

法律援助

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網上提交預辦申請的資料

 署的“電子服務入門網站”已於二〇〇八年十二月三十日正式啓用。凡年滿十八歲人士，均可在網上預先提交申請的資料，作為辦理法律援助申請的初步程序。

申請人須持有香港郵政或電子核證服務有限公司發出的數碼證書，方可在網上提交資料。此外，申請所涉及的訴訟須為非緊急個案，例如並非短期內進行聆訊的個案。關於持有“數碼證書”的規定，則旨在確保所提交的所有資料均予以保密，以及保證資料由有關的“數碼證書”持有人提供。


申請人可在本署網站www.lad.gov.hk主頁左邊按“電子服務”鍵登入“法律援助電子服務入門網站”。入門網站的主頁設有“下載預辦申請所需資料表格”的連結。申請人登入該連結網頁並同意下載表格的條款和條件後，須回答一些問題，包括擬提出的訴訟屬民事抑或刑事類別、案件性質、訴訟是否已經展開，以及申請人是否代他人提出申請等，申請人在填寫有關資料後，便可下載及填寫有關表格。

此外，入門網站設有“常見問題”和“相關資料”的連結，可幫助申請人回答有關問題。

在提交“預辦申請所需資料”表格後，本署會透過入門網站發出認收書，並給予申請人一個電子檔號。同時，本署會審閱申請人所提交的資料，並在有需要時聯絡申請人，以取得更多資料或澄清相關問題。如申請人所提交的資料足夠，本署便會通知申請人於指定日期前來辦理手續，以進行經濟審查及個案陳述等程序。由於本署事前已取得大部分所需資料，處理法律援助申請的時間將可縮短。

“法律援助電子服務入門網站”啓用後，市民已陸續成功登入有關網頁，顯示系統運作正常。本署鼓勵有需要申請法律援助而持有數碼證書的人士在網上提交預辦申請的資料。

Online submission of Pre-Application Information

 On 30 December 2008, the Legal Aid Department launched the Legal Aid Electronic Services Portal (LAESP). With the launch of LAESP, any person over the age of 18 can now submit pre-application information online to the Department as a first step towards making an application for legal aid.

To make use of this online submission procedure, an applicant must be the holder of a digital certificate issued by the Hong Kong Post and Digi-Sign and that the case for which legal aid is required must not be urgent, e.g. there is no imminent court hearing. The “digital certificate” requirement is meant to protect the confidentiality of any information submitted and to ensure that the information comes from none other than the certificate holder.

Applicant can access the LAESP at www.lad.gov.hk by clicking “Electronic Services” in the manual bar on the left hand side of the homepage. Once in the portal's main page, there is a “Download Legal Aid Pre-application Information Forms” link. Having gained entry and having agreed to the terms and conditions for downloading the form, the applicant will be asked a series of questions on matters such as whether the type of the intended proceedings is civil or criminal, nature of the case, whether court action has been instituted and if the applicant is making the application on behalf of another person etc. Once the questions are successfully answered, the appropriate form will be available for downloading and completion.

There are FAQs and related information to assist an applicant in answering the key questions.

When a completed pre-application information form is submitted, the Department will acknowledge receipt through the LAESP and the applicant will be assigned a transaction reference number. In the meantime, the Department will look at the information submitted and if necessary will contact the applicant for further information or clarification. Once sufficient information is supplied, the applicant will be given a date to attend the Department to deal with the formalities of making an application, e.g. having a means test and a full statement about the case taken by staff of the Department. As the Department will already have most of the information required, the time taken to make a full legal aid application will be reduced.

Since the launch, members of the public have successfully visited the LAESP online, a sign that the system is functioning. Any person holding a digital certificate and who wish to apply for legal aid is encouraged to make use of the online procedures for submitting pre-application information.