Text consolidated by Valsts valodas centrs (State Language Centre) with amending regulations of:

15 July 2016 [shall come into force on 20 July 2016];

14 March 2017 [shall come into force on 17 March 2017];

5 December 2023 [shall come into force on 1 January 2024].

If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 641

Adopted 25 September 2012

**Regulations Regarding Sample Submission Forms for Entering into a Legal Aid Contract**

*Issued pursuant to*

*Section 31, Paragraph one of the State Ensured Legal Aid Law*

1. The Regulation prescribes the sample forms for the submission for entering into a legal aid contract (hereinafter – the submission form).

2. The person who wishes to provide legal aid shall complete the following submission form:

2.1. a person who, in accordance with Section 4 of the Advocacy Law, may be an advocate in the Republic of Latvia shall complete the submission form referred to in Annex 1 to the Regulation;

2.2. a sworn notary, sworn bailiff or natural person with the capacity to act who meets the requirements laid down in Section 30, Paragraph one, Clause 5 of the State Ensured Legal Aid Law shall complete the submission form referred to in Annex 2 to the Regulation;

2.3. a State-recognised higher education institution which meets the requirements laid down in Section 30, Paragraph one, Clause 4 of the State Ensured Legal Aid Law shall complete the submission form referred to in Annex 3 to the Regulation;

2.4. an association or foundation registered in the Register of Associations and Foundations which meets the requirements laid down in Section 30, Paragraph one, Clause 6 of the State Ensured Legal Aid Law shall complete the submission form referred to in Annex 4 to the Regulation.

3. The Regulation shall come into force on 1 October 2012.

Prime Minister V. Dombrovskis

Minister for Justice J. Bordāns

**Annex 1**

Cabinet Regulation No. 641

25 September 2012

[*5 December 2023*]

To the Court Administration

**Submission for Entering into a Legal Aid Contract**

(to be completed by the person who, in accordance with Section 4 of the Advocacy Law, may be an advocate in the Republic of Latvia)

1. Personal data:

|  |  |
| --- | --- |
| 1.1. given name, surname |  |

1.2. personal identity number       –     

1.3. if no personal identity number is available, indicate the date of birth  .  .     .

|  |  |
| --- | --- |
| 1.4. address of the declared place of residence |  |
|  |  |
| 1.5. contact information |  |
|  | (telephone, electronic mail address) |

2. Mark whether you are:

 sworn advocate

 assistant to sworn advocate

 citizen of a European Union Member State who has obtained the qualification of an advocate in one of the European Union Member States (hereinafter – the advocate of a European Union Member State)

 foreign advocate (except for the advocate of European Union Member States),who practices in Latvia in accordance with the international agreements on legal aid binding on the Republic of Latvia (hereinafter – the foreign advocate)

 registered as a value added tax taxable person

3. Indicate the following information:

3.1. since when do you practice as a sworn advocate, assistant to sworn advocate, advocate of a European Union Member State or foreign advocate

|  |
| --- |
|  |

3.2. address of the place of practice and contact information

|  |
| --- |
|  |
| (address, telephone, electronic mail address) |
|  |

3.3. categories of cases in which you can provide legal aid:

 civil cases

 civil cases in cross-border disputes

 administrative cases in the appeal procedures during the process of granting asylum

 administrative cases within the scope of appeal of a decision regarding the contested voluntary return decision or a decision regarding the contested removal order

 administrative cases within the scope of appeal of a decision of the Orphan’s and Custody Court on the protection of the rights and legal interests of the child

 administrative cases in the case and in accordance with the procedures laid down in the Administrative Procedure Law

3.4. judicial regions where you can provide legal aid

|  |
| --- |
|  |
|  |

3.5. languages in which you can provide legal aid

|  |
| --- |
|  |

4. Will you provide legal aid as an employee of an association or foundation registered in the Register of Associations and Foundations?

Yes  No 

5. Current account to which the remuneration for the provision of legal aid shall be transferred\*:

5.1. name of the settlement agent

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5.2. code |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5.3. account number |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

6. Additional information

|  |
| --- |
|  |
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|  |

7. The following documents have been appended to the submission:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Copy of the document has been submitted | Original of the document has been submitted |
| 1) | certificate of advocate |  |  |
| 2) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 3) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 4) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 5) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 6) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 7) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

8. Attestation

I attest that the information specified in the submission is true and complete and that I conform to the conditions and reputation requirements imposed on the legal aid provider as well as I undertake to inform the Court Administration of changes in the information provided in the submission in good time. I agree to the processing and use of my personal data to such an extent as is necessary to take the decision on entering into a legal aid contract for the provision of the State ensured legal aid.

|  |  |  |  |
| --- | --- | --- | --- |
| Date\*\* |  | Signature\*\* |  |

Notes.

\* Paragraph 5 of this submission need not be completed by the person who will provide legal aid as an employee of an association or foundation.

\*\* The details of the document “date” and “signature” need not be completed if the electronic document has been prepared in accordance with the laws and regulations regarding drawing up of electronic documents.

**Annex 2**

Cabinet Regulation No. 641

25 September 2012

[*5 December 2023*]

To the Court Administration

**Submission for Entering into a Legal Aid Contract**

(to be completed by a sworn notary, sworn bailiff or natural person with the capacity to act who meets the requirements laid down in Section 30, Paragraph one, Clause 5 of the State Ensured Legal Aid Law)

1. Personal data:

|  |  |
| --- | --- |
| 1.1. given name, surname |  |

1.2. personal identity number       –     

1.3. if no personal identity number is available, indicate the date of birth  .  .     .

|  |  |
| --- | --- |
| 1.4. address of the declared place of residence |  |
|  |  |
| 1.5. contact information |  |
|  | (telephone, electronic mail address) |

2. Mark whether you are:

 sworn notary

 sworn bailiff

 natural person with the capacity to act who meets the requirements laid down in Section 30, Paragraph one, Clause 5 of the State Ensured Legal Aid Law (hereinafter – the natural person with the capacity to act)

 registered as a value added tax taxable person

3. A sworn notary or sworn bailiff shall indicate the following information:

date and number of the order by the Minister for Justice regarding the appointment to office

|  |
| --- |
|  |

4. The natural person with the capacity to act shall indicate the following information:

4.1. when and where he or she has acquired higher education and lawyer’s qualification

|  |
| --- |
|  |
|  |
|  |

4.2. work experience in one of the legal professions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name of the place of employment | Address of the place of employment | Position | Period of employment | Duties of employment |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |

4.3. in which areas of law and categories of cases you have provided legal aid until now

|  |
| --- |
|  |
|  |

5. Indicate the following information:

5.1. address of the place of practice and contact information

|  |
| --- |
|  |
| (address, telephone, electronic mail address) |

5.2. categories of cases in which you can provide legal aid:

 civil cases

 civil cases in cross-border disputes

 administrative cases in the appeal procedures during the process of granting asylum

 administrative cases within the scope of appeal of a decision regarding the contested voluntary return decision or a decision regarding the contested removal order

 administrative cases within the scope of appeal of a decision of the Orphan’s and Custody Court on the protection of the rights and legal interests of the child

 administrative cases in the case and in accordance with the procedures laid down in the Administrative Procedure Law

5.3. judicial regions where you can provide legal aid

|  |
| --- |
|  |
|  |

5.4. languages in which you can provide legal aid

|  |
| --- |
|  |

6. Will you provide legal aid as an employee of an association or foundation registered in the Register of Associations and Foundations?

Yes  No 

7. Current account to which the remuneration for the provision of legal aid shall be transferred\*:

7.1. name of the settlement agent

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7.2. code |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7.3. account number |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

8. Additional information

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| --- |
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9. The following documents have been appended to the submission:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Copy of the document has been submitted | Original of the document has been submitted |
| 1) | documents certifying higher legal education and the qualification of a lawyer (a sworn notary and sworn bailiff shall not append these documents) |  |  |
| 2) | references of at least two persons regarding the professional activity, specifying contact information (a sworn notary and sworn bailiff shall not append these documents) |  |  |
| 3) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 4) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 5) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

10. Attestation

I attest that the information specified in the submission is true and complete and that I conform to the conditions and reputation requirements imposed on the legal aid provider as well as I undertake to inform the Court Administration of changes in the information provided in the submission in good time. I agree to the processing and use of my personal data to such an extent as is necessary to take the decision on entering into a legal aid contract for the provision of the State ensured legal aid.

|  |  |  |  |
| --- | --- | --- | --- |
| Date\*\* |  | Signature\*\* |  |

Notes.

\* Paragraph 7 of this submission need not be completed by the person who will provide legal aid as an employee of an association or foundation.

\*\* The details of the document “date” and “signature” need not be completed if the electronic document has been prepared in accordance with the laws and regulations regarding drawing up of electronic documents.

**Annex 3**

Cabinet Regulation No. 641

25 September 2012

[*5 December 2023*]

To the Court Administration

**Submission for Entering into a Legal Aid Contract**

(to be completed by a State-recognised higher education institution which meets the requirements laid down in Section 30, Paragraph one, Clause 4 of the State Ensured Legal Aid Law)

1. Information on the higher education institution:

|  |  |
| --- | --- |
| 1.1. name of the higher education institution |  |

1.2. registration number           

|  |  |  |
| --- | --- | --- |
| 1.3. legal address |  | |
|  |  | |
| 1.4. contact information |  | |
|  | (telephone, electronic mail address) | |
| 1.5. address for the receipt of correspondence | |  |

2. Indicate the following information:

2.1. for how many years an accredited study programme has been implemented without interruption as a result of completion of which a lawyer qualification is awarded

|  |
| --- |
|  |

2.2. when a course or unit for providing legal aid headed by a Doctor of Law has been established

|  |
| --- |
|  |
|  |

2.3. is the higher education institution registered as a value added tax taxable person

Yes  No 

3. Indicate the Doctor of Law who heads the course or unit for providing legal aid:

|  |  |  |
| --- | --- | --- |
| 3.1. given name, surname |  | |
|  |  | |
| 3.2. specialisation in the area of law | |  |

4. Has the higher education institution provided legal aid before:

Yes  No 

If the answer is “yes”, indicate in which areas of law and categories of cases the legal aid has been provided:

|  |
| --- |
|  |
|  |
|  |

5. Categories of cases in which you can provide legal aid:

 civil cases

 civil cases in cross-border disputes

 administrative cases in the appeal procedures during the process of granting asylum

 administrative cases within the scope of appeal of a decision regarding the contested voluntary return decision or a decision regarding the contested removal order

 administrative cases within the scope of appeal of a decision of the Orphan’s and Custody Court on the protection of the rights and legal interests of the child

 administrative cases in the case and in accordance with the procedures laid down in the Administrative Procedure Law

6. Judicial regions where you can provide legal aid

|  |
| --- |
|  |
|  |

7. Languages in which you can provide legal aid

|  |
| --- |
|  |

8. Current account to which the remuneration for the provision of legal aid shall be transferred:

8.1. name of the settlement agent

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8.2. code |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8.3. account number |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

9. Additional information

|  |
| --- |
|  |
|  |
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|  |

10. The following documents have been appended to the submission:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Copy of the document has been submitted | Original of the document has been submitted |
| 1) | documents certifying the education of a Doctor of Law and academic degree |  |  |
| 2) | power of attorney of an employee of the higher education institution to provide the necessary information to the Court Administration and enter into a legal aid contract |  |  |
| 3) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 4) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 5) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 6) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 7) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

11. Attestation

I attest that the information specified in the submission is true and complete and that I conform to the conditions and reputation requirements imposed on the legal aid provider as well as I undertake to inform the Court Administration of changes in the information provided in the submission in good time.

|  |  |  |  |
| --- | --- | --- | --- |
| Date\* |  | Signature\* |  |

Note. \* The details of the document “date” and “signature” need not be completed if the electronic document has been prepared in accordance with the laws and regulations regarding drawing up of electronic documents.

**Annex 4**

Cabinet Regulation No. 641

25 September 2012

[*5 December 2023*]

To the Court Administration

**Submission for Entering into a Legal Aid Contract**

(to be completed by the association or foundation registered in the Register of Associations and Foundations which meets the requirements laid down in Section 30, Paragraph one, Clause 6 of the State Ensured Legal Aid Law)

1. Information on the legal person:

|  |  |
| --- | --- |
| 1.1. name of the association or foundation |  |

1.2. registration number           

|  |  |  |
| --- | --- | --- |
| 1.3. legal address |  | |
|  |  | |
| 1.4. contact information |  | |
|  | (telephone, electronic mail address) | |
| 1.5. address for the receipt of correspondence | |  |

2. Indicate the following information:

2.1. for how many years the provision of legal aid has been continuously ensured

|  |
| --- |
|  |
|  |

2.2. in which areas of law and categories of cases the legal aid has been provided

|  |
| --- |
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2.3. the persons who will provide legal aid (persons who meet the requirements laid down in Section 30, Paragraph one, Clause 1, 2, 3, or 5 of the State Ensured Legal Aid Law)\*:

|  |  |
| --- | --- |
| 1) |  |
| (given name, surname) | |

Is registered as a value added tax taxable person

Yes  No 

|  |  |
| --- | --- |
| 2) |  |
| (given name, surname) | |

Is registered as a value added tax taxable person

Yes  No 

|  |  |
| --- | --- |
| 3) |  |
| (given name, surname) | |

Is registered as a value added tax taxable person

Yes  No 

|  |  |
| --- | --- |
| 4) |  |
| (given name, surname) | |

Is registered as a value added tax taxable person

Yes  No 

|  |  |
| --- | --- |
| 5) |  |
| (given name, surname) | |

Is registered as a value added tax taxable person

Yes  No 

3. Current account to which the remuneration for the provision of legal aid shall be transferred:

3.1. name of the settlement agent

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.2. code |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.3. account number |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

4. Additional information

|  |
| --- |
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|  |

5. The following documents have been appended to the submission:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Copy of the document has been submitted | Original of the document has been submitted |
| 1) | \_\_\_\_ copies of the submissions of the persons referred to in Sub-paragraph 2.3 of this submission\* |  |  |
| 2) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 3) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 4) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 5) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 6) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

6. Attestation

I attest that the information specified in the submission is true and complete and that I conform to the conditions and reputation requirements imposed on the legal aid provider and that there are no restrictions laid down in Section 30, Paragraph one, Clause 6, Sub-clauses “c”, “d” and “e” of the State Ensured Legal Aid Law in respect of the legal person (association or foundation) as well as I undertake to inform the Court Administration of changes in the information indicated in the submission in good time.

|  |  |  |  |
| --- | --- | --- | --- |
| Date\*\* |  | Signature\*\* |  |

Notes.

\* The person who will provide legal aid as an employee of association or foundation and who meets the requirements laid down in Section 30, Paragraph one, Clause 1 of the State Ensured Legal Aid Law shall complete the form specified in Annex 1 to Cabinet Regulation No. 641 of 25 September 2012, Regulations Regarding Sample Submission Forms for Entering into a Legal Aid Contract, and shall append it to this submission, but the person who will provide legal aid as an employee of association or foundation and who meets the requirements laid down in Section 30, Paragraph one, Clauses 2, 3, and 5 of the State Ensured Legal Aid Law shall complete the form specified in Annex 2 to the abovementioned Regulation and shall append it to this submission.

\*\* The details of the document “date” and “signature” need not be completed if the electronic document has been prepared in accordance with the laws and regulations regarding drawing up of electronic documents.