

**CHECKLIST SUMMARY OF DOCUMENTS
ADMISSION APPLICATIONS UNDER
TRANS TASMAN MUTUAL RECOGNITION ACT 1997 (Cth)**

DOCUMENT	SCR Part 65C	PN SC Gen 8
NOTICE		
<input type="checkbox"/> In the form of Annexure 1 to PN SC Gen 8. (if any variations from applicants name on NZHC certificate – refer to both names and provide information about all names to be specifically covered in information in Notice)		Para 11
<input type="checkbox"/> Annexes an ORIGINAL certificate from NZ High Court evidencing the existing registration which gives rise to the entitlement of the applicant to entry in the NSW Roll of Legal Practitioners. (ORIGINAL ONLY)	R 4 (2)(f)	
<input type="checkbox"/> Issued by the High Court of New Zealand.	R 4 (2)(f)(ii)(A)	
<input type="checkbox"/> States date of admission and that the applicants name is still on the Roll.	R 4(2)(f)(i)	
<input type="checkbox"/> Is not dated more than 28 days before the date on which the Notice (and certificate) are filed with the Supreme Court of NSW.	R 4 (2)(f)(iii)	
STATUTORY DECLARATION		
<input type="checkbox"/> Statutory Declaration in the form of Annexure 2 to PN SC Gen 8 is attached to the Notice.		Para 11
<input type="checkbox"/> The applicant and witness to the Statutory Declaration have signed every page of the Notice, the Annexed Original Certificate and the Statutory Declaration.		Para 11 & Annex 2
<input type="checkbox"/> The date of signing the Notice and Statutory Declaration is not more than 14 days before the date on which it is filed.	R 4 (2)(e)	
OATH OF OFFICE		
<input type="checkbox"/> Must be sworn up to 14 days prior to filing or within 14 days after filing the Notice.	R 4 (4)(a)&(b)	Para 13
<input type="checkbox"/> Must be filed with the Notice or within 14 days after filing the Notice.	R 4 (4)(f) & (g)	Para 13
<input type="checkbox"/> Applicant in NSW:		
<input type="checkbox"/> The oath is to be taken before a Registrar of the Supreme Court of NSW.	R 4(4)(c)	
<input type="checkbox"/> Applicant in Australia (not NSW):		
<input type="checkbox"/> The oath may be taken before a Registrar of the Supreme Court of other State or Territory.	R 4(4)(d)	
<input type="checkbox"/> Applicant in New Zealand:		
<input type="checkbox"/> Currently accepting Oath taken before a Registrar of the High Court of New Zealand (A person in New Zealand authorised under New Zealand law to take oaths).	R 4(4)(e)	
<input type="checkbox"/> Applicant is elsewhere/Overseas		
<input type="checkbox"/> A person authorised under New Zealand law to take oaths, currently accepting Oath taken at a New Zealand or Australian embassy or consulate	R 4(4)(e)	
<input type="checkbox"/> AFFIDAVIT OF SERVICE		
<input type="checkbox"/> Notice and accompanying docs (being certificate and Stat Dec) must be served on the day (or before) the filing of the Notice.	R 4(3)	Para 13
<input type="checkbox"/> Affidavit of service must be filed within 14 days of filing the Notice.	R 4(3)	Para 13
<input type="checkbox"/> Must serve:		
<input type="checkbox"/> Legal Practitioners Admission Board (to include address where served)	R 4(3)	Para 13
<input type="checkbox"/> New South Wales Bar Association (to include address where served)	R 4(3)	Para 13
<input type="checkbox"/> Law Society of New South Wales (to include address where served).	R 4(3)	Para 13
<input type="checkbox"/> Method of service can be personal service or by post or email but affidavit to have sufficient information to prove that service.		
<i>(not essential to serve Oath; deliver, post or email if provide confirmation that accepted email service)</i>		

NOTE: This is a summary only; requisitions may issue if documents need correction. It is the responsibility of applicants to check relevant legislation.