar and the Victorian Bar.

Timeline

June 2019 – Course offers made, List applications open

Friday 12 July 2019, 4.00pm - Applications for a List place close

Monday 15 July, 9.00am to Friday 9 August 2019, 4.00pm – Lists conduct interviews

Monday 12 August 2019, 9.00am – Lists make offers

Where an applicant cannot, for reasons of genuine necessity, participate in an interview in the period between the making of his or her application and 15 February 2019 he or she may make an application to the Victorian Bar, with any relevant supporting documentation, to be interviewed by Lists at a later date. Permission is granted at the sole discretion of the Victorian Bar.

A full copy of the guidelines can be found on our website ([click here](#)).



Confirm your mentor

Take the time to visit with your mentor in the week or two preceding the commencement of the course. At that meeting discuss with the mentor:

- Where you will sit;
- Whether you need to supply your own table and chair;
- What services are available in the chambers;
- How you will be connected to the internet;
- What telephone arrangements are available.

Remember that you are a guest in your mentor's chambers and that it is desirable for both you and your mentor to have an easy transition into the commencement of the reading period by ensuring that you have all that you need.

Organization

Familiarise yourself with the facilities available to you such as photocopying, stationery and the like.

You will receive your VicBar login and password details at the time of the **reader orientation session**. Once you receive these details, you should activate the login provided and access the readers' webpage.

You should apply for a VicBar email address through Barristers Chambers Limited (BCL) – ([Click here](#)). Note - BCL will not activate the email address until you commence the Readers' Course.