

# Panel Applications Information Sheet

Information for new applicants | Legal Aid WA



LEGAL AID  
WESTERN AUSTRALIA

## General Information

At Legal Aid WA, we use a series of **private practitioner panels** and **lists** to allocate and manage the performance of legal services that we fund under a grant of aid. If a grant of aid is **assigned** to a **private practitioner**, they must be on the **relevant panel** or **list** of practitioners. Under the *Legal Aid Commission Act 1976*, we can decide whether legal services are to be provided by a private practitioner or by one of our employed practitioners.

**Applications** for membership of the practitioner panels and lists are accepted by Legal Aid WA in **January** and **July** each year. All applications must be submitted online and late or incomplete applications cannot be accepted. To be included on the panel, you must meet the **minimum criteria**, including the **completion of the mandatory online training modules** at the time and date the application period closes.

## Practitioners Panels and Lists

Practitioners can **apply** for **membership** of a panel or list if they are able to show they have the required level of **experience** and **competency**, according to the nature and complexity of the matters to be undertaken. In some situations, practitioners must have completed relevant training through Legal Aid WA before they can apply for membership. Please visit our [website](#) to see the full criteria for each panel and/or list, detailed in the table.

<b><u>Criminal matter panels</u></b>	Murder Panel (adults and youth), Sex offences Panel (adults and youth), Serious Indictable Panel, Magistrates Court and Other Indictable Panel, Children's Court Panel, Appeals Panel and Corruption and Crime Commission Panel
<b><u>Family matter panels</u></b>	Family Law Panel, Protection and Care Panel, Dispute Resolution Panel and Restraining Order Panel
<b><u>Family matter lists</u></b>	Independent Children's Lawyer and Child Representative List, Dispute Resolution Chairperson (children's matters) List and Dispute Resolution Chairperson (property settlement) List
<b><u>Civil matter panels</u></b>	Civil Law Panel and Civil Law - Veterans Panel

## How to apply for Legal Aid WA panels and lists

### 1. How to apply

- Go to the Legal Aid WA website, under 'For Lawyers' > Practitioner panels and lists > [How to apply](#). Follow the Guide, 'how to submit your application online' for detailed instructions. There are a range of documents on this page to assist you.

### 2. Demonstrated ability

- Include the required material and examples in your application that show you meet the minimum eligibility criteria for membership.

### 3. Required training

- Complete the required free online training relevant to the panel you are applying for, within the 6 months before you submit your application. Please refer to page 2 for more details on practitioner training. These online modules are free of charge and attract CBD points.

### 4. Additional documents

- Prepare your additional documents including your current practicing certificate from the Legal Practice Board (LPB) and signed copies of the Professional Services Agreement, LPB WA Consent Form, Legal Professional Complaints Committee Consent Form and Panel Supervision Agreement Form (PSA), if applicable. Please ensure you upload all pages of the PSA.

### 5. Processing your application

- Once the complete application has been submitted with all necessary documents, Legal Aid WA will process your application. If successful, you will be issued with a Membership Notice that shows all the panels and lists you are then a member of. If your application is unsuccessful, you will be notified in writing.

## Sign up for email notifications

To receive an email notification when a panel or list is open for application, visit the Legal Aid WA [website](#) and go to for Lawyers > Practitioner panels and lists > How to apply > [How to register for email alerts](#).

## Required training

Applicants must meet the **minimum criteria**, including the **completion of the mandatory training modules** at the time and date the application period closes. The below table demonstrates the required training modules for each panel and list. *Completion of the mandatory training modules must have been within the 6 months prior to the panels opening.* To enrol in an online training module, please email [TNT.Admin@legalaid.wa.gov.au](mailto:TNT.Admin@legalaid.wa.gov.au).

Panel	Mandatory Training Module
<b>Crime - Children's Court Panel</b>	<ul style="list-style-type: none"> <li>Children's Court Criminal Law Training</li> </ul>
<b>Crime - Sex Offences Panel (Adult and youth)</b>	<ul style="list-style-type: none"> <li>Children's Court Criminal Law Training</li> </ul>
<b>Dispute Resolution Panel</b>	<ul style="list-style-type: none"> <li>Dispute Resolution Legal Representative Training</li> <li>Family and Domestic Violence Training</li> </ul>
<b>Family Law Panel</b>	<ul style="list-style-type: none"> <li>Dispute Resolution Legal Representative Training</li> <li>Family and Domestic Violence Training</li> </ul>
<b>Protection and Care panel</b>	<ul style="list-style-type: none"> <li>Protection and Care Training</li> <li>Dispute Resolution Legal Representative Training</li> <li>Family and Domestic Violence Training</li> </ul>
<b>Independent Children's Lawyer and Child Representative List</b>	<ul style="list-style-type: none"> <li>Protection and Care Training</li> <li>Dispute Resolution Legal Representative Training</li> </ul>
<b>Restraining Order Panel</b>	<ul style="list-style-type: none"> <li>Family and Domestic Violence Training</li> <li>How to lodge an online FVRO application</li> </ul>

## Supervision Agreements

If you have between 2 and 3 years post-admission experience relevant to your panel nomination, you can apply to be included on these panels with an **approved legal supervisor** in place. You will need to enter into a **Practitioner Supervision Agreement**. The Practitioner Supervision Agreement relates to applications to be included on the Family Law, Protection and Care, Restraining Order, Crime – Magistrate and Other Indictable or Children's Court Panels

If a supervisor is required, it is up to you to nominate a practitioner of more than 5 years' post-admission experience in the relevant area of law who is willing to supervise your legal work in relation to legally aided matters. **The supervising practitioner must:**

- be approved by Legal Aid WA;
- be a member of the same panel you are applying for;
- be employed at the same law firm as you or be a barrister at the same law chambers as you;
- agree to take over the legal matter assigned to you if the matter becomes too complex; **and**
- agree to provide information to Legal Aid WA about your ability to conduct legally aided matters assigned to you in relation to the relevant panel.

You and your supervisor must sign the practitioner and supervisor agreements.

The **Supervision Agreements** are available on the Legal Aid website under [How to apply](#).

## Contact us

If you have any queries about the panels or lists, please email [panelapplications@legalaid.wa.gov.au](mailto:panelapplications@legalaid.wa.gov.au) or call our **Professional Standards and Compliance Unit** on (08) 9261 6829.