



**KARNATAKA STATE LEGAL SERVICES AUTHORITY
BENGALURU**

**STANDARD OPERATING PROCEDURES FOR
SELECTION AND WORKING OF PANEL LAWYERS
/RETAINER LAWYERS/ REMAND ADVOCATES /DUTY
LAWYERS /STIPEND ADVOCATES /MONITORING AND
MENTORING COMMITTEES IN THE DLSAs AND THE
TLSCs.**

Chapter Number	Description	Page Number
	Introduction	2-3
Chapter No.I	Selection of legal practitioners as Panel Lawyers for DLSA and TLSCs.	4-12
Chapter No.II	Assignment of cases to Panel Lawyers in Court Based Legal Aid/Services	13-15
Chapter No.III	Deputation as Remand Advocates/ Duty Lawyers	16
Chapter No.IV	Deputation as "Retainer Lawyer" in Front Offices of Dlsa/Tlsc	17-19
Chapter No.V	Deputation of panel lawyers/stipend advocates/retainer lawyers to Legal Services Clinics.	20-21
Chapter No.VI	Monitoring and Mentoring Committee	22-24
Chapter No.VII	Payment of fee to the Panel Lawyers for Various Legal Services	25
	Schedules	26-45

:INTRODUCTION:

In exercise of the powers conferred by Section 29 of the Legal Services Authorities Act, 1987 and in pursuance of the provisions in Section 4 of the Act to make available free and competent legal services to the persons entitled thereto under Section 12 of the said Act, the Central Authority formulated the **National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010.**

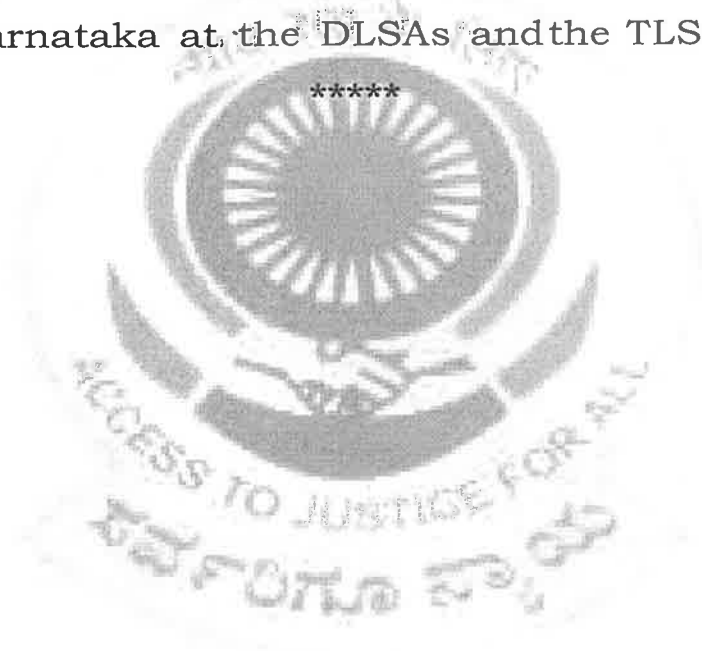
The Panel Lawyers/ Retainer Lawyers / Remand advocates/Duty Lawyers/Monitoring and Mentoring Committees are the strength of every Legal Service Institution.

Though the selection and working of Panel Lawyers/ Retainer lawyers/ Monitoring and Mentoring Committee is governed by NALSA (Free and Competent Legal Services) Regulations, 2010, the KSLSA has observed lack of uniformity in the process of their selections and working at the DLSAs and TLSCs.

Further the Government of Karnataka vide Notification No LAW-LAD/183/2020 dated 17/11/2020 has authorized the KSLSA/DLSA/TLSC to utilize the services of the advocates who are receiving stipend from various government departments for poverty alleviation schemes. The legal services rendered at legal services clinics of KSLSA/DLSA/TLSC fall within the criteria of poverty alleviation schemes. Hence the

. KSLSA/DLSA/TLSC can also depute stipend advocates for legal services clinics and other activities conducted by them. But the DLSA/TLSCs required additional clarification on deputing stipend advocates.

This has necessitated KSLSA to formulate Standard Operating Procedures for selection and working Panel Lawyers/ Retainer lawyers/ Remand advocates/ Stipend advocates / Monitoring and Mentoring Committee in the state of Karnataka at the DLSAs and the TLSCs.



CHAPTER-I

SELECTION OF LEGAL PRACTITIONERS AS PANEL LAWYERS FOR DLSA AND TLSCs.

I. Definitions:

1. **“Panel Lawyer”** means a legal practitioner empaneled as a Panel lawyer under Regulation 8.¹

2. **“Legal Practitioner”** shall have the meaning assigned to it in clause (i) of section 2 of the Advocates Act, 1961 (25 of 1961).²

3. **“Case”** includes a suit or any proceeding before a court.³

4. **“Court”** means a civil, criminal or revenue court and includes any tribunal or any other authority constituted under any law for the time being in force, to exercise judicial or quasi-judicial functions.⁴

5. **“Retainer Lawyer”** means a Panel Lawyer designated as the Retainer Lawyer under sub-regulation (9) of regulation 8.⁵

6. **“Legal Services Clinic”** means the facility established by the District Legal Services Authority to provide basic legal services to the villagers with the assistance of Para-Legal Volunteers or Lawyers, on the lines of a primary health centre providing basic health

1.Regulation 2 (eb) of NALSA (Free and Competent Legal Services) Regulations, 2010.

2.Regulation 2 (d) of NALSA (Free and Competent Legal Services) Regulations, 2010.

3.Section 2(a) of The Legal services Authorities Act 1987.

4.Section 2 (aaa) of The Legal Services Authorities Act 1987

5.Regulation 2(fa) of NALSA(Free and Competent Legal Services) Regulations, 2010

services to the people in the locality and includes the legal aid clinic run by the law colleges and law universities.⁶

7. **“Legal Service”** includes the rendering of any service in the conduct of any case or other legal proceeding before any court or other authority or tribunal and the giving of advice on any legal matter.⁷

II. General requirements

1. No legal practitioner having less than three years' experience at the Bar shall ordinarily be empanelled⁸. It means, even an advocate having less than 3 years experience can be empanelled, if he is extraordinarily good to work in the Legal Services Institutions.

2. There may be representation of the Scheduled Castes, the Scheduled Tribes, women and differently abled lawyers in the panel⁹ while calling for applications.

3. Every DLSA/TLSCs after due consultation with Chairperson of DLSA shall invite applications in the annexed format **SCHEDULE-I** from the interested legal practitioners for their empanelment as panel lawyers by proper advertisement on the DLSA/TLSC/Bar Association notice board and district court website at least 15 days prior to the last date for receipt of application.

6.Regulation 2 (c) of NALSA (Legal Services clinics) Regulations, 2011

7. Section 2 (c) of The Legal Services Authorities Act 1987

8. Regulation 8(3) of NALSA (Free and Competent Legal Services) Regulations, 2010

9. Regulation 8(6) of NALSA (Free and Competent Legal Services) Regulations, 2010.

4. Such applications in the prescribed format **(SCHEDULE I)** shall be accompanied with proof of the professional experience with special reference to the type of cases which the applicant/legal practitioners may prefer to be entrusted with.¹⁰

5. The Chairperson of DLSA/TLSC shall also address the members of the Bar calling upon them to be empanelled as Panel Lawyers.

6. *Pro-bono* Lawyers list: The Member Secretary of DLSA/TLSC may send a request to Senior Advocates of the Bar to volunteer their pro bono professional services for rendering advice as and when required¹¹.

III. Selection process for panel lawyers.

1. At District level :

For selection of Panel Lawyers, there shall be a selection committee in every DLSA comprising of all the following members;

- a) Principal District and Sessions Judge/ Chairman, DLSA
- b) District Attorney or Government Pleader and
- c) Monitoring and Mentoring Committee set up under Regulation 10 (4)

¹⁰ Regulation 8(1) of NALSA (Free and Competent Legal Services) Regulations, 2010.

¹¹ Regulation 9 (3) of NALSA (Free and Competent Legal Services) Regulations, 2010

2. At Taluka level :

For selection of Panel Lawyers, there shall be a selection committee in every TLSC comprising of all the following members;

- a) Senior Civil Judge /Chairman, TLSC
- b) Government Pleader and
- c) Monitoring and Mentoring Committee set up under Regulation 10 (5)

3. The above said selection committee shall scrutinize the applications received for being empanelled as panel lawyers and short list the names of eligible legal practitioners for interview.

4. Provided that the Chairman of the Legal Services Institution may also *suo-motu* empanel any legal practitioner¹².

5. The selection committee shall conduct interview of the candidates. The criteria and marks for selection of Panel Lawyers shall be as follows;

Criteria	Max Marks
Legal Aptitude/ Service Motto	10
Advocacy skills	10
Mannerism and conduct both inside and outside court	10
Total	30

12. First proviso to Regulation 8(2) of NALSA (Free and Competent Legal Services) Regulations, 2010.

6. As far as possible those legal practitioners with service motto shall be preferred. The competency, integrity, suitability, and experience of lawyers for the empanelment shall also be considered. Provided that the size of panel should be optimized so that each lawyer can be allotted sufficient cases¹³.

7. The panel lawyers shall be grouped based on their expertise in the field of law. The list of selected candidates shall be informed in writing to the Chairman, DLSA at the earliest. Entire process of selection of Panel Advocates both in District and Taluka place shall be monitored by Chairman of DLSA.

8. After finalizing the list of Panel Advocates both at DLSA and TLSC, it shall be sent only by Chairman, DLSA to KSLSA in the annexed **SCHEDULE-II** for obtaining the panel approved by Hon'ble Executive Chairman, KSLSA as per Regulation 8(2) of NALSA (Free and Competent Legal Services) Regulations, 2010. Only after obtaining the Panel of Advocates approved, the final list of Panel Lawyers must be displayed in the official website and notice board. The selected Panel Advocates must be issued Empanelment Letter as per **SCHEDULE-III**.

9. The approved Panel of Advocate shall be in existence for a period of three years and shall be reviewed and updated periodically by the Chairman of the Legal

13. Second proviso to Regulation 8(2) of NALSA (Free and Competent Legal Services) Regulations, 2010.

Services Institutions, keeping in view the performance of the panel lawyers.¹⁴

IV. Terms and conditions for panel lawyers

1. The Panel Advocate should be acquainted with the objectives and purposes of the Legal Services Authorities Act, 1987, NALSA/KSLSA Rules and Regulations made therein.

2. The duties of Panel Lawyers as mentioned in the Hand Book of Formats: Ensuring Effective Legal Services shall be scrupulously followed. The soft copy of said Hand Book is attached to this SOP for due compliance.

3. The Panel Lawyers shall not ask for or receive any fee, remuneration or any valuable consideration in any manner, from the person to whom he has rendered legal services under these regulations.¹⁵

4. The DLSA/TLSC shall be at liberty to withdraw any case or assignment from a Retainer lawyer/Panel Lawyer during any stage of the proceedings.¹⁶ If the Panel Lawyer engaged is not performing satisfactorily or has acted contrary to the object and spirit of the Act and these regulations, the Legal Services Institution shall take appropriate steps including withdrawal of the case from such lawyer and his removal from the panel.¹⁷

14. Regulation 8(13) of NALSA (Free and Competent Legal Services) Regulations, 2010

15. Regulation 8(16) of NALSA (Free and Competent Legal Services) Regulations, 2010

16. Regulation 8(14) of NALSA (Free and Competent Legal Services) Regulations, 2010

17. Regulation 8(17) of NALSA (Free and Competent Legal Services) Regulations, 2010

5. If a Panel Lawyer is desirous of withdrawing from a case he shall state the reasons thereof to the Member-Secretary or the Secretary, as the case may be, and the Panel Lawyer may be permitted to do so by an order.¹⁸ If the reasons are not convincing the Panel Lawyer will be not entitled to claim his/her honorarium for the said case.

6. The Panel Lawyers shall undergo training periodically as per modules prepared by the National Legal Services Authority and the State Legal Services Authority.¹⁹ The DLSAs shall organize training programmes for panel lawyers.

7. The participation in the training programme shall be a relevant consideration for the retention or continuation of Panel Lawyers.²⁰

8. The Member-Secretary may assign a case to a panel lawyer of a subject matter other than for which he has been empanelled.²¹

V. How to Categorise the Legal Aid Application (General Instructions to DLSAs and TLSCs)

1. Legal Aid seeker may approach concerned TLSC/DLSA seeking assistance in filing a criminal case, civil case or any applications etc., It is desirable to direct the legal aid seeker to file an application as per Form-I appended to *National Legal Services Authority (Free and Competent*

18. Regulation 8(15) of NALSA (Free and Competent Legal Services) Regulations, 2010

19. Regulation 8(18) of NALSA (Free and Competent Legal Services) Regulations, 2010

20. Regulation 8(19) of NALSA (Free and Competent Legal Services) Regulations, 2010

21. Regulation 8(8) of NALSA (Free and Competent Legal Services) Regulations, 2010.

Legal Services) Regulations, 2010. For the sake of convenience the said Form No. 1 is attached herewith as **SCHEDULE-IV.**

2. For filling up Form No.1 necessary assistance may be provided to the applicant at the Legal Aid Clinics or by the Front Office constituted as per Regulation 4 of the *National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010.*
3. Upon receipt of the application, the office shall assign it a Registration number and immediately enter it in a register as per the enclosed format **SCHEDULE-V** and also enter it in LSMS portal.
4. If any Court of Law directs TLSC/DLSA to provide free legal aid in a pending case before it, office of concerned Legal Services Institution shall make effort to collect information with regard to the party seeking legal aid as far as possible in Form No.1.
5. Upon receipt of application under Form No.1 it shall be ascertained if the applicant falls under Section 12 of Legal Services Authorities Act 1987 to avail free legal service. Only if the applicant falls under any of the categories enlisted under Section 12 of the Legal Services Authorities Act 1987, the applicant shall be provided with free legal service from TLSCs or DLSAs.
6. Upon perusal of application under Form No.1, if the legal services required is not court based, then the applicant may be referred to “Legal Aid Clinics” for necessary assistance.

7. If the applicant is seeking legal aid to coordinate with the Police or to file anticipatory bail application if any, then he/she may be referred to a “duty lawyer”. If the applicant is subsequently arrested then the said duty lawyer himself shall act as a remand advocate of the applicant.
8. If the applicant is under Police or Judicial custody, then “Remand Advocate” may be assigned to the case. Until the filing of charge sheet it shall be the duty of the Remand Advocate to represent the accused applicant. After the filing of charge sheet, the role and duty of Remand Advocate ceases. If after the filing of charge sheet, the accused applicant still falls under the category mentioned in Section 12 of Legal Services Authorities Act, 1987 then concerned DLSA or TLSC shall appoint Panel Advocate to conduct trial. It is within the discretion of concerned DLSA or TLSC to continue the Remand Advocate of the applicant as his Panel Advocate. In such case the Remand Advocate is entitled for additional remuneration as entitled by the Panel Advocate. Free legal services shall also be provided to the Complainants or Victims of the Crime if they are entitled to it under any law for the time being in force.
9. If the applicant is seeking assistance to either file a civil case or a criminal case before the Court of law, the concerned TLSC/DLSA shall appoint Panel Lawyer to conduct the case.

CHAPTER-II

ASSIGNMENT OF CASES TO PANEL LAWYERS IN COURT BASED LEGAL AID/SERVICES

1. The application seeking Court Based Legal Aid shall be scrutinized by the Member-Secretary of DLSA/TLSC or by any officer, deputed by him²²:
2. In case, there is difficulty to determine the prima facie case to prosecute, the Member-Secretary may for this purpose, seek opinion from a panel lawyer having more than seven years standing at the Bar²³:
3. A defendant in a civil case and an accused or a convict in a criminal case shall be deemed to have prima facie case to defend or to file an appeal against his conviction and sentence.²⁴
4. The Court based legal aid can be extended in all courts of law including proceedings before any other authority/tribunal exercising judicial or quasi-judicial functions.
5. If there exists a prima-facie case, the Member Secretary of DLSA/TLSC by an office order, assign the matter to a Panel Lawyer considering the field of specialization and make entries of such assignment in the **SCHEDULE-V** register.
6. After assignment of a case to the panel lawyer, the DLSA/TLSC shall inform the concerned applicant/party.

22. Regulation 7 of NALSA (Free and Competent Legal Services) Regulations, 2010

23. Second proviso to Regulation 7 of NALSA (Free and Competent Legal Services) Regulations, 2010

24. First proviso to Regulation 7 of NALSA (Free and Competent Legal Services) Regulations, 2010

The panel lawyer shall be issued Assignment Letter for the individual case as per annexed **SCHEDULE-VI** alongwith Duty Notes.

7. While filing/defending the case of the applicant, the applicant shall sign the DLSA/TLSC memo of appearance to be furnished by the panel lawyer before the court. The format of memo of appearance is annexed to **SCHEDULE-VII.**

8. It shall be the duty of legal service advocate to sincerely provide legal aid to the applicant by following all the professional ethics as per the Advocates Act, 1961 and not to receive any fees or remuneration whether in cash or in kind from the aided person or from any other person on his behalf.

9. The deputed legal service advocate shall enter the stage of the proceeding in the register maintained in Front Office and he/she shall keep the legal aid beneficiary well informed regarding the stage of the proceeding.

10. After the completion of his assignment, legal service advocate shall submit a statement showing the work done report to the Member Secretary of TLSC/DLSA who shall after due scrutiny sanction the fee and expenses payable to him.

11. The legal service advocate is at liberty to waive the honorarium payable wholly or partially.

12. If work done report is not submitted within 30 days of completion of assignment then honorarium is deemed to be waived. Provided if work done report along with reason for delay is submitted within 90 days of completion of assignment, Chairman of the legal service institution may order for disbursal of honorarium payable.

13. In case of any dispute on the quantum of honorarium payable to the legal service advocate, the matter shall be placed before the Chairman for decision.

14. For some reasons, if another panel lawyer is assigned with the matter, then it shall be entered under the same application number by an office order. Necessary entry must be made in Remarks column in **SCHEDULE-V**.

15. During trial/ proceedings if the applicant desires to engage private advocate, he/she is at liberty to do so. In that situation, the concerned panel lawyer to whom case is assigned shall endorse no objection and shall report the same to the DLSA. Such matter shall be closed by making necessary remarks.

16. Whenever court based legal aid is provided to the beneficiary applicant by assigning a panel lawyer, concerned TLSC/DLSA shall submit Form No.2 to the Monitoring and Mentoring Committee. For the sake of convenience Form No.2 is attached herewith as **SCHEDULE-VIII**.

CHAPTER-III

DEPUTATION AS REMAND ADVOCATES/DUTY LAWYERS

1. **Remand Advocates:** From amongst the panel lawyers, those having expertise in Criminal Law may be deputed as Remand Advocates to represent the accused produced before the Court who has no advocate of his choice and one who is entitled for free legal services under section 12 of the Legal Services Act. In the District places, the remand advocates shall be paid honorarium of Rs. 5000/- per month and in Taluka Places they shall be paid honorarium of Rs. 3000/- per month²⁵.

TLSC shall have maximum two remand advocates on rotation basis as notified under the authority of the Chairperson TLSC. Further, the DLSA shall have maximum 4 remand advocates on rotation basis as notified under the authority of the Chairperson DLSA.

2. **Duty Lawyers:** As per KSLSA letter No.09/Prison/2018 Dated: 23.06.2020, Remand Advocates shall be deputed as Duty Lawyers for a prescribed period not more than 6 months. The Stipend advocates, having expertise in Criminal Law may be deputed as Duty lawyers at each legal service clinic in police stations. Where stipend Advocates are deputed, they shall not be paid any remuneration or sitting fees etc. The DLSA/TLSC shall ensure that the contact address and phone numbers of the duty lawyers are displayed in a conspicuous place in the police stations.

²⁵ Letter No. 20/ADM/2014 of KSLSA dated 18.05.2017

CHAPTER-IV

DEPUTATION AS “RETAINER LAWYER” IN FRONT OFFICES OF DLSA/TLSCs.

I. Selection process of Retainer Lawyers

1. The person deputed as retainer lawyer shall have professional appearance and attitude. The person deputed as retainer lawyer shall have basic computer knowledge with typing skills and should be comfortable in using phone system, copier, scanner and printer. Basic technical knowledge of using e-mail, etc. should be possessed by the candidate.

2. The Chairman of the DLSA, shall prepare a list of legal practitioners from amongst the panel lawyers to be designated as Retainers in the Front Office of DLSA and TLSCs in the Annexed format **SCHEDULE-IX** and get the approval of the Executive Chairman of the State Legal Services Authority.²⁶

3. The tenure of retainer advocates shall be one year initially and may be renewed depending on their performance till the expiry of period as a Panel Lawyer.

4. The Chairman of DLSA shall send proposal for renewal of such retainer lawyers every year to the Executive Chairman State Legal Services Authority for approval.

26. Regulation 8(4) of NALSA(Free and Competent Legal Services) Regulations, 2010

5. Two Retainer Lawyers at DLSA/TLSC shall be deputed to Front Office in two shifts i.e. from 10.00am to 02.00pm & 02.00pm to 06.00pm on all the working days of Front Offices for a period of Six Months on rotation basis.

6. Each Retainer Lawyer at DLSA shall be paid with a honorarium of Rs.8,000/- per month and each Retainer Lawyer at TLSC shall be paid with a honorarium of Rs.5,000/- per month.

7. The retainer lawyer deputed to front office shall carry out the functions of the front office which include.²⁷

- a) Providing Legal advice
- b) Drafting applications, petitions, replies etc.
- c) Attending legal aid helpline number
- d) Receiving and maintaining record with regard to legal aid applications
- e) Uploading legal aid applications on Web Portal of NALSA
- f) Maintaining up- to- date data of court based matters and maintaining data in prescribed formats.
- g) Updating Legal Aid Beneficiary about particulars of a Panel Lawyer marked for his matter and also updating him regularly about the status of his case.
- h) Retainer Lawyers shall update
- i) The legal aid beneficiaries regarding court based matters through SMS and Emails. System of updating legal aid beneficiary through SMSs may be adopted.

²⁷ Guideline no 2 of the NALSA guideline for the front offices.

- j) Legal aid beneficiary about the decision taken on his/her legal aid application, name & phone number of legal aid counsel marked to the applicant in case legal aid is decided to be given.

8. The following registers/records shall be maintained in soft version either in Computer Excel Sheets or any other software as deemed fit, at the front office by deputed retainer lawyer.

- Front Office Register for visitors (**SCHEDULE-X**)
- Legal Aid Monitoring Register (**SCHEDULE-XI**)
- Legal Services Helpline Register (**SCHEDULE-XII**)

9. The retainer lawyer deputed at the front office shall coordinate the work of front office as One stop centre for legal aid seekers/beneficiaries.

10. In the Front office, the retainer shall keep updated data of court based matters so that legal aid beneficiaries can be apprised about the same. Feed-back forms regarding the court based matters be also kept at the Front Office. Feedback pro-forma is attached herewith as **SCHEDULE-XIII**

CHAPTER-V

DEPUTATION OF PANEL LAWYERS/STIPEND ADVOCATES/RETAINER LAWYERS TO LEGAL SERVICES CLINICS.

1. The legal services institution having territorial jurisdiction over the legal services clinic established, may depute its panel lawyers or retainer lawyers to the legal services clinic. The stipend Advocates who are getting stipend from the State Government/Any other Authority may also be deputed for providing services in the Legal Service Clinics. When such stipend Advocates are deputed, they shall not be paid any remuneration/payment as they are already paid stipend by the Government.

2. The panel lawyers or stipend advocates shall be deputed to legal services clinics on rotation basis of not more than 3 months. The DLSA/TLSC shall depute panel lawyers or stipend advocates to the clinics by notification under the authority of the Chairperson DLSA/TLSC.

3. The Panel lawyers or retainer lawyers or stipend advocates with skills for amicable settlement of disputes, shall alone be considered for being deputed to the legal services clinic: Provided that preference shall be given to women lawyers having practice of at least three years.

4. The performance of panel lawyers in legal services clinics/ court based cases shall be monitored by the Member Secretary DLSA/TLSC and same shall be reported to the Chairperson DLSA/TLSC.

5. Wherever daily sittings are arising in the Legal Services Clinics preferably Retainer Advocates may be deputed to such Legal Services Clinics as per Regulation 8 of NALSA (Legal Services Clinics) Regulations, 2011.

6. Jail Legal Services Clinic: As per requirement, Jail visiting Lawyers must be deputed by DLSA/TLSC as the case may be by issuing appointment letter along with duty notes as per **SCHEDULE-XIV**. At the same time intimation letter must be sent to the Superintendent of the Prison as per **SCHEDULE-XV**. It is the duty of Jail visiting Lawyer to identify cases eligible for release under the mandate of the UTRC, to interact with the inmates, to draft applications and petitions for parole, juvenility, bail or filing legal aid application etc., The Jail visiting Lawyer shall visit Jail Legal Services Clinic atleast twice a week and submit monthly report as per **SCHEDULE-XVI**.

CHAPTER-VI

MONITORING AND MENTORING COMMITTEE

I. Composition of Monitoring and Mentoring Committee:

1. Regulation 10 of the NALSA (Free and Competent Legal Services) Regulations, 2010 mandates the Legal Services Authorities to establish Monitoring and Mentoring Committees at each level. The primary functions of these committee is to guide the panel lawyers in conducting their cases on behalf of the legal services institutions and also to monitor their performance.

2. Constitution of Monitoring and Mentoring Committee (hereinafter referred to as MMC) :

i) As per the Regulation 10 of *National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010* amended on 28.08.2019, it is necessary for the Legal Services Institution to set-up a MMC for close monitoring of the court based Legal Aid. It is observed that MMCs are not properly constituted both at Taluka and District level in many places as per the amended Regulation. It is impressed upon all the Chairmen of DLSAs to constitute MMCs both at Taluka and District level as per the amended Regulation.

ii) As per Regulation 10(4) of *National Legal Services Authority (Free and Competent Legal*

Services) Regulations, 2010 in the District level
MMC shall consists of following Members:

- a) Member Secretary
 - b) One serving Judicial Officer
 - c) One Retired Judicial Officer or one Advocate having atleast fifteen years standing in the bar.
- iii) As per Regulation 10(5) of *National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010* in the Taluka level
MMC shall consists of following Members:

- a) Chairman of TLSC
 - b) One retired Judicial Officer or one Advocate having atleast 10 years standing in the bar.
- iv) Since Chairman of DLSA heads the Legal Services Institution, it is necessary that he should appoint MMCs both at Taluka and District level for a period not exceeding two years. In order to constitute MMCs necessary recommendations may be received by the Chairman from the respective Member Secretaries of TLSCs and DLSA. After the appointment of Members of MMCs both at Taluka and District level, it shall be duly intimated to KSLSA. If there is any change in the constitution of the MMCs then it is desirable to intimate the same to KSLSA without undue delay.

3. Upon receipt of Form No.2, concerned Monitoring and Mentoring Committee constituted as per Regulation 10 of the *National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010* with assistance of legal aid staff shall enter the Court based legal aid particulars in the enclosed format as per **SCHEDULE-XVII** herein.

4. MMC shall meet once in fifteen days and shall make entry in column No. 6 of Annexure-III format by referring to each legal aid case and the progress made therein. If the progress of any particular case is not satisfactory then after interaction with the concerned Panel Advocate who has been assigned with the said legal aid case, may recommend for necessary action. In such an event, Chairman of concerned DLSA/HCLSC shall take appropriate action thereon. If any action is taken in respect of a legal aid case with unsatisfactory progress, then separate case wise report shall be attached to the bi-monthly report.

5. MMC shall submit bi-monthly report in the enclosed format as per **SCHEDULE-XVIII** herein. January-February, March-April, May-June, July-August, September-October and November-December is considered as bi-months for the purpose of submission of the report to KSLSA.

CHAPTER-VII

PAYMENT OF FEE TO THE PANEL LAWYERS FOR VARIOUS LEGAL SERVICES

1. Panel Lawyers shall be paid fee in accordance with the Schedule of fee, as approved under the State regulations. The present fee structure is at **SCHEDULE-XIX**, which shall vary from time to time as and when modified, approved and notified under the State Regulation.

2. The Karnataka State Legal Services Authority shall effect periodic revision of the honorarium to be paid to panel lawyers for the different types of services rendered by them in legal aid cases.

Note: The soft copy of NALSA's *Hand Book of Formats: Ensuring Effective Legal Services*, is attached to this SOP for due compliance. The said Hand book apart from standardizing the documentation process also encompasses the Duty Notes of Panel Lawyers, Retainer Lawyers, Remand Advocates, Jail visiting Lawyers, Duty Counsels etc. It is necessary to read and understand the Duty Notes by the concerned Panel Lawyers of DLSA/TLSC. The said Hand Book shall be treated as part and parcel of this SOP.

Schedule-I

**APPLICATION BY THE ADVOCATES FOR
EMPANELLMENT**

RECENT
PASSPORT
SIZE PHOTO

1	Name of the applicant	
2	Father/mother/spouse name	
3	Age	
4	Address permanent/current	
5	Land line number	
6	Mobile number	
7	Email address	
8	Educational qualification	
9	Enrollment number (enclose copy of certificate issued by Karnataka State Bar Council)	
10	Experience as advocate in years Details of specialization/ field of law	
11	Caste If belongs to SC/ST/OBC or category, General etc., please specify	
12	Languages knows to read and write	

I hereby declare that having understood the objectives and purposes of The Legal Services Authorities Act I have filed this application

Place :

Date :

Signature of the applicant