

**Legal Advice Scheme for Unrepresented Litigants on Civil Procedures
(Procedural Advice Scheme)**

Application Form for Participating Law Firm

A. Firm's Details

Name of firm: _____ (English)

_____ (Chinese)

Office address: _____

Co-ordinator for the Scheme: _____

Position / Title of co-ordinator: _____

Tel: _____ Mobile: _____

Email: _____ Fax: _____

B. Solicitor Enrolments

Number of solicitors enrolling in the Scheme: _____

Names of solicitors enrolling (in English and Chinese):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Please continue on a separate sheet, if necessary.

Please submit the completed "Application Form for Enrolment as Community Lawyer" for each enrolling solicitor along with this application form.

Participating firm's
authorised signature
and company chop
(if applicable): _____

Date: _____

Points to Note

1. Eligibility of Community Lawyers

- (a) Lawyers who have at least two years' post-qualification experience and holding a current practising certificate can join the Scheme in their personal capacity on a pro bono basis.
- (b) Law firms can also participate in the Scheme and assign eligible lawyers to enrol as community lawyers. Participating law firms will be required to appoint a coordinator to liaise with the Scheme's Centre-in-charge on the preparation of a duty roster of community lawyers.

2. Advice Sessions and Honorarium

- (a) The operating hours of the Scheme's office will be from 8:45 am to 1:00 pm and 2:00 pm to 6:00 pm, Mondays to Fridays (except public holidays). Advice sessions will be conducted within these office hours at the Scheme's office.
- (b) Community lawyers will be invited to attend a full session of four hours or a half session of two hours to conduct advice sessions on a need basis.
- (c) An honorarium of \$1,000 per four-hour session, or \$500 per two-hour session, will be offered to community lawyers. The honorarium can be waived if the community lawyer so wishes.

ALL APPLICATIONS WILL BE HANDLED IN STRICT CONFIDENCE

3. Enquiry and Submission of Enrolment Forms

Legal Advice Scheme for Unrepresented Litigants on Civil Procedures
Room LG217, High Court Building, 38 Queensway, Hong Kong
Tel: 2259 5010 Email: pas@csso.gov.hk Fax: 2259 5105

Personal Data (Privacy) Ordinance

Statement of Purpose

Purpose of Collection

The data collected by means of this form will be used for the purpose of processing your application and to enable the Procedural Advice Scheme (the Scheme Office and/or other relevant Government Departments or organisations or agencies) to discharge his/their duties under the Scheme. Your application may also be used for the compilation of statistics on the number of application received by the Scheme Office. The outcome of the resulting statistics will not be in a form that will identify your application and any of your personal data. The provision of the said data is voluntary. If you do not provide the said data, the Scheme Office may not be able to process your application.

Disclosure of Personal Data

The personal data provided by you will not be disclosed to any party other than the Scheme Office, and other relevant Government Departments or organization or agencies subject to the exemptions provided under the Personal Data (Privacy) Ordinance, Cap.486.

Access to Personal Data

You have a right of access and correction with respect to the personal data you have provided in accordance with the Personal Data (Privacy) Ordinance (Cap.486). Your right of access includes the right to obtain a copy of your personal data held by the Scheme subject to payment of a fee at such rate as shall be promulgated by the Director of Account Services.

Enquiries

Enquiries concerning the personal data collected by means of this form, including requests for access to and correction of data, should be directed to the staff of the office of the Scheme (Telephone number: 2259 5017).