LEGAL AID PANEL (SOLICITOR)



Data Update Form (Form LAP2)

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

PART I – PERSONAL PARTICULARS

Name – (Eng	lish) :	(Surname)	(Mr/Mrs/Miss/Ms)
		(Other names)	(in full)
(Chi	nese):		
Name of Firn	n:		
Status in the	Firm (I	Partner/Sole-proprietor/Consultant	Assistant Solicitor):
Address of th	ne Firm:		
Telephone No	0:		
Fax No:			
DX No.:			
Office E-ma	il Addre	ss:	
Employment	History	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
 - (5) Information provided in this Form will supersede that previously provided which will be deleted from our record accordingly.

PAI	RT II – (<u>Please indicate the areas of work that you are interested in by</u> (A) & (B))	filling	in the r	<u>elevant</u>	part(s) in		
(A)	CIVIL						
	I wish to be considered for the following areas of civil legal aid work:						
(Please \(\mathbb{D}\) as appropriate)			No. of cases I handled personally in the past 3 years 1-4 5-15 16-30 over 30				
П	Matrimonial/Family Proceedings	1-4	<u>3-13</u>	10-30	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		
	Employees' Compensation						
	Personal Injury Litigation						
	☐ Medical Negligence						
	Professional Negligence						
	Labour/Employment Disputes						
	Commercial Litierties						
	Commercial Litigation						
	Land/Property Disputes						
	Tenancy Disputes						
	Administrative/Constitutional Law/Bill of Rights						
ш	Others (Please specify):						
							
b.	No. of trials conducted by me as solicitor advocate in the District Court in the past 3 years:	1-4	<u>5-15</u>	<u>16-30</u>	over 30		
c.	I am willing to elect fixed costs prescribed in the First Sche Costs in Matrimonial Causes) Rules for work done in the Rules.						
d.	I ☐ can draft court documents in Chinese. ☐ cannot						
e.	I ☐ can						
` ′	CRIMINAL I wish to be considered for the following areas of criminal legal aid work	:-					
(Please \(\mathbb{D}\) as appropriate) (Trials conducted in the Magistrates' Court are excluded) No. of trials/appeals I hand personally in the past 3 years.							
		1-4 *	<u>5-15</u>	<u>16-30</u>	<u>over 30</u>		
	☐ District Court Trials (as instructing solicitor)						
П	District Court Trials (as solicitor advocate)						

(Trials conducted in the Magistrates' Court are excluded)			personally in the past 3 years			
12211112 COMMINGEN IN COMMINGEN COMMINGEN COMMINGEN		1-4 *	<u>5-15</u>	<u>16-30</u>	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 :-					J	
☐ 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 \square)

b. I	☐ can ☐ cannot	draft court documents in Chinese.
c. I	☐ can	conduct court proceedings in Chinese.
PART		GENCE CLAIMS/DISCIPLINARY ACTION answer all questions and \(\overline{\mathbb{D}} \) 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		in the affirmative, please provide details and outcome in a supplementary sheet
	Γ IV – CONFIE	RMATION, UNDERTAKING AND DECLARATION that:
in	cluding any adv	to me in legal aid assignments under Section 13 of the Legal Aid Ordinance ance payment to me under Regulation 6 of the Legal Aid (Scale of Fees) verned by and are subject to taxation as required by the said Regulations; and
	¥ •	o me in legal aid assignments in criminal cases are governed by and subject to ne Director of Legal Aid under the Legal Aid in Criminal Cases Rules, Cap 221.
(i) If an dir	d its Regulation	by legal aid work, I will comply with the provisions of the Legal Aid Ordinance as, the Legal Aid in Criminal Cases Rules, Cap.221 and any guidelines or by the Legal Aid Department from time to time which may apply to such
	will notify the Drm.	irector of Legal Aid if there is any change in the information provided in this
cases,	information conder of cases assign	r disclosing, in connection with the assignment and the handling of legal aid cerning any unsatisfactory performance of legal aid work undertaken by me, the ned to me and any record of or pending disciplinary proceedings against me to or aided persons.
I decla	are that the infor	mation provided in this form is true and correct.
Date	:	Signature :
		4 of the Manual for Legal Aid Practitioners, which can be accessed on the website of ent, for the meaning of "unsatisfactory" performance.

Rev. 06/23

PART V – (Please complete the appropriate part and ☐ as appropriate.) Senior Partner I am the of the firm. Sole Proprietor (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** 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