**Back Up Duty Scheme**

**Expression of Interest**

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| **Practitioner Name:** |
| **Law Practice Name:** |
| **Suburb of physical office location/ordinary place of work:** |
| **Email:**  **Contact number:** |

The following selection criteria must be addressed in support of your expression of interest to the appointment Legal Aid NSW Back Up Duty Scheme (BUDS).

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| 1 | A principal or nominated associate of a Law Practice that is on the Legal Aid NSW Summary Crime Panel? |
| 2 | Five years post-admission experience and devotion of not less than 50% of normal full-time practice to the area of criminal law in each year of the past three-year period: Provide a chronological employment history, which includes: \*position held \*position responsibilities \*employer name \* tenure of employment OR alternatively, provide a copy of your up to date Curriculum Vitae (CV) with your Application Form. |
| 3 | Extensive knowledge of criminal law and experience or capacity to conduct criminal duty list work in the Local Court **(max. 300 words):** |
| 4 | Demonstrated experience representing legal aid clients in courts **(max. 300 words):** |
| 5 | Proven experience in the provision of quality advice and representation in a high-volume work environment **(max. 300 words):** |
| 6 | Please refer to the [BUDS regions](https://www.legalaid.nsw.gov.au/content/dam/legalaidnsw/documents/pdf/for-lawyers/schemes/back-up-duty-scheme/buds-regions.pdf.coredownload.pdf) and nominate the Back Up Duty Scheme region(s) in which the practitioner would be willing to perform duty back-up and urgent case work.  *If practitioners wish to nominate more than one area, they should list the areas in order of preference for appointment.* |
| 7 | Ability to provide a responsive service to the needs of Legal Aid NSW and its clients within the area(s) to which appointment is sought. **(max. 300 words):**  *To satisfy this requirement, it would* *generally be expected that the principal place of practice of the practitioner would be located within or* *in close proximity to the relevant area. However, it is acknowledged that practitioners outside the relevant area that can attend court locations and take instructions from clients at an accessible location may also* *have the ability to provide a responsive service.* |
| 8 | Ability to identify and address the legal issues faced by people:   * With mental and cognitive impairment * Who are socially and economically disadvantaged * From a wide-ranging culturally diverse background (max 300 words) |
| 9 | Excellent interpersonal skills, including the ability to understand and effectively communicate with people from a wide range of backgrounds including clients and other professionals **(max. 300 words):** |
| 10 | Excellent written communication skills, including the ability to prepare court documents, correspondence, submissions, and other written materials **(max. 300 words):** |
| 11 | Excellent file management skills, including making file notes, accurate recording of client instructions and recording court outcomes **(max. 300 words):** |
| 12 | Knowledge of Legal Aid NSW policies and procedures to determine applications of legal aid on a duty basis, and advise clients about eligibility including the means tests and contributions policy **(max. 300 words):** |
| 13 | Willingness and ability to comply with Legal Aid NSW policies, guidelines, reporting and administrative requirements **(max. 300 words):** |
| 14 | Willingness to attend training as required by Legal Aid NSW: |
| 15 | Provide the name and contact details (including telephone number and email address) of two referees (a referee from Legal Aid NSW – Criminal Law Division is preferred, but not essential). The nominated referee must attest to the practitioner's demonstrated and current ability to meet the above selection criteria.  *Nominated referees should be independent. They should not be employed by or have a commercial interest in the firm where the practitioner is currently employed.*  *Judicial officers should not be given as referees.*  *Referees may be asked to provide information about their direct knowledge of a practitioner's skills and experience and their opinion on whether the practitioner is a suitable person for appointment to the Back Up Duty Scheme and the reasons for their opinion. They may also be asked to give their opinion about the extent to which the practitioner meets the selection criteria.  In considering the appointment of a practitioner, the Selection Committee may request, and take into account, any information or opinion provided by a Solicitor in Charge/Senior Criminal Solicitor at a Legal Aid NSW office at which the practitioner has been allocated work under the Back Up Duty Scheme, relating to the practitioner's ability to continue to meet the selection criteria for appointment or any alleged non-compliance with or breach of the Legal Aid NSW Quality Standards and Back Up Duty Scheme Guidelines by the practitioner.* |

I have read the [Back Up Duty Scheme Guidelines](https://www.legalaid.nsw.gov.au/for-lawyers/schemes/back-up-duty-scheme/back-up-duty-scheme-guidelines)

By signing this application, I acknowledge and authorise that Legal Aid NSW may, to the extent it is reasonably necessary:

* collect and use my personal information contained in this application, or contained in any audit or investigation, for the following purposes:
  + to assess my eligibility for appointment or ongoing inclusion on BUDS or any other panel, list or duty scheme, and
* disclose for any of the above purposes my personal information collected from this application, or collected from any audit or investigation of the practitioner, to any selection committee, which may include representatives of the Law Society of New South Wales and the New South Wales Bar Association.

I also acknowledge that although any personal information provided in this application is voluntary, my application is unlikely to be successful if any information requested is not provided.

I may contact Legal Aid NSW if I seek to access or amend my personal information.

**Signature:** ………………………………………...

**Date:** ………………………………..……………….