

Digital Office - Special Intake

For information relating to the Back Up Duty Scheme (BUDS) please visit our [website](#).

Complete forms must be emailed to backupduty@legalaid.nsw.gov.au

Practitioners Name:	
Law Practice Name:	
Suburb of physical office location/ordinary place of work:	
Email:	

To be eligible to be appointed to the BUDS during this intake for BUDS Burwood Digital, practitioners must already be appointed to the Back Up Duty Scheme.

Are you currently appointed to the Back Up Duty Scheme?

- Yes
- No – if you have selected no please complete the [BUDS general intake EOI form](#)

As Burwood is a digital office solicitors must be proficient in using digital tools. Please select all statements that apply to you:

Technology Skills

- I have a fully functioning computer including internet connections (not iPad or tablet)
- I am confident in using technology applications (computer, Microsoft, Webex, digital forms, OneDrive).
- I am comfortable navigating and following digital workflows
- I can troubleshoot basic technical issues
- I have Webex
- I can complete and submit the Legal Aid NSW Digital Duty Form efficiently
- I have stable and reliable wireless internet connection that I can access on the device I am using for court

Working Arrangements

- I am willing to work digitally, including use of my own computer, internet connection and equipment, receive and mark-up paperwork electronically and send paperwork electronically.

Administration & Training

- I agree to complete administration tasks and follow processes as set out by Legal Aid NSW
- I understand where a digital duty practitioner fails to meet the working arrangements required of the digital duty service, Legal Aid NSW may require a practitioner to undertake training, be subject to supervision or be provided with support in a manner Legal Aid NSW Crime Executive deem appropriate

I have reviewed the following documents before submitting this application and I have a willingness and ability to comply with Legal Aid NSW policies, guidelines, reporting and administrative requirements applicable in undertaking this work:

- The [Back Up Duty Scheme Guidelines](#)
- The [Legal Aid NSW Quality Standards](#)
- The [Service Agreement](#)
- [Eligibility test for grants of Legal Aid](#)

Declaration

By signing this application, I acknowledge and authorise that Legal Aid NSW may, to the extent it is reasonably necessary:

- Collect and use my personal information contained in this application, or contained in any audit or investigation to assess my eligibility for appointment or ongoing inclusion on BUDS or any other panel, list or duty scheme and
- Disclose for any of the above purposes my personal information collected from this application or collected from any audit or investigation of the practitioner to any selection committee, which may include representative of the Law Society of New South Wales and the New South Wales Bar Association.

I also acknowledge that although any personal information provided in this application is voluntary, my application is unlikely to be successful if information requested is not provided.

I may contact Legal Aid NSW if I seek to access or amend my personal information.

Signature

Date