



## **APPLICATIONS FOR PLACES ON LISTS AT THE VICTORIAN BAR** **Guidelines for September 2016 Readers**

*These guidelines have been adopted by agreement between all Clerking Lists 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 the 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, 8 July 2016**.

### **2. Interviews**

Except as provided in paragraph 4, below,

- a. Lists will not interview applications for List places, or contact applicants to arrange an interview, any earlier than the date on which the Bar Offers are made.
- b. Once Bar Offers are made, Lists may conduct interviews at any time up until 4.00pm on Friday, 5 August 2016. Lists may choose to indicate on their websites the period in which they propose to conduct interviews.

### **3. List Offers**

- a. Except as proved in paragraph 4, below, Lists should only make offers or arrangements for readers to join the List (**List Offer**) after **9.00am on Monday, 8 August 2016**.
- 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 (1) year period, but only if the Victorian Bar also approves the deferment of the reader's reading period.
- c. A List Offer will remain open for a period of not less than two (2) business days from the time at which the offer was made. The List will inform the applicant of the time period which the List Offer remains open.

### **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 12 February 2016, 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.