

PRO BONO SCHEME LAW FIRM REGISTRATION FORM



Please fill out and return this form to be included in the Law Society of New South Wales Pro Bono Scheme.

Information about the Law Society of New South Wales Pro Bono Scheme:

- The Pro Bono Scheme is an application-based program where eligible applicants are referred to solicitors who provide legal assistance for free or on a substantially reduced fee basis.
- This legal assistance can include legal advice, preparing documentation, representation at court or ongoing legal representation.
- The Pro Bono Scheme supports pro bono solicitors by providing access to the Pro Bono Disbursement Trust Fund (PBDTF) for refunds on allowable disbursements. For more information about the PBDTF please contact the Access to Justice Department on (02) 9926 0396.
- Once registered, we will contact your firm from time to time in relation to pro bono matters that match your firm's areas of practice and location.
- Please note that there is no obligation to accept a pro bono referral or provide reasons and you can advise us of any period(s) of time that you do not want us to contact you with prospective matters.

1. FIRM DETAILS

Name:

Contact name for potential pro bono referrals:

Address of office(s):

Telephone:

Email:

2. AREAS OF LAW

Please indicate below the types of matters we can contact you about for referral:

- | | | | |
|---|---|---|--|
| ☐ Administrative law | ☐ Civil litigation | ☐ Family law – property matters | ☐ Drafting wills |
| ☐ AVO matters | ☐ Criminal law | ☐ Family law – divorce applications | ☐ Wills and estates |
| ☐ Bankruptcy | ☐ Employment law | ☐ Family law – assistance / representation at mediations | ☐ Legal assistance for charities and not for profit organisations |
| ☐ Children's Court – Care and Protection matters | ☐ Immigration matters | | |
| | ☐ Family law – parenting matters | | |

The Director, Access to Justice has discretion to accept matters outside guidelines when exceptional circumstances exist (such as disability or English as a second language):

- | | | | |
|--|--|--|--|
| ☐ Business and commercial law | ☐ Motor vehicle accident claims | ☐ Personal injury claims | ☐ Medical negligence claims |
| ☐ Child support issues | ☐ Property law | ☐ Workers compensation claims | ☐ Other negligence claims |
| ☐ Driving offences | ☐ Tenancy matters | ☐ Victims compensation claims | ☐ Environmental law |

3. PRO BONO MEDIATION

- Please complete the below if your firm has a solicitor who is an NMAS accredited mediator and is willing to provide pro bono mediation services.
- Once registered, we will contact your firm from time to time in relation to pro bono mediations that match the practitioner's area of expertise.
- Please note that there is no obligation to take a matter for mediation and that the same guidelines regarding the Pro Bono Scheme apply.

Name of practitioner(s):

Confirmation of NMAS Accreditation: ☐

Period of Accreditation

Start:

Finish:

Areas of expertise:

4. FOREIGN LANGUAGE(S)

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:

Language(s) spoken:

5. SIGNATURE

Name:

Title/Position:

Date:

Please return the completed form via email to a2j@lawsociety.com.au.

We thank you for registering your interest in performing pro bono legal work under the Law Society of New South Wales Pro Bono Scheme.

Please do not hesitate to contact us on (02) 9926 0396 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 under, facilitate compliance with, and carry out our responsibilities in connection 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;
- 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 1 for lodgement address.