

SOLICITOR REFERRAL SERVICE REGISTRATION FORM



Please fill out and return this form to be included in The Law Society of New South Wales Solicitor Referral Service.

Information about The Law Society of New South Wales Solicitor Referral Service:

- The Solicitor Referral Service connects members of the public with private law firms that may be able to assist with their legal matter.
- We maintain a database of private law firms that have registered their details, areas of law and other practice information with us.
- Once registered, we will provide your firm's contact details to members of the public from time to time for matters that match your firm's areas of practice and location.
- Please note there is no obligation to provide legal assistance under this referral service.
- For further information, please do not hesitate to contact the Access to Justice Department on (02) 9926 0364.

1. FIRM DETAILS

Name of firm:	
Address of office(s):	
Telephone:	Email:
For inclusion in our referral letters. Please leave blank if no email is to be given in letters.	
Contact name and email address at firm (for our purposes only):	

2. COST STRUCTURE

Please indicate below the cost structure(s) your firm will consider for referred clients:

- Normal solicitor/client basis Conditional costs basis First appointment cost free

3. AREAS OF WORK

A. Court work

Please indicate below the types of court work undertaken by your firm:

- | | | |
|--|--|--|
| <input type="checkbox"/> Local Court of NSW | <input type="checkbox"/> NSW Mental Health Review Tribunal | <input type="checkbox"/> Administrative Appeals Tribunal (AAT) |
| <input type="checkbox"/> District Court of NSW | <input type="checkbox"/> Federal Court of Australia | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Supreme Court of NSW | <input type="checkbox"/> Federal Circuit and Family Court of Australia | |
| <input type="checkbox"/> High Court of Australia | <input type="checkbox"/> Children's Court of NSW | |
| <input type="checkbox"/> Land and Environment Court of NSW | <input type="checkbox"/> NSW Civil and Administrative Tribunal (NCAT) | |

- Court work at short notice After hours representation Contact number:

B. Foreign and Interstate Law

Please complete the below if your firm has solicitors with foreign law expertise:

Name of country / countries:

Please complete the below if your firm has solicitors with a practising certificate in other countries or states:

Name of country / countries and/or state(s):

3. AREAS OF WORK (CONTINUED)

C. Foreign Languages

Please complete the below if your firm has solicitors or any support staff who can speak a foreign language that might be able to assist with communicating with clients:

Languages spoken:

D. Clients with Specific Issues

Please indicate below if your firm can assist clients with these issues:

- | | | |
|---|--|---|
| <input type="checkbox"/> Aboriginal & Torres Strait Islander Issues | <input type="checkbox"/> Disability – Physical | <input type="checkbox"/> Racial Issues |
| <input type="checkbox"/> Aged Person Issues | <input type="checkbox"/> HIV/AIDS Issues | <input type="checkbox"/> Women's Issues |
| <input type="checkbox"/> Disability – Intellectual | <input type="checkbox"/> LGBTQIA+ Issues | |

E. Miscellaneous

- | | | |
|---|---|---|
| <input type="checkbox"/> Prepared to accept Agency Work | <input type="checkbox"/> Female solicitor in firm | <input type="checkbox"/> Mediator Available |
| <input type="checkbox"/> Disabled Access | <input type="checkbox"/> Criminal | <input type="checkbox"/> Notary Public Available |
| <input type="checkbox"/> Home/Hospital Visits | <input type="checkbox"/> Family | <input type="checkbox"/> Prison/Police Station visits |
| | <input type="checkbox"/> Other (please specify) | |

4. AREAS OF LAW

Please indicate below the areas of legal practice undertaken by your firm:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Family Law | <input type="checkbox"/> Licensing | <input type="checkbox"/> Power of Attorney |
| <input type="checkbox"/> Business Law | <input type="checkbox"/> Guardianship | <input type="checkbox"/> Litigation | <input type="checkbox"/> Property Law |
| <input type="checkbox"/> Children's Law | <input type="checkbox"/> Human Rights Law | <input type="checkbox"/> Local Government and Planning Law | <input type="checkbox"/> Taxation Law |
| <input type="checkbox"/> Commercial Law | <input type="checkbox"/> Immigration Law | <input type="checkbox"/> Media and Entertainment Law | <input type="checkbox"/> Trusts |
| <input type="checkbox"/> Criminal Law | <input type="checkbox"/> Intellectual Property Law | <input type="checkbox"/> Personal Injury Law | <input type="checkbox"/> Wills and Estates |
| <input type="checkbox"/> Employment Law | <input type="checkbox"/> International Trade Law | | |

5. SIGNATURE

Name:

Authority to sign:

Date:

PRIVACY CLAUSE: Information provided by you to the Solicitor Referral Service may be made available to the public or other lawyers who contact the service for the purpose of receiving a referral. Occasionally, referrals are made to overseas enquirers. You have the right to request access to any information held by the Solicitor Referral Service that relates to you. Please read the Personal Information Collection Notice at the end of this form for further details.

6. LODGEMENT OF REGISTRATION FORM

Please return completed form by either:

Email: a2j@lawsociety.com.au

Post: Access to Justice Department
The Law Society of New South Wales
170 Phillip Street
Sydney NSW 2000

We thank you for registering your firm with The Law Society of New South Wales Solicitor Referral Service.

Please do not hesitate to contact us on (02) 9926 0364 should you have any questions or require further information.

PERSONAL INFORMATION COLLECTION NOTICE

By completing this form you are providing personal information to The Law Society of New South Wales (we, us, or our).

By lodging this application, you confirm that you have read the Personal Information Collection Notice and that you consent to The Law Society of New South Wales' collection, use and disclosure of information in accordance with that Notice. If you have any questions regarding the Personal Information Collection Notice please contact our Privacy Officer using the contact details below, prior to lodging this application.

Who do we collect the personal information from?

We generally collect your personal information directly from you. However, in some cases, we may receive your personal information from a third party (for instance if we receive a complaint) and when it is relevant to our statutory responsibilities (for instance other regulators who have dealt with you).

What are the purposes for which we collect and hold personal information?

We collect and hold your personal information to:

- fulfil our functions and responsibilities under, facilitate compliance with the Legal Profession Act 2004 (NSW), the legal profession legislation (as defined in the Legal Profession Uniform Law Application Act 2014), the Corporations Act 2001 (Cth), the Professional Standards Act 1994 (NSW) and associated regulations (which require and authorise us to collect certain information) including to maintain regulatory and corporate records;
- fulfil our role as a professional association including:
 - maintaining membership records
 - communicating with you to offer products, services and events and when you obtain a product or service or come to an event
 - to conduct research and provide public representation; and
- provide information to third parties as authorised or required by law.

What if we didn't collect this personal information?

Without your personal information we may not be able to process your application or request, perform our statutory functions or provide you with some or all of the services of the Law Society as a professional association.

Who are the types of bodies and persons to whom we usually disclose your personal information?

Your personal information may be provided to:

- entities distributing information relevant to you as a legal practitioner or member of the Law Society;
- subsidiaries of the Law Society, the College of Law, Lawcover and other professional indemnity insurers and practising certificate funders;
- our professional advisors and contractors (strictly on the basis that the information is to be used only for providing services to the Law Society and must not be disclosed);
- Australian regulators and government entities (such as the Office of the Legal Services Commissioner) and overseas regulators; and
- organisations that represent the legal profession such as the Law Council of Australia and Regional Law Societies.

Disclosure overseas

If you practise in a foreign country (or apply to do so) we may send your personal information overseas in response to an inquiry from the relevant authority in that place.

We use the services of certain third party service providers which may have offices or other operations outside of Australia. As a result, your personal information may be disclosed to overseas recipients. All service providers that have access to personal information held by us are required to keep the information confidential and not to make use of it for any purpose other than to provide services in accordance with their engagement.

You can access and correct your personal information

Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. Our privacy policy is accessible via lawsociety.com.au/privacy-policy

How to contact us for privacy related issues

PRIVACY OFFICER

Corporate Legal Services
The Law Society of New South Wales
170 Phillip Street, SYDNEY NSW 2000

Telephone: (02) 9926 0333

Fax: (02) 9231 5809

Email: corplegal@lawsociety.com.au

PLEASE DO NOT RETURN THIS FORM TO THE PRIVACY OFFICER

See page 2 for lodgement address.