

Indictable Crime Panel individual application form

Complete this form if you are a private legal practitioner seeking Panel Certifier status on Victoria Legal Aid's section 29A Indictable Crime Panel.

You should familiarise yourself with the *Information Package: Indictable Crime Panel and Youth Crime Subset*, and particularly the *Indictable Crime Panel and Youth Crime Subset individual entry requirements*, before completing this form. Those documents contain important information about the panel entry requirements and guidelines for how VLA will assess applications. The assessment guidelines should be used to direct responses, including the choice of sample materials.

You should allow approximately four hours to complete the form and prepare the sample materials. You can save and re-open this form at any time.

If you are also applying for the Youth Crime Subset, you must also complete the *Youth Crime Subset individual application form*.

The information package, entry requirements and firm and Youth Crime Subset application forms can be found on VLA's website

Forms must be completed electronically and submitted via email to panels@vla.vic.gov.au. You will need Adobe Reader version 8.0 or later to complete this form.

Hardcopy sample materials must be sent to the Panels Coordinator, Victoria Legal Aid via post to 350 Queen Street, Melbourne 3000, or via document exchange to DX 210646, Melbourne.

Part 1 – Applicant details

Applicant information

Provide details about yourself and your application. Applicants must be registered for ATLAS and have created a Service Provider Person Page before submitting this form.

- 1 Applicant name
- 2 ATLAS user ID
- 3 Email address
- 4 Phone number
- 5 Are you on the current Indictable Crime Panel? Yes No
- 6 Would you also like to be a Panel Certifier on the Summary Crime Panel? Yes No
- 7 Are you a LIV Accredited Specialist? Yes No
- 8 If yes, in which area/s?

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- 9 How many years experience have you had in criminal law? 2–4 years
5 years+
- 10 Have there been any interruptions to this experience due to parental or other extended leave in the last 5 years? Yes No
- If yes, you must either request an exemption or verify which entry pathway you can use. More information can be found in the *Information package: Indictable Crime Panel and Youth Crime Subset*.

Firm identification

Provide details of your employing firm.

- 11 Firm name
- 12 ABN

Part 2 – General individual entry requirements

Provide information about your ability to meet the general individual requirements outlined in the Indictable Crime Panel and Youth Crime Subset individual entry requirements. The number of the entry requirement relevant to each question is included in parenthesis at the end of the question.

Practising certificate

- 13 Do you hold a current practising certificate without any condition or restriction that would limit your ability to provide legal aid services? **(G1a)** Yes No
- 14 Have you held an appropriate practising certificate for the full period of the practising experience disclosed at question 9? **(G1b)** Yes No

Misconduct

- 15 Have you been subject to any findings of professional misconduct or unsatisfactory professional conduct made by the Legal Services Board, Legal Services Commission or Victorian Civil and Administrative Tribunal? **(G2a)** Yes No
- 16 Are you subject to any current or ongoing complaints or investigations into professional misconduct or unsatisfactory professional conduct being handled by the Legal Services Board, Legal Services Commission or Victorian Civil and Administrative Tribunal? **(G2b)** Yes No
- 17 Have you been subject to any findings of guilt for any criminal offence other than infringements? **(G2c)** Yes No

If you answered yes to question/s 15, 16 and/or 17, please provide further details.

Part 3 – Demonstrating skills and capacity

Provide information about your ability to meet the entry requirements for the Indictable Crime Panel. The number of the entry requirement relevant to each question in an entry pathway is included in parenthesis at the end of the question.

18 Which entry pathway would you like to use to apply?

Choose **one** entry pathway and answer all relevant questions for that pathway, then continue to **Part 4 – Exemptions** on page 7.

Entry pathway A

You must have at least five years experience to use this entry pathway.

19 Are you submitting two indictable files with your application? (A2) Yes No

File 1

- i Name on file
- ii Firm's file reference number
- iii Type of offence
- iv When was the file legally finalised?
- v Indicate any of the following that applies to the file:

Matter involved a client in custody

Matter was prepared for trial and the majority of charges are sexual offences

File 2

- i Name on file
- ii Firm's file reference number
- iii Type of offence
- iv When was the file legally finalised?
- v Indicate any of the following that applies to the file:

Matter involved a client in custody

Matter was prepared for trial and the majority of charges are sexual offences

20 Describe the pre-trial preparation that you undertook as part of the file submitted for question 19 where the matter was prepared for trial and the majority of charges were sexual offences. **(A3)**

Approximately 250–750 words

Have you included the memorandum/brief to counsel or preparation and notes for a significant appearance with your application? **(A3)**

What type of appearance was it?

How are you submitting this sample?

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21 Have you included a sample of written or oral advocacy that you have completed as part of one of the files submitted for question 19? **(A4)**

Which file does this relate to?

How are you submitting this sample?

Entry pathway B

You must be a LIV Accredited Specialist in criminal law to use this entry pathway.

22 Are you submitting one indictable file with your application? **(B2)** Yes No

File 1

- i Name on file
- ii Firm's file reference number
- iii When was the file legally finalised?

Entry pathway C

You must have at least two years experience to use this entry pathway.

23 Are you submitting two indictable files with your application? **(C2)** Yes No

File 1

- i Name on file
- ii Firm's file reference number
- iii Type of offence
- iv When was the file legally finalised?
- v Indicate any of the following that applies to the file:

Matter involved a client in custody

Matter was prepared for trial

File 2

- i Name on file
- ii Firm's file reference number
- iii Type of offence

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iv When was the file legally finalised?

v Indicate any of the following that applies to the file:

Matter involved a client in custody

Matter was prepared for trial

24 Describe the pre-trial preparation that you undertook as part of the file submitted for question 23 where the matter was prepared for trial. **(C3)**

Approximately 250–750 words

Have you included the memorandum/brief to counsel or preparation and notes for a significant appearance with your application? **(C3)**

What type of appearance was it?

How are you submitting this sample?

Part 4 – Exemptions

Please provide details of any exemptions you are requesting, including reasons for the request.

See the Information package: Indictable Crime Panel for more information about exemptions.

28 Are you seeking exemption from any aspect/s of the entry requirements? Yes No

29 What type of exemption are you requesting?

Provide reasons for the exemption request.

NOTE: Reasons must address either the eligibility criteria listed in the table of common exemptions in the *Information package: Indictable Crime Panel and Youth Crime Subset* or any special circumstances that support the request.

Part 5 – Supporting documentation checklist

When submitting this form remember to submit all supporting documentation. Use this checklist as a guide.

Please note: only the materials specified in the entry requirements and this application form will be forwarded to the selection committee. Any additional materials submitted with this application will not be considered. However, if the Selection Committee requests further information as part of the assessment process, all material submitted in response to that request will be forwarded to the Selection Committee for consideration.

Make sure you have attached the following documents when submitting your application.

Pathway A

the two files described at question 19

the memorandum/brief to counsel or preparation and notes described at question 20

the memorandum/brief to counsel or preparation and notes described at question 21

Pathway B

the one file described at question 22

Pathway C

the two files described at question 23

the memorandum/brief to counsel or preparation and notes described at question 24

Part 6 – Declaration

In submitting this application to VLA you acknowledge that all information disclosed is true, that you have read and understand your rights and obligations arising from the entry requirements and that you understand that VLA will check internal and publicly available records to verify information provided or requested as part of the application process.

Furthermore, in submitting this form you authorise VLA to place all materials submitted as part of the applications process before a designated Panel Selection Committee.