

### **What is the State Courts Self Representation Service?**

The State Courts Self Representation Service provides free legal advice and assistance to people at the Supreme and District Courts of Queensland and the Queensland Court of Appeal. The Service is operated by LawRight, an independent, non-profit community based legal organisation that coordinates the provision of pro bono legal services for individuals and community groups.

### **Who is eligible for assistance from the State Courts Self Representation Service?**

Self-represented parties with existing or prospective proceedings in the civil jurisdictions of the Supreme and District Courts of Queensland and the Queensland Court of Appeal may be eligible for assistance from the Service.

The degree of assistance provided to people representing themselves will be determined by the person's means and priority will be given to people who cannot afford private legal assistance.

The Service may refuse to provide assistance if:

- your case does not have a good chance of succeeding;
- you do not comply with the orders of the court or the advice of the Service;
- you already have private legal assistance, can afford private legal assistance, or if private legal assistance may be available to you on a speculative (no win no fee) or deferred fee basis;
- you are eligible for legal aid; or
- your case is so urgent or complex, the Service cannot effectively assist you in time.

You will not be eligible for assistance if the Service has a conflict of interest or if you are a declared vexatious litigant.

The Service does not provide assistance with criminal, family, complex commercial or native title matters.

### **What assistance does the Self Representation Service provide?**

If you are eligible for assistance, you may be offered a 1 hour consultation with a solicitor. Further appointments can be made as necessary. As the Service is staffed by volunteer lawyers who attend on a rostered basis, you will be unlikely to see the same solicitor in later appointments.

The solicitors assist people to put their case forward by:

- giving legal advice;
- drafting documents, including pleadings, affidavits, court forms, submissions and correspondence;
- suggesting other options for resolution of the court proceeding;
- assisting with associated problems; and
- a referral of your case, if appropriate, for further advice, support or representation.

The solicitors aim to assist people to:

- understand the law, the rights and perspective of the other party, and the perspective and requirements of the court;
- observe court rules and proper process;
- be aware of potential orders and the effect of not complying with orders;
- be aware of potential time limits and costs of litigation, including costs orders; and
- present your case in the best possible manner.

The solicitors will not:

- be responsible if a limitation period expires before you can be assisted by the Service;
- take on conduct of your legal problem or court proceeding;
- represent you at hearings or trials;
- act for you as your solicitor on the court record;
- sign any documents on your behalf;
- communicate with the court, the other parties or legal representatives on your behalf; or
- pay for any fees, disbursements or costs orders incurred by you.

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**How do I apply for assistance from the State Courts Self Representation Service?**

If you would like assistance from the Service you should complete an application for assistance (available at the registry or on the LawRight website, [www.lawright.org.au](http://www.lawright.org.au)) and sign the Service's terms and conditions. The Service's staff can help you to read, understand and complete these documents.

Once the Service receives your application, your matter will be assessed for eligibility. If you are eligible for assistance, you will be contacted to arrange a 1 hour appointment. If you live outside of Brisbane your appointment may be by telephone. Appointments are offered Tuesday – Thursday.

If you are not eligible for assistance from the Service, you will be notified of our reasons in writing.

The Service will not provide you with legal advice if you do not have a scheduled appointment. However, the Service may provide general information and help you to complete the LawRight application form on a drop-in basis.

**Contact us:**

E: [statecourtsadmin@lawright.org.au](mailto:statecourtsadmin@lawright.org.au)

T: 07 3247 9222

F: 07 3846 6311

P: LawRight, PO Box 12217, South Brisbane BC, Qld 4101

**This Service is located at:**

Level 1  
Queen Elizabeth II Courts of Law Building  
415 George Street  
Brisbane, Qld 4000