

GUIDELINES FOR ENROLMENT AS ATTORNEYS-AT-LAW

The students who have passed the Attorneys-at-Law Final Examination are requested to follow the instructions given below to enable them to take oaths as Attorneys-at-Law.

01. After the results are released the students should complete, under Rule 36 of the Rules of the Incorporated Council of Legal Education, a six month apprenticeship under Senior Attorney-at-Law of **Eight** years standing. They must within two weeks of the release of results, hand over a Letter of Commencement as per Annexure – I from the said Attorney addressed to the Principal, Sri Lanka Law College.
02. They should participate in and complete the Practical Training Course conducted by the Sri Lanka Law College.
03. After completing **four** months of Apprenticeship and at least six weeks before applying to the Supreme Court for enrolment they should:-
 - (a) hand over **two copies** of the Notice of Enrolment to the Registrar, Supreme Court, who will return one copy to the Apprentice, after placing the official seal thereon. This should be kept with him/her and later submitted to the Supreme Court. (see stage 2 overleaf)
 - (b) **Two copies** of the Enrolment Notice should be given to the Registrar, Council of Legal Education (i.e. Law College) Please see Annexure – 4 for covering letter.
04. After completing their Apprenticeship they should hand over to the Law College Office a copy of the Gazette in which the enrolment notice appeared and their Termination Letter as in Annexure – 3.

05. The LL.B. Graduates should also produce on or before the completion of the Practical Training Course a certificate from the supervising officer stating that they have written the request number of Deeds (minimum 28). The names of deeds are given in Annexure - 5.

INSTRUCTIONS RELATING TO HANDING OVER DOCUMENTS TO THE SUPREME COURT.

STAGE - 01

After receiving the documents referred to in Para 3 and 4 above from the students who have completed their apprenticeship the college office will prepare and release the following documents on a date to be announced on the Notice Board.

01. Preliminary Certificate
02. Intermediate Certificate
03. Final Certificate
04. A copy of Enrolment Notice
05. Practical Training Course Certificate

STAGE - 02

Application forms including the Affidavit and the Schedule will be issued. Please note that this set of forms varies according to qualification i.e. LL.B. (University of Colombo), LL.B. (Open University of Sri Lanka) and the Law College. Please obtain the correct set of forms from the Law College Office. These forms should be perfected and the following documents should be marked on the RIGHT HAND CORNER as follows:-

- | | |
|---|-----|
| 01. Preliminary Examination Certificate | "A" |
| 02. Intermediate Examination Certificate | "B" |
| 03. Final Examination Certificate | "C" |
| 04. Notice of Enrolment to the Supreme Court | "D" |
| 05. Notice of Enrolment to the Registrar, Council of
Legal Education | "E" |
| 06. A copy of Gazette Notification | "F" |
| 07. The page in which newspaper notice published | "G" |
| 08. Termination Letter | "H" |
| 09. Practical Training Course Certificate | "I" |

STAGE - 03

The apprentice accompanied by an Attorney-at-Law should meet the Registrar of the Supreme Court and hand over the application for Enrolment along with.

01. All the documents listed under 'Stage -02' above.
02. Two Character Certificate from Attorney-at-Law of at least 07 years standing that the applicant is a person of good repute and that there are no impediments or objections to his/her Enrolment as an Attorney-at-Law.
03. Stamps to the value of Rs.250/-

Registration No. :

LETTER OF COMMENCEMENT

(Should be on a letterhead of the senior Attorney-at-Law)

The Principal,
Sri Lanka Law College
Colombo 12.

Dear Madam.

I wish to inform you that Mr./Mrs./Miss (Full Name)
Of(Address) commenced reading in
my chamber from200.. * in order to familiarize
himself/herself with the ordinary course of business of an Attorney-at-Law,
as required by the Rule 36 of the Rules of the Incorporated Council of Legal
Education.

Yours faithfully,

Attorney-at-Law

Seal.

Date:-

- Insert date, month and year.

ANNEXURE – 02

NOTICE OF ENROLMENT

I,(Full Name) of
.....(Address) do hereby give notice that I shall
SIX WEEKS HENCE apply to HIS LORDSHIP THE CHIEF
JUSTICE AND THE OTHER HONOURABLE JUDGES OF
THE SUPREME COURT OF THE DEMOCRATIC
SOCIALIST REPUBLIC OF SRI LANKA to be admitted and
enrolled as an ATTORNEY-AT-LAW OF THE SUPREME
COURT.

(Signature)
(Name)

Date:-

ANNEXURE – 03

LETTER OF TERMINATION

(Should be on a letterhead of the Senior Attorney-at-Law)

This is to certify that Mr./Mrs./Ms
.....
of (Address)..... attended my
Chamber regularly since200..* for a
period of Six months and that he/she practically understands the
details of the Chamber practice of an Attorney-at-Law.

Attorney-at-Law
(Scal)

Date:-

- insert date, month and the year.

ANNEXURE - 04

N.B.

Please note that your Notice of Enrolment should be forwarded with a covering letter as follows:-

Registration No.:.....

The Registrar,
Council of Legal Education,
244, Hulftsdorp Street,
Colombo 12.

Dear Madam.

Herewith I attach my Notice of Enrolment to the Council of Legal Education.

Further, I wish to inform you that I have given my Notice of Enrolment to* and the Government Press in order to publish my name in the aforesaid Newspaper and the Government Gazette. I have also give two copies of the Enrolment Notice to the Registrar of the Supreme Court.

Please accept my Notice of Enrolment.

Yours faithfully,

Signature and Name.

Date:-

* insert the name of the Newspaper.

ANNEXURE - 05

(Names of Deeds)

01. The Sale of a Land
02. Sale by an Administrator
03. Sale by an Executor
04. A Conveyance by an executor to a devisee under a last visit
05. Sale under a Mortgage Decree
06. Sale of an estate by an assignee of an insolvent
07. Sale by a manager of property belonging to a lunatic
08. Agreement of Transfer
09. Conditional Transfer
10. Sale of movable property
11. Mortgage of immovable property
12. Mortgage of movable property
13. Deed of Partition
14. Deed of Release
15. Lease
16. Deed of renunciation
17. Deed of Ratification
18. Deed of Rectification
19. Deed of Declaration under the Apartment ownership Law
20. Joint Last Will
21. Transfer of property (land) to a Limited Liability Company
22. Deed granting a Right of way
23. Transfer of land by a person holding a power of attorney on behalf of the Principal
24. Transfer of a Condominium property
25. Last Will
26. Codicil
27. Deed of Gift (Subject to life inherent)
28. Deed of Gift (irrevocable)

(You are required to write Deeds specified in the above list)

244, Hulftsdorp Street, Colombo – 12, Sri Lanka
Telephone: - 011 -22323759 Fax: - 011-2436040