

VICTORIA LEGAL AID

APPLICATION FOR INCLUSION ON THE REFERRAL PANEL

(Pursuant to section 30 (4) of the Legal Aid Act 1978)

Name of Firm:											
Australian Business Number (ABN)	GST Registered? Yes No										
LSB Entity No. or LIV Firm Record Id.											
Business Address Address Suburb State Postcode Phone Fax email	Postal Address (if different to Business Address) Address Suburb State Postcode DX no. & location										
LIS - Telephone Information & Referral Service Victoria Legal Aid maintains a list of private practitioners to whom clients can be referred if they request the details of a private practitioner who conducts legal aid or other legal work, or if VLA is unable to provide the client with legal assistance. Do you consent to your contact details being made available to the public for such referrals? Yes No If yes, what type of matters are suitable for referral to your firm? <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Family Law</td> <td style="width: 20%;">Criminal Law</td> <td style="width: 20%;">Civil Law</td> <td style="width: 20%;">Contract Law</td> <td style="width: 20%;">Wills & Estates</td> </tr> <tr> <td>Real Estate & Tenancy</td> <td>Traffic Offences</td> <td>Administrative Law</td> <td colspan="2">Other, please specify</td> </tr> </table>		Family Law	Criminal Law	Civil Law	Contract Law	Wills & Estates	Real Estate & Tenancy	Traffic Offences	Administrative Law	Other, please specify	
Family Law	Criminal Law	Civil Law	Contract Law	Wills & Estates							
Real Estate & Tenancy	Traffic Offences	Administrative Law	Other, please specify								
<p>I/We are willing to act for legally assisted persons pursuant to the Legal Aid Act 1978 ("the Act") or pursuant to any legal aid arrangements made under section 49AA of the Act.</p> <p>I/We acknowledge and agree that as a practitioner on VLA's referral panel, I am/we are required to comply with:</p> <ol style="list-style-type: none"> 1. The requirements under the Act. 2. The terms and conditions of assignment as set out in the Legal Aid handbook. 3. Any special terms and conditions contained in the grant of assistance letter. <p>I/We further acknowledge that failure to comply with the requirements of the Act, the terms and conditions of assignment and any special terms and conditions of the grant of assistance may constitute grounds for removal from VLA's referral panel.</p> <p>I/We acknowledge that I/we must notify VLA in writing if I/we cease to practise or change the firm name or address.</p>											
Name	Date										
Signed by Principal/Partner on behalf of the firm											

VICTORIA LEGAL AID

DIRECT PAYMENT TO AN ACCOUNT APPLICATION FORM

CONFIDENTIAL

To minimise the chance of transcription errors during the entry of your bank details please return the completed form and a cancelled deposit slip for the nominated account, showing the full account and BSB numbers.

Supplier Details

Name of firm

Contact person (for pay advices)

Phone Number (direct)

Contact person's email address

Fax Number

Financial Institution Details

Bank/Financial Institution Name

Branch Address

Account Name

BSB Number

Account Number

Authorisation

I hereby authorise Victoria Legal Aid to directly credit the above account for amounts owed by Victoria Legal Aid.

Name

Date

Signed by Principal/Partner on behalf of the firm

General Terms of Assignment

Legal assistance is provided only for the matter or matters specified in the grant letter. If assistance is required for other matters, written approval must be obtained from VLA. Approval is required for counsel's fees except in matters attracting a lump sum fee or family law proceedings apart from the final defended hearing,

In these matters, the same fee is payable irrespective of whether counsel is engaged.

Where legal assistance is granted on or after 31 March 1997 in a matter to which a cost ceiling applies the practitioner is obliged to complete the matter within the cost ceiling unless the Managing Director or the Divisional Manager, Finance, Assignments & Business releases the practitioner from that obligation.

The practitioner agrees:

- (i) to keep out of any money received on the assisted person's behalf sufficient to cover the costs of the assigned matter;
- (ii) to notify VLA immediately any money is received on the assisted person's behalf and disburse the money according to VLA's instructions;
- (iii) to inform VLA of any circumstances which may be relevant to the continuation of legal assistance, including any change in the assisted person's financial or domestic situation;
- (iv) (a) to provide VLA with any information it reasonably requests which is relevant to the grant of legal assistance, the services provided to the assisted person, and the costs charged or to be charged for them;
(b) if requested, to deliver to VLA the file or files relating to the matter for which legal assistance was provided; and
(c) if required:
 - to deem the whole or any part of the work already completed and paid for by the assisted person as having been performed pursuant to the grant of legal assistance; and
 - to give VLA credit for all moneys received in payment for work deemed to have been performed pursuant to the grant of legal assistance;.
- (v) not to do anything, take any action, give any advice, or enter into any agreement that could prejudice VLA's right to recover its costs by way of contribution;
- (vi) (a) to refrain from entering into any agreement which could prejudice the assisted person's right to recover costs without VLA's written approval;
(b) to take all reasonable action to recover costs ordered in favour of the assisted person; and
(c) to notify VLA if the recovery of costs appears unlikely.
- (vii) to immediately inform VLA if the assisted person does not accept or act on either the practitioner's or counsel's advice;
- (viii) to advise VLA of the progress of the assigned matter, in particular any circumstances which might substantially increase costs above the normal costs for a matter of the type for which legal assistance has been granted;
- (ix) on completion of the assignment, to send to VLA:
 - (a) a report on the outcome of the matter, including details of any order for costs;
 - (b) an account in the form provided (if any), using the appropriate scale of costs or VLA's fee schedules, and if requested, a bill of costs in taxable form for fees and disbursements; and
 - (c) an account for all moneys received and paid on behalf of the assisted person during the assignment;
- (x) to accept professional costs paid according to section 32 of the Act; and
- (xi) where appropriate, to request a certificate under the Appeal Costs Act 1984 and to complete an application to the Appeal Costs Board.

For further information you should refer to the Legal Aid Handbook, which can be found on VLA's website at www.legalaid.vic.gov.au

Definitions in this agreement

“**GST Law**” means *A New Tax System (Goods and Services Tax) Act 1999* and *A New Tax System (Goods and Services Transition) Act 1999*.

“**ATO Ruling**” means a document issued for the purposes of Section 37 of the *Taxation Administration Act 1953*.

“**recipient created tax invoice**” means a tax invoice that is issued by the recipient of a service.

Words or expressions that are defined in the *A New Tax System (Goods and Services Tax) Act 1999* have the same meaning when used in the Recipient Created Tax Invoice Agreement.

“**electronic lodgement**” refers to any application, request for extension or request for payment for a grant of assistance which is submitted via the internet.

ATLAS SYSTEM ADMINISTRATOR NOMINATION

Date:

I, (a principal of the firm)

Nominate the staff named below as our firm's System Administrator/s for the ATLAS Web Portal.

NAME	OFFICE

This nomination shall remain in force until it is revoked in writing by me or another principal of this firm.

As principal of the firm, I confirm acceptance of the ATLAS Terms and Conditions of Use.

Name

Signed by Principal/Partner on behalf of the firm

The ATLAS Terms and Conditions of Use can be found at the VLA Website (www.legalaid.vic.gov.au) at <https://atlasreg.vla.vic.gov.au/AtlasRegistration/Default.aspx>

Please return completed form to VLA via email to panels@vla.vic.gov.au

Are you wanting to apply for any of VLA's section 29a panels?

If your firm wishes to conduct matters in family law, criminal law, child protection, IC: and family violence matters, you will also need to apply for the relevant Section 29A Panel

Yes – please complete the Section 29A firm application form <https://www.legalaid.vic.gov.au/information-for-lawyers/practitioner-panels> and the relevant individual certifier application form

No