

Your reference

Our reference



t: 9606 5205 f: 9269 0250

E-mail: [summarycrimepanel@vla.vic.gov.au](mailto:summarycrimepanel@vla.vic.gov.au)

**Melbourne Office**

350 Queen St  
Melbourne VIC 3000

GPO Box 4380  
Melbourne VIC 3001

DX 210646 Melbourne VIC

t: 03 9269 0234  
1800 677 402

[www.legalaid.vic.gov.au](http://www.legalaid.vic.gov.au)  
ABN 42 335 622 126

9 October 2009

*Notification to Practitioners*

Dear Practitioner

**Section 29A Summary Crime Panel**

Your firm's appointment on VLA's Summary Crime Panel (the **Panel**) is due to expire on 31 October 2009.

Pursuant to section 29A(5) of the *Legal Aid Act 1978* (the **Act**) your firm will be re-included on the Panel for a period of 5 years, expiring on 31 October 2014, unless you elect not to be re-included on the Panel. Re-inclusion on the Panel will be in accordance with the terms and conditions of section 29A of the Act and VLA's Section 29A Panel Practitioner Manual.

If you wish to be re-included on the Panel you do not need to do anything unless your firm, or a practitioner within your firm, has been the subject of professional misconduct proceedings since your appointment to the Panel.

**Professional misconduct**

It is a requirement for re-inclusion on the Panel that you disclose any **findings** (not complaints) of unsatisfactory professional conduct or professional misconduct.

Please provide all details lawfully able to be provided of any findings of unsatisfactory professional conduct or professional misconduct. Such findings may have been made by the Legal Services Commission, the Law Institute of Victoria, or the Victorian Civil and Administrative Tribunal.

VLA will only re-include a firm or practitioner on the Panel if it is of the view that the firm, or practitioner, is fit and proper for re-inclusion. VLA will contact you if we feel further information is required.

You must provide details of any findings to VLA by **5.00pm Friday 23 October 2009**. Please email these details to [summarycrimepanel@vla.vic.gov.au](mailto:summarycrimepanel@vla.vic.gov.au)

**Removal and suspension**

VLA will take into consideration any removal or suspension proceedings, or proposed proceedings, from VLA's section 30 and/or section 29A panels. Any such proceedings, or any adverse findings arising from those proceedings, may be grounds for delaying or refusing re-inclusion on the Panel.

VLA will contact you prior to 1 November 2009 if your firm will not be re-included on the Panel, or if we require further information from you.

**Full assessment**

If you do not wish to be re-included on the Panel after 31 October 2009 you must request your name be removed from the Panel. Please send your request, by email, to [summarycrimepanel@vla.vic.gov.au](mailto:summarycrimepanel@vla.vic.gov.au) by **5.00pm Friday, 23 October 2009**.

If you elect not to be re-included on the Panel, you may still continue to submit applications for legal assistance to VLA, provided you remain on VLA's section 30 panel. Your applications will be fully assessed by VLA.

If you have any questions please contact Meredith Zantuck on 9606 5205 or Louise James on 9606 5208.

Thank you for your ongoing commitment to the provision of legal services in Victoria.

Yours faithfully



Tony Matthews  
Director  
Finance Assignments & Business