

?

HOW TO APPLY HOW TO APPLY HOW TO APPLY HOW TO APPLY HOW TO APPLY

# how to apply

Legal Services



# HOW TO APPLY — LEGAL SERVICES

## Where Can You Get Legal Advice?

The Legal Aid Department does not provide free legal advice service. If you need legal advice, you can consider approaching a solicitor in private sector or get assistance under the following schemes.

### Free Legal Advice Scheme

The Free Legal Advice Scheme managed by the Duty Lawyer Service provides free and preliminary legal advice service to the public. The Scheme has nine Legal Advice Centres, each of which is in a District Office.

A person wishing to seek free legal advice under the Scheme may approach a designated referral agency, or visit one of the Home Affairs Enquiry Centres. For details, please call 2526 5969 or visit the following website <http://www.dutylawyer.org.hk/en/free/free.asp>.

### Legal Advice Scheme for Unrepresented Litigants on Civil Procedures (Procedural Advice Scheme)

The Procedural Advice Scheme provides free legal advice on civil procedural matters for unrepresented litigants. It assists unrepresented litigants who—

- (i) are parties to civil legal proceedings in the Lands Tribunal, the District Court, the Family Court, the Court of First Instance or the Court of Appeal of the High Court, or the Court of Final Appeal (including commencement of proceedings); and
- (ii) have not been granted legal aid and have not engaged lawyers.

Further details are available on the Procedural Advice Scheme's website at [https://www.admwing.gov.hk/eng/public\\_service/paso.htm](https://www.admwing.gov.hk/eng/public_service/paso.htm). For enquiries, you may contact the Procedural Advice Scheme Office by phone 2259 5017 or by email [paso@csso.gov.hk](mailto:paso@csso.gov.hk).

### Free Legal Consultation

The Law Society of Hong Kong supplies online a list of law firms which have volunteered to provide not exceeding 45 minutes of initial free legal consultation in one or more of the 24 areas of practice. The list is accessible online at <http://lawdirectory.hklawsoc.org.hk/en/Free-Legal-Consultation>.

## **Free Legal Helpline “8200 8002”**

The Law Society of Hong Kong has set up the Free Legal Helpline to offer up to 45 minutes of (i) free legal consultation to the public in the areas of personal injury, matrimonial law, criminal law; and (ii) free telephone session on mediation. For more information, please read the information online at <https://www.hklawsoc.org.hk/en/Serve-the-Public/List-of-pro-bono-legal-services/Free-Legal-Helpline>.

## **Tel-Law Scheme**

The Duty Lawyer Service provides recorded legal information on a range of legal topics through telephone. It is a fully computerized system and operates 24 hours. You may call 2521 3333 or 2522 8018 for the required legal information.

## **How Do You Get Legal Assistance?**

### **Legal Aid Department**

If you need legal assistance for court proceedings in Hong Kong, you can apply for legal aid. Please see the appropriate leaflet in this series for further details, or visit the Legal Aid Department’s website at <https://www.lad.gov.hk>. You may also approach the Legal Aid Department in person or call the 24-hour Enquiry Hotline 2537 7677, or contact us by fax 2537 5948 or by email [ladinfo@lad.gov.hk](mailto:ladinfo@lad.gov.hk).

### **The Duty Lawyer Scheme**

If you have been charged with a criminal offence in the Magistrates’ Courts, you should contact the Court Liaison Office of the Duty Lawyer Service where you appear. Legal representation will be provided to eligible defendants under this Scheme. Defendants held in custody are automatically contacted by the staff of the Court Liaison Office offering the service on the day of their first court appearance. For more information, please visit the following website <http://www.dutylawyer.org.hk/en/duty/duty.asp>.

### **Bar Free Legal Service Scheme**

The Hong Kong Bar Association runs the Bar Free Legal Service Scheme to provide free legal advice and representation in cases where legal aid is not available and where the applicant is unable to afford legal assistance. You can contact the Scheme by letter, email [bflss@hkba.org](mailto:bflss@hkba.org) or by phone at 2137 9107. For more information, please visit the following website <https://hkba.org/content/bar-free-legal-services-scheme>.

## How Can You Find A Lawyer?

If you need to find a lawyer, you can visit the following websites:

- the Law Society's website : <https://www.hklawsoc.org.hk/en/serve-the-public/the-law-list/hong-kong-law-firms>
- the business telephone directory website : <https://yp.com.hk/Category/Business-Professional-Services/Accounting-Legal-Services/Solicitors/p1/en>

It is not advisable to find a lawyer through an agent or a middleman.

### Assistance for Unrepresented Litigants

The Resource Centre for Unrepresented Litigants run by the Judiciary provides assistance to unrepresented litigants who are parties to or who intend to commence civil proceedings in the High Court or the District Court. The assistance provided at the Centre is confined to procedural matters only. The staff will not give legal advice or make any comment on the merits of the case. For more information, you may call 2825 0586, email [inquiryrc@judiciary.hk](mailto:inquiryrc@judiciary.hk), or visit their website <https://rcul.judiciary.hk>.

### Mediation

The Integrated Mediation Office, which is situated at Room 113, 1/F, Wanchai Tower, 12 Harbour Road, Wanchai, Hong Kong, assists parties/litigants in court proceedings to seek mediation from accredited mediators. The Office answers enquiries and provides information on court-related mediation. However, staff will not give any legal advice or offer any comment or assistance on the conduct of specific court cases and proceedings. You may contact them by phone on 2180 8066 or email [mediation@judiciary.hk](mailto:mediation@judiciary.hk). For more information, please visit their website at <https://mediation.judiciary.hk/en/imo.html>.

### Other Leaflets In This Series:

- Legal Aid in Civil Cases
- Legal Aid in Criminal Cases
- Supplementary Legal Aid Scheme

This leaflet is for information only and you should contact the agency, organisation or service provider direct for information.

