

No.	CATEGORY	S	NI	NA
	iii. Assistance in settlement negotiations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Review of client's documents and assistance in drafting pleadings and other documents, including simple child support and access variations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	v. Referral to other community resources, LAO or private counsel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	For FLIC Advice Lawyers			
	b) Able to advise and assist members of the public on family law matters in the Family Law Information Centre, including:			
	i. Advice and information on court process and family law issues of custody, access and support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Review of client's documents and assistance in drafting pleading and other documents, including simple child support and access variations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Referral to other community resources, LAO or private counsel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Assistance in bringing emergency motions before the court	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	For Criminal Duty Counsel			
	c) Able to advise and assist unrepresented litigants, including:			
	i. Assistance in obtaining adjournments when appropriate, referrals to other community resources, LAO or private counsel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Representation at bail matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Assistance in obtaining diversions and extra judicial measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Representation in entering pleas and speaking to sentence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	v. Assistance in pre-trial meetings and other resolution-oriented processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	LAO Administrative/Procedural Knowledge			
	a) Familiar with the Legal Aid Services Act and Regulation and has working knowledge of LAO coverage policies and practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	CATEGORY	S	NI	NA
	b) Able to administer LAO's financial eligibility tests in accordance with LAO policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Abides by local protocol established by Supervisory Duty Counsel/Area Director, including:			
	i. arrival and departure times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ii. alteration of schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iii. announcements re availability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iv. contacting relevant parties, counsel and agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	v. accurate completion of worksheets, forms and accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Human Relations Skills			
	a) Informative, courteous and knowledgeable in communications with clients, the judiciary, the bar and outside organisations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Daily interactions with clients and other counsel are professional, courteous and address and resolve conflict constructively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Particulars of "Needs Improvement" Categories:

Heading	Sub-heading	Particulars

Supervisory Duty Counsel _____

Date _____