

THE RULES OF THE SUPREME COURT 1985
APPLICATION FOR REGISTERED ASSOCIATES CHECK LIST

THE BERMUDA BAR ACT 1974 (PART IV SECTION 14)

FILE: A/7

IN THE MATTER OF: _____

LAW FIRM FILING: _____

PREPARED BY: _____ DATE: _____

DATE FILED	DOCUMENT		
	There is a cover letter from attorney (Optional)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	All documents are time/date stamped	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Applicant's Affidavit	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Supporting exhibits (filed together \$5; filed separately \$5 each)		
	Qualifications/Degrees submitted	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Practicing Certificate: Valid until <u>30th June 2016</u>	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
	Valid Work Permit: Valid until _____	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
	Certificate of Good Standing (see attached supporting affidavit)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Affidavit supporting the Application	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	File has been sent to the Registrar for review	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Registered Associate Certificate has been completed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Certificate has been send to the Registrar/Acting Registrar for signature	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Registrar has signed by Registered Associate Certificate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Applicant's name has been entered in the Registered Associates Roll Book, indicating the number, the name of applicant, and date of enrolment. (Write in the name of the Registrar or Acting Registrar)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

	Applicant has been called to sign the Registered Associates Roll Book	Yes <input type="checkbox"/> No <input type="checkbox"/>
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NOTES:

- Clip application on front of the A/7 file before passing onto the Registrar to review.
- The Registrar give instructions to prepare the Registered Associate Certificate.
- Stock paper 8-1/2 x 14 printed with the credit & wording as below.
- Print two copies (one for the applicant and the other for the file).
- Place a red seal on the certificate and emboss once signed by the Registrar/Acting Registrar.
- File is then return to the grey cabinet located in the area before entering into the Court Associates' area.



In the Supreme Court of Bermuda

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 behind 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

THE RULES OF THE SUPREME COURT 1985
APPLICATION FOR NOTARY PUBLIC CHECK LIST

COMMISSIONERS FOR OATHS AND NOTARIES PUBLIC RULES 1973
 COMMISSIONERS FOR OATHS AND NOTARIES PUBLIC ACT 1972

APPLICANT: _____
 CASE NUMBER: ____/____ CIV

PREPARED BY: _____ DATE: _____

There is a cover letter from attorney (optional)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
There is an original and 1 copy of documents filed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
All documents are time/date stamped & have a case number	Yes <input type="checkbox"/>	No <input type="checkbox"/>
There is a Notice of Motion signed by applicant	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"/>
There is an Order	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Order has \$200 filing fee affixed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The red ink seal is stamped on Order & the copy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
There is an applicant affidavit	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The affidavit has \$15 filing fee affixed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Affidavit states when enrolled to practice (NOTE: confirm date of call stated therein – check the Call to Bar Roll Book or www.bermudabar.org)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
There is a supporting affidavit (not required for in person applicant)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The affidavit has \$15 filing fee affixed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
There is a “blue note” to judge for signature of Order	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The “blue note” states to return to Registrar to date Notice of Motion	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Order is dated & signed (administratively) by Chief Justice	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Registrar has dated the Notice of Motion with the date the Order was signed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of applicant is entered in the black “Roll of Notaries Public in Bermuda” book (located under the reception counter)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

The electronic register is updated (located on the shared "T" drive in the Notary Public Register folder)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The updated page of the electronic register is printed and placed in the plastic sleeve (kept in the roll book)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Print the letter to the applicant attorney/applicant in person advising to lodge a letter with their signature with the Parliamentary Registrar (should be signed by a Supervisor/ Manager/Registrar) (JEMS template)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of letter is on file; signed copy on front of file (to keep with certificate)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Two copies of the Notary Public Certificate is printed on stock paper (JEMS template]	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Both copies have an embossed red seal affixed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
One copy is anchored to file & one copy to front of file for signature	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Registrar has signed and dated Notary Public Certificate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Contact the filing attorney /in person applicant to inform that the certificate ready for collection (photo ID must be provided)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
At collection the Roll Book is signed by the <u>applicant</u> (photo ID confirmed)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
In the collection envelope is the certificate, the letter and the return copies of documents filed	Yes <input type="checkbox"/>	No <input type="checkbox"/>

NOTES:

- "Blue Note" & Order on front of file; Order and file copy of Order flagged for CJ/Judge signature. Clip copies of all other documents to inside of file.
- When file is returned, Notice of Motion, on front of file with other copies of documents under it. Flag Notice of Motion for Registrar signature.
- When Registrar returns file, return to the applicant/lawyer the executed copies of the Notice of Motion, and Order and the affidavit and supporting affidavit.
- File goes for updating in JEMS
- Stock paper is 8-1/2 x 14 printed with the crest & wording as below:



In the Supreme Court of Bermuda

THE RULES OF THE SUPREME COURT 1985
APPLICATION FOR LIMITED CALL TO THE BAR (QC's) CHECK LIST

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

PREPARED BY: _____ DATE: _____

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Practicing Certificate	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
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Certificate of Good Standing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bar Council approval	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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