



MINISTRY OF
JUSTICE
Tāhū o te Ture

Legal Aid

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 an employment advocate) or specified legal services under section 77 of the Legal Services Act 2011.

You will need to attach work samples, reference confirmations and any other relevant documents listed on page 4 (if you are not Queen's counsel). More information can be found in the **Applying to be a legal aid provider – step by step guide**.

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

Contact details

Title and full name

Title

Firm/chambers name

Firm/chambers postal address

Postcode

Work phone

Mobile

Work email

If we do not already have your (or your firm's) bank account and GST number, please provide them:

Bank account

GST number

Area(s) of law you are applying for

Which areas of law are you applying for?

Civil

Criminal

Family

Waitangi Tribunal

Court of Appeal & Supreme Court

Employment Advocate

Mental health

Refugee and protected persons

Māori Land Court & Appellate Court

Each area will have a drop down box, to choose lead/supervised/limited

If you're applying for Criminal, please name the court clusters covered:

If you're applying for Police Detention Legal Assistance (PDLA), please name the police stations covered:

Information about you and your practice

Experience in area(s) of law applied for	
------------------------------------------	--

Recent experience

In the last five years, for each area of law you are applying for, please indicate the approximate number of cases or proceedings in which you made a significant contribution to the key parts of cases or proceedings listed below.

If you are applying for criminal approval at levels 2, 3 or 4, please complete separate entries for cases or proceedings at the level for which you seek approval and the preceding level.

There will be drop downs with areas of law and types of activities

Work samples

You need to provide the required number of work samples (see **Applying to be a legal aid provider – step by step guide**) as proof of your recent experience in each area of law applied for. If you're applying for a limited approval, and cannot provide the required number of work samples, provide as many as you can. Each work sample should have a completed coversheet and index of documents.

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

References

You need to provide completed referee declaration forms from at least two referees who have observed your work in the relevant area of law in the last 5 years.

If applying for approval in more than one area of law, you must provide at least one reference 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.

Additional information (optional)

You may wish to provide additional information to assist with consideration of your application such as:

- » any further information to support your eligibility under the Legal Services (Quality Assurance) Regulations 2011 (e.g. District Inspector of Mental Health experience if applying for approval as a Mental Health provider, or Te Reo Māori proficiency and understanding of Tikanga Māori if applying for approval as a Waitangi Tribunal or Māori Land Court provider)
- » a summary of your previous experience if you have not practiced in the area(s) of law you are applying for (or at all) in recent years
- » details of relevant practice in overseas jurisdictions
- » any relevant courses completed (particularly if applying for criminal PAL 3/4)
- » reasons why you should be granted a limited approval

Checklist and confirmation

Please attach a copy of:

- your Certificate of Standing (if you are not an existing provider)
- any complaints decision(s) (if applicable)
- the required number of work samples, including cover sheets and indexes
- an undertaking from your employer/supervisor (if you're applying for a supervised approval). Your employer/supervisor must be approved in the area(s) of law applied for.

By submitting this application, I confirm that I:

- » have a current practising certificate issued by New Zealand Law Society
- » am a member of the Employment Institute of New Zealand (if applying for employment advocate approval)
- » operate a trust account or have access to one in another way (if applying for family 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 amended my client care letter to be suitable for legal aid clients
- » have provided accurate and complete information
- » 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, and make any relevant enquiries for the purposes of considering this application
- » 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 the application form, 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's website**.

Signature

Date

dd / mm / yyyy

What happens next?

You can fill in this form online and email it to legalaidprovider@justice.govt.nz.

Your application will be tabled and assessed in the next applicable Selection Committee meeting.

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



Work sample coversheet

When to use this form

Complete and attach this coversheet for **each work sample** provided with your application to provide of legal aid services.

Please ensure that you provide enough information to satisfy the criteria set out in the Legal Services (Quality Assurance) Regulations 2011. More information can be found in the approvals manual.

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

Applicant		Role (lead or supervised)	
Case name and citation		Main legal/factual issues	
Area of law			
Your key contribution to the case:			

Indicate your experience evidenced in the attached work sample

Type of involvement	Percentage you provided	Lead or supervised?
<i>e.g. Research</i>	60%	
<i>e.g. Brief witness (1)</i>	100%	
<i>Other: e.g. drafted xxx document</i>	80%	

Work sample index

For each work sample you should provide copies of relevant important documents (e.g. 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>Statement of claim</i>	<i>I drafted most of this document</i>



Referee declaration

This declaration is filled out by a referee who has, in the last 5 years, observed the applicant's work in the areas of law applied for and is able to provide a view about their skill and knowledge.

Applicant

Name of referee

I confirm that:

- » within the last five years I have observed the applicant undertaking a substantial and active role* in cases or proceedings in the following area(s) of law applied for ; and
- » I consider that the applicant is sufficiently skilled and knowledgeable in those areas to be approved to provide legal aid services or specified legal services in those areas.

I understand that:

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

Referee signature

Relationship to applicant

Date

dd / mm / yyyy

*A substantial and active role means that the applicant made a significant contribution to key parts of the case or proceeding.