

**THE LEGAL PRACTITIONERS ACT (2000)**  
**(ACT No.15 of 2000)**

Short title **THE LEGAL PRACTITIONERS (PUPILLAGE) REGULATIONS**  
**2021**

In exercise of the powers conferred upon it by section 53 of the Legal Practitioners Act, 2000 the General Legal Council hereby makes the following regulations .

**Interpretation** 1. In these regulations unless the context otherwise requires -

"Act" means the Legal Practitioners Act 2000;

"Council" means the General Legal Council established under section 2 of the Act ;

"Disciplinary Committee" means the Disciplinary Committee established under section 28 of the Act

"improprieties" includes the following -

- (a) sexual harassment;
- (b) pupil master requesting money as consideration for a pupil to serve his pupillage under him ; and
- (c) any other unreasonable demands outside the normal scope of pupillage

"pupil" means a person called to the Bar and undergoing his pupillage;

"pupil master" means a legal practitioner of at least ten years standing who allows pupils to serve their period of pupillage under his tutelage;

"Pupillage" means mandatory period of twelve or eighteen months to be served by a pupil;

- Duties of Council in respect of Pupillage** 2 The Council shall provide adequate and confidential platform for pupils to seek redress on matters relating to improprieties
- Duties of a Pupil Master** 3 (1) Without prejudice to the obligations of a pupil master under the Legal Practitioners Act 2000 the principal duties of a pupil master shall be as follows –  
 (a) supervise the training of a pupil in the solicitor; and  
 (b) ensure that pupil obtains the maximum exposure to the practice
- (2) A pupil master shall not request, accept or demand money or any other form of payment as consideration for allowing a pupil to serve his pupillage.
- Contemplation before taking on pupils** 4 (1) A legal practitioner who satisfies the requirements for serving as a pupil master and intend to take on any pupil shall before carrying out his intentions –  
 (a) investigate whether the prospective pupil is a qualified person pursuant to the Act; and  
 (b) consider whether he will be able to fulfill the obligations of a pupil master as set out under Part III of the Legal Practitioners (Code of Conduct) Rules 2010
- Number of Pupils in a Chambers** 5 (1) Subject to this section a pupil master shall not accept more than five pupils.  
 (2) Subsection (1) shall not affect the pupils serving pupillage before the commencement of these rules .  
 (3) This section shall not apply to the Law Officers' Department .
- Diversity** 6 A pupil master shall as far as practicable ensure diversity in the intake of pupils
- Conduct of Pupil** 7. Notwithstanding part III of the Legal Practitioners (code of conduct) Rules 2010, a pupil shall act with respect and decorum towards –  
 (a) his pupil master;

- (b) members and staff of the chambers;
- (c) other members of the Bar;
- (d) members and staff of the Judiciary;
- (e) clients; and
- (f) the general public

**Absence and completion of pupillage**

8 (1) A pupil master shall ensure that a pupil completes the prescribed pupillage period set out under paragraph (b) of section 10 and subsection (1) of section 11 of the Act.

(2) A pupil master shall maintain a pupillage book in which shall be recorded the following information -

- (a) name and contact details of pupils;
- (b) date of commencement of pupillage
- (c) number of days the pupil was absent

(3) Absence for a period exceeding a total of 30 days during the period of pupillage shall not count towards satisfying the prescribed pupillage period .

(4) A pupil master shall ensure that there is an alternative arrangement in place for the effective supervision of his pupil whenever he is absent from work.

(5) Subject to sections 10 and 11 of the Act and Sub-regulation (13) of this regulation the pupillage period shall be served continuously whether served with a single Pupil Master or otherwise

(6) In the course of serving the 12 or 18 months pupillage period two intervening breaks shall be allowed provided the pupil concerned has a justifiable reason supported with evidence

(7) The pupil shall submit to the pupil master an application letter requesting a break with the supporting evidence attached

(8) The Pupil Master shall determine whether the justification indicated is legitimate

(9) If the Pupil Master determines that the break is justified he shall approve the break by notifying the pupil concerned in writing .

(10) Where the pupil master refuses to approve a

break he shall notify the pupil concerned in writing and shall outline his reason for not approving the break.

(11)The pupil master shall notify the Council in writing of every break he approves.

(12)Where the pupil master refuses to approve a break the pupil concerned may appeal to the Council.

(13)Where a pupil is allowed a break during his pupillage period , that pupillage period shall be completed within a period of three years or the pupillage period shall recommence if...

**Unannounced Visit**

9 The representative of the Council shall routinely make unannounced visit to a pupil master's chambers to ascertain whether a pupil is actually undertaking pupillage in the specified chambers and is being supervised.

**Pupillage log Book**

10 (1) A pupil shall maintain a pupillage logbook in the format as set out in the schedule.

(2)A pupil shall record in the pupillage logbook the nature of work he undertakes and the volume .

(3)A pupil master shall review the pupillage logbook at the end of every month to ensure that the information entered is correct.

**Exposure to wide range of work**

11 (1) A pupil master shall ensure that his pupil receives and undertakes a wide range of work.

(2)Where a pupil master's area of practice is specialized he shall arrange with another member of his firm who has a wide practice to supervise the pupil for a certain period

(3)Where no one in the pupil master's chambers has a wide practice the pupil master shall arrange with another pupil master who has a wide practice to supervise his pupil for a certain period of time.

(4)The pupil master shall notify the Council in writing of any arrangement made pursuant to these regulations,

**Direct Supervision**

12 (1) A pupil shall be under the direct supervision of the pupil master

(2)Prior to the commencement of a pupillage period the pupil master shall inform his colleagues in his firm that

- (a) the in coming pupil is his sole responsibility ; and
- (b) no work should be assigned to a pupil without his consent

**Working with Clients**

13 (1) A pupil shall not take instructions from a client , advice or sign letters or documents unless he obtains the approval of his pupil master.

(2)A pupil master shall allow his pupil to interview clients to obtain information relevant to the matter being considered.

**Confidentiality**

14 A pupil master shall impress on his pupil the necessity for the strictest observance of confidentiality in relation to all matters relating to his clients.

**Legal research**

15 (1)A pupil master shall ensure to assign research work to his pupil

(2)After undertaking the research work the pupil shall report to his pupil master verbally and in written form.

(3)A pupil master shall assist his pupil develop research skills.

**Problem analysis And fact Investigation**

16 A pupil master shall assist his pupil -

(a)develop skills in problem solving and gathering of facts; and

(b)identity the various options available for assisting clients and to understand the strategic implications of each option

**Planning and Conduct of a Matter**

17 (1)A pupil master shall explain to his pupil the importance of -

(a) devising a plan for the conduct of a matter that is consistent with the needs and expectations of his clients; and

(b) achieving the desired result within a reasonable time and at a reasonable cost.

**Effective Communication**

18 A pupil master shall explain to his pupil the importance of -

- (a) keeping a client fully informed about the progress of his matter;
- (b) consult a client when important decision is to be made.

### **Monitoring**

19 (1) A pupil master shall monitor all work undertaken by the pupil.

(2) When a pupil has a right of audience before a court, his pupil master shall ensure that the pupil is well briefed before he attends court.

(3) Upon the return of the pupil from court the pupil master shall make reasonable time to discuss with the pupil about his court appearance.

### **Drafting**

20 (1) A pupil master shall assign matters relating to drafting to his pupil.

(2) A pupil master shall review and amend (if necessary) any document prepared by a pupil before it is dispatched

(3) A pupil master shall assess any document drafted by a pupil and inform the pupil about his progress.

(4) For the purpose of this regulation drafting includes the drafting of -

- (a) letters;
- (b) pleadings ;
- (c) opinions;
- (d) agreements;
- (e) conveyances;
- (f) leases;
- (g) contracts;
- (h) affidavit;
- (i) notices;
- (j) agreement
- (k) resolution;
- (l) information ; and
- (m) any other documents relevant to the practice of a legal practitioner.

**Negotiation**

21 (1) A pupil master shall give his pupil instruction on negotiation techniques and strategy,

(2) A pupil master shall ensure his pupil observes and in some cases participates in negotiations conducted by the pupil master or a member of his chambers

(3) Unless the circumstances dictate otherwise a pupil master shall ensure his pupil attends conferences with clients and other parties in the presence of a legal practitioner.

**Court attendance**

22 (1) The pupil master shall ensure that his pupil accompanies him or other members of his firm to court to observe the conduct of court proceedings

(2) Where the pupil master has no trials fixed during the period of pupillage or does not attend court frequently he shall arrange for his pupil to attend hearings at trials and appeals conducted or argued by senior legal practitioners.

(3) The pupil master shall notify the council of any arrangements made under this regulation,

**Advocacy**

23- A pupil master shall ensure that his pupil  
(a) has signed the temporary register or is duly entitled to a right of audience before assigning him any matter;  
(b) reads his court papers in advance.

**Office and file Management**

24 A pupil master shall ensure that his pupil  
(a) is taught record-keeping procedures and techniques and records management system;  
(b) is given instructions on various office systems and procedures including internal precedent systems, office computer systems and any relevant database systems

**Advice and Guidance**

25 (1)A pupil master shall ensure that his pupil is well grounded in professional ethics particularly in the practice and etiquette of the Bar.

(2)A pupil master shall encourage his pupil to discuss in confidence any problems or areas of concern

(3)A pupil master shall strive to establish a relationship of mutual trust and confidence between himself and his pupil.

(4)Where a pupil makes a mistake the pupil master shall as soon as practicable draw the pupil's attention to the mistake and guide him as to how the mistake should be corrected and how the original task should be correctly done

**Certification of completion of pupillage**

26 (1)A pupil master shall sign a certificate of completion of pupillage in support of a pupil's application for enrolment into the permanent register.

(2)Where there is evidence that a pupil has served his mandatory term of pupillage but his pupil master refuses to certify that the pupil has completed his pupillage the evidence shall be submitted to the Council who shall take appropriate action to remedy the situation.

**Disciplinary Proceedings.**

27 (1) Failure to comply with these Regulations shall be regarded as unprofessional, dishonourable or unworthy conduct

(2)Where a legal practitioner fails to comply with these regulations the matter shall be forwarded to the Disciplinary Committee



Applications					
Appeals					
Others					

**Paperwork**

Notices of Appeal					
Written Submissions					
Others					

Visits to Police Stations, Correctional Facilities, etc.

**ELVIS KARGBO**

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**MEMBER** -----

**MADE THIS                      DAY OF SEPTEMBER    2021**

**FREETOWN  
SIERRA LEONE  
SEPTEMBER**