

Application for Pro Bono Referral for Not-for-profit Organisations



HOW TO APPLY

MAIL: Law Access
PO Box 3359 Broadway,
Nedlands WA 6009

EMAIL: lawaccess@lawaccess.org.au

ENQUIRIES: (08) 6488 8725

Please Note: We prefer to receive applications by post or email. We recognise that this is not always possible for everyone and we will accept hand-delivered applications through the Law Society's reception at Level 4, 160 St George's Terrace, Perth WA 6000

ORGANISATION DETAILS

Name of Organisation: _____

Nominated Contact Person: _____

Business Address: _____

Suburb: _____ Postcode: _____

Email Address: _____ Phone: _____

What is the purpose of your organisation? _____

Is your organisation incorporated? Yes No What is your ACN? _____

Is your organisation registered with the ACNC? Yes No *If no, please provide a copy of your constitution and certificate of incorporation.* _____

If not registered with the ACNC, what is the primary source of your funding? _____

If not registered, is there a written funding agreement? Yes No *If yes, provide a copy of your primary funding agreement.* _____

Please provide a copy of your last annual report, audit or financial statement which demonstrates the financial capacity of your organisation.

Please provide the names of the members of your management committee: _____

ABOUT YOUR LEGAL ISSUE

What do you need legal help with? *Advice or assistance with a dispute. Please answer section for details of the dispute below.*

Assistance with a governance / organisational need (describe):

Other (please specify): _____

Answer this section if you require advice or assistance with a dispute.

What are the names and details of the other parties in your matter?

Name the lawyers(s) and firm/organisation assisting the other parties: _____

Please provide details of your matter including: (a) What is happening in your matter at the moment?
(b) What has happened to get to this point (the history)?
(c) What would you like to happen in your legal matter?

If you prefer you can attach a letter or memo with the answers to these questions.

Are there any hearing dates coming up? Yes No If so when is it (*what date*)? _____

If so, which Court / Tribunal? _____ And what type of hearing? _____

Are there any other important dates coming up? Yes No If so when is it (*what date*)? _____

If so, what type of important date is it? _____

Please attach any documents relevant to your matter. Please provide copies rather than originals.

Court / Tribunal documents that you have filed or received from the Court or the other party.

Any court / tribunal decision you want to appeal or review.

Any letters or emails that relate to your issue or dispute.

Any governance or organisational documents related to your query.

Any legal advice you have received.

Anything else that will help us understand your legal issue.

OTHER LEGAL HELP

Have you tried to get legal advice or assistance from anywhere else?	Yes	No	If so, did you receive any legal assistance?	Yes	No
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List the legal services you have asked for help:

What assistance did you receive (if any)?

If they were unable to help, what reason did they give?

How did you find out about Law Access?

MY INFORMATION

By signing this form you are accepting that:

1. Law Access relies on the information that I provide and I must provide full disclosure of all relevant information to Law Access to process my application.
2. Law Access may need to get other information about me or my legal issue and I provide the consent below for my information to be shared with Law Access.
AUTHORITY: I authorise and request any organisation which holds relevant information about me, to provide Law Access any information and documents Law Access request in order to assist Law Access to process my application for pro bono assistance.
3. Law Access may share information about my application with others for the purpose of processing my application.
4. Law Access may publish information about my application for reporting, marketing and promoting Law Access work and pro bono practice but when they do so they will not use my name or other information that would allow me to be identified unless I specifically agree to be identified.
5. Law Access will keep my information confidential and use it only for my application and not for processing any application by any other applicant.
6. Law Access may receive or possess information for others whose interest conflict with mine and will not use their information in processing my application. Law Access may still process applications when this happens.
7. Where there is a conflict of interest, Law Access may refer my application to an independent external party for assessment.

ACKNOWLEDGEMENT: Law Access does not provide legal services

By signing this form you are accepting that:

1. Law Access does not provide legal advice or representation. Law Access does not act as your lawyer.
2. You remain responsible for meeting any limitation dates or important dates in your matter and attending any hearings.
3. It is your responsibility to negotiate the terms of engagement for any lawyer introduced to you by Law Access.
4. You are not relying upon Law Access to provide legal advice or representation. No cause of action in negligence for providing or failing to provide legal advice arises from Law Access processing or assessing your application.

Signature:

Date:

Thank you for making an application to Law Access. Please see page 1 for options on how to send your application to us.