

SECTION 2.

FORMATS FOR LEGAL SERVICES INSTITUTIONS

I. FRONT OFFICE REGISTER

(To be placed at Front Office, LSI)

S. No.	Date	Name and Address of visitor	Category*	Nature of problem	Action Taken	If assignment of a lawyer is sought			Remarks
						Date of assignment/rejection of application	Name of the lawyer	Date of intimation of assignments/rejection of applications	

* If the visitor falls in one of the categories including income criteria category entitled for legal aid, mention category. If not mention others.

CASE-WISE REGISTER

1. Name of the Applicant
2. Mother's/Father's name
3. Panel Lawyer assigned to the applicant
4. Date of Appointment
5. Date of filing/joining the case
6. Particulars of Case
7. Name of Court
8. Progress of each and every legal aid case

Date of Hearing	Work Done on that day	Next Date	Purpose of the next date of hearing

9. Outcome of the case
10. Remarks of the Monitoring and Mentoring Committee

II. ATTENDANCE REGISTER FOR REMAND LAWYERS

(Placed in Court, maintained by Court staff)

Date	Name of the Assigned Lawyer	Absence/ Presence during remand hours/ when required	Name of the accused person/s represented by remand lawyer	Case Ref. No.	Signature of the lawyer

III. REGISTER ON LEGAL AID CLINICS IN PRISONS

(Maintained by DLSA, submitted to SLSA every month)

District	Number of Prisons	Number of Prison Legal Aid Clinics	Number of Prisons with Jail Visiting Lawyer appointed	Number of Prisons with Convict Paralegal Volunteer	Number of Prisons with Community Paralegal Volunteer	Total no. of PLVs appointed	Total no. of JVLs appointed	Number of Prison Legal Aid Clinics which maintain registers

IV. REGISTER ON LEGAL SERVICES IN POLICE STATIONS

(Maintained by DLSA, submitted to SLSA every month)

District	Number of Police Stations	Number of Police Stations where Duty Counsel is assigned	Number of Police Stations where PLV assigned	Total no. of Duty counsels appointed	Total no. of PLVs appointed

V. REPORTING ON MONITORING AND MENTORING COMMITTEES (DLSA)

(To be prepared by DLSA -- PLVs/ Retainer Lawyers -- and submitted to SLISA monthly)

Monthly Statement regarding Monitoring and Mentoring Committee				
Number of meetings held in the month	Total number of court based legal aid cases in the district	Number of cases reviewed	No. of lawyers interacted with	Recommendations