

APPLICATION FORM

The Self-Representation Services are legal services operated by JusticeNet SA,
with the support of participating law firms.

The services provide free and confidential legal advice for people representing themselves in legal proceedings
in the District Court, Supreme Court, Federal Court and the Federal Circuit Court.

The State Courts Service is open on Monday to Thursday 9.30am to 4.30pm.

The Federal Courts Service is open on Monday to Thursday 9am - 5pm, Friday 9am - 2pm.

THE SERVICES CANNOT PROVIDE ASSISTANCE WITH CRIMINAL, NATIVE TITLE AND FAMILY LAW MATTERS

To apply for assistance:

- Step 1 Complete this application form electronically or in hard copy. Make sure that you complete ALL relevant sections.
- Step 2 Return the form, with any relevant documents, including the signed Terms & Conditions to:
- State Courts Service: scsrs@justicenet.org.au
OR
 - Federal Courts Service: fcsrs@justicenet.org.au
OR
 - GPO Box 11024, Adelaide SA 5001;
OR
 - Hand your application to a service staff member at the addresses below.
- Step 3 The relevant service will assess your application. If you are eligible for assistance, we will contact you to arrange an initial 1 hour appointment for you with a solicitor. If you are not eligible, we will confirm our decision in writing.

If you require assistance completing the application form, please contact the relevant service:

Federal Courts Service
Level 7
Roma Mitchell Commonwealth Law Courts Building
3 Angas Street
Adelaide SA 5000
tel: (08) 8410 2280
1800 283 661 (for callers outside Adelaide)

State Courts Service
Level 5
Sir Samuel Way Building
241-259 Victoria Square
tel: (08) 8204 0295

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1. Court Proceedings which court is your matter in?			
<input type="checkbox"/> Supreme Court	<input type="checkbox"/> District Court	<input type="checkbox"/> Federal Court	<input type="checkbox"/> Federal Circuit Court
<input type="checkbox"/> Not in Court			
What is your court file number?		When is the next court date?	
What is the type of hearing? (e.g. directions, status, contested)			
Which party are you? (e.g. Plaintiff, Defendant, Appellant, Respondent)			
Please provide names of other parties and their representatives (lawyers)			

2. Time Limits Please provide details of any deadlines, limitation dates or trial or hearing dates for your proceedings

3. Contact Information	
Name	
Home address	
Postal address	
Phone	Fax
Email address	
Other Contact Person (Completing this section authorises us to discuss your application with this person)	
Name	Relationship
Phone	Fax
Email address	

Office Use only			
Date received:	SRS file number:		
Conflict check completed by:	T&C signed	<input type="checkbox"/> Yes	<input type="checkbox"/> No

4. Personal Information <i>Information will be kept confidential and used for statistical purposes only</i>			
Date of birth		Gender	
Country of birth		Marital status	
Do you have any disabilities? <i>(please specify)</i>			
What is the main language spoken at home?			
Do you require an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you identify yourself as an Aboriginal or Torres Strait Islander?			<input type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest level of Education?			
<input type="checkbox"/> Postgraduate	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Diploma	<input type="checkbox"/> Certificate
<input type="checkbox"/> Year 12	<input type="checkbox"/> Other <i>(please specify)</i>		

5. Referral Details <i>Who referred you to the self-representation service? Please mark one <u>box</u></i>			
<input type="checkbox"/> Friend or relative	<input type="checkbox"/> Court / Registry staff	<input type="checkbox"/> SA Bar Association	<input type="checkbox"/> Member of parliament
<input type="checkbox"/> Colleague	<input type="checkbox"/> Judge / Master	<input type="checkbox"/> Legal Aid	<input type="checkbox"/> Government department
<input type="checkbox"/> JusticeNet staff	<input type="checkbox"/> JusticeNet website	<input type="checkbox"/> Law Society SA	
<input type="checkbox"/> Community Legal Centre <i>(please specify)</i>			
<input type="checkbox"/> Law Firm / Private Lawyer <i>(please specify)</i>			
<input type="checkbox"/> Other <i>(please specify)</i>			

6. Legal History of your Matter		
Have you applied for Legal Aid for this matter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please specify outcome		
Have you sought assistance from a Community Legal Centre for this matter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please specify outcome (including name and details of why they are no longer assisting you)		
Have you received advice or assistance from a Private Lawyer for this matter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide details		

7. About your legal matter

Briefly describe your legal issue and what you hope to achieve with the help of a lawyer. Please include all of the relevant facts of your matter, all important dates and what outcome you seek.

Empty space for describing the legal issue and desired outcome.

List documents, letters, files, agreements, contracts, or reports which you think are relevant

Date	Who wrote it	Type of document	Do you have it?	
			<input type="checkbox"/> Yes, and copy attached	<input type="checkbox"/> No
			<input type="checkbox"/> Yes, and copy attached	<input type="checkbox"/> No
			<input type="checkbox"/> Yes, and copy attached	<input type="checkbox"/> No
			<input type="checkbox"/> Yes, and copy attached	<input type="checkbox"/> No
			<input type="checkbox"/> Yes, and copy attached	<input type="checkbox"/> No
			<input type="checkbox"/> Yes, and copy attached	<input type="checkbox"/> No

Please provide photocopies of these documents to us with your application

8. Financial Circumstances – Individuals (Only to be completed by individual applicants)

What is your main source of income?

<input type="checkbox"/> Full time employment	<input type="checkbox"/> Part time employment	<input type="checkbox"/> Casual employment	<input type="checkbox"/> Self-employed
<input type="checkbox"/> Self-funded	<input type="checkbox"/> Government benefit (please specify)		

Details of your income

Your current annual income (before tax) \$

<p>Do you have a financially supporting person?</p> <p>A financially supporting person is anyone who usually provides (or could reasonably be expected to provide) the applicant with financial support (for example, domestic partner, children or other relative, or a trust, company or partnership).</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Your supporting persons' current annual income (before tax) \$

Describe your relationship to the supporting person

Do you have any dependants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Please provide details

Do you own, or jointly own any assets? (e.g. house, cars, cash, shares)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Asset	Owned by	Value
		\$
		\$
		\$
		\$

Do you have, or jointly have any liabilities? (e.g. loans, mortgages, credit cards)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Liability	Owed to	Value
		\$
		\$
		\$
		\$

Further information about financial circumstance may be required to assess your eligibility for assistance

9. Financial Circumstances – Organisations (Only to be completed by organisation applicants)

What is your main source of income? (Please specify)

Is there a written funding requirement? (If yes, please provide a copy)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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What is the amount of your annual funding? \$

10. Terms & Conditions

1. JusticeNet SA operates the Self-Representation Service in the Supreme and District Courts of South Australia, and the Federal Circuit Court and the Federal Court of Australia with the assistance of participating law firms.
2. The Service provides free legal advice and assistance to people who are involved in civil proceedings. Please see our website or refer to the relevant Service Information Sheet for specific guidelines for the Service. The Service does not assist with criminal law, native title, or family law proceedings.
3. Once you have signed these terms and conditions and you have provided the information and documents requested by the Service, the Service will make a one hour appointment for you with a solicitor. The Service will provide legal advice and assistance to the extent possible in a one hour appointment. The solicitor may be accompanied by a law student who will observe the advice session.
4. The Service might, in its discretion, provide further appointments or further legal advice and assistance following completion of an appointment to finalise a matter raised in an appointment. The Service does not guarantee that the same solicitor will be provided in subsequent appointments (if any).
5. The Service and its solicitors will provide the kind of legal advice and assistance which they consider appropriate having regard to the issues raised by you and the time available. However, in no circumstances will they:
 - a. provide legal representation;
 - b. take over conduct of any proceeding on your behalf;
 - c. sign any document on your behalf;
 - d. communicate with the Judiciary, other parties or legal representatives on your behalf; and
 - e. pay any fees, disbursements or costs on your behalf.
6. You (and not the Service or its solicitors) will at all times remain responsible for the conduct of your proceeding, including:
 - a. appearing on your own behalf;
 - b. communicating with the other parties;
 - c. filing any documents you wish to rely on;
 - d. completing any documents which the solicitor has assisted in drafting in an appointment; and
 - e. meeting the deadlines imposed by law, the Court or Tribunal, or the other parties.
7. It is often important that a proceeding is commenced, or some other step taken before a limitation period expires. Priority will be given to identifying any relevant limitation period, but it might not be possible to deal with the issue in the available time. Accordingly, you (and not the Service or its solicitors) are responsible for taking any steps necessary before a limitation period expires.
8. To the extent that the law permits, you agree to exclude any liability of any nature whatsoever which JusticeNet, the Service or its solicitors, or any of JusticeNet's or the Service's other servants or agents, might otherwise have to you in respect of any matter arising out of or in any way connected with the provision to you of legal advice and assistance pursuant to these terms and conditions.
9. We understand that it may be necessary for you to cancel your appointment in certain circumstances; however, we ask that you notify the Service at least 24 hours in advance if you are unable to attend a scheduled appointment. The Service has the right to terminate its provision of legal advice and assistance to you if you are unable to attend an appointment and provide inadequate notice to us.
10. The Service's provision of legal advice and assistance to you will cease:
 - a. at the end of the appointment referred to in paragraph 3 above;
 - b. if a further appointment or further legal advice and assistance is given as referred to in paragraph 4 above, at the end of the further appointment or when that advice is given (as the case may be); or
 - c. if, at any earlier time, the Service elects to terminate its provision of legal advice and assistance to you.
11. The Service operates independently of the Federal Courts and Courts Administration Authority, which have no responsibility or control over the Service. The Service may notify the Supreme Court, Federal Court or the Courts Administration Authority when it has ceased providing advice or assistance.
12. The Service will at all times seek to maintain the confidentiality of your information. You agree that we may disclose the information if required by law or if you authorise us to do so. You agree that the Service may store your information electronically using a remote file hosting service (also known as cloud storage) in which case the Service will take reasonable steps to ensure the confidentiality of your information.
13. If you have further questions please contact fcsrs@justicenet.org.au or scsrs@justicenet.org.au.

14. Declaration and Authority to obtain and disclose information I

authorise JusticeNet SA to:

- request, transfer and receive personal and financial information and documentation in relation to me for the purpose of: (i) assessing my eligibility for assistance, (ii) providing assistance, and (iii) obtaining feedback about the progress or outcome of a legal matter for which I have sought assistance, without waiving legal professional privilege;
- discuss my case with, and disclose any personal or financial information or documentation provided by me to JusticeNet to, any lawyer, barrister or organisation for the purpose of: (i) assessing my eligibility for assistance, (ii) providing assistance, and (iii) reporting to funders;
- use my personal information that has been de-identified to compile statistical data for the purpose of evaluating JusticeNet services;
- disclose information (including personal information) that has been de-identified (including a summary of my legal case), publicly for reporting, marketing, fundraising or other purposes incidental to the operation of JusticeNet's services; and
- securely dispose of my file and all documents contained within it 7 years after it has been closed.

I undertake to:

- notify JusticeNet of any change in my financial circumstances;
- notify JusticeNet of any change in my address;
- notify JusticeNet of any new matter which might affect my case; and
- provide all additional information requested by JusticeNet.

I understand and accept:

- that this authority continues until I withdraw it in writing;
- JusticeNet reserves the right to suspend or cease providing assistance if it becomes aware that information provided by me is false or misleading or incomplete.

I acknowledge that JusticeNet has no legal responsibility or liability to me where:

- my application is declined by JusticeNet;
- my application is referred to a law firm or barrister for pro bono assistance, in which case I authorise them to report to JusticeNet on the progress and outcome of the matter on a confidential basis and without waiving any legal professional or other privilege, but to enable JusticeNet to monitor its referral program.

I Declare that all information provided by me to JusticeNet is true and correct and I provide JusticeNet with the above Authority.

I have read the Terms and Conditions and agree to the provision of legal advice and assistance by the Service on those terms.

Name	Signature (not required when submitting application electronically)
Date	

Relevant Documents and Checklist

Please attach copies of any documents, letters, files, agreements, contracts or reports which you think are relevant to your legal problem. It is particularly important that you provide us with copies of any court documents which relate to your matter. Please attach copies not originals.

Have you:

Signed this form and accompanying Terms and Conditions

If you are an individual – provided documentation of your income eg Centrelink payments or payslips

If you are an organisation – provided a copy of your funding agreement (if applicable)

Provided copies of all relevant documents, including court or tribunal documents.

Self-Representation Service - Privacy Policy

JusticeNet SA (JusticeNet, 'we', 'us' or 'our') recognises the importance of your privacy and understands your concerns about the security of your personal information. This privacy policy (Policy) describes generally how we collect, use, disclose and manage your personal information with a view to safeguarding your privacy.

At JusticeNet, we aim to make sure that:

- your privacy is protected when using our website, www.justicenet.org.au (Website), and services;
- any personal information we collect is up to date; and
- you are able to access your information if you wish.

You understand that by accessing and using our Website and / or services, we may collect, use, disclose and manage information that may identify you (including sensitive information) as set out in this Policy, and you consent and agree for your information to be collected, used, disclosed and managed.

You should not access or use our Website or services if you do not consent and agree to the collection, use, disclosure and management of your information in accordance with this Policy.

Your personal and sensitive information.

Your personal information refers to any information or opinion about you, whether in written form or otherwise, whether true or not, and from which you may reasonably be identified.

Sensitive information is a special subset of your personal information, and includes (but is not limited to) any information or opinion about you:

- race or ethnicity;
- gender;
- religious beliefs;
- membership of a political association, professional or trade association or trade union;
- health; and
- criminal record.

Collecting personal information about you

The kinds of information we collect and hold will ordinarily depend upon the information or services you request from us, and may include:

- any information you give us when you contact us, fill out a form or request a service from us, such as:
 - your name, address, email address, telephone number(s);
 - information about your race, languages spoken at home and any disability you have;
 - information about your financial situation, such as bank statements, Centrelink or employer pay slips, Australian Tax Office information and any other financial information;
 - information about any other legal matters you are or have been involved in; and
 - information about you contained in any expert reports or opinions, such as medical reports;
- any information about any individuals we collect in the course of assessing your application and compiling a brief for referral;
- any information about third parties provided by you or collected from third parties, which is relevant to any matter you have with us; and
- use and disclosure of your personal information

Information we collect about you may be used by us:

- to answer your queries, process any applications you submit and supply you with any information or services you request;
- to contact you with information regarding our activities and opportunities we consider may be of interest to you;
- to compile statistics and undertake analytics to better understand the demographics of people who seek our services, and to improve access to, and the content of, our Website. We will de-identify any personal information before compiling such statistics;
- for reporting or other purposes incidental to the operation of our services. We will de-identify any personal information before using information for this purpose; and
- to undertake and improve our marketing activities;
- to enhance our services; and
- to comply with any applicable laws.

We may disclose information we collect about you to:

- any person you authorise us to disclose your information;
- any consultants and contractors who assist us in the provision of our services, and who are required to keep confidential your information and only to the extent such disclosure is reasonably necessary as determined by us; and
- law enforcement agencies, government agencies, regulators and other individuals and organisations, where we are permitted or required to do so by law.

We may also disclose non-personal information or personal information that has been de-identified publicly for reporting, lobbying and / or fundraising purposes; for example, when showing trends in the use of our services.

If you do not wish to provide us with certain information or for your information to be used for a particular purpose, you may contact us by email at admin@justicenet.org.au or by writing to the address below. This may, however, limit your ability to access our Website or services.

Storage and security of your information

At JusticeNet, all reasonable efforts are taken to ensure that any information about you is protected from misuse, loss, unauthorised access, modification or disclosure in any way other than in accordance with this policy. The information collected by us is securely stored either in electronic, cloud storage or hard copy form in files or computer systems for 7 years from the date the information was last updated. All JusticeNet employees and volunteers are required, as part of their service, to treat any personal information they become aware of as highly confidential.

You understand that some of the cloud storage providers we use, such as Dropbox and Google Apps, may be located overseas, or have servers that are located overseas, in countries that may not be subject to a law or binding scheme that has the effect of protecting your information in the same manner required in Australia. In light of this, you acknowledge that while JusticeNet will take all reasonable efforts to keep your personal information secure, JusticeNet cannot guarantee the security of any information transmitted over the Internet or held in cloud storage, and you consent to JusticeNet storing your personal information (including sensitive information) via such mediums.

Access to your personal information

In most cases, you can gain access to personal information that we hold about you. We will handle requests for access to your personal information in accordance with this policy. We encourage all requests for access to your personal information to be directed to us by email admin@justicenet.org.au or by writing to the address below.

We will deal with all requests for access to personal information as quickly as possible. Requests for a large amount of information, or information which is not currently in use may require further time before a response can be given. In some cases, we may refuse to give you access to personal information we hold about you. This includes circumstances where giving you access:

- would be unlawful (for example, where a record which contains personal information about you is subject to a claim of legal professional privilege);
- would have an unreasonable impact on other people's privacy;
- would prejudice negotiations we are having with you;
- would prejudice an investigation of unlawful activity; or
- would prejudice activities carried out by, or for, a law enforcement agency.

If we refuse to give you access we will provide you with reasons for our refusal. We will never allow third parties access to information collected about them and any requests for dealing with third party information will be refused.

Keeping your information up to date

Generally, if you request us to do so we will amend any personal information about you held by us which is inaccurate, incomplete or out of date. If we disagree with your view about the accuracy, completeness or currency of a record of your personal information held by us, and you ask us to associate with that record a statement that you have a contrary view, we will take reasonable steps to do so.

Links to external websites

Our Website contains links to websites of individuals or organisations who may have provided financial assistance or support to us, or that we consider may be of assistance to you. We are not responsible for the content of or privacy practices of any such third parties or their websites.

Changes to our privacy policy

From time to time it may be necessary for us to review and revise our privacy policy. We reserve the right to change our privacy policy at any time. We may notify you about changes to this privacy policy by posting an updated version on our website www.justicenet.org.au. We encourage you check our privacy page regularly to keep up-to-date with our privacy practices.

How to contact us

If you would like more information about the way we manage personal information which we hold about you, or are concerned that we may have breached your privacy and wish to make a complaint, please contact us by email, fax or mail at the following addresses:

- email: admin@justicenet.org.au
- post: GPO Box 11024, Adelaide SA 5001
- facsimile: (08) 8313 0223

We will endeavour to respond to your enquiry as soon as possible.