

Pretoria Society of Advocates

TRAINING COMMITTEE

Tel : (012) 303-7424
Fax : 086 695 3145
E-mail : baradmin@law.co.za

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, 5 copies must be handed in with the original application form;
 - 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 beginning of May and close on last working day of July of each year for the following year's pupillage intake.
3. A **non-refundable registration fee** of R500.00 is payable when submitting the application form at Room 110, 1st Floor, High Court Chambers, 220 Madiba Street, Pretoria. Proof of payment must accompany application.
4. Applications **may be posted or courier** to the Society, but no application received after the closing date will be accepted.
5. The Society's banking details are as follows:

Pretoria Society of Advocates
Nedbank, Pretoria
Account No. 160 412 3494
Brand code. 160 445
Ref: Your surname and initials
Proof of payment must be emailed to: barfinance@law.co.za
6. The assessment examination referred to in the attached memorandum will take place the first Saturday of August each year.
7. Shortly after the assessment examination, a formal interview (as set out in the attached memorandum) will be confirmed telephonically with applicants who, on strength of the assessment examination and after consideration of all applications, qualifies for an interview.

8. The above evaluation process should be completed by mid September.
9. All applicants, whether successful or not, will be informed of the outcome of the application by e-mail – **PLEASE DO NOT CALL THE SOCIETY**
10. Successful applicants will commence with the pupillage programme on the last Monday of January.
11. The pupillage fee, as set out in the application form is payable **before** 15 October of the year preceding the start of pupillage.
12. 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 be filed at the High Court. A **date and case number** must be made available to the Society.
13. **No applicant whose name is still on the Roll of Attorney at the time of commencement of the pupillage programme in January, will be allowed to continue with pupillage.**
14. Please note that during the pupillage programme **CANDIDATES WILL NOT RECEIVE ANY REMUNERATION AND WILL NOT BE ALLOWED TO BE EMPLOYED ELSEWHERE.**
15. All enquiries must be address to Ms Ohnie Friebus at the above telephone number and e-mail address.
16. **NB. Please note that the Legal Practice Act, Act 20 of 2014 may be implemented shortly. This may impact on the requirements and structure of pupillage. Therefore, the Pretoria Bar reserves the right to amend its application requirements accordingly.**

**GJ GERICKE
GENERAL MANAGER**

ID Photo

(Newest)

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APPLICATION FOR PUPILLAGE AT THE PRETORIA BAR

1. Surname: _____
Full names: _____
Name called: _____
Identity number: _____
Race and Gender: _____
2. Residential address: _____

Postal address: _____

3. Contact details:
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).

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

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.

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

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.

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

- 10.1 Application for admission as an advocate.

10.2 Admission as an advocate.

10.3 Application for membership of a Bar.

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

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

10.6 Membership of any Bar.

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

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

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 from the roll of Attorneys?

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.

- 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.

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

- 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.

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 or disciplinary charges brought against you or findings by a Court/Tribunal/Committee which have a bearing upon your fitness to practice as an advocate, should be mentioned.
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17. On a separate page –
- 17.1 state the reasons why you want to join the Bar;
- 17.2 why you deem yourself to be a suitable candidate for pupillage and membership of this Bar;
- 17.3 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. The following documentation must be attached to your application:
- 18.1 **your degree certificate** (if already conferred);
- 18.2 **your admission order** (if already conferred);
- 18.3 **a copy of your identity document;**
- 18.4 **recent Curriculum Vitae;**
- 18.5 **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.**
19. 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.
20. 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.

21. **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.

22. 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 entrance fee referred to hereafter.
23. 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.
24. A non-refundable registration and examination fee of R500.00 is payable when submitting the application form for pupillage.
25. In addition to the registration fee referred to above, a pupillage fee of R6 000.00 (VAT included) is payable on or before 15 October of the year preceding the start of pupillage. The pupillage fee is a payment towards General Council of the Bar of South Africa's examination fee and the Pretoria Bar's study material and expenses relating to the pupillage programme.
26. A limited number of full/partial bursaries are made available annually, subject to application to the General council of the Bar of South Africa and the Pretoria Bar, after a candidate's application for pupillage has been accepted by the Bar.
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 Pupillage at the Pretoria Society of Advocates.

28. **NB. Please note that the Legal Practice Act, Act 20 of 2014 may be implemented shortly. This may impact on the requirements and structure of pupillage. Therefore, the Pretoria Bar reserves the right to amend its application requirements accordingly.**

SIGNATURE:

DATE:

PUPILLAGE AT THE PRETORIA SOCIETY OF ADVOCATES

1. INTRODUCTION:

Applications for pupillage are to be made having regard to the information and/or conditions set out in this memorandum. An applicant for pupillage shall receive a copy of this memorandum and shall be deemed to be fully acquainted with the contents thereof.

2. THE PRETORIA BAR:

- 2.1. The Pretoria Bar (Pretoria Society of Advocates) is a self-regulating voluntary association. In terms of the constitution of the Society a Bar Council is elected. The Bar Council appoints various Committees, including a Training Committee.
- 2.2. 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.
- 2.3. The Bar Council of the Pretoria Bar performs various functions for and on behalf of its members which include administration, discipline, and oversight of adherence to a high standard of ethical and professional conduct of its members.
- 2.4. To ensure a high standard of ethical conduct and professionalism in the Advocate's profession, the Pretoria Society of Advocates requires *Advocates* to successfully complete pupillage.
- 2.5. Pupillage entails passing the National Bar Examination Board exams (Bar Exams) and obtaining practical experience during the pupillage year.
- 2.6. Pupil *Advocates* are required to successfully complete a training program and experience practice first hand. Participation and experiencing practice takes place under the guidance and supervision of a Pupil mentor. Mentors are allocated by the Training Committee.

3. TRAINING:

Training of Pupils takes place on a structured basis. The Training Committee is responsible to:

- 3.1. arrange formal lectures;
- 3.2. arrange practical training workshops;
- 3.3. appoint mentors and coaches;
- 3.4. assist Pupils in preparation for the National Bar Examination;
and
- 3.5. monitor Pupils' progress during pupillage year.

The training of Pupils is conducted by members of the Pretoria Bar, without remuneration and on a voluntary basis.

The cost of pupillage exceeds the fees paid by Pupil members. These costs are borne by the members of the Pretoria Bar.

4. ADMISSION TO PUPILLAGE:

The Pretoria Society of Advocates receives a substantial number of applications for pupillage on an annual basis, and is unable to accommodate all Applicants. The main reasons for limiting numbers are:

- 4.1. The training and development of Court skills requires practical exposure to appearing in Court. This training takes place on a one on one basis or in small groups.
- 4.2. The Pretoria Bar does not have the resources in terms of facilities and manpower to accommodate all Applicants.
- 4.3. The Pretoria Bar has a responsibility to ensure the quality of its training not only protects the public but equips members to practise successfully.
- 4.4. The Pretoria Bar is committed to addressing inequalities in the composition of the Bar with regard to race, gender and previously disadvantaged individuals.

5. The process of selecting Pupils for pupillage is based on:

- 5.1. An assessment of the applicants' applications in general, academic records, experience and qualifications.
- 5.2. An assessment of the results in the written entrance examination.

- 5.3. After consideration of the assessments, applicants may be invited to an interview.

6. ENTRANCE EXAMINATION:

- 6.1. Applications for pupillage close on end of July each year. The entrance examination will take place on the first Saturday of August. No application for pupillage will be entertained unless the applicant has participated in such examination.
- 6.2. The assessment examination is set by the Training Committee and is designed to determine the applicant's level of proficiency in:
 - 6.2.1. The law of Civil Procedure;
 - 6.2.2. The law of Criminal Procedure;
 - 6.2.3. The law of evidence.

7. INTERVIEW:

After consideration of the applications and entrance exam results, Applicants may be invited to an interview. Applicants that are invited to attend an interview 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's:

- 7.1. Level of experience;
- 7.2. Communication skills;
- 7.3. Motivation in applying for pupillage;
- 7.4. Prospects of successfully entering into practice;
- 7.5. Financial means of Applicant during pupillage and initial practice.

8. SELECTION OF PUPILS:

- 8.1. The Training Committee recommends the most suitable candidates for admission as pupils to the Pretoria Bar Council.
- 8.2. The Training Committee's recommendation also considers:
 - 8.2.1. The number of pupils that can be accommodated, having regard to resources (costs of training, training facilities, number of trainers and lecturers available).

8.2.2. Aspects such gender equality, previously disadvantaged populations, age and experience.

8.3. The Bar Council considers the recommendations of the Training Committee in the exercise of its discretion as to which Applicants to invite to pupillage. The Bar Council further considers aspects such as the size and composition of the Bar Membership. The accommodation of successful Applicants is a further consideration.

9. **GENERAL:**

All Applicants to pupillage must therefore be aware that:

9.1. 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.

9.2. Being a voluntary association, application for pupillage does not create any legitimate expectation to pupillage and/or rights in that respect.

10. The Pretoria Bar will only accept an application for pupillage subject to the information and conditions as contained herein.

11. **NB. Please note that the Legal Practice Act, Act 20 of 2014 may be implemented shortly. This may impact on the requirements and structure of pupillage. Therefore, the Pretoria Bar reserves the right to amend its application requirements accordingly.**

SIGNED AT on the of
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APPLICANT FOR PUPILLAGE