

The following documents are required to be furnished by the applicant-Advocate to the Registry at the time of commencement and completion of his/her training:-

<u>AT THE TIME OF COMMENCEMENT OF TRAINING</u>	
1.	Intimation letter from the applicant-Advocate, having standing of minimum of 4 years as an Advocate, affixing therein a recent passport size photograph, preferably on the letterhead of the applicant-Advocate, containing his complete address and contact details. Intimation letter should be furnished within seven days of commencement of training.
2.	Consent letter from the Advocate-on-Record on the letterhead, having standing of not less than 10 years as an Advocate-on-Record, duly signed and stamped by the Advocate-on-Record.
3.	Notarized/attested and legible copy of the Certificate of Enrolment issued by the concerned State Bar Council.
4.	Continuity Certificate (in original) issued by the concerned State Bar Council, of a date not preceding 6 months from the date of submission of these documents.
5.	Notarized/attested and legible copy of the Certificate of Practice issued by the Bar Council of India, issued on qualifying All India Bar Examination (if applicable).
<u>ON COMPLETION OF TRAINING</u>	
1.	Certificate of completion of training on the letterhead (duly signed and stamped by the Advocate-on-Record) -- to be submitted after completion of one year of continuous training under an Advocate-on-Record, with detailed report on his/her work.

LETTER FROM THE CANDIDATE
(ON THE LETTER HEAD)

Address (Office & Residence)

Mobile No.

E-Mail ID

Dated:

To,

The Registrar,
Supreme Court of India,
New Delhi - 110 001

**Affix recent
Passport size
Photograph**

Subject: Intimation regarding commencement of mandatory training for a period of one year under Mr. / Ms. _____, Advocate-on-Record for the purpose of appearing in the Advocates-on-Record Examination.

Sir,

It is submitted that I was enrolled as an Advocate with the State Bar Council of _____ on _____ vide Enrolment No. _____ and that I have the standing of **4** years, from the date of my enrolment, as an Advocate, and that I am eligible to commence the mandatory training as required under Supreme Court Rules, 2013, to enable me to appear in the Advocates-on-Record Examination to be conducted by this Hon'ble Court in future.

It is further submitted that I am commencing my mandatory training w.e.f. _____, for a continuous period of one year under the supervision & guidance of Mr./Ms. _____, Advocate-on-Record (AOR Code: _____), and that he/she has standing of more than 10 years as an Advocate-on-Record of this Hon'ble Court.

A letter dated _____ from Mr./Ms. _____, Advocate-on-Record, regarding commencement of my training under him/her is enclosed herewith. It is, therefore, requested that his name may be taken on record for the said purpose

Yours faithfully,

(Name of the AOR Trainee)

LETTER FROM THE ADVOCATE-ON-RECORD

[ON LETTER HEAD]

Address (Office & Residence)

Contact No.

E-Mail ID

Dated: _____

To,

The Registrar,
Supreme Court of India,
New Delhi - 110001

Subject: Consent Letter

Sir,

It is certified that Mr. _____, Advocate, (Enrolment No. _____), S/o. _____, R/o. _____, has completed his four years of enrolment and effective practice as an Advocate and is eligible & desirous to undergo one year of training with me, for the purpose of acquiring eligibility to appear in the Advocates-on-Record Examination, as required under Supreme Court Rules, 2013. It is submitted that I have standing of more than 10 years as an Advocate-on-Record of this Hon'ble Court.

He has joined my office as a trainee-Advocate and the date of commencement of his training for the above-mentioned purpose is _____. It is, therefore, requested that his name may be taken on record for the said purpose.

Yours faithfully,

(Signature & Stamp of the AOR)

CERTIFICATE OF COMPLETION

(TO BE SUBMITTED AFTER 1 YEAR OF TRAINING)

LETTER HEAD OF THE ADVOCATE-ON-RECORD

Address (Office & Residence)

Contact No.

E-Mail ID

Dated: _____

To,

The Registrar,
Supreme Court of India,
New Delhi - 110001

Subject: Completion Certificate

Sir,

This is to certify that Mr./Ms., Advocate has completed his/her one year continuous training under me for the purpose of appearing in the Advocates-on-Record Examination. He/She had commenced his/her training on and during the period of training he/she has assisted me in preparation of case by doing research work and finding out citations in support of my matters. He/She regularly drafted Special Leave Petitions, Writ Petitions, etc. for me. She also drafted Counter Affidavits, Rejoinder Affidavits, various Interlocutory Applications and Criminal Miscellaneous Applications.

He/She regularly attended my chamber and looked after the work of Registry like curing defects, etc. and attending Registry office in connection with my matters. Besides all these, he/she regularly assisted me in the Court Room proceedings and arguments.

His/Her continuous training for one year stands complete and you are, therefore, requested to kindly take the same in your records.

Yours faithfully,

(Name & Stamp of the AOR)