

PROFESSIONAL STANDARDS COMMITTEE

PROVISION OF LEGAL SERVICES POLICIES AND GUIDELINES

Policies and guidelines the Professional Standards Committee are responsible for.

Legal Services Provisions	Doc #	Published On	Updated On	Review Date	Counsel Assigned to Update	Emailed office
Crown Law precedents: accessing and using precedents (old format)	669224	Unknown	01/03/2010	Unknown	Ken Stephens	N/A
Template	Policy 816244, Guidelines 816241, draft Policy and Guidelines 3285181	N/A	N/A	N/A		N/A
Crown Law Litigation – Service of Proceedings on the Crown	6340008	07/04/2010	21/06/2021	21/06/2024		
Intervention in proceedings on behalf of the Law Officers – Policy and Guidelines	5352142	31/10/2007	21/11/2019	23/11/2022		July 2016
Representation – Policy and Guidelines	710543	30/04/2008	16/01/2014 30/06/2016 30/06/2019	16/08/2022		July 2016

Legal Services Provisions	Doc #	Published On	Updated On	Review Date	Counsel Assigned to Update	Emailed office
Signatory Policy: Legal Work – Policy and Guidelines	3399838	19/03/2010	28/02/2021 19/02/2019 20/02/2021	29/02/2024		
Briefing External Counsel – Policy and Guidelines	3460133	14/07/2010	16/01/2014 30/06/2016 30/07/2018 --/06/2021	30/06/2024		July 2016
Crown Law Advice – Policy and Guidelines	3420348	20/10/2010	17/04/2014 30/06/2016 1/11/2017 --/11/2020	--/11/2023		July 2016
Conflicts of interest when acting for the Crown – Guidelines	859881	17/08/2011	--/03/2017 --/09/2020	--/09/2023		March 2017
Communicating with the Ministry of Justice, Legal Aid Services – Policy	826531	19/03/2010	12/6/2014 13/12/2016 --/09/2020	--/09/2023		March 2017

Legal Services Provisions	Doc #	Published On	Updated On	Review Date	Counsel Assigned to Update	Emailed office
Complaints received by the NZ Law Society about CL Counsel – Policy	902149	24/11/2010	14/11/2013 --/03/2017 --/10/2020	--/11/2023		March 2017
Defamation Proceedings – Guidelines	216706	17/11/2014	--/03/2017 --/06/2018 --/09/2020	--/09/2023		March 2017
Expert Witness Role – Policy and Guidelines And Guidelines for Expert Witnesses	834483 828932	27/04/2011	--/12/2016 30/10/2020	30/10/2023		March 2017
Filing of Proceedings – Policy	710514	30/04/2008	17/11/2014, 13/12/2016 18/06/2020	30/06/2023		March 2017
LMP Debriefing/ Guidelines	533210	17/11/2014	--/05/2017 --/09/2020	--/09/2023		
Settlements – Policy and Guidelines	6328811	17/11/2014	--/02/2021	--/02/2024		

Legal Services Provisions	Doc #	Published On	Updated On	Review Date	Counsel Assigned to Update	Emailed office
Crown Law Litigation – Policy and Protocols	863841	-	01/11/2017 25/02/2021	01/02/2024		
Information Gathering Policy	5189089	30/04/2019	N/A	30/04/2025		05/2018
Crown Law Style Guide	5401789	--/08/2009	09/06/2021	09/06/2024		
Discovery Manual	3113050	July 2016	--/11/2017 20/11/2020	30/08/2023		
Terms of Reference – Professional Committee	2281974					
Crown Law Copyright Policy	5997041	September 2020	--/09/2020	--/09/2023		
Dealing with self-represented parties	6321583	10/06/2021	-	10/06/2024		
Seeking or enforcing court awarded costs	4060939	--/03/2015	--/03/2017	--/03/2020		

Note: Links from Brookers to Westlaw needs updating & eventually HC Rules schedules and when updating WorkSite ensure both the Policies WorkSite Page and the relevant Professional Standards WorkSite page are both updated.

INTERNAL TEMPLATES

Internal template	Doc #	Published On	Updated On	Review Date	Counsel Assigned to Update	Comments
Crown Law Advice – Peer Review Form						
Opinion upload instruction form						
Litigation Management Plan Template – Form	564078, new draft 3655656	Unknown		17/07/2021		
CRM – Letter of Engagement template						
Court Filing Form						
Precedent – File and Service Letter						
Precedent – Memorandum Seeking Approval to Appeal/Review						
Precedent – Letter of Instruction – Briefing Crown Solicitor						

Internal template	Doc #	Published On	Updated On	Review Date	Counsel Assigned to Update	Comments
Precedent – Letter of Instruction – Briefing External Counsel (Not Solicitor on the Record)						
Precedent – Letter of Instruction – Briefing External Counsel (Solicitor on the Record)						
Precedent – Invoice Approval Letter for Briefed Counsel & Expert Witness Invoices						
Template – Letter of Instruction – Engagement of Expert Witness						
Precedent – Invoice Approval Letter for Briefed Counsel & Expert Witness Invoices						
Letter to client re document preservation and/or initial disclosure:	1529012	July 2016	30/10/2020	30/10/2023		
Agreement varying Listing and Exchange Protocol set out in Part 2 Schedule 9 HCR	1528988	July 2016	30/10/2020	30/10/2023		

Internal template	Doc #	Published On	Updated On	Review Date	Counsel Assigned to Update	Comments
Flowchart for defendant's discovery in standard track proceedings	1529016	July 2016	N/A	--/11/2017 --/10/2020	--/10/2023	
Volunteer at Community Law Centre Policy	5685832	April 2020	N/A			