Private Lawyer Quality Standards Unit (PLQS)

**Update Membership Form**

**Only the nominated Principal of a Law Practice or Barrister can submit this Update Membership form.**

Before completing this form please ensure any [Associate](https://www.legalaid.nsw.gov.au/for-lawyers/panels-and-compliance/compliance/service-agreement#agreed-terms-item-0d9058d98c) being nominated below to undertake legally aided work are registered on [Grants Online](https://www.legalaid.nsw.gov.au/for-lawyers/grants) with ‘practitioner’ access, and their details are up-to-date in line with the Law Society of NSW Register.

In order for a Law Practice to be eligible for inclusion on a Legal Aid NSW panel the Law Practice must have at least one Associate who meets the [individual requirements](https://www.legalaid.nsw.gov.au/for-lawyers/panels-and-compliance/compliance/quality-standards#accordion-fc7f3044bf-item-080a7b4b23) for that panel.

Please ensure all Associates nominated to undertake legally aided work have read the Legal Aid NSW [Quality Standards](https://www.legalaid.nsw.gov.au/for-lawyers/panels-and-compliance/compliance/quality-standards) (the Standards).

Certification at the end of this form indicates that you and your Law Practice understand and will endeavour to comply with the [Standards](https://www.legalaid.nsw.gov.au/__data/assets/pdf_file/0012/41511/Legal-Aid-NSW-Quality-Standards.pdf) and [Service Agreement](https://www.legalaid.nsw.gov.au/for-lawyers/panels-and-compliance/compliance/service-agreement) (the Agreement).

**N.B:** There are **separate application forms for the Care and Protection Panel or Appellate Crime Barrister Panel** that can completed and submitted through the [Panels Application Website](https://panels.legalaid.nsw.gov.au/Account/Login?ReturnUrl=%2f). Information about how to apply for these panels can be found on the [Private lawyer panels](https://www.legalaid.nsw.gov.au/for-lawyers/panels-and-compliance/private-lawyer-panels#family-law-panels-item-d2f0fb96b4) and [Barrister panels](https://www.legalaid.nsw.gov.au/for-lawyers/panels-and-compliance/barrister-panels#briefing-panels-item-1fe4a263b9) webpages.

Name of Principal/Barrister:

Principal of a Law Practice:  Barrister:

Name of Law Practice:

Email address:

Date:

# Please select ALL options that apply to this Update Panel Membership request:

Nominate **new** **Associate/s**  with **existing Panel** Membership

Nominate **existing Associate/s**  and **add additional Panel/s** to Membership

# Section 1

1. **For all Panels (except ICL Panel – see section B below)**
2. List the Associates at your Law Practice for which you are nominating to undertake legal aid work.
3. List all Panels adjacent to the associates name who are eligible to undertake the work and meet the individual requirements of the nominated panels.
4. Provide the Associate’s date of admission (DOA), along with any Specialist Accreditation they may hold; and
5. Provide the Associate’s NSW Employed paid class WWCC number if nominated for the Children’s Crime and/or Mental Health Panel.

**You are not required to nominate an Associate that can only be delegated work**, i.e. an Associate who does not meet the individual requirements but is able to be delegated work under some panels. For more information about what panels allow delegation, see clause 40, 41, and 42 of the [Standards](https://www.legalaid.nsw.gov.au/for-lawyers/panels-and-compliance/compliance/quality-standards#accordion-fc7f3044bf-item-2e1c8f76cd). Once an associate meets the individual requirements of a panel please submit an Update Membership Form. An eligible Associate must not commence legal aid work until Legal Aid NSW has provided written approval (see clause 12.2 of the [Agreement](https://www.legalaid.nsw.gov.au/for-lawyers/panels-and-compliance/compliance/service-agreement#agreed-terms-item-a0d30a2477)).

**Reminder:** separate application forms for the Care and Protection Panel or Appellate Crime Barrister Panel are to be completed and submitted through the [Panels Application Website](https://panels.legalaid.nsw.gov.au/Account/Login?ReturnUrl=%2f).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Associate** | **Panels nominated**  **(existing and/or additional)** | **Date of Admission** | **Specialist Accreditation** | **Working With Children’s Check number\*** |
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|  |  |  |  |  |
|  |  |  |  |  |

\*a NSW Working with Children’s Check (WWCC) that is an Employed paid class number is a mandatory requirement for the representation of a child.

**You must complete all questions in Section 2 & 3**

**Section 1 – continued**

1. **ICL Panel nomination**

If you would like to add the ICL Panel to your Law Practice Panel Membership:

1. List the Associates at your Law Practice you are nominating as meeting the [individual requirements](https://www.legalaid.nsw.gov.au/for-lawyers/panels-and-compliance/private-lawyer-panels#family-law-panels-item-d1b05b2231) of the panel to undertake the work.
2. Indicate that a copy of their Phase 1 and Phase 2 National ICL training certificate of completion is attached to this request.
3. Enter the date the Associate attended the Phase 3 Legal Aid NSW Nuts & Bolts training and indicate whether a copy of their certificate of completion is attached to this request.
4. Provide the Associate’s NSW Employed paid class WWCC number.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of eligible Associate and Date of Admission** | **National ICL Training – Phase 1 & 2 Certificates attached**  **Yes/No** | **Date of attendance at Phase 3 Legal Aid NSW Nuts and Bolts training** | **Phase 3 Certificate of completion attached**  **Yes/No** | **Working with Children Check Number\* (WWCC)** |
|  | Yes  No |  | Yes  No |  |
|  | Yes  No |  | Yes  No |  |

\*a NSW Working with Children’s Check (WWCC) that is an Employed paid class number is a mandatory requirement for the representation of a child.

**You must answer all questions in Section 2 & 3**

# Section 2 – for ALL Associates nominated, please complete the following question

Have you or any nominated associates been refused appointment or found to be ineligible to undertake legal aid work for any nominated Legal Aid NSW panel within the last six (6) months?

Yes:  No:

**If yes**, please provide concise submissions that address:

1. What reason did LANSW provide as to why you were refused appointment; and
2. Please outline the material change in circumstances relevant to your application. (LANSW will only consider your application if there has been a material change to the circumstances outlined in question i. above.)

**Reasons and change in circumstances**:

# Section 3 – for ALL Associates, please complete the following questions

1. Has the nominated Associate/s been subject of any complaint to the Office of the Legal Services Commissioner, the Law Society or the NSW Bar Association (or equivalent body in another state) or any Tribunal which resulted in
   * Being cautioned
   * Findings of unsatisfactory professional conduct or professional misconduct
   * Being reprimanded
   * Current proceedings or investigation of a complaint
   * Conditions being imposed on a practising certificate

Yes:  No:

**If Yes, provide details** about the complaint and concise submissions that address how, despite this disclosure, Legal Aid NSW can be confident that your Law Practice, and the listed Associate/s at your law practice, meet the Quality Standards.

**Details:**

1. Is the nominated Associate/s named as a defendant in any pending proceedings relating to an Apprehended Domestic Violence Order or Apprehended Personal Violence Order (or other state equivalent)?

Yes:  No:

1. Is the nominated Associate/s named as a defendant in a final Apprehended Domestic Violence Order or Apprehended Personal Violence Order (or other state equivalent)?

Yes:  No:

1. Does the nominated Associate/s have any criminal convictions or pending criminal charges for any other offence (except in relation to minor traffic offences)?

Yes:  No:

1. Has the nominated Associate/s who will be undertaking legally aided work, ever been removed, or suspended from any Legal Aid NSW panels?

(If yes, an application will not be considered if removal was within the last three (3) years)

Yes:  No:

**If Yes to any of questions 2 to 5 above**, provide details about the disclosure and concise submissions that address how, despite this disclosure, Legal Aid NSW can be confident that your Law Practice, and the listed Associates at your Law Practice, meet the Quality Standards.

**Details:**

1. I consent and undertake to obtain consent from any nominated associates undertaking legal aid work, that to the extent it is reasonably necessary:
   * I may disclose to Legal Aid NSW our information for the purpose of determining eligibility to undertake legal aid work;
   * Legal Aid NSW may use our information collected for this application, or collected in relation to any audit or investigation, in considering eligibility to undertake legal aid work;
   * Legal Aid NSW may disclose our information, to any selection committee in considering eligibility to undertake legal aid work, which may include representatives of the Law Society of New South Wales and the New South Wales Bar Association.

I acknowledge that if such consent is not provided, we cannot undertake legal aid work.

**Yes, I do consent** and make this undertaking:  **No, I do not consent** or make this undertaking:

**You must complete Section 4**

# Section 4 – Certification

**By checking "I agree" you acknowledge and certify that:**

* + All information disclosed in this application is true and accurate at the time of submission
  + You understand that Legal Aid NSW may check internal and/or publicly available records to verify the accuracy of information provided in the application or requested as part of the application process
  + You will ensure that Associates and staff in the Law Practice have the appropriate education, training, skills, experience and meet individual panel requirements to undertake legally aided work competently
  + You will regularly review and consider Associates caseload to ensure that it is manageable
  + You will adequately supervise work done on the files by the Associates in the Law Practice

**I agree:**

**Date:**

**\*\*** Please email your completed form and add any attachments to: [panels@legalaid.nsw.gov.au](mailto:panels@legalaid.nsw.gov.au) **\*\***