

2010 APPLICATION FOR SPECIALIST ACCREDITATION

Form 1

PROCEDURE

- Completed applications are due by **21 April 2010**
- Applications must be accompanied by the application fee of **\$850 including GST**
- To assist you in ensuring that your application is complete, please fill out the checklist on page 7
- A tax invoice will be posted once payment is received and processed
- Please ensure handwriting is legible
- Cheques should be made payable to the Law Society of NSW

Send the completed application form or direct inquiries to:

Administrative Assistant
The Specialist Accreditation Scheme
The Law Society of NSW
DX 362 SYDNEY, or
170 Phillip Street, Sydney NSW 2000
Phone 02 9926 0305
Email: specialists@lawsociety.com.au



THE LAW SOCIETY
OF NEW SOUTH WALES

▶ PERSONAL INFORMATION

Full name: _____

Law Society Member No: _____

Name of firm: _____

Postal address:

Postcode: _____

Phone: () _____ Fax: () _____

Email: _____

(this email address will be used to confirm receipt of your application)

Would you like to be able to download the assessment materials via the online forum?

Yes No

▶ AREA OF ACCREDITATION

Please tick the box corresponding to the area of specialisation you are applying for.

In addition:

- Candidates applying for accreditation in Dispute Resolution need to nominate the band they wish to be assessed in.
- For Personal Injury candidates must select a subspecialty for their Mock File assessment.

Area of practice	Select band or mock file options	Selection (tick box)
DISPUTE RESOLUTION	Facilitative Dispute Resolution	<input type="checkbox"/>
	Advisory Dispute Resolution	<input type="checkbox"/>
	Determinative Dispute Resolution	<input type="checkbox"/>
	Hybrid Processes	<input type="checkbox"/>
EMPLOYMENT AND INDUSTRIAL LAW		n/a
IMMIGRATION LAW		n/a
LOCAL GOVERNMENT AND PLANNING LAW		n/a
PERSONAL INJURY LAW	Medical Negligence – Plaintiff	<input type="checkbox"/>
	Medical Negligence – Defendant	<input type="checkbox"/>
	Motor Vehicle accident – Plaintiff	<input type="checkbox"/>
	Motor Vehicle Accident – Defendant	<input type="checkbox"/>
	Public Liability – Plaintiff	<input type="checkbox"/>
	Public Liability – Defendant	<input type="checkbox"/>
	Work Injury Damages – Plaintiff	<input type="checkbox"/>
	Work Injury Damages – Defendant	<input type="checkbox"/>



▶ ELIGIBILITY CRITERIA

- 1 I am a Solicitor Member of the Law Society of New South Wales or a full solicitor member of an equivalent state or territory body in Australia Yes No

- 2 I hold a current solicitor's practicing certificate Yes No

- 3 I have been engaged in the practice of law⁺ on a full time basis for at least 5 years* Yes No

- 4 In each of the three years immediately preceding this application, I have been engaged in this area of practice Yes No

- 5 The time I have devoted to this area of practice in each year of the past three year period is not less than 25% of the time required to conduct a full time practice Yes No

• The definition of a solicitor can be found in Section 4 of the Legal Profession Act (NSW) 2004.

+ "Practice of Law" does not include pre-admission experience.

* "Years" run from the date of commencement of practice to 30 June 2010.

Please Note:

An applicant who is not able to satisfy fully the standards concerning years of experience in practice and level of involvement in the area of practice (i.e. criteria 3–5) may be accepted as a candidate at the discretion of the Specialist Accreditation Board.

Please complete *Application for Exemption from Eligibility Criteria 3–5 (FORM 2)* with this application if you are seeking an exemption.

▶ EXPERIENCE IN PRACTICE

I was first admitted to practice on _____

I have been engaged in my current position for _____ years/months

The time I have devoted to this area of practice in the past three years is as follows:

Year Approximate percentage of full time practice

2007 _____ %

2008 _____ %

2009 _____ %

▶ PRACTICE DETAILS

I submit the following to substantiate my assertion that I have been engaged in the full time practice of law for five years. I have **attached** a letter from my most recent supervisor confirming the information I have provided.

Or, I have not done so because I am a sole practitioner or solicitor director.

1 Name of Firm: _____
Address: _____

Employment Date (from – to): _____
Responsibilities: _____

2 Name of Firm: _____
Address: _____

Employment Date (from – to): _____
Responsibilities: _____

3 Name of Firm: _____
Address: _____

Employment Date (from – to): _____
Responsibilities: _____

4 Name of Firm: _____
Address: _____

Employment Date (from – to): _____
Responsibilities: _____



▶ REFERENCES

All applicants must provide contact details for three referees currently on the Roll of Legal Practitioners.

Applicants are urged to consider carefully when selecting their referees. It is important that the referee is able to provide specific observations on your capabilities in the relevant area of practice.

Your referees may be contacted by the Advisory Committee if there is some discrepancy in your results, prior to release.

Your referees may not be a member of the Board or relevant advisory committee, or a close relative or personal friend. A maximum of one referee can be a co-worker or partner at your firm.

The name and contact details of my referees are:

1 Name: _____

Professional Title: _____

Firm/Employer: _____

DX/Postal Address: _____

Telephone: _____

Email: _____

2 Name: _____

Professional Title: _____

Firm/Employer: _____

DX/Postal Address: _____

Telephone: _____

Email: _____

3 Name: _____

Professional Title: _____

Firm/Employer: _____

DX/Postal Address: _____

Telephone: _____

Email: _____

▶ DECLARATION

- (i) I have read and understood the requirements for Specialist Accreditation as set out in the *2010 Guide to Application and Assessment*;
- (ii) I consent to the Specialist Accreditation Board making such enquiries as it sees fit to determine my capability and suitability for accreditation as a specialist;
- (iii) I consent to the Professional Standards Division of the Law Society and the Legal Services Commissioner releasing to the Specialist Accreditation Board any information concerning my professional conduct, provided that the information is not the subject of statutory restrictions on passing on information;
- (iv) I understand that the Law Society deals with the collection, security, quality, use and disclosure of personal information in accordance with the *Privacy Act 1988 (Cth)*, and that a copy of the Law Society's Privacy Statement is available on request;
- (v) I confirm that all the assessment work submitted will be:
 - i) the result of my own efforts
 - ii) completed by me without the assistance of any other person;
- (vi) I agree to be bound by the decisions of the Specialist Accreditation Board subject to my right of *Reassessment* and *Appeal*;
- (vii) I declare that the contents of this application are true and correct.

Signature: _____

Date: _____



FEE

The application fee is \$850 including GST.

A tax invoice will be posted with confirmation of your application. (ABN: 98 696 304 966)

Payment methods

Payment may be made:

- by cheque – please make cheques payable to **The Law Society of NSW**
- by credit card – please complete the details below if you wish to pay by credit card

Please charge the following credit card for the amount of \$_____

Visa Mastercard American Express

Card Number:

Expiry: _____ / _____

Cardholder's name: _____

Signature: _____



CHECKLIST

- Completed Application Form, including a letter from most recent supervisor confirming experience in practice and details of three referees
- Application Fee of \$850
- (if applicable) *Application for Exemption from Eligibility Criteria 3 – 5* with 2 Referee Reports
- (if applicable) *Application for Advanced Standing* with supporting documentation



Specialist Accreditation
The Law Society of NSW
170 Phillip Street
Sydney NSW 2000
DX 362 Sydney
Telephone 02 9926 0305



THE LAW SOCIETY
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OFFICE USE ONLY

Firm No: _____ Member No: _____ AoL No: _____

Payment received:

Fully Completed:

Meets Requirements: OR Board's Discretion:

Entered in database:

Withdrawn: