

Information from Christchurch High Court for Admission Ceremonies

Documents for admission are required to be filed 1 month before the ceremony at the High Court office. The documents required are Forms LA1 (application) and LA2 (affidavit) from the NZ Law Society website: <https://www.lawsociety.org.nz/for-lawyers/joining-the-legal-profession/admission>. Please note that if you have been admitted in an overseas jurisdiction and have completed any additional requirements prescribed by NZCLE you will need to complete form LA3 instead of LA2.

APPLICATION LA1 Sometimes candidates are delayed in obtaining the certificates required for the affidavit. If you are delayed, please file form LA1 (the application) one month before the ceremony and pay the filing fee of \$120 by cheque, eftpos, credit card or cash. This will hold your place in the ceremony. The affidavit can be filed no later than 1 week before the ceremony.

AFFIDAVIT LA2 The affidavit has 3 exhibits: 1) Certificate of Completion, 2) Certificate of Character and 3) receipt from the Law Society for the \$253 fee paid for the Certificate of Character.

The exhibits need to be either originals, or certified copies of the originals and Court staff need to sight the originals. An exhibit note is signed by the person who helps you swear or sign your affidavit.

Your affidavit can either be sworn (on a bible) or affirmed. Please make sure that the beginning (preamble) and end (jurat) of the affidavit are consistent, i.e. if you chose “swear” at the beginning you need to choose “sworn” at the end. If you “solemnly and sincerely affirm” at the beginning, you need to choose “affirmed” at the end

ORDER LA5 Following the ceremony, you can file the order for admission (form LA5) which the Court will seal for you. You will need this to obtain a practising certificate. Please do not file the order before, or on the day of the ceremony.

Court staff are unable to seal the order until after you have been admitted, and there will be no time for us to do this on the day of the ceremony.

The order should include the name of the presiding Judge and the date of your admission.

REHEARSAL There will be a rehearsal on the day before the ceremony, at 4pm in Courtroom 12, level 3, 20 Lichfield Street, Christchurch – you are expected to attend.

Due to limited seating, you can bring 3 guests per candidate, we do not count your moving counsel as one of the 3 guests.

The High Court will email you a week before the ceremony with more details. Please put your email address on your application.

Contact email for the High Court is christchurchhc@justice.govt.nz