



NZLS CLE Ltd
Continuing Legal Education
New Zealand Law Society



ENTRY LEVEL DUTY LAWYER TRAINING PROGRAMME

2022

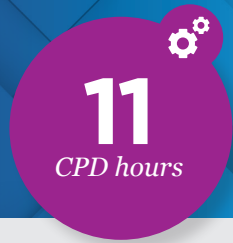
A PRACTICAL PROGRAMME FOR
LAWYERS INTENDING TO APPLY TO
BE LISTED AS DUTY LAWYERS

*Developed with
the support of*



ENTRY LEVEL

DUTY LAWYER TRAINING PROGRAMME



Duty lawyers are critical to the smooth running of a District Court list. This course gives you the basic knowledge and skills you need to apply to join this important group.

CONTENT

You will:

- Undertake self-directed pre-course reading and preparation.
- Arrange to observe experienced duty lawyers for a minimum of five half days.
- Attend an introductory session in the centre in which you intend to practise (introductory session).
- Work through case scenarios with an experienced duty lawyer (advising session).
- Sit an open book exam (exam session).
- Make critiqued practice appearances (practice court session).
- Be observed and assessed while making your first real appearance as a duty lawyer (final assessed appearance).

MINISTRY OF JUSTICE REQUIREMENTS

As well as completing this programme, you will need to meet Ministry of Justice listing criteria for duty lawyers. Note that being listed as a duty lawyer does **not** guarantee a place on any roster. See the MOJ website for more information: <https://www.justice.govt.nz/about/lawyers-and-service-providers/legal-aid-lawyers/duty-lawyers/>

ADMINISTRATION

The introductory, advising, exam and practice court sessions are all run in five main centres. Introductory sessions are also held in some smaller centres.

Your introductory session and final assessed appearance must be attended in the centre in which you intend to practise.

All participants are required to attend the advising, exam, 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 are from a town which is not shown on page 4, we may be able to help you organise a separate introductory session.

<p>LEARNING OBJECTIVES</p>	<p>At the completion of this programme you will be able to:</p> <ul style="list-style-type: none"> • Recognise what information is required to advise list court defendants. • Advise defendants as to their best course of action. • Recognise when to seek advice from a more experienced duty lawyer. • Recognise the limits of the duty lawyer role. • Make appropriate applications/submissions for a defendant. • Recognise and respond appropriately to ethical issues which may arise. • Know how to interact appropriately with the Community Probation Service, Police, the Forensic Nurse and other services assisting in the list court.
<p>WHO SHOULD ATTEND</p>	<p>This course is for practitioners who intend to apply to be listed as a duty lawyer.</p> <p>Note: It is possible to register and complete the majority of the course without a practising certificate, but you must hold a practising certificate by the time of your final assessed appearance.</p>
<p>MATERIALS</p>	<p>Materials are couriered about four weeks before your introductory session (<i>providing you have registered and paid in full</i>). You will need to read all instructions, requirements and assessment procedures to ensure you are fully prepared for each component of the course.</p> <p>We suggest that you register at least four weeks before the introductory session you wish to attend so that you can start your observations and prepare for the introductory session.</p>
<p>TIMING</p>	<p>Introductory session: 2.00pm – 5.30pm Advising & exam session: 1.00pm – 6.00pm Practice court session: 8.30am – 1.30pm</p>
<p>FEE (Incl GST)</p>	<p>The registration fee for this programme is \$515 and includes all materials and catering.</p>

CANCELLATION AND TRANSFER

Cancellation	
Before introductory session	
Notice given	Refund
<i>10+ working days</i>	<i>\$395 (fee - \$120 administration)</i>
<i>0-9 working days</i>	<i>\$345 (fee - \$170 administration)</i>
Before advising and exam session and/or practice court session	
Notice given	Refund
<i>10+ working days</i>	<i>\$145 (fee - \$370 administration)</i>
<i>0-9 working days</i>	<i>No refund</i>

Transfer	
Introductory session	
No transfer is possible for the introductory session as it must be attended in the centre in which you intend to practise.	
Advising and exam session and/or practice court session	
- Transfer is available only within this calendar year. - Auckland and Manukau are separate centres and require a formal transfer.	
Notice given	Fee payable
<i>10+ working days</i>	<i>\$110</i>
<i>5-9 working days</i>	<i>\$160</i>
<i>0-4 working days</i>	<i>Transfer not possible, treated as cancellation. See cancellation details above.</i>

REGISTRATION DUTY LAWYER TRAINING PROGRAMME

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

CENTRE	INTRODUCTORY SESSION	ADVISING & EXAM SESSION	PRACTICE COURT SESSION
CHRISTCHURCH	4 Mar	13 May	14 May
TIMARU	4 Mar	13 May (in Chch)	14 May (in Chch)
WELLINGTON	4 Mar	1 July	2 July
NELSON	4 Mar	1 July (in Wgtn)	2 July (in Wgtn)
AUCKLAND	8 Apr	27 May	28 May
GISBORNE	8 Apr	27 May (in Akld)	28 May (in Akld)
HAMILTON	17 Jun	22 Jul	23 Jul
TAURANGA	17 Jun	22 Jul (in Ham)	23 Jul (in Ham)
ROTORUA	17 Jun	22 Jul (in Ham)	23 Jul (in Ham)
DUNEDIN	1 Jul	26 Aug	27 Aug
INVERCARGILL	1 Jul	26 Aug (in Dun)	27 Aug (in Dun)
MANUKAU	5 Aug	16 Sept	17 Sept
WHANGAREI	5 Aug	16 Sept (in Mnku)	17 Sept (in Mnku)
WELLINGTON	12 Aug	14 Oct	15 Oct
WHANGANUI	12 Aug	14 Oct (in Wgtn)	15 Oct (in Wgtn)
HAWKES BAY	12 Aug	14 Oct (in Wgtn)	15 Oct (in Wgtn)
NEW PLYMOUTH	12 Aug	14 Oct (in Wgtn)	15 Oct (in Wgtn)
PALMERSTON NORTH	12 Aug	14 Oct (in Wgtn)	15 Oct (in Wgtn)

TIMES: Introductory session: 2.00pm-5.30pm; Advising and exam session: 1.00pm-6.00pm;
Practice court session: 8.30am-1.30pm

NOTE: The introductory session and final assessed appearance must be attended in the centre in which you intend to practise. *Your final assessed appearance must take place within two years of your practice court session.*

REGISTRATION DUTY LAWYER TRAINING PROGRAMME

REGISTER, PAY & VIEW PROGRAMME ONLINE
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Centre:	
First name, last name	Lawyer ID Number (optional)
Firm/Organisation (if applicable):	
Address	Your details
PO Box: DX:	Email:
Street Address:	Phone:
Suburb: Postcode:	Dietary Requirements:
Town/City:	
FEE (Incl GST)	
<input type="checkbox"/> \$515	TOTAL AMOUNT DUE
	\$

PAYMENT	
<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:	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<input type="radio"/> Visa <input type="radio"/> Mastercard <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

INQUIRIES
0800 333 111
registrations@lawyerseducation.co.nz

PRIVACY ACT 2020
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 page 3**

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