LEGAL AID PANEL (SOLICITOR)

Entry Form
(Form LAP1)

---Please complete all parts of the Form---

PART I – PERSONAL PARTICULARS

Name – (English) : (Surname) (Mr/Mrs/Miss/Ms)

(Other names) (in full)

(Chinese) : _____

Name of Firm : _____

Status in the Firm (Partner/Sole-proprietor/Consultant/Assistant Solicitor) : _____

Address of the Firm: _____

_____

Telephone No : _____

Fax No : _____

_____

Date of Admission (mm/yyyy) - in HK : _____

- in other jurisdictions : (Please specify) _____

Office E-mail Address : _____

Employment History (if applicable) and Work Experience :

Year	Name of Firm	Type of Work

Note: (1) Please return the completed form to Secretary of the Departmental Monitoring Committee, Legal Aid Department, 26/F, Queensway Government Offices, 66 Queensway, Hong Kong.

(2) The Director of Legal Aid may require further information or proof of the information provided.

(3) Please notify the Legal Aid Department as soon as possible of any changes in your personal particulars and work experience.

(4) Please use the standard reference letter for Part V, which can be downloaded from Legal Aid Electronic Services Portal ("LAESP") in LAD website, http://www.lad.gov.hk

PART II – (***Please indicate the areas of work that you are interested in by filling in the relevant part(s) in (A) & (B)***)

(A) CIVIL

a. I wish to be considered for the following areas of civil legal aid work :-

(Please ☑ as appropriate)

	No. of cases I handled personally in the **past 3** years			
	1-4	5-15	16-30	over 30
☐ Matrimonial/Family Proceedings				
☐ Employees' Compensation				
☐ Personal Injury Litigation				
☐ Medical Negligence				
☐ Professional Negligence				
☐ Labour/Employment Disputes				
☐ Contractual Disputes				
☐ Commercial Litigation				
☐ Land/Property Disputes				
☐ Tenancy Disputes				
☐ Administrative/Constitutional Law/Bill of Rights				
☐ Others (Please specify): _____				
_____				

b. No. of trials conducted by me as solicitor advocate in the District Court in the past 3 years:

1-4	5-15	16-30	over 30

c. I ☐ am / ☐ am not willing to elect fixed costs prescribed in the First Schedule to the District Court (Fixed Costs in Matrimonial Causes) Rules for work done in respect of any matter covered by the Rules.

d. I ☐ can / ☐ cannot draft court documents in Chinese.

e. I ☐ can / ☐ cannot conduct court proceedings in Chinese.

(B) CRIMINAL

a. I wish to be considered for the following areas of criminal legal aid work :-

(Please ☑ as appropriate)
(Trials conducted in the Magistrates' Court are excluded)

		No. of trials/appeals I **handled personally** in the **past 3** years			
		1-4 *	5-15	16-30	over 30
☐ District Court Trials (as instructing solicitor)	☐				
☐ District Court Trials (as solicitor advocate)	☐				
☐ Appeal from the Magistrates' Court	☐				
☐ Appeal from the Court of First Instance/District Court	☐				
☐ Appeal to Court of Final Appeal	☐				
☐ Trials in the Court of First Instance :-					
☐ Homicide	☐				
☐ Commercial Fraud/Sexual Offences/Drug Offences	☐				
☐ Others (Please specify): _____	☐				

** (If the no. of trials/appeals handled is between 1 – 4, please indicate the exact no. in the box ☐)*

b. I ☐ can ☐ cannot draft court documents in Chinese.

c. I ☐ can ☐ cannot conduct court proceedings in Chinese.

PART III – NEGLIGENCE CLAIMS/DISCIPLINARY ACTION

(Please answer all questions and ☑ as appropriate.)

a. I ☐ have ☐ have not been sued for professional negligence in the past 5 years.

b. I ☐ have ☐ have not had any disciplinary proceedings brought against me in the past 5 years.

c. I ☐ am ☐ am not aware of any pending disciplinary proceedings to be brought against me.

(Note : if the answer is in the affirmative, please provide details and outcome in a supplementary sheet.)

PART IV – CONFIRMATION, UNDERTAKING AND DECLARATION

I confirm I understand that :

(i) the costs payable to me in legal aid assignments under Section 13 of the Legal Aid Ordinance including any advance payment to me under Regulation 6 of the Legal Aid (Scale of Fees) Regulations are governed by and are subject to taxation as required by the said Regulations; and

(ii) the costs payable to me in legal aid assignments in criminal cases are governed by and subject to determination by the Director of Legal Aid under the Legal Aid in Criminal Cases Rules, Cap 221.

I undertake that :

(i) If I am assigned any legal aid work, I will comply with the provisions of the Legal Aid Ordinance and its Regulations, the Legal Aid in Criminal Cases Rules, Cap.221 and any guidelines or directions issued by the Legal Aid Department from time to time which may apply to such assignment; and

(ii) I will notify the Director of Legal Aid if there is any change in the information provided in this form.

I agree to the Director disclosing, in connection with the assignment and the handling of legal aid cases, information concerning any unsatisfactory[#] performance of legal aid work undertaken by me, information relating to whether I meet the assignment criteria, the number of cases assigned to me and any record of or pending disciplinary proceedings against me to the relevant applicants or aided persons.

I declare that the information provided in this form is true and correct.

I apply to join the Legal Aid Panel.

Date : _____ Signature : _____

[#] *Please refer to Chapter 4 of the Manual for Legal Aid Practitioners, which can be accessed on the website of the Legal Aid Department, for the meaning of "unsatisfactory" performance.*

PART V – *(Please complete the appropriate part and ☑ as appropriate.)*

I am the ☐ Senior Partner ☐ Sole Proprietor of the firm.

(Please skip the following part.)

I attach a reference letter from _____ (name) who is the Senior Partner/Sole Proprietor* to confirm that I am the partner/consultant/assistant solicitor* of the firm and that I have the experience and expertise as stated in Part II. My firm agrees to my undertaking legal aid work and will afford me the necessary support and facilities to handle legal aid work in a proper and professional manner.

Date : _____ Signature : _____

* *Please delete as appropriate*

Purpose of Collection

The personal data provided by means of this form will be used by the Legal Aid Department for the purpose as stipulated in S. 4 of the Legal Aid Ordinance, Cap. 91. It serves as a useful reference for the Department in considering the suitability of allocation of legal aid assignments to counsel and solicitors on the Legal Aid Panel.

2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to assess your suitability for a legal aid assignment under consideration.

Classes of Transferees

3. The personal data you provide by means of this form will be kept confidential and will not be disclosed to any third parties without your prior consent except that your name, office address, telephone number and work experience will be made available for public inspection.

Access and Correction of Personal Data

4. You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of the Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquiries

5. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to :

Personal Data Privacy Officer,
Legal Aid Department,
27/F, Queensway Government Offices,
66 Queensway,
Hong Kong
Tel: 2867 3171