



Incorporated Council of Legal Education

Sri Lanka Law College

GUIDELINES FOR APPRENTICES

The students who are **eligible** for the apprenticeship ¹ are required to follow the instructions given below:

01. After the results are released, the eligible student must complete, under Rule 36 of the Rules of the Incorporated Council of Legal Education, a six-month apprenticeship under an Attorney-at-Law of **eight years** standing.
02. The apprentice must hand over his/her Letter of Commencement (see Annexure 1) from the said Attorney to the Apprenticeship Unit of Sri Lanka Law College. (refer the notice)
03. The Letter of Commencement will not be accepted for any reason after the date specified in the notice.
04. The apprentice must complete his/her apprenticeship in Sri Lanka.
05. The apprentice must complete the Practical Training Course conducted by the Sri Lanka Law College.
06. After completing four (4) months of apprenticeship the apprentice must:
 - (a) check the correctness of his/her full name with the given name in the pass list² before submitting the Notice of Enrolment³ (see Annexure 2).
 - (b) hand over two copies of the Notice of Enrolment to the Registrar of the Supreme Court.
 - (c) hand over the Notice of Enrolment to the Government Press and to a Newspaper for publication within two (2) working days from the submission date of the Notice of Enrolment to the Registrar of the Supreme Court.
 - (d) hand over two copies of the Notice of Enrolment to the Apprenticeship Unit of Sri Lanka Law College with the covering letter (see Annexure 4) within two (2) working days from the submission date of the Notice of Enrolment to the Government Press.

(Note that the four sets of the same copies of Enrolment Notice should be printed.)

¹ Rule
Apprenticeship
and reading in
chambers

³⁶ After passing the Final Examination for the admission of Attorneys-at-Law a student shall in accordance with the Regulations in Schedule III, attend for a period of six months the chambers of an Attorney-at-Law of 8 years standing practicing in Sri Lanka and familiarise himself with the ordinary business of an Attorney-at-Law and shall also attend such Practical Training Course as may be prescribed by the Council. Provided that where, in the case of an Attorney-at-Law student, the Council is satisfied that the student has in a judicial capacity acquired sufficient practical acquaintance with the Principles of Legal procedure, it may dispense with the requirements of the rule.

Barristers must refer to Rule 51

² The Final examination pass list will be published within four months after the release of the final examination results.

³ The students who have registered in Sri Lanka Law College under Rule 51 of the Rules of the Incorporated Council of Legal Education, must complete their examinations before submitting the Notice of Enrolment.

7. After completing the apprenticeship and six weeks after publishing the Notice of Enrolment in the Gazette, the following documents must be handed over to the Apprenticeship Unit of Sri Lanka Law College by the apprentice himself/herself on a date to be announced on the Sri Lanka Law College Website.
- (a) Original and a photocopy of the letter of Termination (see annexure 3) issued by the Attorney who issued the Letter of Commencement.
 - (b) Copy of the Gazette Notification.
 - (c) Deed Book Submission Certificate (If applicable).
 - (d) Student Identity Card.
 - (e) Relevant set of forms (refer to No. 9 below)
8. The Apprenticeship Unit of the Sri Lanka Law College will release the following documents to the apprentice on the same day specified in No.7 above.
- (a) Preliminary Year Examination Certificate
 - (b) Intermediate Year Examination Certificate
 - (c) Final Year Examination Certificate
 - (d) Practical Training Course Certificate
 - (e) A copy of the Notice of Enrolment signed by the Registrar, Council of Legal Education
9. The apprentice should download the relevant set of forms required to be submitted to the Supreme Court. Each set of forms must include the Application, Affidavit, and the Schedule. The apprentices must duly fill out the same set of forms before submitting it to the Registrar of the Supreme Court.

[Set of forms 1](#) - Sri Lanka Law College and Foreign Universities
University of KDU (all Examinations)

[Set of forms 2](#) - University of Colombo and University of Jaffna

[Set of forms 3](#) - Open University of Sri Lanka and
University of Peradeniya

[Set of forms 4](#) - University of KDU (Preliminary exempted)

[Set of forms 5](#) - Barrister

10. The indications listed below should be made on the RIGHT-HAND CORNER of the following documents, before submitting them to the Supreme Court;

- | | | |
|----|---|-----|
| 1. | Preliminary Year Examination Certificate | "A" |
| 2. | Intermediate Year Examination Certificate | "B" |
| 3. | Final Year Examination Certificate | "C" |
| 4. | Notice of Enrolment stamped by the Supreme Court | "D" |
| 5. | Notice of Enrolment signed by the Registrar, Council of Legal Education | "E" |
| 6. | A copy of the Gazette Notification | "F" |
| 7. | The page on which newspaper notice is published | "G" |
| 8. | Termination Letter | "H" |
| 9. | Practical Training Course Certificate | "I" |

All the above documents listed above in No. 10 together with the relevant set of forms, two character certificates from Attorneys-at-Law of at least 08 years standing, and stamps to the value of LKR 250 must be handed over to the Registrar of Supreme Court on a date notified by the Sri Lanka Law College.

ANNEXURE - 01

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

Registration No:.....

LETTER OF COMMENCEMENT

The Principal,
Sri Lanka Law College,
Colombo 12.

Dear Sir,

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

Yours faithfully,

(Signature of the Attorney-at-Law)
(Seal)

Date: DD/MM/YYYY

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 of the Apprentice)
(Name)

Date: *DD/MM/YYYY*

ANNEXURE - 03

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

LETTER OF TERMINATION

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

Yours faithfully,

(Signature of the Attorney-at-Law)
(Seal)

Date: *DD/MM/YYYY*

ANNEXURE - 04

Registration No:.....

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

Dear Sir,

Herewith I attach two copies of my Notice of Enrolment.

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

Please accept my Notice of Enrolment.

Yours faithfully,

(Signature of the Apprentice)
(Name)

Date: *DD/MM/YYYY*