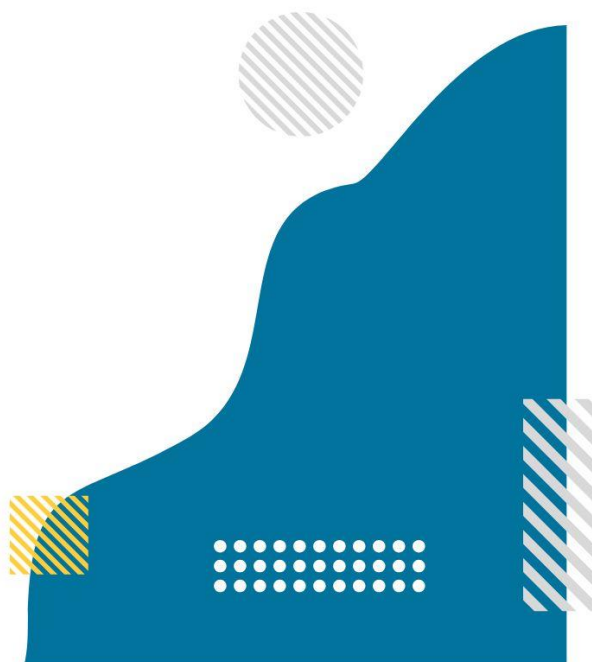
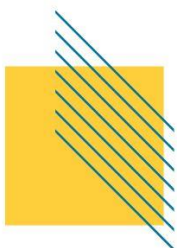




**INSTRUCTIONS OF
THE ONLINE ENROLMENT PORTAL
FOR ADMITTED AS
ATTORNEYS-AT-LAW —
SUPREME COURT OF SRI LANKA**



Guidelines for Online Enrolment of Attorneys-at-Law

(Supreme Court of Sri Lanka – Sri Lanka Law College)

1. Login Credentials

- Login credentials (username and password) will be provided to the Principal of the Sri Lanka Law College.
 - All apprentices must log in to the portal using these credentials under the supervision of a staff member of the Law College.
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2. Personal Information

- Upon logging in, each apprentice must accurately fill in their personal details.
 - A clear photograph of the apprentice (JPEG format, 300x300 resolution) must be uploaded.
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3. Required Documents

- The following documents must be uploaded in colour-scanned PDF format, with each file not exceeding 5 MB in size:
 1. National Identity Card (*front & back*)
 2. Blue Form
 3. Affidavit
 4. The Schedule
 5. Preliminary Exam Certificate (*by Sri Lanka Law College*)
 6. Intermediate Exam Certificate (*by Sri Lanka Law College*)
 7. Final Exam Certificate (*by Sri Lanka Law College*)
 8. Notice of Enrolment (*attested by the Registrar, Supreme Court of Sri Lanka*)
 9. Attested Notice of Enrolment (*by the Sri Lanka Law College*)
 10. Gazette Notification (*front and relevant page only*)
 11. Newspaper Advertisement (*relevant page only*)
 12. Letter of Termination
 13. Practical Training Certificate
 14. Character Certificate 1
 15. Character Certificate 2

4. In-Person Verification of Documents

- Once the application is received by the Registry of the Supreme Court of Sri Lanka, the apprentice must appear in person at the Supreme Court Registry with the original hard copies of the submitted documents for verification.
- A convenient date and time can be selected by the apprentice within the system.
- Only 50 apprentices per day will be accommodated, with 10 persons per hour, as indicated in the time slots on the system.
- An automatic SMS alert and email will be sent to each apprentice confirming their allocated date and time slot to appear in person at the Supreme Court.

5. Review and Confirmation

- Once the submissions are reviewed and confirmed by the Supreme Court Registry, the shortlisted apprentices will be notified via email and SMS, and will be informed of the date of the Oath and the session.
- If an application is rejected, the apprentice must contact the Supreme Court Registry for further inquiries.

6. General Conditions

- Incomplete or incorrect submissions will not be accepted.
- Each apprentice is responsible for providing truthful and accurate information.
- Technical support and training for the staff of the Sri Lanka Law College will be provided by the Supreme Court of Sri Lanka.