



COMMENCING A LAW¹ FIRM PARTNERSHIP – CHECKLIST

After two years of full-time supervision or part-time equivalent on a 'supervised' practising certificate you can apply to have this statutory condition removed. Detailed information on the application process can be found in the [Supervised Legal Practice Guidelines](#) on the Law Society's website.

STEP 1

Prerequisites

- (i) Finish your period of supervised legal practice (usually two years).

OR

Undertake a period of **supervised legal practice** (usually two years) as a **Supervised Partner²** in a law firm.

AND

- (ii) Successfully complete a Practice Management Course³ through an accredited provider.

The following course providers have been accredited:

[The Law Society of NSW](#)

Visit the Legal Practice Management Course page on our website for our next available 3 day course.

[The College of Law](#)

Visit the Legal Practice Management Course page on their website for their next available 3 day course.

[FMRC Legal](#)

Visit the Legal Practice Management Course page on their website for their next available 3 day course.

Note: Accredited providers notify the Law Society when a practitioner has successfully completed a course.

STEP 2

Law practice structure

- (i) Query is a **partnership business** structure right for your purposes?
- (ii) Consider obtaining financial and/or legal advice concerning the provision of legal services through a **law firm partnership**.

The definition of **partnership** for the purposes of section 6 of the *Legal Profession Uniform Law (NSW)* includes a **limited partnership**.

STEP 3

Complete

- (i) the **application form** on the following link for grant of an Australian Practising Certificate to practise as a Partner; <https://www.lawsociety.com.au/cs/groups/public/documents/internetregistry/1151001.pdf>

OR

the **variation form** on the following link for grant of an Australian Practising Certificate to practise as a Partner; <https://www.lawsociety.com.au/cs/groups/public/documents/internetregistry/1151000.pdf>

Note: For prospective Partners subject to supervision:

If you will be a partner of a law firm and your practising certificate is **subject to condition 2**, (that the holder must engage in supervised legal practice only), you will be entitled to a Principal of a Law Practice practising certificate subject to supervision and you will be entitled to engage in **supervised legal practice only**.

Note 1. The *variation of practising certificate* form has provision for advising the Law Society registry of the **NEW partnership**, if applicable.

Note 2. If applicable complete and return the prescribed form on the following link for **notification of opening a General Trust Account**. <https://www.lawsociety.com.au/cs/groups/public/documents/internetcostguidebook/026185.pdf>

Note 3. A practising certificate entitling the holder to engage in legal practise as a **Partner of a law firm** (supervised or not) **WILL NOT** be issued until confirmation is received from LawCover P/L that professional indemnity insurance is in place for the law firm. For more information about LawCover and professional indemnity insurance visit www.lawcover.com.au.

¹ **Law firm a partnership** consisting only of (a) Australian legal practitioners, or (b) One or more Australian legal practitioners and one or more Australian-registered foreign lawyers.

² Definition of **supervised legal practice** in s 6 of the Act (at paragraph (b)) as a **principal of a law practice** (other than a community legal service), where the person engages in legal practice under the supervision of an authorised principal of the law practice.

³ An undertaking to complete a Practice Management Course may be accepted by the Law Society to enable you to practise as a **Partner in a law firm** before completing the course (An audit of solicitors who have given an undertaking is conducted every 3 months to ensure that the undertakings have been complied with and a course has been completed).