



VICTORIAN BAR

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

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

SEPTEMBER 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*

Friday, 17 May 2024	Course offers are made
Friday, 31 May	Course registration and fee due
Monday, 3 June	Lists applications open
Friday, 21 June, 4pm	Applications for a List place close
Friday, 5 July, 5pm	Honorary Secretary documentation due
Wednesday, 26 June - Friday, 2 August	Lists conduct interviews
Thursday, 18 July – Friday, 19 July	Honorary Secretary Interviews (in-person)
Wednesday, 24 July, 5pm	Readers' Orientation Seminar (online)
Wednesday, 7 August	Lists offers are made
Thursday, 22 August, 8.45am	Readers' Course commences
Thursday, 17 October	Readers' Course concludes - Signing Ceremony
Thursday, 22 May 2025	Readers and Mentors Dinner (end of reading period)

(*may be subject to variation)

Arrange a Clerk

Clerk Guidelines have been adopted by agreement between the Victorian Bar and all the Clerk Lists. Applicant Readers are encouraged to apply to more than one List.

Where an Applicant Reader cannot, for reasons of genuine necessity, participate in an interview with a Clerk(s) in the period between the making of their application and 2 August 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;
- 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 you both to have an easy transition into the commencement of the Reading Period (Day 1 of the Course) by ensuring that you have all that you need in place.

Zoom

Before the Orientation Session, you may need to set up a free Zoom account – ([click here](#)).

VicBar Email, Website & Learning Management System (LMS)

To apply for an @vicbar email address please complete and submit [request email form](#) by no later than **5 July 2024** - *(for Clerk select 'No Clerk', and for Chambers select your Mentors Chambers)*

Note – your email will not be activated until after the online Readers' Course Orientation Session.

A fee of \$79.20 (incl. GST) is payable for a @vicbar email address and you will be directly billed by Barristers' Chambers Limited (BCL).

Should you be overseas between 24 July 2024 and the commencement of the Course, please advise via the request form. BCL will provide international access to your email account whilst you are overseas so you can activate your account to access pre-Course materials via the Learning Management System (LMS).

You will receive your VicBar website login and password details the day after 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 where most of the Readers' Course materials and the timetable will be available.

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

Document Checklist for Honorary Secretary Interview

<input type="checkbox"/>	All documents must be submitted at the same time by Friday, 5 July 2024, 5pm via the online submission portal.
<input type="checkbox"/>	All documentation is to be submitted in soft copy format. Submit your documents here
<input type="checkbox"/>	Application to Sign the Bar form (online application form)
<input type="checkbox"/>	Record of payment – (remember to download your tax invoice by 7 June 2024)
<input type="checkbox"/>	A digital portrait photo of you (this photo will be used to identify you prior to and during the Course and may be used for your Court ID pass – post signing the Bar Roll).
<input type="checkbox"/>	Original or certified copy of National Police record check (name only) issued within last three months by Victoria Police (third party issued certificates are <u>not</u> accepted).
<input type="checkbox"/>	Certified copy of disclosure affidavits ¹ (or equivalent document) provided to regulatory authorities in Australia and overseas jurisdictions to be admitted.
<input type="checkbox"/>	Certified copy of Admission Certificate ²
<input type="checkbox"/>	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 practised in, and <u>issued no more than 28 days before submitting your Application and documentation.</u>
<input type="checkbox"/>	A written statement setting out any facts or matters you wish to be considered in light of the disclosures you are making that will support your Application to Sign the Roll of Victorian Counsel <u>or</u> should you not have any disclosures, please provide a statement stating that you have no disclosures to make.
<input type="checkbox"/>	Any materials that will support your written statement.

¹ **Certified Disclosure Statements** can be obtained by emailing your written request to the Victorian Legal Admissions Board (VLAB). There will be a fee of \$50.00 per request. All requests should be emailed to vlab@justice.vic.gov.au by no later than 9am, Friday, 21 June 2024 (note VLAB will not accept any late requests) providing the following:

1. your full name at the time of admission;
2. date of birth;
3. best contact phone number (accounts team will call to take payment);
4. admission date; and
5. a certified copy of photographic 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 you by return email.

² **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) regarding the process of obtaining a duplicate. Please specify your full name and date of Admission when making your enquiry - (**Note:** this is only required if you do not have your original Admission Certificate).