



## INSTRUCTION TO LEGAL AID PRACTITIONER

<b>PARTICULARS OF LEGAL PRACTITIONER</b>	
Name of advocate/Firm of attorneys: Name of Attorney: Practice Address: Telephone No: <span style="float: right;">Fax No:</span> Professional Membership: <span style="float: right;">Vendor No:</span>	
<b>PARTICULARS OF APPLICANT</b>	
Surname: <span style="float: right;">Residential Address:</span> First Names: Sex:  Number Co-accused as per annexure: Marital Status:	
<b>PARTICULARS OF INSTRUCTION</b>	
Type of case: <span style="float: right;">Instruction:</span> Court: <span style="float: right;">Case No:</span> Seat of court: <span style="float: right;">Court No:</span> Distance from your Practice Address: <span style="float: right;">Charges/Type of Matter:</span> Date of next court appearance:	
<p>The applicant whose particulars appear above is referred to you on behalf of the Legal Aid for the rendering of legal aid in accordance with the provisions of the Legal Aid SA Act 39 of 2014.</p> <p>If you are unable to render the required assistance in accordance with the said provisions, please inform the applicant accordingly and return the instruction form to me.</p> <p>Your attention is also drawn to the remarks on the acceptance of instruction and undertaking PROBABILIS CAUSA page.</p> <p>Date Stamp: _____ Legal Aid SA Official: _____</p>	

**ACCEPTANCE OF INSTRUCTION AND UNDERTAKING PROBABILIS CAUSA**

1. I, the aforesaid legal practitioner accepts this instruction /\* on behalf of my firm (in the case of an attorney) subject to the provision of the Legal Aid SA Act read with the Legal Aid Manual and the Regulations to the Legal Aid SA Act.
2. I acknowledge that I am in possession of a Legal Aid Manual and the Regulations to Legal Aid SA Act and I am familiar with the content thereof. I acknowledge and confirm further that:
  - 2.1 I continue to be a member of the professional body as indicated in on the face of this form and that I am still in good standing with the said professional body.
  - 2.2 I am in possession of a valid fidelity fund certificate (if applicable).
  - 2.3 Legal Aid SA cannot accredit me if I have not registered on the National Treasury Central Supplier Database.
  - 2.4 I am not employed by a government department or a co-operation agreement partner of Legal Aid SA.
3. I undertake –
  - 3.1 to deal with this instruction in accordance with the provisions of the Legal Aid Manual and Regulations to the Legal Aid SA Act; ;
  - 3.2 to comply with the directives regarding VAT as set out in the Legal Aid Manual;
  - 3.3 to comply with the directives regarding the submittance of accounts as set out in the Legal Aid Guide;
  - 3.4 subject to the provisions of the Legal Aid Manual , not to take any steps in a civil matter, except steps to prevent default judgement or prescription, until I have obtained the decision of the Chief Executive Officer of Legal Aid South Africa.
4. I declare that –
  - 4.1 no services in connection with this matter were rendered by me/my firm to the applicant prior to the date of this instruction and that no fees or disbursements are therefore owing by him/her;  
Or
  - 4.2 Services to the value of R.....where rendered by me/my firm to the applicant prior to the date of this instruction and that an amount of R.....is still outstanding
5. I accept that –
  - 5.1 notwithstanding my acceptance of this instruction by my signature hereunder, no contract will come in to existence with the Legal Aid South Africa unless and until the signed original hereof is received by the Legal Aid South Africa and scanned into its database;
  - 5.2 the contract resulting from this instruction between me/my firm and the Legal Aid South Africa will come into existence in Johannesburg which is the location of the control of scanned images held by the Legal Aid South Africa and the seat of its principle place of business at the National Office;
  - 5.3 this instruction is to be performed by me personally or by my candidate attorney (in case of an attorney); and
  - 5.4 neither this instruction, nor any rights arising out of the execution thereof, may be ceded to any third party without the prior written consent of the Chief Executive Officer of the Legal Aid South Africa.
6. should I be entitled to a travel reimbursement, it will be based on the distance specified in the form unless otherwise authorised by manager of Legal Aid SA.

\_\_\_\_\_  
**SIGNATURE**\_\_\_\_\_  
**NAME IN PRINT**\_\_\_\_\_  
**DATE**