



Legal Aid Provider Change of Details Form

When to use this form

Approved providers should use this form to notify the Ministry of Justice that they are:

- joining a new practice or changing to Barrister sole
- transferring from the Public Defence Service (PDS) to private practice
- setting up a new practice.

If you're a supervised provider joining a new practice, you'll also need to ensure you attach an undertaking from your new employer or supervisor(s). Please ensure that you advise the Ministry of Justice at least 10 days before the change(s) take effect. Failure to advise within this timeframe may impact on your provision of legal aid services.

If you're unsure about any of the fields in this form, please see the **Applying to be a legal aid provider - step-by-step guide** for more information.

Contact details

1 Title and full name

2 Provider number

3 Previous practice name

For questions 4-8, please only provide details you're comfortable with being publicly available.

4 New practice name

5 New practice postal address

6 New work phone

7 Mobile

8 New work email

9 Email for remittance advice

If setting up a new firm

10 Date when changes take effect

dd / mm / yyyy

11 Bank account number

12 GST number

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.

Additional Information - Criminal Only

Only answer questions 13 and 14 if these details are changing.

13 Please select the cluster and courts within it that you want to cover: Cluster:

Courts and provider approval level/s you'll cover within the cluster:

14 If you're approved for Police Detention Legal Assistance (PDLA):

Please name the local Police station/s you want to cover:

Your after-hours phone number:

Checklist and confirmation

Please attach a copy of:

- your PDS approvals (if notifying a transfer from the PDS to private practice)
- your new employer/supervisor(s) undertaking (if you hold a supervised approval)
- an undertaking from your new 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.
- a bank deposit slip or similar proof of bank account including bank logo, account name and account number (if the Ministry doesn't already hold this information)

By submitting this application, I confirm that

- » I operate a trust account or have access to one in another way in my new practice (if applying for family approval and do relationship property work)
- » I have service delivery systems in my new practice that support me to provide and account for legal aid services or specified legal services in an effective, efficient and ethical manner
- » I have a client care letter(s) that is suitable for legal aid clients in my new practice
- » I consent to having my updated contact information published on the Ministry of Justice website
- » I consent to receiving all correspondence from Legal Aid Services via the email address nominated in this form.

If I am transferring from the PDS to private practice, I also understand and accept that:

- » I have a current practising certificate issued by the New Zealand Law Society
- » I must disclose to the Ministry any information that might affect my continuing eligibility criteria set out in the Legal Services (Quality Assurance) Regulations 2011
- » by signing this change of details application, I am agreeing to the terms and conditions in the provider contract prescribed by the Secretary for Justice. The contract is available on the **Ministry of Justice website**.

Signature

Date

Click [View](#) → [Tools](#) → [Fill & Sign](#) → [Place Signature](#)

What happens next?

Thank you for your change of details notification. Once you've electronically completed this form, please email it to legalaidprovider@justice.govt.nz.

We'll notify you when your details have been received and actioned, or if we need more information.