



**NAGALAND STATE LEGAL SERVICES AUTHORITY
OLD SECRETARIAT COMPLEX
Kohima - 797001**

**Hon'ble Mr. Justice Ajit Singh
Chief Justice, Gauhati High Court
Patron-in-Chief**

**Hon'ble Mr. Justice N. Chaudhury
Judge, Gauhati High Court
Executive Chairman**

**Mrs. Nino Iralu
Member Secretary**

**No. NSLSA/ESTT/2016-17/96
Dated Kohima, the 16th August, 2016**

From: Mrs. Nino Iralu,
Member Secretary, NSLSA &
Special Judge/TDP, Vigilance Commission,
Nagaland : Kohima

To,

The Secretary,
Dimapur/Kiphire/Kohima/Longleng/Mokokchung/Mon/Peren/Phek/Tuensang/Wokha/
Zunheboto District Legal Services Authorities.

Subject:- **Advisory for District Legal Services Authorities.**

Sir/Madam,

I am directed to instruct you to follow the following guidelines, for to have uniformity and to be effective in rendering Legal Services/Aids to the common man as well as to our Legal Services Authorities:-

1. Court Base Cases:-

- A. District & Sessions Court:-Lawyers having seven years and above.
- B. Chief Judicial Magistrate:-Five years and above.
- C. Civil Judge(Jr.)/Judicial Magistrate First Class:- Three to five Years.

The concern Trial Court will issue an appointment order appointing Panel Lawyer from the empanelled Lawyers of the DLSA or Legal Aid Counsel/ToT of NSLSA or any other Senior Practicing Lawyers from the Bar.

Empanelled Lawyers who are keeping their cases pending disposal for more than two years may be taken over from him/her and re-assigned to a lawyer more senior to him/her in the interest of speedy disposal.

All reports are to be maintained in the Front Office in a Register/File and the same to be put up to District Secretary for transmission to District Chairman/NSLSA by the Incharge, Front Office.

2. Front Office:-

- A. Panel Lawyer should manned the Front Office on rotation, one person at a time.
- B. Front Office should not be occupied by Panel Lawyers at all times, they should go to the Bar Room.
- C. Front Office should be used only for the purpose of District Legal Services Authorities work/activities/programmes/reporting etc.
- D. The Mini Library/Computer/Registers/Other Documents etc. should be manned by the Front Office Incharge (Panel Lawyer) and report put up to District Secretary, beginning of the month for onward reporting to Chairman DLSA/NSLSA.
- E. Any Programme(Awareness) of the day should be filed to NSLSA for onward transmission to Media/NALSA by the Front Office Incharge.
- F. Certain Register, No. 1 Attendance, No. 2 Monthly Activities/Work Records, No. 3 Court Base Cases/Legal Aid Cases, No. 4 Lok Adalat viz. need to be maintained in all the Front Office for inspection by the NSLSA/NALSA.

Contd...2/-



Email: nlsa.nagaland@yahoo.in
NAGALAND STATE LEGAL SERVICES AUTHORITY
OLD SECRETARIAT COMPLEX
Kohima - 797001

Hon'ble Mr. Justice Ajit Singh
Chief Justice, Gauhati High Court
Patron-in-Chief

Hon'ble Mr. Justice N. Chaudhury
Judge, Gauhati High Court
Executive Chairman

Mrs. Nino Iralu
Member Secretary

3. Legal Aid Clinic/Village Care and Support Centres:-

- A. Para Legal Volunteers to manned the same on rotation, two – three days in a week, the day and time should be notified on the Notice Board of the Legal Aid Clinic.
- B. Panel Lawyers to be made Incharge of a cluster of the same, who should visit the Legal Aid Clinic atleast once a week.
- C. Mini Library/Awareness Programme within its jurisdiction has to be initiated by the PLV and Panel Lawyer.
- D. NALSA Schemes has to be implemented as far as possible in the areas where it deems requires.

All reports are to be maintained in the Legal Aid Clinic in a Register/File and the same to be put up to District Secretary for transmission to District Chairman/NSLSA by the Incharge, Legal Aid Clinic.

4. Jail & Homes:-

- A. Only on the written assignment of the District Chairman/Secretary can the Panel Lawyers visit Jails/Homes
- B. Panel Lawyers on rotation, atleast once a week should visit these Homes and report file.
- C. **If so requires** Panel Lawyers may be made Incharge of Jail Legal Aid Clinic on rotation for a month.

Reports of each visits alongwith the legal needs of the UTPs in written should be filed immediately to the District Secretary/Chairman for immediate action by the concern Panel Lawyer/Para Legal Volunteer.

5. Activities/Action Plan:-

- A. Beginning/end of every month PL/PLV alongwith District Officials may plan out for the month/two months or so.
- B. PL may be made Resource Person for specific Acts/Welfare Schemes etc. on rotation, a PL who decline to be Resource Persons for the third consecutive time may be asked to take a break from the role of DLSA.
- C. PLV may be encouraged to join the Programme each time so that they are better equipped at their assigned Legal Aid Clinic.
- D. All activities at the District should have the approval of the District Secretary/Chairman.
- E. Any other Legal Aid Activities/Work should be with the consent and knowledge of the District Secretary/Chairman.

Contd...3/-

Tel/fax : 0370-2292144 Mobile No. 08974053434, Helpline: 0370-2290153

Email: nlsa.nagaland@yahoo.in

NAGALAND STATE LEGAL SERVICES AUTHORITY
OLD SECRETARIAT COMPLEX



Hon'ble Mr. Justice Ajit Singh
Chief Justice, Gauhati High Court
Patron-in-Chief

Hon'ble Mr. Justice N. Chaudhury
Judge, Gauhati High Court
Executive Chairman

Mrs. Nino Iralu
Member Secretary

6. Panel Lawyer/Para Legal Volunteer:-

- A. Para Legal Volunteer daily Register as assigned by NALSA has to be put up to District Secretary, beginning of every month.
- B. Each Panel Lawyer should file their performance report beginning of every month.

Both the above report has to be put up to District Chairman/NSLSA by the respective District Secretary.

Sd/-
(NINO IRALU)
Member Secretary.

No. NSLSA/ESTT/2016-17/96

Dated Kohima, the 16th August, 2016

Copy to:-

1. The Hon'ble Executive Chairman, Nagaland State Legal Services Authority.
2. The Secretary, Department of Justice & Law.
3. The Registrar, Gauhati High Court, Kohima Bench.
4. The Front Office, Zunheboto/Wokha/Tuensang/Phek/Peren/Mon/Mokokchung/Longleng/Kiphire/Kohima/Dimapur District Legal Services Authority.
5. Office Copy.

(NINO IRALU)
Member Secretary