

Pretoria Society of Advocates

TRAINING COMMITTEE

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High Court Chambers
Private Bag X480
Pretoria
0001

Colour ID photo
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APPLICATION FOR PUPILLAGE

I hereby apply for pupillage at the Pretoria Society of Advocates (PSA)

Personal details:

1. Full names: _____

2. Home address: _____

_____ Postal Code: _____
Phone No: _____ Fax No: _____
Cell No: _____
Email address: _____
ID number: _____
3. Work address: _____

_____ Postal Code: _____
Phone No: _____ Fax No: _____
4. Next of kin: _____

Relationship: _____

Phone No: _____ Fax No: _____

Cell No: _____

Email address: _____

5. Date of birth: _____

6. Place of birth: _____

7. Nationality: _____

▪ Identity number / Passport number: _____

▪ If you are a South African citizen, how did you obtain South African citizenship?

[] by birth or descent [] by naturalisation

▪ If you are a South African citizen by naturalisation, on what date did you obtain such citizenship?

▪ If you are not a South African citizen, provide details of your status:

8. Race: _____

9. Gender: [] Female [] Male

10. Are you disabled? [] Yes [] No

If yes, provide details: _____

11. Do you have any medical conditions? [] Yes [] No

If yes, provide details: _____

Academic qualifications and achievements:

12. Provide details of your matriculation or equivalent secondary education qualification(s):

Matriculation / qualification	School / other institution	Date of graduation

13. Provide details of your degrees or equivalent tertiary education qualifications:

Degree / qualification	University / other institution	Date of graduation

14. If you have not yet obtained your LLB degree, provide details of all subjects still to be passed or other requirements to be met:

15. Provide details of any other academic achievements, such as class prizes, moot court prizes, scholarships, academic papers published in journals or delivered at conferences and the like:

Practical experience and/or expertise

16. Provide details, in chronological order, of all your activities since leaving high school including all periods of study, travel, employment, unemployment and, in particular, any previous legal experience:

Institution / organisation	Activity (state whether full-time (FI) or part-time (PI))	Dates		Duration (e.g. 3y 2m)
		From (yyyy-mm)	To (yyyy-mm)	

Do not leave out any period. The duration for a current activity should include its expected duration until the end of this year. These need not to have been in a leadership role.

17. Provide details of your previous legal experience (in addition to its duration), such as your capacities of employment, levels of seniority (attorney, candidate attorney, judge's clerk, legal lecturer, legal advisor etc.) and practical experiences such as appearing in court, drawing pleadings and/or affidavits, writing opinions, advising clients etc.

18. If you still need to wind up your current practice or business affairs, provide details:

19. If you were a practising attorney, estimate what percentage of your practice involved litigious work, including appearing in court or drawing of pleadings/affidavits: %

Applicants who are advocates or are entitled to be admitted under the Admission of Advocates Act, read with Section 115 of the Legal Practice Act

20. Date of and court division where you were admitted as an advocate:

21. If not yet admitted, on what date and in which court division will you lodge your application for admission?

22. Apart from the answers provided above, give details of any previous, or intended –

- admission as an advocate or application for admission as an advocate:

-
-
- membership of any Bar or application for membership of any Bar:
-
-

23. Give details of any other applications for pupillage next year which you have made or intend to make:

24. Have you ever previously applied for pupillage? [] Yes [] No

If yes:

- When and at which Bar? _____
- Were you accepted for pupillage? [] Yes [] No

25. If you were previously accepted for pupillage, did you start pupillage? [] Yes [] No

- If no, why did you not start pupillage? _____
-
-
-

- If yes, why did you not finish pupillage? _____
-
-
-

Applicants who are or were attorneys

26. Are you presently on the roll of attorneys? [] Yes [] No

27. When do you intend applying for the conversion to the roll of advocates at the Legal Practice Council?

28. Do you have a certificate of right of appearance in the High Court? [] Yes [] No

29. Were you ever previously on the roll of attorneys? [] Yes [] No

If yes, give details of the circumstances of and the reason(s) for the removal of your name from such roll:

30. Give details including the name(s) of the firm(s) with which you are or were associated as an attorney:

31. What arrangements have been made for any firm of attorneys which practises under a name which includes yours, to stop using your name?

Applicants who are or were candidate attorneys

32. Are you presently a candidate attorney? [] Yes [] No

If yes, give details of the date when you began articles of clerkship, the firm(s) where you were employed, the principal(s) under whom you work/worked and when you will be completing articles of clerkship:

33. Were you ever previously a candidate attorney? [] Yes [] No

If yes, give details of the date when you began articles of clerkship, the firm(s) where you were employed, the principal(s) under whom you worked and why you did not complete articles of clerkship:

34. Have you successfully completed any attorneys' admission examination(s) or equivalent professional qualification(s)? [] Yes [] No

If yes, provide details: _____

35. Have you successfully completed any programmes in legal practice or equivalent practical qualifications?
 Yes No

36. Have you met all the requirements to be admitted as an attorney? Yes No

If not, provide details: _____

Pupillage

37. Do you wish to apply for exemption from any of the requirements of pupillage? Yes No

If yes, motivate which requirements and why:

38. Do you have any preference as to who your pupil mentor (training supervisor) should be?
 Yes No

- If yes, give his or her name and confirm whether he or she has agreed to accept you as a pupil should you be selected for pupillage:

- Motivate your reason for wanting to do pupillage with this advocate (include information about any professional or other relationship):

39. What financial arrangements have you made for your pupillage and the early months of practice?

40. Do you anticipate that you may need to apply to the PSA to consider providing you with any financial assistance? [] Yes [] No

If yes, provide details of the nature and extent of such assistance:

After Pupillage

41. Do you intend to practice as an advocate on completion of your pupillage? [] Yes [] No

- If no, set out details of what you propose to do:

- If yes, when and where do you intend to start practice:

References

42. Give the name and contact details of two persons who are prepared to act as references:

- Name: _____
Relationship: _____
Address: _____

Phone No: _____

Email: _____

• Name: _____

Relationship: _____

Address: _____

Phone No: _____

Email: _____

43. It is recommended that you provide two letters of reference where the referee deals with:

- The applicant's academic ability and achievements;
- The applicant's legal experience and/or expertise;
- The applicant's leadership ability and participation in activities that may indicate an attainment of life experience;
- Any other information you may consider relevant to the assessment of the application, including the applicant's:
 - clarity of thought and analytical ability; and
 - confidence, demeanor and persuasiveness of argument.
- Information on how long the referee has known the applicant and in what capacity

44. You are required to attach a testimonial from the Dean of the Law Faculty that you attended or a certificate of conduct from the faculty. If it is not possible to obtain such testimonial or certificate, you are required to state your efforts and the reasons for your inability to obtain it.

Full disclosure

45. Have you ever been investigated or charged with any kind of offence relating to dishonesty, misconduct or any other improper conduct (including with regard to your employment or education)? Is there any complaint made against you which is still pending/under investigation? [] Yes [] No

If yes, give details: _____

46. Have you ever been investigated for or faced criminal charges for which you were convicted or paid an admission of guilt fine (other than for minor traffic violations) or has any court, tribunal or other body ever made a finding against you? [] Yes [] No

If yes, give details: _____

47. Do you have any physical, mental or other health condition which may adversely affect your fitness to undertake pupillage or to practice as an advocate or which the PSA should know about in order to fairly and properly assess your application? [] Yes [] No

If yes, give details _____

48. Make full disclosure of any other facts or circumstances which may have a bearing on your fitness to undertake pupillage or to practice as an advocate or which the PSA should know about in order to fairly and properly assess your application.

49. Motivation in 100 words or less why you want to join the Pretoria Bar and deem yourself to be a suitable candidate for pupillage:

Declarations and undertakings

50. I declare that:

- The information provided in this application is complete, true and correct, including in respect of my financial arrangements and any need for assistance.
- I have not been guilty of any dishonest or other improper conduct which may render me unsuitable or disqualify me from being accepted as a pupil, admitted as an advocate or admitted as a member of the PSA. No investigation relating to any such conduct is pending against me.
- No fact or circumstance which ought to be considered by the PSA in order to enable it to fairly and properly decide on my fitness to be admitted as a pupil has been withheld by me.
- I have read, understand and undertake to comply with the information contained in the information schedule.
- I have read, understand and undertake to comply with the information contained in the document entitled "Information in respect of application for pupillage" which is available on the PSA website.
- I accept and agree to be bound by the conditions and requirements of application for pupillage that the PSA and the GCB have set, including those contained in this application form and the information schedule.
- I attach to this application each of the documents listed above.
- Should I be selected to serve pupillage at the Pretoria Bar, I undertake to comply with all the requirements of the PSA and its pupillage programme.
- **Applicants who are already admitted as advocates or eligible to be admitted in accordance with the Admission of Advocates Act, read with Section 115 of the Legal Practice Act:** I understand and acknowledge that I am only allowed to appear in unopposed applications in the High Court and Magistrate's Court, under the direct supervision of my training supervisor (pupil mentor) and/or any admitted advocate, duly enrolled with the Legal Practice Council, during the entire duration of pupillage. I specifically acknowledge that I may, under no circumstances accept remuneration for any appearances or attendances, during the entire duration of pupillage. I am not allowed to appear in any opposed applications or trials until successful completion of the requisite Bar examinations and pupillage programme and the GCB and/or PSA has approved my membership.
- **Applicants who are not admitted advocates and subject to Practical Vocational Training under the Legal Practice Act:** I understand and acknowledge that I am not allowed, for the entire duration of pupillage of Practical Vocational Training, to appear in any matters, albeit unopposed, in the High Court, with or without the supervision of my assigned mentor or any other admitted advocate, duly enrolled with the Legal Practice Act. I am only allowed to appear in unopposed motions in the Magistrate's Court (only District Court, unless right of appearance is issued by the LPC, whereafter unopposed appearances in the Regional Court may be allowed), under the direct supervision of my pupil mentor (training supervisor) and/or any admitted advocate, duly enrolled with the Legal Practice Council. I specifically acknowledge that I may, under no circumstances accept remuneration for any appearances or attendances, during the entire duration of pupillage. I am not allowed to appear in any opposed applications or trials until successful completion of my Practical Vocational Training, as envisaged by the Legal Practice Act, which includes successful completion of the requisite Bar examinations and pupillage programme, as set by the General Council of the Bar, and approval and

acceptance of my membership application by the GCB and/or the PSA.

51. I undertake that:

- During my pupillage I will abide by the rules of the PSA and any directions and decisions of the PSA, its Pupillage Committee, the GCB and the NBEB.
- During my pupillage I will present myself at my mentor's chambers each business day and complete such pupillage training related tasks as he or she may assign to me.
- During my pupillage, I will not take up any employment, or remain in the employment of any previous employer or practise any other vocation for gain or otherwise, without the prior consent of the PSA and/or the Legal Practice Council. I agree to dedicate my full year of pupillage to my training and to satisfy the requirements of the rules of the PSA and the Legal Practice Act, 28 of 2014.
- During my pupillage I will attend the pupillage training related lectures and will fully and properly prepare for and participate in all advocacy training workshops.
- I will make myself available to start the pupillage programme in the first week of January or as soon thereafter as the PSA and the Training Committee of the PSA may determine and agree that I will sign the necessary Practical Vocational Training Agreement with the PSA and the training supervisor (pupil mentor) assigned to me. To this end, I undertake to acquaint myself with the relevant Sections, Rules and Regulations of the Legal Practice Act, as well as the Constitution and Rules of the General Council of the Bar, as well as the PSA.
- Save to the extent that I may in law be compelled to do so, I will not, during or after the period of my pupillage, disclose to any person any information obtained by me during the course of my pupillage concerning the affairs of my mentor or any other advocate with whom I might work as a pupil or concerning the affairs of any attorney or client.

SIGNATURE OF APPLICANT

DATE