

# *Pretoria Society of Advocates*

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High Court Chambers  
Private Bag X480  
Pretoria  
0001

## **ADDITIONAL INFORMATION IN RESPECT OF YOUR APPLICATION FOR PUPILLAGE**

With reference to the attached application we wish to draw your attention to the following:

1. The application consists of:
  - 1.1 An application form to be completed and signed.
  - 1.2 A memorandum regarding the criteria for admission as a pupil at the Pretoria Bar that has to be noted, signed and submitted with the application form.
2. Applications for pupillage open 1 May and close on 31 July of each year for the following years' pupillage intake.
3. A non-refundable registration fee of R500,00 is payable when submitting the application form at Room 110, 1<sup>st</sup> Floor, High Court Chambers, 220 Madiba Street, Pretoria.
4. Completed applications **must not be posted** to the Society.
5. Should you submit the application by e-mail or fax, proof of payment of the R500,00 registration fee must be included.
6. The Society's banking details are:

Pretoria Society of Advocates  
Nedbank, Pretoria  
Account No. 160 412 3494  
Branch No. 160445  
Ref: Your surname and initials
7. The assessment examination referred to in the attached memorandum will take place the first Saturday of August each year.

8. Shortly after the assessment examination, a date and time for the formal interview (as set out in the attached memorandum) will be confirmed with you telephonically.
9. The above evaluation process should be completed by mid September.
10. All applicants, whether successful or not, are informed of the outcome of the application by e-mail - **PLEASE DO NOT CALL THE SOCIETY.**
11. Successful applicants will commence with the pupillage programme on the last Monday of January.
12. The pupillage fee, as set out in the application form is payable before commencement of the pupillage programme.
13. At the start of the pupillage programme in January, all successful applicants must either be an admitted advocate or an application for admission as an advocate must have been filed at the High Court.
14. **No applicant whose name is still on the Roll of Attorneys at the time of commencement of the pupillage programme in January, will be allowed to continue with pupillage.**
15. Please note that during the pupillage programme candidates will not receive any remuneration and will not be allowed to be employed elsewhere.
16. All enquiries must be addressed to Ms Ohnie Friebus at the above telephone number and e-mail address.

**GJ GERICKE  
GENERAL MANAGER**

# *Pretoria Society of Advocates*

*Tel: (012) 303-7424  
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*High Court Chambers  
Private Bag X480  
Pretoria  
0001*

## **APPLICATION FOR PUPILLAGE AT THE PRETORIA BAR**

1. Surname: \_\_\_\_\_

Full first names: \_\_\_\_\_

Name called: \_\_\_\_\_

Identity number: \_\_\_\_\_

2. Residential address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

3. Contact details:

Telephone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

4. Academic qualifications (including name of University and date of each qualification).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 5. Previous legal experience (Please state the period of experience & name and contact details of your direct principal / superior).

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- 6. Previous non-legal work experience (Please state the period of experience and name and contact details of your direct principal / superior).

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- 7. If, during your pupillage, you will be on leave, or if you will still be employed, state the reason therefore and provide full details of your employment.

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- 8. Date of and division of the High Court of South Africa where you were admitted as an advocate.

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- 9. If not yet admitted, date when and division of the High Court of South Africa where your application for admission was or will be lodged.

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- 10. Apart from the above, give particulars of any previous:

- 10.1 Application for admission as an advocate.

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10.2 Admission as an advocate.

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10.3 Application for membership of a Bar.

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10.4 Were you placed on the roll of advocates previously?  
Provide all dates.

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10.5 Were you previously removed from the roll of advocates?  
Provide all dates.

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10.6 Membership of any Bar.

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10.7 Pupillage applied for previously (Please provide full details why your application was not accepted).

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10.8 Pupillage served (year, Bar, name and telephone number of mentor).

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11. Do you intend to practice on completion of your pupillage?

11.1 If the answer to 11. is **no**, set out details of what you propose to do.

11.2 If the answer to 11. is **yes**, when do you intend to start practice and where?

12. Has a member of the Pretoria Bar agreed to accept you as his/her pupil? If so, provide his/her name.

13. Are you presently on the Roll of Attorneys? If so, please state the date of admission, the firm(s) where you completed articles and the name and telephone number of your principal(s).

13.1 If the answer to 13. is **yes**, when do you intend to apply for the removal of your name?

**NB. (Candidates who are attorneys are advised that they must have their names removed from the Roll of Attorneys before commencement of pupillage in January.)**

13.2 If your name has been removed from the Roll of Attorneys, give particulars of the date, circumstances of and the reason for the removal of your name from the Roll.

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13.3 What arrangements have been made for any firm or attorneys which practices under a name which includes yours, to cease using your name.

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13.4 Are you entitled to any payment in respect of goodwill? If so, give full particulars.

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13.5 If you are presently articled to an attorney or have been in the past without being admitted as an attorney, provide full particulars of the period of articles, the firm of attorneys and the name and contact details of your principal.

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14. Please furnish the names of two persons (preferably local persons in the legal fraternity to whom the Bar Council can refer).

14.1 Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone no: \_\_\_\_\_

14.2 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone no: \_\_\_\_\_

15. Do you wish to apply for exemption of any of the ordinary requirements of pupillage?

\_\_\_\_\_  
(If so, state on a separate page the exemption requested and all the facts relied upon to support you, **PLEASE NOTE**, exemptions are only granted in exceptional circumstances).

16. Give all further information regarding your fitness to undertake pupillage or practice as an advocate (if necessary on a separate page), which the Bar Council should have in order to consider your application. *Inter alia*, details of criminal charges brought against you of findings by a Court which have a bearing upon your fitness to practice as an advocate, should be mentioned.

\_\_\_\_\_  
\_\_\_\_\_

17. Since pupils earn no income and are not entitled to any income from fixed employment and often suffer pecuniary hardship during the first two or three years of practice, it is necessary to make financial provision. Please provide details of the steps you intend taking to maintain yourself during pupillage and the first two or three years of practice.

18. On a separate page -
- a) state the reasons why you want to join the Bar;
  - b) why you deem yourself to be a suitable candidate for pupillage and membership of this Bar;

19. The following documentation must be attached to your application:

19.1 **Your LLB degree certificate** (if already conferred);

19.2 **your admission order** (if already conferred);

19.3 **a copy of your identity document;**



- 19.4 **recent Curriculum Vitae;**
- 19.5 **a testimonial from the Dean of the Faculty of Law which you attended in which is stated that in the opinion of the Dean, you are a fit and proper person to be admitted as an advocate and as a member of this Society.**
20. Your admission as a pupil member of the Pretoria Bar may be granted provisionally before the LLB degree is conferred upon you or before your admission as an advocate, but in the event that your degree certificate and admission order will have to be exhibited at the commencement of the pupillage program.
21. I declare that I have not been guilty of any dishonest or improper conduct or other conduct which will render me unsuitable or disqualify me from being admitted as an advocate or of being admitted as a member of the Society. No investigation relating to such conduct is being considered or is pending. No fact, circumstances or information which ought to be considered by the Society in order to enable it to decide upon my fitness to be admitted as a member has been withheld by me.
22. **I UNDERTAKE:**
- a) that during my pupil membership I will abide by the rules of the Society and any directions and decisions of the Bar Council and the General Council of the Bar of South Africa and the National Bar Examination Board;
- b) that, save to the extent that I may in law be compellable 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 client.
23. I am aware that in terms of a resolution of the General Council of the Bar of South Africa every pupil is obliged to pay an examination fee. This amount is included in the pupillage fee referred to hereafter.
24. I take notice that in terms of a resolution taken at the Annual General Meeting of this Society, all members are compelled to pay their Bar account by means of a debit order.
25. A non-refundable registration fee of R500.00 is payable when submitting the application form for pupillage.

26. In addition to the registration fee referred to above, a pupillage fee of R3 000 (VAT included) is payable before commencement of pupillage. The pupillage fee consists of:
- 26.1 General Council of the Bar of South Africa examination fee and other pupillage related costs.
  - 26.2 Pretoria Bar's study material and expenses relating to the pupillage programme.
27. I acknowledge that I have read and accept the conditions relating to pupillage at the Pretoria Bar as set out in the attached "Memorandum to applicants for pupillage at the Pretoria Bar".

**SIGNATURE:**

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**DATE:**

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## **MEMORANDUM TO APPLICANTS FOR PUPILLAGE AT THE PRETORIA BAR**

1.

### **PURPOSE:**

This memorandum serves to convey certain material information to applicants for pupillage at the Pretoria Bar, and any application for pupillage will be entertained subject to the information and/or conditions as set out herein. An applicant for pupillage shall receive a copy of this memorandum and shall be deemed to be fully acquainted with the contents hereof.

2.

### **THE PRETORIA BAR:**

- 2.1 The Pretoria Bar (Pretoria Society of Advocates) is a self-regulating voluntary association governed by a constitution and duly elected governing council and various committees, including a Training Committee. The Pretoria Bar is an associated Bar of the General Council of the Bar of South Africa, and subscribes to all ethical and professional rules and directives of the General Bar Council of South Africa.
- 2.2 Being a voluntary association, the Bar Council of the Pretoria Bar determines the criteria for membership of the association, and in general exercises various functions for and on behalf of its members, including administration, discipline, and oversees adherence to a high standard of ethical and professional conduct of its members.

3.

To ensure a high standard of ethical conduct and professionalism in the advocates' profession, and at the Pretoria Bar, the Pretoria Society of Advocates is committed to:

- 3.1 Set certain criteria and standards as a minimum requirement for the admission of new members;
- 3.2 Set a high standard for training of pupils.

4.

**TRAINING:**

The Pretoria Bar conducts training of pupils on a structured basis, and for which purpose a Training Committee was appointed. The Training Committee is mandated to *inter alia*:

- 4.1 Arrange formal lectures for the benefit of pupils on relevant subjects;
- 4.2 Arrange practical training through different practical workshops;
- 4.3 Assist pupils in preparation to enable them to pass the National Bar examination.

5.

The training of pupils is conducted by members of the Pretoria Bar, without remuneration, in their free time, on a voluntarily basis.

6.

The cost of training includes costs of study and workshop materials and costs of arranging practice workshops. These costs are paid for by the Pretoria Bar, from the Bar fees recovered from members of the Bar. Training of pupils is therefore sponsored by the individual members of the Pretoria Bar.

7.

**ADMISSION OF PUPILS:**

The Pretoria Society of Advocates receives a substantial number of applications for pupillage on an annual basis and is unable to accommodate all applicants as a result of various factors, *inter alia*:

- 7.1 The quality of training is negatively affected by the increase in the number of pupils;
- 7.2 The ability to arrange practical training and lecturers for pupils becomes increasingly difficult as the number of pupils increase.

8.

The Training Committee has further noted that there is an increasing number of pupils who are unable to pass the final National Bar examination, resulting in a substantial waste of costs as well as effort in training such pupils.

9.

The Training Committee decides annually on the number of pupils that can be accommodated and select a predetermined number of pupils from the applicants, based on the following considerations:

- 9.1 An assessment examination;
- 9.2 A formal interview;
- 9.3 Proper completion of the formal application form for pupillage with full disclosure of material information and timeous submission of the application.

10.

**ASSESSMENT EXAMINATION:**

- 10.1 Applications for pupillage are accepted from 1 May to 31 July each year and the assessment examination will take place on the first Saturday of August. No application for pupillage will be entertained unless the applicant has participated in the examination. No alternative or supplementary examinations will be entertained.
- 10.2 The assessment examination is set by the Training Committee and is designed to determine the applicant's level of proficiency on:
  - 10.2.1 The law of Civil Procedure;
  - 10.2.2 The law of Criminal Procedure;
  - 10.2.3 The law of Evidence;
  - 10.2.4 Adequate language and writing proficiency.

11.

**FORMAL INTERVIEW:**

The applicant will be required to attend a formal interview with a panel of members, including at least one senior member (SC), in order to interview and assess the applicant *inter alia* on:

- 11.1 His/her level of experience;
- 11.2 His/her communication skills;
- 11.3 His/her motives for applying for pupillage;
- 11.4 His/her general suitability to practise as a member of the Society.

The interviewing panel will treat all applicants equally, and conduct the interview with a pre-set list of questions in order to minimise any possibility of subjective influence.

12.

**SELECTION OF PUPILS:**

Based on the results of the assessment examination and interview referred to *supra*, the Training Committee will select the most suitable candidates for admission as pupils and recommend to the Pretoria Bar Council the list of candidates who, in the opinion of the Training Committee, should be accepted as pupils, in respect of which the following considerations would also apply, namely:

- 12.1 Suitability as counsel having regard to paragraphs 9.1, 9.2 and 9.3 *supra*;
- 12.2 The number of pupils that can be accommodated, having regard to the cost of training and practical issues such as the number of trainers and lecturers available;
- 12.3 Addressing transformation through the promotion of gender equality and the promotion of previously disadvantaged individuals.

13.

**GENERAL:**

All applicants for pupillage must therefore be aware that:

- 13.1 The Pretoria Bar is not a training institution, but conducts training of its selected pupils to ensure a high standard of ethical adherence and professional conduct in the practice of an advocate;
- 13.2 Being a voluntary association an application for pupillage does not create any legitimate expectation to pupillage and/or rights in that respect;
- 13.3 Based on the considerations as set out *supra*, only applicants who, in the opinion of the Training Committee, have a reasonable prospect of successfully completing pupillage, including a reasonable prospect of success at the final National Bar examination, will be selected for pupillage.

14.

The Pretoria Bar will only accept any application for pupillage subject to the information and conditions as contained herein and on condition that any application for pupillage confirms in writing that he/she understands the contents hereof and abide by the conditions as set out herein.

Signed at **PRETORIA** on the ..... of ..... 20.....

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**APPLICANT FOR PUPILLAGE**

