



VICTORIAN BAR

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

Please ensure you have completed the following per the timeline and ahead of the commencement of the Readers' Course.

## MARCH 2024 READERS PREPARATION CHECKLIST

T: 03 9225 7111  
F: 03 9225 6068  
E: vicbar@vicbar.com.au  
www.vicbar.com.au  
ABN 42 079 229 591

### Timeline\*

Monday 4 December 2023	Course offers are made
Tuesday 5 December	Lists applications open
Friday 19 January, 4pm	Applications for a List place close
Friday 19 January, 5pm	Honorary Secretary documentation due
Wednesday 24 January, 9am to Friday 16 February, 4pm	Lists conduct interviews
Thursday 1 February & Friday 2 February	Honorary Secretary Interviews (in-person)
Tuesday 6 February, 5pm	Readers' Orientation Seminar (online)
Wednesday 21 February	Lists offers are made
Monday 4 March, 8.45am	Readers' Course commences
Thursday 2 May	Readers' Course concludes/Signing Ceremony
Thursday 5 December	Readers and Mentors Dinner (end of reading period)

(\*may be subject to variation)

### Arrange a Clerk

Clerk guidelines have been adopted by agreement between all the Clerk Lists at the Victorian Bar and the Victorian Bar. Applicant Readers should apply to a **minimum of SIX** lists.

Where an applicant cannot, for reasons of genuine necessity, participate in an interview in the period between the making of their application and 16 February 2024, they 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 Clerking Guidelines can be viewed [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 your 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; and
- 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.

## Zoom

Prior to the orientation session, you may need to set up a free zoom account – ([click here](#)).

## VicBar Email & Learning Management System (LMS)

To apply for an @vicbar email address please complete and submit [request email form](#) by no later than **19 January 2024**. (*for Clerk select 'No Clerk', and for Chambers select your Mentors Chambers*)

Note – your email will not be activated until after the Readers' Course orientation session.

A fee of \$79.20 (incl. GST) is applicable for an @vicbar email address and will be billed by Barristers Chambers Limited (BCL).

Should you be overseas between 7 February and commencement of the Course, please advise via the request form. We will provide you with international access to your email account during this time, so you can activate account and access pre-Course materials via the Learning Management System (LMS) whilst overseas.

You will receive your VicBar website login and password details following the **Readers' Orientation Session**. This information will enable you to access, among other things, the Readers' Course Learning Management System (LMS) via the VicBar website. Most of the Readers' Course materials and timetable will be available through the LMS.

Once you receive these details, you should activate the login provided as soon as possible.



## Document Checklist for Honorary Secretary Interview

- All documents are to be submitted together by **Friday 19 January 2024, 5pm** via the online submission portal.
- All documentation is to be submitted in soft copy format. Submit your documents [here](#).
- Application to Sign the Bar form (online application form);
- Record of payment;
- A digital portrait photo of you (this photo will be used to identify you pre and during the Course, and may be used for your Court ID pass – post signing);
- Original\* or **certified** copy of National Police record check (name only) issued within last three months by **Victoria Police** (third parties not accepted);
- Certified** copy of disclosure affidavits<sup>1</sup> (or equivalent document) provided to regulatory authorities in Australia and overseas jurisdictions for the purpose of being admitted;
- Certified** copy of Admissions Certificate<sup>2</sup>;
- Certificate of Fitness (or equivalent document) from any State or Territory of Australia, or overseas jurisdiction that you have been admitted to practice and/or have practiced in, and **issued no more than 28 days prior to application**;
- A written statement setting out any facts or matters you wish to be considered in light of your disclosures you're making that will support your application to sign the Bar Roll or should you not have any disclosures please provide statement; accordingly, and
- Any materials that will support your written statement.

---

<sup>1</sup> **Certified Disclosure Statements** can be obtained by emailing a written request to [vlab@justice.vic.gov.au](mailto:vlab@justice.vic.gov.au). There will be a fee of \$50.00 per request. All requests should be emailed to [vlab@justice.vic.gov.au](mailto:vlab@justice.vic.gov.au) by no later than **9am Friday 5 January 2024** (note VLAB will not accept any late requests) and should set out:

1. **your full name at time of admission;**
2. **date of birth;**
3. **best contact phone number (accounts team will call to take payment);**
4. **admission date;**
5. **and attached a certified copy of photo ID (e.g. passport, driver's licence) to confirm identity.**

After the closing date stipulated above, VLAB will arrange retrieval and certification of all requested disclosure statements and provide the relevant documents to Readers via return email accordingly.

<sup>2</sup> **Duplicate Admission Order Certificates** are issued by the Supreme Court. Please contact the **Principal Registry** via their admissions email address ([admissions@supcourt.vic.gov.au](mailto:admissions@supcourt.vic.gov.au)) regarding the process of obtaining a duplicate. Please specify your full name and date of admission when making your query to better assist them (Note: only required if you are not in possession of your original Admission Certificate).