

# Legal Aid NSW Private Lawyer Panels

To complete and submit the online panel application form go to the [Panels Application Website](#) and use your Grants Online username and password to log in.

**Only a nominated Principal of a law practice or barrister can submit this panel application form.**

Before commencing the panel application form ensure that ALL legal practitioners who will be undertaking legally aided matters are registered for Grants Online.

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- 1. Are you applying as a:**
  - Principal of a law practice
  - Barrister
- 2. Do you have a current Principal of a law practice or barrister's practising certificate?**

If No, you do not meet the [Panel Requirements](#) and the application will not be approved.
- 3. Are there any non-standard conditions or undertakings on your practising certificate?**
- 4. If yes, please provide concise submissions that address:**
  - i. What are the non-standard conditions or undertakings on your practicing certificate;
  - ii. When were they imposed and for how long;
  - iii. Why were they imposed; and
  - iv. How LANSW can be confident that you meet the [Quality Standards](#).
- 5. Have you been denied appointment to any Legal Aid NSW panel within the last six (6) months?**
- 6. If yes, please provide concise submissions that address:**
  - i. What reason did LANSW provide as to why you were denied appointment; and

- ii. 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.)

**7. Indicate your type of law practice:**

Please note, pursuant so S.49(2) of the *Legal Aid Commission Act 1979* Community Legal Centre's are not eligible to apply.

- Sole practitioner – solicitor or barrister
- Law Practice (Partnership)
- Incorporated legal practice
- Unincorporated legal practice

**8. Does your law practice nominate to be appointed to the Summary Criminal Law Panel?**

In order for your law practice to be appointed to this Panel, you must have at least one legal practitioner employed at your law practice who meets the [individual panel requirements](#) to undertake work for this Panel.

**9. If Yes, list all legal practitioners employed at your law practice who meet the [individual panel requirements](#) to undertake legally aided matters covered by the Summary Criminal Law Panel**

- a) Indicate next to the name of the legal practitioner/s listed their date of admission.
- b) Indicate next to the name of the legal practitioner/s listed if they hold Specialist Accreditation in the area of law relevant to the panel.

Legal practitioners at your law practice who do not meet the individual panel requirements CANNOT be listed to undertake work covered by this Panel.

However, ineligible legal practitioners may be delegated work covered by this Panel, but they MUST be supervised by a legal practitioner at your law practice who is eligible to undertake work from the Summary Criminal Law Panel.

**10. Does your law practice nominate to be appointed to the Indictable Criminal Law Solicitor Panel?**

In order for your law practice to be appointed to this Panel, you must have at least one legal practitioner employed at your law practice who meets the [individual panel requirements](#) to undertake work for this Panel.

**11. If Yes, list all legal practitioners employed at your law practice who meet the [individual panel requirements](#) to undertake legally aided matters covered by the Indictable Criminal Law Solicitor Panel**

- a) Indicate next to the name of the legal practitioner/s listed their date of admission.
- b) Indicate next to the name of the legal practitioner/s listed if they hold Specialist Accreditation in the area of law relevant to this Panel.

Legal practitioners at your law practice who do not meet the individual panel requirements CANNOT be listed to undertake work covered by the Panel.

However, ineligible legal practitioners with more than two years PAE may be delegated work in [non-complex indictable matters](#) ONLY. Legal practitioners delegated this work **MUST** supervised by a legal practitioner at your law practice who is eligible to undertake work from the Indictable Criminal Law Solicitor Panel.

**12. Does your law practice nominate to be appointed to the Children's Criminal Law Panel?**

In order for your law practice to be appointed to this Panel, you must have at least one legal practitioner employed at your law practice who meets the [individual panel requirements](#) to undertake work for this Panel.

**13. If Yes, list all legal practitioners employed at your law practice who meet the [individual panel requirements](#) to undertake legally aided matters covered by the Children's Criminal Law Panel**

- a) Indicate next to the name of the legal practitioner/s listed their date of admission.
- b) Indicate next to the name of the legal practitioner/s listed if they hold Specialist Accreditation in the area of law relevant to the panel.
- c) Indicate next to the name of the legal practitioner/s listed their [Working with Children's Check \(WWCC\)](#) number. This is a mandatory requirement for panels involving the representation of children.

Legal practitioners at your law practice who do not meet the individual panel requirements:

- CANNOT be listed to undertake work covered by this Panel; and
- CANNOT be delegated work covered by this Panel.

**14. Does your law practice nominate to be appointed to the Family Law Panel?**

Barristers cannot be appointed to this panel.

In order for your law practice to be appointed to this Panel, you must have at least one legal practitioner employed at your law practice who meets the [individual panel requirements](#) to undertake work for this Panel.

**15. If Yes, list all legal practitioners employed at your law practice who meet the [individual panel requirements](#) to undertake legally aided matters covered by the Family Law Panel**

- a) Indicate next to the name of the legal practitioner/s listed their date of admission.
- b) Indicate next to the name of the legal practitioner/s listed if they hold Specialist Accreditation in the area of law relevant to the panel.

Legal practitioners at your law practice who do not meet the individual panel requirements **CANNOT** be listed to undertake work covered by this Panel.

However, ineligible legal practitioners may be delegated work covered by this Panel, but they **MUST** be supervised by a legal practitioner at your law practice who is eligible to undertake work from the Family Law Panel.

**16. Does your law practice nominate to be appointed to the Care and Protection Panel?**

In order for your law practice to be appointed to this Panel, you must have at least one legal practitioner employed at your law practice who meets the [individual panel requirements](#) to undertake work for this Panel.

**17. If Yes, list all legal practitioners employed at your law practice who meet the [individual panel requirements](#) to undertake legally aided matters covered by the Care and Protection Panel**

- a) Indicate next to the name of the legal practitioner/s listed their date of admission.
- b) Indicate next to the name of the legal practitioner/s listed if they hold Specialist Accreditation in the area of law relevant to the panel.
- c) Indicate next to the name of the legal practitioner/s listed their [Working with Children Check \(WWCC\)](#) number. This is a mandatory requirement for panels involving the representation of children.
- d) Indicate next to the name of the legal practitioner/s listed that they have completed the [Care and Protection: Representing Children module](#) on the [Lawyer Education Series](#). Indicate the date of completion. This is a mandatory requirement for eligibility to undertake work covered by this Panel.
- e) Indicate next to the name of the legal practitioner/s listed that they have completed the [Care and Protection: Representing Parents module](#) on the [Lawyer Education Series](#). Indicate the date of completion. This is a mandatory requirement for eligibility to undertake work covered by this Panel.

- f) Indicate next to the name of the legal practitioner/s listed that they have satisfactorily completed the [Care and Protection Child Representation: Workshop](#) provided by Legal Aid NSW. Indicate the date of attendance. This is a mandatory requirement for eligibility to undertake work covered by this Panel.

A copy of the certificate of completion the Workshop in the last two years for any of the legal practitioners listed must be provided. You can attach the documents when submitting your application via Panels Application web site. Alternatively, you can email a copy to [panels@legalaid.nsw.gov.au](mailto:panels@legalaid.nsw.gov.au).

- g) For each legal practitioner listed, attach a referee report from a suitable referee confirming the listed practitioner has 5 years post admission experience in the Care and Protection jurisdiction. This is a mandatory requirement for eligibility to undertake work covered by this Panel.

Legal Aid NSW will not follow up the referee reports.

Applicants can provide the [link](#) to the referee reports to their nominated referees.

The referee must be independent. They must not be employed by or have a commercial interest in the law practice where the practitioner/s listed are currently employed.

You can attach the referee report/s when submitting your application via Panels Application web site. Alternatively, you can email a copy to [panels@legalaid.nsw.gov.au](mailto:panels@legalaid.nsw.gov.au).

Legal practitioners at your law practice who do not meet the individual panel requirements **CANNOT** be listed to undertake work covered by the Panel.

However, ineligible legal practitioners may be delegated work covered by this panel involving the representation of ADULT clients only. They **MUST** be supervised by a legal practitioner at your law practice who is eligible to undertake work from the Care and Protection Panel.

**18. Does your law practice nominate to be appointed to the Independent Children's Lawyer (ICL) Panel?**

Barristers cannot be appointed to this panel.

In order for your law practice to be appointed to this Panel, you must have at least one legal practitioner employed at your law practice who meets the [individual panel requirements](#) to undertake work for this Panel.

**19. If Yes, list all legal practitioners employed at your law practice who meet the [individual panel requirements](#) to undertake legally aided matters covered by the Independent Children’s lawyer (ICL) Panel**

- a) Indicate next to the name of the legal practitioner/s listed their date of admission.
- b) Indicate next to the name of the legal practitioner/s listed if they hold Specialist Accreditation in the area of law relevant to the panel.
- c) Indicate next to the name of the legal practitioner/s listed their [Working with Children’s Check \(WWCC\)](#) number. This is a mandatory requirement for panels involving the representation of children.
- d) Indicate next to the name of the legal practitioner/s listed that they have completed Phase 1 and Phase 2 of the [National ICL Training Program within the last two years](#). This is a mandatory requirement for eligibility to undertake work covered by this Panel.
- e) Indicate next to the name of the legal practitioner/s listed that they have completed the Legal Aid NSW ICL Nuts and Bolts training course. After completion of the Phase 2 workshop training the practitioner will be identified as eligible to attend the Phase 3 Nuts and Bolts training and will be contacted by Legal Aid NSW.

A copy of the certificates of completion for Phase 1 and Phase 2 of the training program in the last two years for any of the legal practitioners listed **must** be provided. You can attach the documents when submitting your application via Panels Application web site. Alternatively, you can email a copy to [panels@legalaid.nsw.gov.au](mailto:panels@legalaid.nsw.gov.au).

Legal practitioners at your law practice who do not meet the individual panel requirements:

- CANNOT be listed to undertake work covered by this Panel; and
- CANNOT be delegated work covered by this Panel.

**20. Does your law practice nominate to be appointed to the Domestic Violence Panel?**

In order for your law practice to be appointed to this Panel, you must have at least one legal practitioner employed at your law practice who meets the [individual panel requirements](#) to undertake work for this Panel.

**21. If Yes, list all legal practitioners employed at your law practice who meet the [individual panel requirements](#) to undertake legally aided matters covered by the Domestic Violence Panel**

- a) Indicate next to the name of the legal practitioner/s listed their date of admission.

- b) Indicate next to the name of the legal practitioner/s listed if they hold Specialist Accreditation in the area of law relevant to the panel.

Legal practitioners at your law practice who do not meet the individual panel requirements:

- CANNOT be listed to undertake work covered by this Panel; and
- CANNOT be delegated work covered by this Panel.

**22. Does your law practice nominate to be appointed to the Civil Law Panel?**

Barristers cannot be appointed to this panel.

In order for your law practice to be appointed to this Panel, you must have at least one legal practitioner employed at your law practice who meets the [individual panel requirements](#) to undertake work for this Panel.

**23. If Yes, list all legal practitioners employed at your law practice who meet the [individual panel requirements](#) to undertake legally aided matters covered by the Civil Law Panel**

- a) Indicate next to the name of the legal practitioner/s listed their date of admission.
- b) Indicate next to the name of the legal practitioner/s listed if they hold Specialist Accreditation in the area of law relevant to the panel.

Legal practitioners at your law practice who do not meet the individual panel requirements **CANNOT** be listed to undertake work covered by this Panel.

However, ineligible legal practitioners may be delegated work covered by this Panel, but they **MUST** be supervised by a legal practitioner at your law practice who is eligible to undertake work from the Civil Law Panel.

**24. Does your law practice nominate to be appointed to the Mental Health Panel?**

In order for your law practice to be appointed to this Panel, you must have at least one legal practitioner employed at your law practice who meets the [individual panel requirements](#) to undertake work for this Panel.

**25. If Yes, list all legal practitioners employed at your law practice who meet the [individual panel requirements](#) to undertake legally aided matters covered by the Mental Health Panel**

- a) Indicate next to the name of the legal practitioner/s listed their date of admission.

- b) Indicate next to the name of the legal practitioner/s listed if they hold Specialist Accreditation in the area of law relevant to the panel.
- c) Indicate next to the name of the legal practitioner/s listed their [Working with Children's Check \(WWCC\)](#) number. This is a mandatory requirement for panels involving the representation of children.

Legal practitioners at your law practice who do not meet the individual panel requirements:

- CANNOT be listed to undertake work covered by this Panel; and
- CANNOT be delegated work covered by this Panel.

**26. If you are a barrister, do you nominate to be appointed to the following briefing panels?**

To be appointed to either briefing Panel you must meet the [individual panel requirements](#).

- Indictable Criminal Law Barrister Panel
- Complex Criminal Law Barrister Panel

The Appellate Criminal Law Barrister Panel will be subject to a separate application process for new applicants only.

**27. Have you, or any legal practitioners employed at your law practice who will be undertaking legally aided work, been the subject of any complaint to the Office of the Legal Services Commissioner, the Law Society of NSW or the NSW Bar Association (or an equivalent body in another state) or any Tribunal which has resulted in:**

- being cautioned
- being reprimanded
- conditions being imposed on a practising certificate
- findings of unsatisfactory professional conduct or professional misconduct or
- current proceedings or investigation of a complaint

**28. If yes, please provide the following information:**

- i. Who was the complaint handled by, e.g. the OLSC, the Law Society of NSW, the NSW Bar Association, equivalent bodies in another State or a Tribunal?
- ii. Name of the practitioner at the law practice who was the subject of the complaint
- iii. What was the nature of the complaint?



- iv. What was the outcome of the complaint?
  - v. Provide concise submissions that address how, despite this disclosure, Legal Aid NSW can be confident that your law practice, and the listed legal practitioner/s employed at your law practice, meet the [Legal Aid NSW Quality Standards](#).
- 29. Are you, or any legal practitioners employed at your law practice who will be undertaking legally aided work, named as a defendant in any pending proceedings relating to an apprehended domestic violence or apprehended personal violence order (or other state equivalent)? Are you or any of the above selected practitioners named as a defendant in a final apprehended domestic violence or apprehended personal violence order (or other state equivalent)?**
- 30. If yes, please provide the following information:**
- i. Name of the practitioner at the law practice this relates to;
  - ii. What is their relationship to the person in need of protection?
  - iii. If the matter is pending:
    - a. When and where is it next listed?
    - b. If an interim order has been made what are the conditions of this order?
    - c. Are there any associated charges listed alongside the proceedings relating to the order? If yes, what are they?
  - iv. If the matter has finalised:
    - a. What are the conditions of the order and when does it expire?
    - b. Were there any associated charges listed alongside the proceedings relating to the order and what are the outcome of these?
  - v. Provide concise submissions that address how, despite this disclosure, LANSW can be confident that your law practice, and the listed legal practitioner/s employed at your law practice, meet the [Quality Standards](#).
- 31. Do you or any legal practitioner employed at your law practice who will be undertaking legally aided work have any criminal convictions or pending criminal charges for any other offence (except in relation to minor traffic offences)?**
- 32. If yes, please provide the following information in the text box below:**
- i. Name of the practitioner at the law practice this relates to
  - ii. What is the nature of the criminal conviction/s/pending criminal charge/s? When did the offences occur/allegedly occur?
  - iii. If the charges are pending:

- a. When and where is the matter next listed?
  - b. Are they subject to bail conditions and, if so, what are the bail conditions?
  - c. At this stage is the intention to plead guilty or not guilty to the charges?
- iv. In relation any criminal convictions:
- a. When were they convicted of the offence/s and in which Court?
  - b. What was the penalty imposed?
  - c. Did they advise the Law Society of NSW or the NSW Bar Association of the conviction/s?
  - d. As a result of the conviction/s are they a registrable person pursuant to the *Child Protection (Offenders Registration) Act 2000*?
- v. Provide concise submissions that address how, despite this disclosure, LANSW can be confident that your law practice, and the listed legal practitioner/s employed at your law practice, meet the LANSW [Quality Standards](#).
- 33. Have you, or any legal practitioners employed at your law practice who will be undertaking legally aided work, ever been removed or suspended from any LANSW panels?**
- (If yes, an application will not be considered if removal was within the last three (3) years)
- 34. If yes, please provide the following information:**
- i. Name of the practitioner at the law practice this relates to
  - ii. When were they removed or suspended from a LANSW panel/s?
  - iii. Why were they removed or suspended from a LANSW panel/s?
  - iv. Has there been a material change in circumstances since the removal or suspension?
  - v. Provide concise submissions that address how, despite this disclosure, LANSW can be confident that your law practice, and the listed legal practitioner/s employed at your law practice, meet the LANSW [Quality Standards](#).
- 35. Do you consent to the publication by Legal Aid NSW of the name of your law practice, business address and telephone number in a list of all law practices that undertake legally aided Panel work?**

This information will appear on the Legal Aid NSW website and in any other form that Legal Aid NSW considers necessary to assist in the administration of services provided by Legal Aid NSW.

**36. 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 legal practitioners 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 practitioners' caseload to ensure that it is manageable
- You will adequately supervise work done on the files by the legal practitioners in the law practice

**37. DATE CERTIFIED**