

Criminal Case Assignment Availability

You may complete this form online or print and complete.

1. If you complete the form online, please email to legalaidprovider@justice.govt.nz

2. If you print and complete the form, please submit to Provider and Community Services

Legal and Operational Services

Ministry of Justice

Level 6, The Vogel Centre, 19 Aitken Street, Wellington 6011 (or SX10125, Wellington)

PART 1

Your details

Lead Provider name _____

Lead Provider number _____

Court locations (eg Wellington District Court):

Criminal Provider Approval Level: PAL1 PAL2 PAL3 PAL4

PART 1

Your availability

Date unavailable from

D	D
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 /

M	M
---	---

 /

Y	Y
---	---

Date available from

D	D
---	---

 /

M	M
---	---

 /

Y	Y
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Reason for unavailability

Currently too busy to take cases

No longer wish to provide services in a specific proceedings; specifically in Criminal Provider Approval Level(s):

PAL1 PAL2 PAL3 PAL4

Parental leave

Illness

Other. Please specify: _____

PART 3

Confirmation

Statement

- I am unavailable to undertake assignments and consent to Legal Aid Services deactivating my listing on the Criminal Assignment list for the time period indicated above.
- I understand that any work undertaken by other listed providers on any files already assigned to me must comply with Legal Aid Service's policies and procedures.
- If I do not wish to remain as the Lead Provider on files currently assigned to me I will seek prompt reassignment of those files with the regional legal aid office.
- If I have not provided a return date, I understand that I will remain deactivated from the Criminal Case Assignment list until such time that I notify Legal Aid Services of my return date.

Signature of Lead Provider _____

Date

D	D	/	M	M	/	Y	Y	Y	Y
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If form has been completed by Legal Aid staff:

Name _____

Legal Aid office _____