**Back Up Duty Scheme**

**Expression of Interest – Application**

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| **Law Practice Name:** |
| **Practitioner Name:** |
| **Address:** |
| **Contact Details:** |

The following selection criteria must be addressed in support of your expression of interest to the appointment Legal Aid NSW Back Up Duty Scheme (BUDS).

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| 1 | A nominated associate of a Law Practice that is on the Legal Aid NSW Summary Crime Panel: |
| 2 | Five years post-admission experience and devotion of not less than 50% of normal full-time practice to the area of criminal law in each year of the past three-year period: |
| 3 | Extensive knowledge of criminal law and experience or capacity to conduct criminal duty list work in the Local Court **(max. 300 words):** |
| 4 | Demonstrated experience representing legal aid clients in courts **(max. 300 words):** |
| 5 | Proven experience in the provision of quality advice and representation in a high-volume work environment **(max. 300 words):** |
| 6 | Nominate the Back Up Duty Scheme region(s) in which the practitioner would be willing to perform duty back-up and urgent case work.  If practitioners wish to nominate more than one area they should list the areas in order of preference for appointment. |
| 7 | Ability to provide a responsive service to the needs of Legal Aid NSW and its clients within the area(s) to which appointment is sought. **(max. 300 words):**  *(In order to satisfy this requirement, it would* *generally be expected that the principal place of practice of the practitioner would be located within or* *in close proximity to the relevant area. However, it is acknowledged that practitioners outside the relevant area that can attend court locations and take instructions from clients at an accessible location may also* *have the ability to provide a responsive service).* |
| 8 | Ability to identify and address the legal issues faced by people:  \* With mental and cognitive impairment  \* Who are socially and economically disadvantaged  \* From a wide-ranging culturally diverse background (max 300 words) |
| 9 | Excellent interpersonal skills, including the ability to understand and effectively communicate with people from a wide range of backgrounds including clients and other professionals **(max. 300 words):** |
| 10 | Excellent written communication skills, including the ability to prepare court documents, correspondence, submissions, and other written materials **(max. 300 words):** |
| 11 | Excellent file management skills, including making file notes, accurate recording of client instructions and recording court outcomes **(max. 300 words):** |
| 12 | Knowledge of Legal Aid NSW policies and procedures to determine applications of legal aid on a duty basis, and advise clients about eligibility including the means tests and contributions policy **(max. 300 words):** |
| 13 | Willingness and ability to comply with Legal Aid NSW policies, guidelines, reporting and administrative requirements **(max. 300 words):** |
| 14 | Willingness to attend training as required by Legal Aid NSW: |
| 15 | Practitioners should also provide the name and contact details (including telephone number and email address) of two referees who can attest to the practitioner's demonstrated ability to meet the above selection criteria:  *Nominated referees should be independent. They should not be employed by or have a commercial interest in the firm where the practitioner is currently employed.*  *Judicial officers should not be given as referees.*  *Referees may be asked to provide information about their direct knowledge of a practitioner's skills and experience and their opinion on* *whether or not the practitioner is a suitable person for appointment to the Back Up Duty Scheme and the reasons for their opinion. They may also be asked to give their opinion about the extent to which the practitioner meets the selection criteria*. |

**Signature:** ……………………...

**Date:** …………………………….