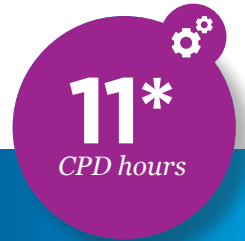




NZLS CLE Ltd
CONTINUING LEGAL EDUCATION
NEW ZEALAND LAW SOCIETY

NZLS EST 1869



ENTRY LEVEL DUTY LAWYER TRAINING PROGRAMME

2019

A PRACTICAL PROGRAMME FOR
LAWYERS INTENDING TO APPLY TO
BE LISTED AS DUTY LAWYERS

*Developed with
the support of*



YOUR TRUSTED CPD PARTNER

www.lawyerseducation.co.nz

ENTRY LEVEL

DUTY LAWYER TRAINING PROGRAMME



Duty lawyers are critical to the smooth running of a District Court list. Here is a way to gain more of the knowledge and skills you need to join this important group.

CONTENT

You will:

- Undertake self directed pre-course reading and preparation on the role of a duty lawyer.
- Attend an introductory session in the area in which you intend to practise.
- Arrange to accompany and observe experienced duty lawyers for a minimum of five half days.
- Work through a series of realistic scenarios with an experienced duty lawyer, then sit an open book exam.
- Make critiqued appearances as a duty lawyer at a practice court.
- Be observed and assessed while making your first appearance as a duty lawyer.

You MUST be prepared to do sufficient study and preparation for these sessions.

MINISTRY OF JUSTICE REQUIREMENTS

As well as completion of the programme, you will need to meet the Ministry of Justice's general listing criteria for duty lawyers. The MOJ says that being listed as a duty lawyer does **not** guarantee a place on any roster. See the MOJ website, www.justice.govt.nz for more information.

ADMINISTRATION

The introduction, advising, examination and practice court sessions are all run in the five main centres. In addition, introductory sessions are also held in a number of smaller centres. **The introduction and final (assessed) appearance must be attended in the region in which you intend to practise.**

All participants are required to attend the advising, examination and practice court sessions in one of the main centres. These sessions are held on a Friday afternoon and the following Saturday morning.

If you practise in a town which is not shown, we may be able to help you organise an introductory session in your area.

LEARNING OBJECTIVES

At the completion of this programme you will be able to:

- Recognise what information is required to advise properly list court defendants.
- Advise defendants as to the best course of action in their individual case.
- Recognise when to seek advice for a particular situation from a more experienced duty lawyer.
- Recognise the limits to the duty lawyer role.
- Appear in the list court to make the appropriate application/submission for a defendant.
- Recognise and respond appropriately to ethical issues arising for a duty lawyer.
- Know how to interact appropriately with the Community Probation Service, the Police, the Forensic Nurse and other services assisting in the list court.

WHO SHOULD ATTEND

Those who intend to seek to be listed as a duty lawyer. As an adult learner you will need to be able to assess properly, and fill independently, the gaps in your own knowledge of the relevant legislation and processes of the criminal law jurisdiction by extra study and, usually, extra observations.

Note:

- You must hold a practising certificate in order to complete the course; and
- Criteria for listing changed as from 1 July 2013 - Legal Services (Quality Assurance) Amendment Regulations 2013. For roster selection criteria see www.justice.govt.nz/about/lawyers-and-service-providers/legal-aid-lawyers/duty-lawyers

MATERIALS

Materials will be supplied when you have registered and paid the programme fee. Please read carefully all instructions, requirements and assessment procedures to ensure you are fully prepared for each component of the course.

We suggest that you register **at least three weeks** before the introductory session you wish to attend so that you can start on your observations and prepare for the introductory session.

The registration fee for this programme is \$495. Fee includes all materials and catering.

Transfer Policy:

You may transfer your registration to another centre for the assessment and practice court session. We must be notified 10 working days in advance and you will be charged a \$100 (incl GST) administration fee. If less than 10 days but greater than 5 days notice is given, the transfer fee will be \$150 (incl GST). If fewer than 5 days notice is given, the request will be treated as a cancellation.

Cancellation Policy:

Before the introductory session:

If you notify us of your cancellation 10 or more working days in advance of an introduction session and you return your materials in a saleable condition, a full refund less an administration fee of \$100 (incl GST) will be made. If less than 10 working days' notice is given, the administration fee is \$150 (incl GST).

Before the assessment and practice court session:

If you cancel your registration with 10 or more working days' notice before the assessment and practice court session, a refund of \$150 (incl GST) will be payable. **If less than 10 days' notice is given or you fail to attend on the day, no refund will be made.**

FEE (Incl GST)

TIMING

Day 1: 2.00pm – 5.30pm; **2.00pm – 5.00pm

Day 2: 1.00pm – 6.00pm

Day 3: 8.30am – 1.30pm

Please note:* CPD hours will vary in different centres. Main centres will qualify for 11 CPD hours and smaller centres (***) will qualify for 10.5 CPD hours.

REGISTRATION DUTY LAWYER TRAINING PROGRAMME

REGISTER, PAY & VIEW PROGRAMME ONLINE
www.lawyerseducation.co.nz

Note: The introduction and final (assessed) appearance must be attended in the region in which you intend to practise.

CENTRE	INTRODUCTION	ASSESSMENT	PRACTICE COURT
CHRISTCHURCH	22 Feb	29 Mar	30 Mar
TIMARU**	22 Feb	29 Mar (in ChCh)	30 Mar (In ChCh)
WELLINGTON	8 Mar	3 May	4 May
NELSON**	8 Mar	3 May (in Wgtn)	4 May (in Wgtn)
AUCKLAND	5 Apr	7 Jun	8 Jun
GISBORNE**	5 Apr	7 Jun (in Akld)	8 Jun (in Akld)
HAMILTON	21 Jun	26 Jul	27 Jul
TAURANGA**	18 Jun	26 Jul (in Ham)	27 Jul (in Ham)
ROTORUA**	21 Jun	26 Jul (in Ham)	27 Jul (in Ham)
DUNEDIN	28 Jun	6 Sep	7 Sep
INVERCARGILL**	28 Jun	6 Sep (in Dun)	7 Sep (in Dun)
MANUKAU	2 Aug	20 Sep	21 Sep
WHANGAREI**	2 Aug	20 Sep (in Mnku)	21 Sep (in Mnku)
WELLINGTON	9 Aug	11 Oct	12 Oct
WHANGANUI**	9 Aug	11 Oct (in Wgtn)	12 Oct (in Wgtn)
HAWKES BAY**	9 Aug	11 Oct (in Wgtn)	12 Oct (in Wgtn)
NEW PLYMOUTH**	9 Aug	11 Oct (in Wgtn)	12 Oct (in Wgtn)
PALMERSTON NORTH**	9 Aug	11 Oct (in Wgtn)	12 Oct (in Wgtn)

**TIMES: Introduction: 2.00-5.30pm; **2.00-5.00pm; Assessment: 1.00pm-6.00pm;
Practice Court: 8.30am-1.30pm**

REGISTRATION DUTY LAWYER TRAINING PROGRAMME

REGISTER, PAY & VIEW PROGRAMME ONLINE
www.lawyerseducation.co.nz

Centre:		
Last Name	First Name	Title
Firm/Organisation		
Address		Your details
PO Box	DX	Email
Street Address		Phone
Suburb	Postcode	Dietary Requirements
Town/City		
FEE (Incl GST)		TOTAL AMOUNT DUE
<input type="checkbox"/> \$495		\$

PAYMENT																				
<input type="checkbox"/>	PAY BY ENCLOSED CHEQUE: Payable to 'NZLS CLE Ltd'																			
<input type="checkbox"/>	PAY BY DIRECT CREDIT: Account 'NZLS CLE Ltd' 12-3192-0049995-00 (Incl surname & organisation as reference)																			
<input type="checkbox"/>	PAY BY CREDIT CARD																			
Card Number:																				
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<input type="radio"/> Amex	Expiry: /																			
Name on card																				
Card security code	Signature																			

REGISTER

ONLINE AT:
www.lawyerseducation.co.nz

POST TO:
NZLS CLE Ltd, PO Box 5041,
Wellington 6140, DX SP20202

FAX TO:
04 463 2986

ENQUIRIES
0800 333 111
registrations@lawyerseducation.co.nz

PRIVACY ACT 1993
The information requested on this registration form is for NZLS CLE Ltd and the sponsors only.

I do not wish the sponsors to receive my contact details.

CANCELLATION AND REFUND POLICY. Please see fee information on page 3.

Developed with
the support of

