



# **RULES OF PANEL LAWYERS**

**PRESENTATION BY**  
**RAJASTHAN STATE LEGAL SERVICES**  
**AUTHORITY**

# DO'S AND DON'T'S

## Do's (General)

- To keep the client reasonably informed;
- To answer reasonable requests from the client for information;
- To respond to the client's telephone calls;
- To keep appointments with the client, or provide timely explanation or apology in circumstances when unable to keep such an appointment.

# DO'S AND DON'T'S

## Do's (General)

- Entrusted with a matter by legal services institution to file or defend in a court on behalf of a legal aid seeker, if it comes to notice that any other case is required to be filed or defended on behalf of that client, then to inform him in this regard.
- To take application from him to be presented in DLSA to provide Legal Aid, instead of getting himself engaged as a private counsel.
- If during visit to any Jail, protection home, Legal Services Clinic as per Panel Counsel, it emerges that some case is required to be filed or defended on behalf of a Legal Aid seeker, then to inform him in this regard, take application from him to be presented in DLSA to provide Legal Aid, instead of getting himself engaged as a private counsel.

# DO'S AND DON'T'S

## Do's (General)

- To be proactive when notice any violation of human, fundamental or other legal rights of any person or persons in the village or community and try to use various provisions in the CPC and Cr.P.C. to remedy the situation at the District Courts itself instead of rushing with a PIL.
- To abide by the instructions of Legal Services Institution, issued from time to time e.g. submitting bills in time, regularly informing about progress of case etc.

# DO'S AND DON'T'S

## Do's (In Criminal Matters)

- To be present in the court assigned during remand hours and whenever an assigned case is listed for hearing.
- To prepare the case well, as if the accused has engaged him privately.
- Must communicate with the accused/ his family members.
- While representing a victim of a sexual crime particularly a woman or child, to ensure that the name of the victim is never disclosed, the victim is examined by the prosecution and the defense with due sensitivity and respect for dignity and the media does not harass them.
- At the police station, to ensure that a lady police officer records the statement or FIR with all relevant details.

# DO'S AND DON'T'S

## Do's (In Civil Matters)

- To understand and prepare the case well before drafting the plaint or written statement so that no prayer or defense is missed.
- To search the relevant law before drafting plaint or written statement to present the case under the correct law and legal principles.
- To promote settlement through the ADR Mechanism, even if his fees for the case would be less than for a concluded trial.
- Cases of senior citizens must be handled with extra care and communication with senior citizens must be polite.

# DO'S AND DON'T'S

## Don't's (General)

- Charging any fee in whatsoever mode from the beneficiary.
- Committing, whether professionally or in the lawyer's personal capacity, any act of fraud or dishonesty, e.g. by falsifying a document, even without fraudulent intents;
- Making untrue representations or concealing material facts from the client/ legal aid seeker with dishonest or improper motives;
- Taking improper advantage of the youth, inexperience, lack of education or sophistication, ill health, or unbusiness-like habits of the client/ beneficiary;

# DO'S AND DON'T'S

## Don't's (General)

- Receiving money from or on behalf of the client/ beneficiary for any purpose and under any pretext. This must be strictly avoided by the panel advocate, because not only the counsel fee but all other expenses such as court fee, clearage, process fee, expenses of witnesses etc, are paid by the State through the Legal Services Authority.
- Failing to discharge the obligation to the court as an officer of the court, as expected to be absolutely frank and candid in all dealings with the court, fellow lawyers and other parties to proceedings, subject always not to betray the client/ Legal Aid seeker's cause, abandoning the client's legal rights or disclosing the client's confidences.



# DO'S AND DON'T'S

## Don't's (General)

- Developing a networking with the PLV that he is mentoring and monitoring, to enhance his private practice.
- Taking undue advantage of being a panel advocate, before any authority.
- Propagating his private practice by distributing his visiting cards or in any other manner, during visits to jails, protection home or legal care & support center etc.
- Knowingly assisting, enabling or permitting any person to act fraudulently, dishonestly or illegally toward the client/ beneficiary;

# DO'S AND DON'T'S

## Don't's (In Criminal Matters)

- Using unfair means, like making attempt to win over the witnesses or to intimidate them.
- Using insulting words for a woman witness or complainant while defending a male accused.

# DO'S AND DON'T'S

## Don't's (In Civil Matters)

- The panel lawyer should abjure a casual and indifferent approach in accomplishment of their tasks assigned to them such as filing of incomplete, illegible and inaccurate pleadings without personal check and verification; being absent when their matters are called and taken up by the courts; non-payment of court fee and process fee; failing to remove office objections; or failing to take steps to serve the parties, and so on.
- The panel lawyer must not seek adjournments except in the most unavoidable circumstances, and even then with adequate notice to the secretary of the Legal Services Authority to enable some alternative arrangement to be made.



# Thanks