



General Panel Information and Application Form

On 26 February 2014 the Commission resolved that legal assistance cases will be granted only to practitioners accepted for inclusion on the General Panel.

All practitioners wishing to be included on the General Panel are required to complete the attached application form, sign a General Panel Agreement and agree to comply with General Practice Standards and any applicable specific practice standards. The General Panel Agreement and practice standards are to ensure the effective, efficient and economic delivery of quality legal services.

By completing the application form, you are acknowledging that the information provided by you is true and correct. This information will be relied on by the Director to decide on your admission to the Panel.

Notice to a practitioner refusing the practitioner inclusion on the General Panel will state the reason for the refusal.

Minimum requirements for consideration for inclusion on the General Panel

To be considered for inclusion on the General Panel a practitioner must—

- a) hold a current practising certificate;
- b) have at least two years experience in family law if wishing to receive assignments in family law matters;
- c) provide a copy of a current DCSI screening clearance if wishing to receive assignments in which the client is a child.

Appeal to the Commission

A practitioner who receives written notice from the Director refusing the practitioner inclusion on the General Panel may, within one month of receiving the notice, appeal in writing to the Commission against the refusal.

A practitioner refused inclusion on the General Panel may, six months from the date of the notice of refusal, reapply for inclusion on the General Panel.



**APPLICATION FOR INCLUSION ON THE GENERAL PANEL OF THE
LEGAL SERVICES COMMISSION**

Name:.....

Business Name:.....

Business Address (postal):.....

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.....

Street address

.....

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Telephone (w)..... (m)

DX..... Fax.....

Personal work email.....

Firm email.....

ABN..... GST registered ☐ Yes ☐ No

Date and place of admission.....

Number of years of post admission legal practice.....

Are you entered on the High Court Register of Practitioners? ☐ Yes ☐ No

Is your office at your home address? ☐ Yes ☐ No

If yes, please describe how the office is separated from the residential part of the premises and suitable for the attendance of clients.

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Workplace policies

The Law Council of Australia's National Model Framework (Model Framework) has been published as a guide to law firms in the development and implementation of effective workplace policies.

The Model Framework reflects the ongoing commitment of the Law Council to eliminate sexual harassment within the legal profession in Australia.

The Law Council has strongly urged all law firms and organisations employing legal practitioners to utilise the Model Framework to ensure they are taking every possible measure to protect their staff and every member of the legal profession.

Does your firm currently have policies and procedures in place to deal with sexual harassment in the workplace? ☐ Yes ☐ No

If yes, is the Model Framework referenced or included? ☐ Yes ☐ No

If no (to either) is a suitably referenced policy being prepared? ☐ Yes ☐ No

Bankruptcy and Disciplinary proceedings

Have you been the subject of any bankruptcy proceedings, disciplinary proceedings (under the *Legal Practitioners Act 1981* or otherwise) or criminal proceedings (other than minor traffic offences)? ☐ Yes ☐ No

If yes, please provide details (*This information will be treated confidentially and only be used for the purposes for which it has been requested.*)

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In which of the following matter types are you available to take grants of aid?

☐ Family ☐ Criminal ☐ Civil

If wishing to undertake family law matters—

Number of years of family law experience.....

Percentage of time spent on family law in the previous two years.....

Please describe the type of family law matters and the tasks completed over the previous two years

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This application will only be considered if all fields are completed and it is forwarded with the following documents:

- ☐ a copy of your current practising certificate;
- ☐ a copy of a current DCSI screening clearance if intending to accept grants of aid in which the client is a child;
- ☐ a signed General Panel Agreement;
- ☐ a copy of your firm stationery which must include an ABN/ACN number and street address; and
- ☐ a completed EFT form – (either for a solicitor or barrister).

to—

The Panels Register
Legal Services Commission of South Australia
PO Box 1718
Adelaide SA 5001

or by email to—

panels@lsc.sa.gov.au.

The Legal Services Commission reserves the right to seek further information from you before finally determining your application.