

Law Access Information Pack for Legal Practitioners

How to Take Law Access Referrals

If you would like to register for our pro bono lawyer database, please register your interest ([here online](#)). We can then send you information about how a Law Access referral works and matters related to your areas of interest.

Please make sure you read the pro bono lawyers section on the [Support and Resources page](#). This section explains how a Law Access referral works and the support we can offer, including our disbursements fund for items such as interpreters and travel costs.

Pro Bono Lawyers' Portal

Once you have registered your interest with Law Access we will create an account for you to log in to our [Pro Bono Lawyers' Portal](#). The Portal login link can also be found in the footer of our website.

You will receive an email with a prompt to reset your password. Please be aware that we cannot see your password. If you lose or forget your password, you can always [reset your password](#) by clicking on the "Lost Password?" link below the login section of the Portal. We can also automatically generate a password for you if the reset does not work.

Our secure portal lists the de-identified matters we have available for referral. Logging in allows pro bono lawyers to view these matters and express an interest. The portal also contains training and other information for pro bono lawyers who take our referrals and for lawyers who join our special interest groups targeting areas of high unmet legal need. Please read the [How to use the Law Access portal article](#) (once logged in) to familiarise yourself with the portal.

Law Access also advertises de-identified pro bono matters through various other channels, including The Law Society of Western Australia's weekly Friday Facts e-newsletter, the Western Australian Bar Association, the Family Law Practitioners Association of WA's newsletter and the Criminal Lawyers Association of WA's newsletter. Law Access may also contact law firms and lawyers directly when trying to place matters.

How to Make an Effective Referral to Law Access

Refer a matter

Many of our best referrals come from lawyers in private practice, legal assistance providers, the Courts, Members of Parliament and community service providers. In order to make an effective warm referral, you should complete our online [Refer a Matter form](#).

We complete a means and merits assessment when we receive an application. If your service has already completed either of these, please provide Law Access with the relevant information to avoid duplication.

Please assist applicants to understand:

- The high demand for the service and the way we assess, prioritise and refer applicants.
- That in family law, current demand vastly outstrips the pro bono family lawyers available even though most family law matters merit representation.
- We cannot refer matters urgently and we cannot guarantee that a matter, even if assessed as meritorious, can be placed at all.
- If you are referring a matter which you believe meets our public interest criteria please make sure you draw this to the attention of Law Access.
- It is important that applicants continue to meet all court commitments or commence any necessary legal action within statutory time limits, even if they have submitted an application to Law Access.

Assisting individuals and not-for-profits to apply to Law Access themselves

If you encounter someone who requires pro bono legal assistance and you are not in a position to refer the matter on their behalf, please direct them to our online application form (see [Find Legal Help](#)). If someone does not have access to the internet or does not have an email address, they can download and complete our hardcopy forms ([view here](#)).

Alternatively, you can also direct them to call Law Access and one of our paralegal volunteers can assist them to complete the online application form over the telephone. New applicants can call us on (08) 6488 6813 between 10am-12pm and 2pm-4pm on Tuesdays and Thursdays.

For responses to common questions, please see our [Frequently Asked Questions](#). We also have some information in the [Support and Resources](#) section of our website for individuals and not-for-profits seeking legal help.

Individuals need to ensure the matter falls within our eligibility criteria ([view here](#)) and applicants must have exhausted all possible legal assistance avenues (Aboriginal Legal Service, community legal centres and Legal Aid).

We do not assist with defended VROs, native title, or matter types where no win no fee lawyers are available such as personal injury and negligence claims. Please see our complete list of excluded matter types ([view here](#)).

Not-for-profit groups need to review our eligibility criteria for seeking pro bono assistance ([view here](#)). For example, we won't help the local golf club with their constitution, but we will help a community group whose purpose involves poverty relief.