Information for Applicants
Duty Lawyer Roster, Manukau District Court

The Legal Services Agency (LSA) seeks applications from private duty lawyers to fill up to 36 week-day sessions and four Saturday sessions per week.

Appointment criteria

The LSA aims to achieve daily teams with a sound balance of experience, competence and skills able to meet the needs of defendants and the court.

In making appointments to the roster the LSA will take into account the following criteria:

- reliability, ie the applicant has a good record of attendance, and when on duty provides duty lawyer services as expected by the LSA
- ability to provide a sound legal service to defendants and the court
- good interpersonal skills when relating to defendants and good working relationships maintained with colleagues and agencies working at the court.

A lack of experience will not exclude applicants from appointment as not all sessions on the roster need to be reserved for experienced lawyers. Some less experienced duty lawyers, who have demonstrated competence and potential, are therefore expected to be included on the roster. A limited number of sessions will also be set aside for new entrants[1].

Preference will be given to applicants who can commit to rostered duties on at least a fortnightly basis.

Appointment process

Appointments will be made by a panel that comprises:

- the Public Defender or representative
- the Court Manager or representative
- the Regional Manager Grants
- an experienced criminal lawyer
- a member of the project team, as convenor.

The panel will consider applications against the criteria for appointment. It is not expected that applicants will be interviewed.

The panel will take into account the following information:

- written information supplied by the applicant
- panel members' knowledge of the applicant's work as a duty lawyer
- input from the applicant's referees, particularly where applicants are not known by panel members or where further information is required
- applicants' attendance records compiled from the LSA's information systems.

[1] Sessions set aside for new entrants will not be allocated immediately, but will be filled with other duty lawyers who have been appointed to the roster. Before being admitted to the roster, new entrants must be assessed by duty lawyer supervisors as suitable, as occurs at the Auckland and Waitakere District Courts.

The LSA's records of investigated complaints and concerns will also be checked and any justified complaints/ concerns noted for the panel. The views of the Manukau judiciary and police prosecutions will be sought as to applicants' suitability and this information will also be provided to the panel.

In determining appointments, the panel will consider the match with each day's court schedule, taking into account the applicant's availability.

Appointment to Saturday and public holiday roster

A specific pool of up to 16 experienced and skilled duty lawyers is required for JP arrest courts on Saturdays and public holidays. To be eligible for appointment to the Saturday and public holiday roster, a duty lawyer must be appointed to the weekday roster.

Advice of appointment

Applicants will be advised as to whether they have been appointed to the new roster by the end of May. The new roster is expected to be issued in mid June, ie at least four weeks before it takes effect.

Making an application

Lawyers with current LSA duty solicitor listing approval are invited to apply for positions on the new Manukau duty lawyer roster. If you wish to apply for a place on the roster, please:

- complete and sign the attached application form, including details of at least two referees who can be contacted about your suitability for the role
- submit a covering letter which briefly addresses the criteria for appointment (above) and provide examples that demonstrate relevant skills and experience
- provide a brief curriculum vitae that outlines your recent work as a duty lawyer and/ or criminal lawyer and other relevant experience
- complete the attached *Duty lawyer roster availability survey,* if you have not already provided it.

Please note:

- ***You are no longer required to be on the Manukau duty lawyer roster to be eligible for criminal proceedings categories 1 and 2 rotation legal aid assignments at Manukau.***
- ***Duty lawyers may only be rostered on one of the Manukau, Auckland or Waitakere court rosters.***

If you have any queries please contact (Linda Grieve) (04) 496 6154, linda.grieve@lsa.govt.nz .

Applications should be posted to:
"The Recruiter"
Legal Services Agency
PO Box 5333
Wellington

E-mail: recruiter@lsa.govt.nz or fax (04) 471 0001

If you choose to e-mail your CV and letter of application, please either fax your signed application form to us on (04) 471 0001 or send it to PO Box 5333 Wellington.

Applications close Tuesday 27 April 2010

Application for Duty Lawyer roster

Please enclose with your application form:

- a covering letter addressing the criteria for appointment, and
- your curriculum vitae outlining your criminal advocacy experience and other relevant experience or skills, such as languages spoken.

Court roster applied for:		
Surname or family name:		
First or preferred name:		
Contact address:		
Email address:		
Cell phone:	Evening:	Daytime:

Do you hold a New Zealand Law Society Practicing Certificate?		Yes/No
Do you have a listing approval for criminal proceedings?		Yes/No
If so, which listings do you hold?		
Referees (please provide a minimum of two **work related** referees who can be contacted)		
1	Name & position:	
	Company name:	
	Relationship to you:	
	Telephone number:	
2	Name & position:	
	Company name:	
	Relationship to you:	
	Telephone number:	
3	Name & position:	
	Company name:	
	Relationship to you:	
	Telephone number:	
Signature:	Date:	

Legal Services Agency
Pokapū Ratonga Ture

Duty lawyer roster availability survey
Manukau District Court

Complete this form *only if you have not already done so* and return it with your application

Surname or family name: _____

Other names: _____

Contact address: _____

_____

Email address: _____

Contact phone: Daytime: _____ Evening: _____

Mobile: _____ Fax: _____

Approval as listed provider

Are you currently approved as a duty solicitor? Yes ☐ No ☐

Are you currently approved as a criminal legal aid provider? Yes ☐ No ☐

If so, give your category: _____

I wish to be considered for the reformed Manukau duty lawyer roster Yes ☐ No ☐

How frequently are you available to be rostered at Manukau?

- More than one day per week ☐
- One day per week ☐
- One day per fortnight ☐
- Less frequently than fortnightly ☐

Circle the days of the week you are available: Mon Tues Wed Thurs Fri Sat

If available for the Saturday and public holiday roster, indicate preferred frequency: Weekly Fortnightly 4-weekly

Court/s where currently rostered: _____

Other relevant information concerning availability for the roster

_____

_____

_____

_____

Signature:	Date: