



<b>Chancery Duty - Request for Exemption</b> .....	2
<b>Prerequisites</b> .....	2
<b>Documents required</b> .....	2
<b>Forms</b> .....	2
<b>Fees</b> .....	2
<b>Legal basis</b> .....	2
<b>Average time to process request</b> .....	2
<b>Notes on responsibility</b> .....	2

# Chancery Duty - Request for Exemption

In principle, there is a duty to run a law firm. Under certain circumstances (in the case of particular hardship), it is possible to deviate from this by applying for exemption from the duty to run a law firm.

## Prerequisites

- **Existing admission to the bar**

## Documents required

- **Application for exemption from chancery duty**  
A written application for chancery exemption must be submitted.
- **Evidence to prevent hardship**  
Appropriate evidence must be submitted to avoid hardship pursuant to § 29(1) BRAO, e.g. evidence in the case of illness or parental leave by means of a medical certificate or notice of approval of parental leave; evidence in the case of further training abroad by submitting a copy of the confirmation letter from the relevant university.
- **For a law firm abroad - law firm address**  
The binding indication of the law firm's address abroad is required pursuant to § 29a (2) BRAO.

## Forms

- **Application for exemption from chancery duty**  
([https://www.rak-berlin.de/download/mitglieder\\_pdfs\\_formulare/KzIPflichtBefreiung.pdf](https://www.rak-berlin.de/download/mitglieder_pdfs_formulare/KzIPflichtBefreiung.pdf))

## Fees

none

## Legal basis

- **Federal Lawyers' Act (BRAO)**  
(<https://www.gesetze-im-internet.de/brao/BJNR005650959.html>)

## Average time to process request

Approx. 1 month

## Notes on responsibility

The Berlin Bar Association is responsible for the application for exemption from the obligation to practise law.