



Please refer to the references section in the **Applying to be a legal aid provider - step-by-step guide** for more information about who can provide a reference for you.

For referees: If you are providing a reference for an application relating to more than one area of law, you must complete a separate declaration for each area. Additional referee declaration forms can be downloaded from the **Ministry website**. This form contains drop down fields, to ensure that all the required information is captured, please complete this form electronically.

Applicant name

Referee name

Lead or Limited References

Within the last	I have observed the applicant undertaking	in cases or
proceedings in the following area of law		and undertaking the following activities:
<input type="checkbox"/> Providing advice and information to clients <input type="checkbox"/> Preparation of cases <input type="checkbox"/> Undertaking court proceedings <input type="checkbox"/> Producing documents / correspondence	<input type="checkbox"/> Working with people from different cultural backgrounds <input type="checkbox"/> Engaging in peer review discussions <input type="checkbox"/> Other (please describe in the comment box below) <input type="checkbox"/> Communication with Judges, other lawyers, experts, court staff	

Please write in your own words your observations of the applicant's written abilities and advocacy skills in relation to the area of law applied for.

Attach your answer(s) in a separate document if you exceed the word limit with the appropriate question referenced

Supervised References

Please comment on the applicant's written and oral advocacy skills. Where possible, please comment on your confidence in the applicant's ability **under supervision** to provide advice and information to clients, work with people from various backgrounds, prepare cases, undertake court proceedings, and produce documents/ correspondence.

Attach your answer(s) in a separate document if you exceed the word limit with the appropriate question referenced

Confirmation

I confirm that:

- » I consider that the applicant is sufficiently skilled and knowledgeable in this area of law to be approved to provide legal aid services or specified legal services in a capacity.

I understand that:

- » if I have any additional information that may affect the Secretary's decision, I can send it to legalaidprovider@justice.govt.nz
- » the Ministry may contact me for further information if required.

Referee signature

Relationship to applicant

Date

dd / mm / yyyy

Click the signature box > Configure or use a signature > Enter password > Sign and save

To learn how to sign a PDF document, go to: <https://helpx.adobe.com/reader/using/sign-pdfs.html>