

Special Admission Checklist – Bahamas Bar

This checklist is for use by foreign attorneys and Bahamian instructing counsel applying for special admission to appear in a single matter before the courts of The Bahamas. It is based on the Legal Profession Act, Bar Rules, and practice guidelines.

A. Eligibility & Pre-Application

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|---|------------------------------|-----------------------------|
| Is the foreign attorney admitted to practice in a common law jurisdiction? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the foreign attorney in good standing (no suspension/disbarment)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have all available Bahamian King's Counsel or senior counsel been canvassed for availability? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have responses from each KC or senior counsel been documented in writing (email/letter)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has a Bahamian attorney agreed to act as local instructing counsel? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

B. Application Documents (To Be Prepared)

- | | | |
|---|------------------------------|-----------------------------|
| Formal letter of application to Bar Council drafted and signed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Letter explains nature of case, need for foreign counsel, and 'interests of justice' basis? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Affidavit of local counsel prepared with: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| a. Parties and nature of matter described? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Stage of proceedings explained? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Efforts to retain local KC explained and evidenced? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Affirmation that admission is in interests of justice? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| CV/resume of foreign attorney included? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Two reference letters (recent, character-focused, signed on letterhead) provided? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Certificate of Good Standing from foreign jurisdiction included? ☐ Yes ☐ No

(Optional) Affidavit from foreign counsel confirming good standing and qualifications? ☐ Yes ☐ No

Proof of notice to opposing counsel included? ☐ Yes ☐ No

Application clearly requests opportunity to be heard if refused? ☐ Yes ☐ No

C. Copies & Fees

One (1) original and ten (10) complete copies of the application prepared? ☐ Yes ☐ No

\$1,000 non-refundable Bar application fee paid? ☐ Yes ☐ No

Proof of fee payment (receipt or confirmation) attached? ☐ Yes ☐ No

D. Post-Approval & Court Admission

Approval received from Bar Council? ☐ Yes ☐ No

Contacted Registrar to schedule Call hearing date? ☐ Yes ☐ No

Oath form prepared and robes arranged for court appearance? ☐ Yes ☐ No

Applicant appeared in Supreme Court and took oath? ☐ Yes ☐ No

Applicant signed Supplementary Roll? ☐ Yes ☐ No

Court record updated and applicant's name noted for specific case only? ☐ Yes ☐ No

E. Immigration Compliance

Short-term work permit application submitted to Dept. of Immigration? ☐ Yes ☐ No

Permit approved before foreign attorney's court appearance? ☐ Yes ☐ No

F. Follow-Up And Good Practice

Bar Association notified when case concludes (as a courtesy)? ☐ Yes ☐ No

Foreign counsel instructed to only act in that case, not others? ☐ Yes ☐ No

Local counsel retained on record and remains responsible to the court? ☐ Yes ☐ No

Foreign counsel observed local dress code and court etiquette? ☐ Yes ☐ No

All fees and client disclosures documented and transparent? ☐ Yes ☐ No