



Application to provide legal aid services

When to use this form

Use this form to apply for approval as a provider of legal aid services (lead provider, supervised provider or limited approval) or specified legal services under section 77 of the **Legal Services Act 2011**.

You'll need to attach case examples, referee declarations and any other relevant documents listed on page 5 (unless you're a King's Counsel).

Save a copy of this form to your computer **before** you fill it out. Continue to save it as you fill it in and before you send it to us. Your information will be lost if you don't save the form to your computer before sending it to us.

This form must be completed digitally and submitted electronically by email to legalaidprovider@justice.govt.nz along with any supporting information. We will not accept hand written and/ or scanned applications.

More information can be found in the **Applying to be a legal aid provider – step by step guide**.

If you have any further questions please email legalaidprovider@justice.govt.nz

Contact details

1 Title and full name

Title

2 Are you currently or have you previously been a Legal Aid Provider?

Yes

No

Provider number (if known)

For questions 3-7 please only provide details you're comfortable with being publicly available.

3 Practice name

4 Practice postal address

5 Work phone

6 Mobile phone

7 Work email

Please provide your (or your practice's) bank account and GST number, if we don't already have them. You must also provide a copy of a bank deposit slip or similar proof of bank account including bank logo, account name and account number.

8 Bank account number

9 GST number

Demographic information

This information is collected solely for the purposes of monitoring the age distribution of the provider pool for planning purposes. It will not be used for any other purposes. Answering this question is optional.

10 Date of birth

dd / mm / yyyy

Area(s) of law you're applying for

11 Which areas of law are you applying for?

<input type="checkbox"/>	Criminal	<input type="checkbox"/>	<input type="checkbox"/>	Family Legal Advice Service	<input type="checkbox"/>
	<i>Provider Approval Level(s) (PAL)</i>	<input type="checkbox"/>	<input type="checkbox"/>	Mental Health	<input type="checkbox"/>
<input type="checkbox"/>	Police Detention Legal Assistance	<input type="checkbox"/>	<input type="checkbox"/>	Employment Advocate	<input type="checkbox"/>
<input type="checkbox"/>	Duty Lawyer	<input type="checkbox"/>	<input type="checkbox"/>	Waitangi Tribunal	<input type="checkbox"/>
<input type="checkbox"/>	Parole	<input type="checkbox"/>	<input type="checkbox"/>	Māori Land Court & Māori Appellate Court	<input type="checkbox"/>
<input type="checkbox"/>	Civil	<input type="checkbox"/>	<input type="checkbox"/>	Refugee & Protected Persons	<input type="checkbox"/>
<input type="checkbox"/>	Family	<input type="checkbox"/>	<input type="checkbox"/>	Court of Appeal & Supreme Court	<input type="checkbox"/>

12 If you're applying for a Criminal approval, please name the

Court cluster

Courts and PAL level(s) you will cover within the cluster

13 If you're applying for Police Detention Legal Assistance (PDLA) approval, please name the local police station(s) you will cover

Please provide your after hours phone number

14 If you're applying for a Family approval, do you intend to do relationship property work?

Yes No

If no, go to question 15

If yes, do you have access to a trust account?

Yes No

Information about you and your practice

15 How many years have you held a practising certificate in New Zealand?

Overseas?

16 How many years of litigation experience do you have?

17 Have you ever been declared bankrupt or been the director of a company that has been put into receivership or liquidation?

Yes No

If you have been declared bankrupt, have you been discharged?

Yes No

18 Do you have any convictions? *(Answer no if the Clean Slate Act 2004 applies)*

Yes No

If yes, please provide details of the convictions

Attach your answer(s) in a separate document if you exceed the word limit with the appropriate question referenced

Case examples

If you are applying for a supervised approval you do not need to complete this section.

- 24** As proof of your recent experience, you need to provide the number of case examples specified in the **Applying to be a legal aid provider – step by step guide**. If you're applying for a limited approval, and cannot provide the required number of case examples, provide as many as you can (if any).

Each case example must have a completed coversheet (page 6 of this form). All supporting documents must be indexed in the table on the coversheet.

The case examples should show substantial and active involvement. This means 'making a significant contribution to all or most key parts of the case or proceeding'.

References

- 25** The referee declaration forms must be completed by two (or more) referees who have observed your work in the relevant area of law within the last 3 years. If you're applying for approval in more than one area of law, you must provide one (or more) referee declaration(s) for each area. The same person can be a referee for multiple areas of law.

If you're applying for a limited approval, and cannot provide the required number of references in the relevant area of law, you can substitute references from another area of law.

Supervised provider application

- 26** If you're applying for approval as a supervised provider, you need to provide an undertaking from your employer or supervisor(s).

Employer undertaking: must confirm you are employed by them and that they will ensure arrangements are made for a suitable legal aid lead provider to supervise you in those area(s) of law.

Supervised undertaking: must confirm they will supervise you in the area(s) of law applied for or make arrangements for another suitable legal aid lead provider to do so. If you have multiple supervisors, you must provide an undertaking from each supervisor.

For information about undertaking and supervisor requirements please see the **Applying to be a legal aid provider – step by step guide**.

Additional information

- 27** Please provide any additional information that is **required** to support your application such as:
- » any further information required to establish your eligibility under the Legal Services (Quality Assurance) Regulations 2011 (Regulations). For example, completion of the duty lawyer course if applying for Duty Lawyer approval, or Te Reo Māori proficiency and understanding of Tikanga Māori if applying for Waitangi Tribunal or Māori Land Court approval
 - » information required to assess your eligibility as an Employment Advocate
 - » an explanation of why your recent experience and/or case examples are not from the last 5 years and why the Secretary should waive the recent experience requirement under regulation 6A of the Regulations
 - » reasons why the Secretary should waive one of more of the experience and competence requirements under regulation 6B of the Regulations.

You may also choose to provide additional relevant information in support of your application that you wish the Secretary to consider.

Attach your answer(s) in a separate document if you exceed the word limit with the appropriate question referenced

Checklist and confirmation

Please attach a copy of:

- your Legal Aid Provider Certificate of Standing (if you are not an existing provider)
- a copy of your (or your practice's) bank deposit slip or similar proof of bank account including bank logo, account name and account number, if applicable
- any complaints decision(s) from any body external to the Ministry if applicable
- the required number of case examples, including coversheets and indexes
- the required number of referee declarations
- an undertaking from your employer/supervisor (if you're applying for a supervised approval). Your supervisor must be approved in the area(s) of law applied for
- an **undertaking** from your firm if you are an employee, partner or director of a law firm or incorporated law firm. You do not need to provide an undertaking if you are practising as a barrister.

By submitting this application, I confirm that I:

- » have a current practising certificate issued by the New Zealand Law Society (unless you're only applying for Employment Advocate approval)
- » will, if assigned to represent a client in a specialist court, provide legal services that appropriately reflect the specialist requirements of that court
- » am a member of the Employment Institute of New Zealand (if you're applying for Employment Advocate approval)
- » have service delivery systems that support me to provide and account for legal aid services or specified legal services in an effective, efficient and ethical manner
- » have a client care letter that is suitable for legal aid clients
- » have provided accurate and complete information
- » have disclosed and attached any complaints decision(s) from any body external to the Ministry
- » consent to the Ministry submitting any information held by the Ministry in relation to previous or current approvals to the Selection Committee, if relevant
- » agree to use a buyer-created tax invoice when claiming payment from the Ministry for providing Family Legal Advice Service (if you're applying for Family Legal Advice Service approval)
- » consent to having my contact information published on the Ministry website
- » consent to receiving all correspondence from Legal Aid Services via the email address nominated in the contact details section.

I also understand and accept that:

- » the Secretary may request further information from, and make any relevant enquiries of, third parties for the purposes of considering this application
- » I must disclose to the Ministry any information that might affect my continuing ability to meet the eligibility criteria set out in the Legal Services (Quality Assurance) Regulations 2011
- » by signing the application form, I am agreeing to the terms and conditions in the provider contract prescribed by the Secretary. The contract is available on the **Ministry website**.

Signature

Date

[Click the signature box > Configure or use a signature > Enter password > Sign and save](#)

[To learn how to sign a PDF document, go to: <https://helpx.adobe.com/reader/using/sign-pdfs.html>](https://helpx.adobe.com/reader/using/sign-pdfs.html)

What happens next?

Thank you for your application. Once you have filled in this form electronically please email it to legalaidprovider@justice.govt.nz

Your application will be assessed at the next available Selection Committee meeting.

A schedule of Selection Committee dates can be found on the **Ministry website**.



When to use this form

Complete and attach this coversheet for **each case example** provided with your application. Additional coversheets can be downloaded from the **Ministry website**.

You must index your supporting documents in the table on this coversheet.

Please take your time to provide us with enough information to help us to assess whether your application satisfies the criteria set out in the **Legal Services (Quality Assurance) Regulations 2011**. If there is insufficient information, this may affect the outcome of your application. We strongly recommend reading the *Case examples* section of the **Applying to be a legal aid provider – step-by-step guide** before completing this coversheet.

Alternatively, if you have any questions please email legalaidprovider@justice.govt.nz

Applicant

Role

Case name and citation

Area of law

Main legal/factual issues

Attach your answer(s) in a separate document if you exceed the word limit with the appropriate question referenced

Your key contribution to the case

Attach your answer(s) in a separate document if you exceed the word limit with the appropriate question referenced

Indicate your experience evidenced in this case example

Type of involvement	Percentage you provided
<input type="text"/>	%
<input type="text"/>	%
<input type="text"/>	%
<input type="text"/>	%
<input type="text"/>	%

Supporting document index

For each case example you should provide copies of relevant important documents (for example, submissions) that demonstrate your involvement. You do not need to provide your whole file. Please list the documents provided and a brief description of your involvement.

No.	Type of document	Your involvement
1	<i>For example, Statement of claim</i>	<i>For example, I drafted most of this document</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>



Please refer to the references section in the **Applying to be a legal aid provider - step-by-step guide** for more information about who can provide a reference for you.

For referees: If you are providing a reference for an application relating to more than one area of law, you must complete a separate declaration for each area. Additional referee declaration forms can be downloaded from the **Ministry website**. This form contains drop down fields, to ensure that all the required information is captured, please complete this form electronically.

Applicant name

Referee name

Lead or Limited References

Within the last	I have observed the applicant undertaking	in cases or
proceedings in the following area of law		and undertaking the following activities:
<input type="checkbox"/> Providing advice and information to clients	<input type="checkbox"/> Working with people from different cultural backgrounds	
<input type="checkbox"/> Preparation of cases	<input type="checkbox"/> Engaging in peer review discussions	
<input type="checkbox"/> Undertaking court proceedings	<input type="checkbox"/> Other (please describe in the comment box below)	
<input type="checkbox"/> Producing documents / correspondence	<input type="checkbox"/> Communication with Judges, other lawyers, experts, court staff	

Please write in your own words your observations of the applicant's written abilities and advocacy skills in relation to the area of law applied for.

Attach your answer(s) in a separate document if you exceed the word limit with the appropriate question referenced

Supervised References

Please comment on the applicant's written and oral advocacy skills. Where possible, please comment on your confidence in the applicant's ability **under supervision** to provide advice and information to clients, work with people from various backgrounds, prepare cases, undertake court proceedings, and produce documents/ correspondence.

Attach your answer(s) in a separate document if you exceed the word limit with the appropriate question referenced

Confirmation

I confirm that:

- » I consider that the applicant is sufficiently skilled and knowledgeable in this area of law to be approved to provide legal aid services or specified legal services in a capacity.

I understand that:

- » if I have any additional information that may affect the Secretary's decision, I can send it to legalaidprovider@justice.govt.nz
- » the Ministry may contact me for further information if required.

Referee signature

Relationship to applicant

Date

dd / mm / yyyy

Click the signature box > Configure or use a signature > Enter password > Sign and save

To learn how to sign a PDF document, go to: <https://helpx.adobe.com/reader/using/sign-pdfs.html>