

THE RULES OF THE SUPREME COURT 1985  
APPLICATION FOR CALL TO THE BAR CHECK LIST

THE BERMUDA BAR ACT 1974  
SECTION 51 (1) SUPREME COURT ACT 1905

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

There is a cover letter from attorney	Yes <input type="checkbox"/>	No <input type="checkbox"/>
There are 2 copies of documents filed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
All documents are time/date stamped	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Notice of Motion is <u>signed by the law firm</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Notice of Motion has \$50 filing fee affixed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The red ink seal is stamped on the original & the copy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Order has \$25 filing fee affixed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The red ink seal is stamped on the original & the copy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Returning (copy) Order is placed <u>behind</u> envelope addressed to law firm to ensure that it is not inadvertently returned before CJ signs it.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The applicant affidavit has \$15 filing fee affixed (See Section 51 of the Supreme Court Act 1905 as to what affidavit should contain)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Supporting exhibits (filed together \$5; filed separately \$5 each)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has it been noted on the exhibits that the originals have been seen	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copies of qualifications/certificates	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Practicing Certificate	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Valid Work Permit /other immigration approval (non-Bermudian)	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Copy of Passport (Bermudian)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Certificate of Good Standing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bar Council approval	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Supporting affidavit (of good character) has \$15 filing fee affixed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Registrar has fixed the date on the Notice of Motion, setting the matter down	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Order been signed by the Chief Justice	Yes <input type="checkbox"/>	No <input type="checkbox"/>

The Call Certificate been completed and signed by the Registrar (Jems template)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The information regarding the Applicant been entered in the Call Roll Book	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Call Roll Book been signed by the Applicant	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**NOTES:**

- Notice of Motion goes to Registrar to date; after which all but the returning (copy) Order is returned to the law firm
- Clip returning Order to inside of file for CJ to sign when applicant is called (at hearing).
- Stock paper 8-1/2 x 14 printed with the credit & wording as below.
- File goes for updating in JEMS.



In the Supreme Court of Bermuda