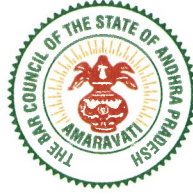


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# THE BAR COUNCIL OF THE STATE OF ANDHRA PRADESH

From **Smt.B.Padmalatha, B.Com., LL.B.**  
Secretary,  
Bar Council of A.P,  
Ground Floor,  
A.P. High Court Building,  
Nelapadu, Amaravati - 522 239.



To The Presidents of all  
Bar Associations in  
the State

ROC No. 364 of 2024

Date: 21-11-2024

Sir,

**Sub:-** Bar Council of Andhra Pradesh – Advocates to file Verification application, who completed 5 years, after issuance of “Certificate of Practice under COP Rules” or under “All India Bar Examination Rules” – Reg.

**Ref:** 1. Letter of the Bar Council of India BCI:D:205/2024 dt. 14-01-2024  
2. This office letter ROC No.201 / 2024 dt. 10-07-2024.  
3. This office letter ROC No.206 / 2024 dt. 22-07-2024.  
4. Letter of the Bar Council of India BCI:D: 5108/2024 dt. 20-09-2024

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The office through the reference 2<sup>nd</sup> cited, has informed all the Bar Associations in the State, to see that all the Advocates shall submit Verification application under COP Rules, who completed 5 years after issuance of “Certificate of Practice” under COP Rules OR under “All India Bar Examination Rules”, by filing atleast 5 Certified Copies of Vakalats / Order Sheets etc., establishing five years of active practice, as per the circular of the Bar Council of India under 1<sup>st</sup> reference.

However, on the representations received from the Bar Associations in filing certified copies of Vakalats / Order Sheets etc., the Bar Council has constituted a Committee with the Members of the Bar Council, to examine the relevant rules.

Thereafter, on the suggestions made by the Committee, the Bar Council directed to address a letter to the Bar Council of India, seeking clarification on the documents to be submitted along with the application. Pursuant to the same, the Bar Council of India, vide its letter dt. 20-09-2024, under 4<sup>th</sup> reference has reiterated that the Advocates shall file certified copies of atleast 5 Vakalats, Order sheets or proof of drafting / Deeds in non litigious work etc. to substantiate their existence in the legal profession for the last five years. The Bar Council of India has further informed, filing of documents is necessary to weedout the non-practicing Advocates and to continue



# THE BAR COUNCIL OF THE STATE OF ANDHRA PRADESH

only practicing Advocates as Voters either in the Elections of the Bar Associations or of the Bar Council. The Bar Council of India further informed that violation of the said Rules will be viewed seriously.

**The Bar Council, after perusing the said letter has directed to inform the advocates that the following four categories of Advocates, shall submit COP Applications in Form "A" :**

## **I. Renewal Application :**

The Advocates, who have already filed COP Applications and were issued COP Certificates on 01-01-2020 for 5 years of validity, which expires by 31-12-2024.

### **Documents to be submitted**

1. The advocates have to file Certified copies of atleast 5 Vakalatnamas / Memos of Appearance / Proof of drafting / Deeds in non-litigious work, establishing five years of active practice i.e. from the year 2020 to 2024.

**OR**

2. Copies of case status from E-Courts Website or Cause list, reflecting the name of the Advocate.

**OR**

3. Judgment copies / Order copies, reflecting the name of the Advocate.

**4. Fee of Rs. 500/- towards Process Fee.**

**5. Copies of Educational Certificates, not required.**

## **II. Fresh Application :**

Advocates, who have completed 5 years of practice, after issuing Certificate by the Bar Council of India under "All India Bar Examination Rules".

### **Document to be submitted**

1) The advocates have to file Certified copies of atleast 5 Vakalatnamas / Memos of Appearance / Proof of drafting / Deeds in non-litigious work, establishing five years of active practice i.e. from the year 2020 to 2024.

**OR**

2) Copies of case status from E-Courts Website or Cause list, reflecting the name of the Advocate.

**OR**

3) Judgment copies / Order copies, reflecting the name of the Advocate.

**4) Copies of SSC, Intermediate, Graduation and Law Certificates, to be filed.**

**5) Fee of Rs. 500/- towards Process Fee.**



# THE BAR COUNCIL OF THE STATE OF ANDHRA PRADESH

- III. For Advocates associated with law firms, a certificate from the authorized personnel of the firm, detailing the period of service and nature of work.
- IV. For conveyancing lawyers, submission of five documents from the last three years, supporting the claim of being a conveyancing practice lawyer.

**For III & IV categories submission of Educational Certificates and payment of process fees of Rs. 500/- is necessary.**

Therefore, all the Advocates are informed to submit Verification Applications in Form "A" along with the documents, establishing 5 years of active practice i.e. from the year 2020 – 2024. **The applications shall be submitted from 22-11-2024 to 21-12-2024 along with fee of Rs.500/-, through SBI Challan.**

I further request the Presidents of the Bar Associations, to place the circular on the Notice Board of the Association for information of the Advocates and to take initiative to submit the applications collectively, through Bar Associations. Further, the Bar Associations are informed to issue Certificate in Form 'A', only to the practicing Advocates.

Yours faithfully,

*B. Parvathidevi*  
**Secretary, Bar Council of A.P.**

Encl: Letter of the Bar Council of India BCI:D: 5108 / 2024 dt. 20-09-2024

**Links:**

1. To check COP Status <https://barcouncilap.org/cop-details>
2. List of Advocates to file renewal of Certificate of Practice application <https://barcouncilap.org/wp-content/uploads/2024/11/COP-Renewal-Total-List-Bar-Assn-Wise.pdf>
3. List of Advocates to file COP, Enrolled from 01-01-2010 to 31-08-2019 <https://barcouncilap.org/wp-content/uploads/2024/11/List-to-file-COP-Bar-Assn-Wise-Enrt.-from-2010-TO-31-08-2019.pdf>
4. To Download Application Form for renewal <https://barcouncilap.org/wp-content/uploads/2024/11/COP-Application-for-Renewal.pdf>
5. To Download Application Form for filing of COP <https://barcouncilap.org/wp-content/uploads/2024/11/COP-Fresh-Application-Form-01-01-2010-to-31-08-2019.pdf>

Copy to :

Members, Bar Council