

BAR COUNCIL OF TAMIL NADU AND PUDUCHERRY

**HIGH COURT CAMPUS,
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SECRETARY'S GUIDELINES TO THE LAW GRADUATES SEEKING ENROLMENT AS ADVOCATE

The application for enrolment as an advocate is issued to the applicants free of cost. Application can be **downloaded in green sheets.**

The application for Enrolment is to be filled up **only by the candidates** properly on the basis of the certificates. Please ensure that the application is completed in all respects and free from defects. If any column in the application is not applicable, please write the word 'NIL'.

CERTIFICATES TO BE FILED ALONG WITH APPLICATION

(In original and self attested Xerox copies)

1. *B.L. Certificate / Provisional Certificate issued by the University* : If the Provisional/ Degree Certificate is issued by the Principal of the Law College, the same should be counter-signed by the concerned University under which the said institution is affiliated. Mark lists of all the years of Law Degree Course are to be filed.
2. B.A Degree Certificate / Provisional Certificate: In the case of three/five years Law Degree students. S.S.L.C Higher Secondary Mark list is to be filed. Mark Lists of all the three years of Degree Course are to be filed.
3. S.S.L.C First page / Transfer Certificate / Community Certificate or any other Certificate showing his / her father's name is to be filed
4. S.S.L.C First page / Transfer Certificate / Birth Certificate issued by the Municipality or Corporation showing the Date of Birth is to be filed.
5. Course Certificate and Attendance Certificate to the effect that he / she had undergone Law Course by regular attendance for 3 years / 5 years issued by Principal of the Law College (applies only to the Law Graduates of Universities outside Tamil Nadu) are to be filed.
6. Relieving Order / retirement order or acceptance of the resignation from his / her former employer, if he / she is a former employee of Government / company / firm etc. is to be filed.
7. Self attested copies of all the testimonial and other documents are to be filed along with the application.

DOCUMENTS TO BE FILED ALONGWITH APPLICATION

1. Latest passport size photograph to be affixed on the box column of page No. 1 in the main application. The photo should be attested by an advocate / Gazetted Officer with seal. Two more passport size photographs to be attached alongwith enrolment application.
2. Two character certificates in Form No. VI signed by two advocates of each having 10 or more years of standing at the Bar.
3. Form No. VII duly signed by an advocate having 10 or more years of standing at the Bar, who will be able to move the enrolment of the candidate concerned, on the day notified by the Bar Council. The said advocate should be a known person to the candidate and of his/her native place.
4. Full page of approved newspaper containing Enrolment Notification as prescribed in Form No. IV.
5. Identity card application form duly filled up along with prescribed charges and 3 passport size photographs and 2 stamp size photographs. Please mention your contact phone number.
6. Self addressed stamped envelope of Rs. 50/- for the purpose of sending his/her Certificate of Enrolment and original Certificates filed by you.
7. The candidates are directed to produce any one of the following certificates to prove her/his place of residence:-

Ration Card, Voter I.D., Driving License, Bank Passbook, Aadhar Card, Pan card or passport.

ENROLMENT AND OTHER CHARGES PAYABLE TO THE BAR COUNCIL OF TAMIL NADU

SL. NO.	DESCRIPTION OF FEES	GENERAL Rs.	SC/ST Rs.
1.	The candidates, who have obtained Law Degree from Universities situated in the State of Tamil Nadu and Puducherry (verification fee) The candidates, who have obtained Law Degree situated in other States except in Tamil Nadu and Puducherry towards verification fee or the actual fees collected by the concerned University, whichever is higher)	500/- 1000/-	500/- 1000/-
2.	Enrolment Application processing charges	1500/-	1500/-
3.	Enrolment Certificate fee	500/-	200/-
4.	Enrolment fee	600/-	100/-
5.	Corpus Fund	1000/-	1000/-
6.	Identity card	150/-	150/-
7.	Police Verification	300/-	300/-
8.	Postal charges for sending Temporary and Permanent Enrolment Certificate and other papers etc.	100/-	100/-

The above amount may be paid directly into the S.B. Account No. 484042697 of the Bar Council of Tamilnadu with Indian Bank, High Court Branch, Chennai-600 104 or by way of demand draft drawn on any of the scheduled Bank in favour of "SECRETARY, BAR COUNCIL OF TAMIL NADU", payable at Chennai. Candidates belonging to the Scheduled caste and Scheduled Tribes should file the Community Certificate to claim concession.

ENROLMENT FEE PAYABLE TO THE BAR COUNCIL OF INDIA

SL. NO.	DESCRIPTION OF FEES	GENERAL Rs.	SC/ST Rs.
1.	Enrolment fee	150/-	25/-

The above amount may be paid directly into the S.B. Account No. 484073997 of the Bar Council of India with Indian Bank, High Court Branch, Chennai-600 104 or by way of demand draft drawn on any of the scheduled Bank in favour of "BAR COUNCIL OF INDIA", payable at Chennai.

BAR COUNCIL OF INDIA SPONSORED ADVOCATES WELFARE FUND SCHEME:-

The Advocates Welfare Fund Scheme is a compulsory one. All the applicants, at the time of filing the papers for enrolment, should file Form No.40 prescribed by the Bar Council of India along with Rs.3000/- towards the life subscription. The Legal heir of the deceased advocate is entitled to receive Rs. 20,000/- on the death of advocate under this scheme.

: Sec. guideline Page No.4 :

The above amount may be paid directly into the S.B. Account No. 484050426 of the Advocates Welfare Fund of the Bar Council of Tamil Nadu with Indian Bank, High Court Branch, Chennai-600 104 or by way of demand draft drawn on any of the scheduled Banks in favour of “ADVOCATES WELFARE FUND OF THE BAR COUNCIL OF TAMIL NADU”, payable at Chennai.

All the applicants should sign the declaration as prescribed in the application.

The law Graduates, who have secured their Law Degree by correspondence course are not eligible for enrolment. Applicants in service or in active participation of business, trade or industry, profession are not eligible for enrolment. Indians with Foreign Law Degree are eligible for enrolment, if the degree is recognised by the Bar Council of India and also passed the examination conducted by the Bar Council of India.

DRESS REGULATIONS

Male applicants : White shirt, black tie with shoes. Please avoid metal buttons in coat.

Female applicants: White saree or White Salwar kameez and black waist coat.

GENERAL INSTRUCTIONS

1. Candidates for Enrolment should be present in Enrolment hall at least 30 minutes before the time fixed for Enrolment. **LATE COMERS WILL NOT BE PERMITTED** to get enrolled as Advocates.
2. Advocates who signed Form No. VII should be present to move the Enrolment of candidates.
3. Enrolment of Advocates is a solemn function and strict discipline should be maintained during the Enrolment function.
4. Photographers duly authorised by the Bar Council alone are permitted inside the Enrolment hall.
5. Bursting of crackers, playing drums, placing of vinyl of banners and placards in and around the Bar Council premises during the Enrolment function are strictly prohibited. The candidate, who is responsible for the same will be disqualified from getting enrolled as an advocate.
6. Usual form of moving is as follows:- “ I am happy to move the Enrolment as (Name of the applicant) advocate before the Bar Council of Tamil Nadu. I wish him all success.

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7. The candidates shall mention the criminal case of conviction or trade or business or employment in the appropriate columns of the enrolment application and if it is found that the information furnished were found to be false at a later stage that the candidates are involved in any of the criminal case or conviction or trade or business or employment, her/his enrolment application shall be rejected.
8. **Ordinarily, the enrolment will be conducted on every Friday or such other date as may be fixed by the Enrolment Committee.**
9. Name of the applicant will be included in the list only after the approval of his/her application by the Enrolment Committee.
10. The applications must be submitted only in person during office hours between 11.00 a.m. and 04.00 p.m.
11. The conduct certificate in column No.6 shall be obtained as far as possible from the advocates, who are hailing from their native place/District. The candidates are requested to avoid getting conduct certificate from the Notary Public.
12. The candidates are directed to give publication (as shown in Form IV) as far as possible in the edition of their native District or Region.
13. Solemn affirmation to be taken at the time of enrolment.
14. The applications processed (after receipt of Police Verification and University Verification) on or before **WEDNESDAY of that week** alone will be considered for enrolment on ensuing Friday. The applications processed after Wednesday of a week will be included in the next enrolment only, excluding that week.
15. The candidates who have passed B.L/LLB degree course after March,2010 alone need to file **UNDERTAKING. It should be typed in Twenty Rupee stamp paper.**

SECRETARY, BAR COUNCIL.