

APPLYING TO JOIN LIST A BARRISTERS

Who can apply?

List A encourages applications from people who are proposing to undertake the Victorian Bar Readers' course.

How many new members does List A take per year?

The Rules of List A impose a cap on the number of total members on the List at any one time. This means that from time to time there may be no places available on the List.

Therefore, List A looks to the quality of each applicant and to the requirements of the List at the time the application is made. For that reason there is no fixed number of new members per year.

What does List A look for in a new member?

List A looks for overall excellence in new members. We recognise that no two candidates are alike.

While the following factors are not determinative of whether an applicant will be offered a place on List A, they provide an indication of the matters the List Committee will take into account in making its decision in relation to an application. These factors are not ranked in any particular order and no factor has special weight in the List Committee's consideration:

- quality of academic record;
- nature, quality and length of legal experience;
- intended areas of practice at the Victorian Bar in the context of the composition of the List and its future requirements;
- nature, quality and length of other experience;
- interview performance;
- referees' comments; and
- present numbers of the List.

What is the selection process?

Once an application is received an initial informal meeting will be arranged with the Executive Director of the List, Mr David Andrews. At that meeting Mr Andrews will discuss in greater detail with the applicant the manner in which the List operates, the application and the factors set out above. He will then report to the List Committee which will make a threshold decision whether the applicant will be offered an interview.

The List Committee comprises 7 members of List A elected by members of the List.

The List Committee understands the need for the strictest confidentiality of all applications. All applications are and remain confidential.

If an applicant is offered an interview, they will generally be interviewed by a sub-committee of the List Committee. These interviews will take place in accordance with the Guidelines for

applications for places on Lists at the Victorian Bar as published from time to time (**the Guidelines**).

The Guidelines as they apply to people undertaking the March 2019 Readers' Course appear at the end of this document.

The sub-committee conducting the interview will report back to the List Committee with a recommendation as to whether an applicant should be offered a place on the List. The decision to offer an applicant a place on the List is then made by the full List Committee.

Any member of the List Committee who has a personal or professional tie to an applicant is expected to abstain from the interviewing and voting process in relation to that applicant.

The voting and decision making process is confidential and no correspondence is entered into about the results of the decision-making process.

When should applicants apply?

Readers must make their applications in accordance with the Guidelines. Applications can only be made once the Bar has offered the applicant a place in the Readers' Course.

What List A expects from its new members

The List expects members (and particularly new members) to contribute to the List in the following ways:

- attendance at List A meetings and functions;
- participation in List A promotional activities; and
- participation on List A Boards and Committees.

For further information, applicants should contact Mr David Andrews on (03) 9225 8444 or by email at david.andrews@listabarristers.com.au

Applications for places on Clerk Lists at the Victorian Bar

Guidelines for March 2019 Readers

These guidelines have been adopted by agreement between all the Lists at the Victorian Bar and the Victorian Bar.

1. Applications

Except as provided in paragraph 4, below,

- (a) Applications by prospective readers for a List place may be made only once the prospective reader has received an offer of a place in the Readers' Course from the Victorian Bar (Bar Offer).
- (b) An application made prior to the making of Bar Offers will not be considered by the Lists.
- (c) Applicants should apply directly to the List(s) by which they wish to be considered.
- (d) There is no limit on the number of Lists to which a prospective reader may apply.
- (e) Applications for a List place close at **4.00pm on Friday 11 January 2019**.

2. Interviews

- (a) Except as provided in paragraph 4, below,
- (b) Lists will not interview applicants for List places, or contact applicants to arrange an interview, any earlier than the date on which Bar Offers are made.
- (c) Once Bar Offers are made, Lists may conduct interviews at any time up until **4.00pm on Friday 15 February 2019**. Lists may choose to indicate on their websites the period in which they propose to conduct interviews.

3. List Offers

(a) Except as provided in paragraph 4, below, Lists should only make offers or arrangements for readers to join the List (List Offer) after **9.00am on Monday 18 February 2019**.

(b) If a List makes a List Offer to an applicant the List may, at the discretion of the List, permit the applicant to defer their place for a one year period, but only if the Victorian Bar also approves a deferment of the reader's reading period.

(c) A List Offer will remain open for a period of not less than 2 business days from the time at which it is made. The List will inform the applicant of the time for which the List Offer remains open at the time the List Offer is made.

4. Exceptions

(a) Where an applicant cannot, for reasons of genuine necessity, participate in an interview in the period between the making of his or her application and 15 February 2019 he or she may make an application to the Victorian Bar, with any relevant supporting documentation, to be interviewed by Lists at a later date. Permission is granted at the sole discretion of the Victorian Bar.

(b) These guidelines do not apply to applications by, and List Offers to, indigenous applicants.