

Legal Aid WA Panels and Lists Application Guide

Prerequisites

These prerequisites, if applicable to the panel or list you are applying for, must form part of your application, in addition to meeting the criteria outlined for each panel and list. Refer to the end of this document for further information.

	Prerequisite	Panel/List	Details
Documents	Practice Certificate	All	· Must be for the current year.
	Professional Services Agreement (PSA)	All	· Entire document must be submitted (14 pages) · Part 8 Execution must be completed and signed · Not required if previously lodged
	LPB Consent Form	All	· Not required if previously lodged
	LPCC Consent Form	All	· Not required if previously lodged
	Supervision Agreement	Criminal Law Panels: - Magistrate and other indictable - Children's Court Family Law Panels: - Family Law - Protection and Care Restraining Order Panel	· All fields must be completed · Agreement must be signed, dated and witnessed
	Examples of work	All	· Must remove all identifying information
Training	Youth Law	Criminal Law Panels: - Children's Court	· Only required if less than 4 years post admission experience as a criminal lawyer · Free online course for applicants
	Signs of Safety	Family Law Panels: - Protection and Care Independent Children's Lawyer and Child Representative List	· Free online course for applicants
	Dispute Resolution Solicitor	Family Law Panels: - Dispute Resolution	· Free online course for applicants
	Independent Children's Lawyer National Training Program	Independent Children's Lawyer and Child Representative List	· Run by National Legal Aid and the Family Law Section of the Law Council of Australia
Other	Family Dispute Resolution Accreditation	Dispute Resolution Chairperson Lists: - Children's Matters - Property Settlement	· Must provide accredited FDR registration number
	Examples of work	All	· Must remove all identifying information

Please note that failure to comply with the relevant prerequisites will result in your application being excluded for consideration.

Completing your application

When the application period opens, go to the application lodgement page and select the Panel or List you want to apply for. At the top or bottom of the advertisement, click on the “Apply” button to commence your application. Refer to the end of this document for further information.



Eligibility Questions & Registration

All Legal Aid WA Panels and Lists have minimum eligibility criteria. Once you have answered the eligibility questions, enter your email address and click on “Proceed”.

First time users will receive a registration email that contains your password to Login. Returning users need to use your existing password to Login.

Refer to the end of this document for information on how to get help with registration and Login.



Application Questions

The Application questions are grouped as follows:

1. Applicant Details – personal and contact details about you as the applicant
2. Practitioner Details – details about you as the practitioner and your firm
3. Qualifications and Experience – professional qualifications and conditions
4. Required Documents – attach PSA, LPB consent form and LPCC consent form
5. Panel Preference (Criminal and Family Law Panels only) – nominate which panels you wish to apply for
6. Criteria – questions for each criteria specific to the panels or list applying for

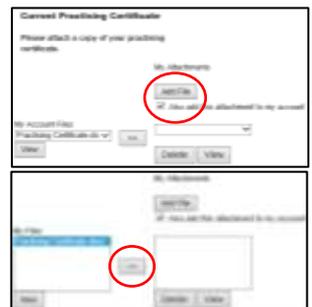
Complete all relevant questions presented at each step in the process. If mandatory questions have not been completed, the system will advise you which questions require a response before you can continue.

Click on the save button at the bottom of each page regularly to ensure the system retains your progress.

Uploading Attachments

To add an attachment, click on the “Add File” button. This will allow you select a document from your computer. To retain this document in your account for future use (useful to do if you are applying for multiple panels and/or lists), tick the box “Also add this attachment to my account”.

If you selected “Also add this attachment to my account”, these documents will now appear in the My Files section for all other attachment questions (in all Panel and List applications). They can be added to a question by highlighting the document and clicking the “>>” button.



Submitting Application

The final stage in completing your application is to read and accept the conditions, then click the “Submit Application” button.

Completed Application

You will receive a confirmation message on screen and via email to indicate your application has been successfully submitted.

If you wish to take further advantage of the tools offered in this system, such as amending your application before the application period closes, or to change your password, navigate through the tabs at the top of the screen.

Additional Help & Troubleshooting

Topic	Details	Support
Application documents and FAQ's	<ul style="list-style-type: none"> Prerequisite forms and documents. FAQ's. Criminal Law Panels Matter Types. 	http://www.legalaid.wa.gov.au/InformationForLawyers/panel/Pages/Application-process-and-information.aspx
Application lodgement information	<ul style="list-style-type: none"> Application period dates. Prerequisite training information. Information about the application process. 	http://www.legalaid.wa.gov.au/InformationForLawyers/panel/Pages/Applyingformembershipofnewpanelsandlists.aspx
Application lodgement website	<ul style="list-style-type: none"> All panel and list applications must be lodged through this site. 	https://legalaidwa.bigredsky.com/
Application period open - Email notifications	<ul style="list-style-type: none"> Instructions for setting up email notifications for panel and list application period opening. 	http://www.legalaid.wa.gov.au/InformationForLawyers/panel/Documents/LAWA%20Panel%20and%20List%20Email%20Notifications.pdf
Completing your application	<ul style="list-style-type: none"> Need help navigating the application screens? Have questions regarding the criteria of a panel or list? 	<p> 9261 6262</p> <p> panelapplications@legalaid.wa.gov.au</p>
Make changes to a submitted application	<ul style="list-style-type: none"> Applications can be modified while the application period remains open. Remember to resubmit your application if you make amendments. Login to the application website and go to "Current Applications". 	https://legalaidwa.bigredsky.com/
Panel and List Criteria	<ul style="list-style-type: none"> List of the criteria for all Panels and Lists. 	http://www.legalaid.wa.gov.au/InformationForLawyers/panel/Documents/Membership%20Criteria.pdf
Registration	<ul style="list-style-type: none"> Did not receive registration email containing password? Having trouble logging in? 	 1300 733 056 (Big Red Sky)
Timed out session	<ul style="list-style-type: none"> Your session will expire after 1 hour of inactivity. Click 'save' at the bottom of each screen regularly to safeguard you losing information. 	