



Republika e Kosovës
Republika Kosova - Republic of Kosovo
Qeveria - Vlada - Government

Ministria e Drejtësisë - Ministarstvo Pravde - Ministry of Justice

ADMINISTRATIVE INSTRUCTION MoJ - No.18/2023¹
ON THE FORM AND CONTENTS OF THE TAMPLATE FOR THE
SUBMISSION OF THE REQUEST FOR FREE LEGAL

¹ Administrative Instruction MD-No.18/2023 on the form and contents of the tamplate for the submission of the request for free legal, signed by the minister of justice on 22.12.2023

Minister of the Ministry of Justice,

Pursuant to Article 31 (paragraph 2) of Law No. 04/L-017 for Free Legal Aid (Official Gazette No. 03, 22.02.2012), in accordance with Article 11, paragraph 1, under paragraph 1.5 of Law No. 08/L-117 for the Government of the Republic of Kosovo, based on Annex 1 (point 3) of the Regulation (GRK) - NO. 14/2023 on the Areas of Administrative Responsibility of the Office of the Prime Minister and Ministries, as well as Article 38 paragraph 6 of the Government Work Regulation No. 09/2011 (Official Gazette No. 15, 12.09.2011),

Issues:

**ADMINISTRATIVE INSTRUCTION MoJ - NO.18/2023
ON THE FORM AND CONTENTS OF THE TAMPLATE FOR THE SUBMISSION OF
THE REQUEST FOR FREE LEGAL**

**Article 1
Purpose**

This Administrative Instruction aims to define the form and content of the template for submitting the request for Free Legal Aid.

**Article 2
Scope**

1. This administrative instruction applies to all persons seeking free legal aid from the Free Legal Aid Agency and free legal aid providers.

**Article 3
The form of the template**

1. All applicants for Free Legal Aid must submit their request for free legal aid according to the template in Appendix 1 of this instruction.

2. All legal aid providers are obliged to evaluate the fulfilment of the criteria of applicants for free legal aid according to the Template.

**Article 4
The methods for submitting the free legal aid application template**

1. Applicants for free legal aid can submit a request for free legal aid by submitting the template in one of the following forms:

1.1. submitting the request to one of the offices of the Free Legal Aid Agency;

- 1.2. through email;
 - 1.3. through mail.
2. In case of submission of the Template for submitting a request for free legal aid via the email or by mail, if the applicant submits the request with incomplete information or documents, the free legal aid provider contacts the party to complete the template if contact is possible.
 3. In the event that the applicant of the free legal aid does not fill out the template according to the instructions of the legal aid provider and with the information that the legal aid provider possesses, the request is rejected.
 4. Rejection of the request for free legal aid based on the lack of information or documents in the template to request free legal aid does not exclude the right of the applicant to submit a new request at any time.
 5. The template to request free legal aid services can be presented by the party himself, his guardian or legal representative.
 6. The data presented in the template requesting free legal aid are recorded directly in the electronic database and in the auxiliary books, the Book for the Registration of Parties.
 7. Officials of the office for Free legal aid are obliged to advise the applicant to complete the free legal aid application template.
 8. The application template must be completed in its entirety in accordance with the case and the evidence provided.

Article 5

Content of the free legal aid application template

1. The form for submitting a request for free legal aid must contain the data specified in paragraph 2 of this Article and must be filled out in its entirety.
2. The form for submitting a request for free legal aid consists, as follows:
 - 2.1. the personal data of an applicant for free legal aid. Completion of this section shall be done in accordance with the identity card, residence permit or any other document provided for by law or other local or international rules.
 - 2.2. the personal data of the family members in a household with which the applicant for free legal aid lives. This information shall be completed in accordance with the household's statement, which must be submitted by the applicant. Information regarding members of the household, which the applicant for free legal aid lives with, shall be completed in accordance with the evidence provided by the applicant.
 - 2.3. the financial status of the applicant and persons living in a household with the applicant. The data regarding the financial situation of an applicant for free legal aid and the family members with whom he lives, includes the data regarding he monthly income, monthly expenditures, debts and

assets he or she possesses based on the evidence attached in the submitting form.

2.4. the data connected with the legal issue that the applicant has.

2.5. the data for the documentation attached to the request form. This data must be completed in their entirety by marking all the documents attached to the form.

2.6. a statement by an applicant for free legal aid and the place for the signature of the submitting applicant. It is mandatory for this part to be signed or thumbbed by the applicant for free legal aid, otherwise, the application for free legal aid of the applicant shall be considered not to have been made.

2.7. the legal data related to the legal actions undertaken by the legal aid provider, completed according to the actions undertaken, the legal data if the case has been referred to a lawyer or to another institution and must be completed every time. This part of the request template must also contain the legal data related to the decision on approval or rejection of free legal aid and the reason for approval or rejection.

Article 6 Personal data

The personal data of the applicant for free legal aid are treated in accordance with the relevant Law on the Protection of Personal Data.

Article 7 Annex

1. Part of this Administrative Instruction includes:

1.1. Free Legal Aid Request Form.

Article 8 Entry into force

This Administrative Instruction enters into force on seven (7) days after publication in the Official Gazette of the Republic of Kosovo.

Albulena Haxhiu

Minister of Justice

22/12/2023



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LEGAL AID

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Ministria e Drejtësisë- Ministarstvo Pravde- Ministry of Justice

Agjencia për Ndhmë Juridike Falas - Agencija za Besplatnu Pravnu Pomoć- Free Legal Aid Agency

TAMPLATE FOR THE SUBMISSION OF THE REQUEST FOR FREE LEGAL
No. Subject (to be completed by ANJF)·

Instructions: Please answer all the questions that apply to your case and attach the documents. If the questions do not fit your case, write (Not applicable). The incomplete form may be returned to you for additional information or may cancel the processing of your application. If you need help, one of the officials can help you fill out this form. Submission of the application form for free legal aid can be done physically, online or by mail.

I. Personal data of the applicant for free legal aid

1 Gender Female Male

2 Name (parent name) Su

3 Personal number

4 Date of birth dd / mm / yyyy

5 Address

6 Postal address
(If different from the address)

7 Tel. number

8 Email address

9 Marital status Married Single Divorced Widow

10 Profession

11 Ethnicity Albanian Serb Roma Ashkali

Egyptian Turk Other (specify)

12 Nationality

13 Do you have any special personal circumstances? (e.g. you are a beneficiary of social assistance, a beneficiary of any scheme other pensioner, victim of domestic violence, etc.)

II. Data on family members in the family household

14 Do you have family members living with you?? Yes No

If yes fill in the following information:

Name and Surname	Family connection	Year of birth	Profession	Monthly income
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

III. Data on the financial status

15 Monthly income of you and your family members

Type of monthly income	Personal	Family members
Monthly income from salary		
Business/self-employment income		
Rental income		
Other Income (<i>specify</i>): _____		

Assistance from the state:		
1. Social schemes (<i>specify</i>)_____		
2. Disability benefit		
2 Other (<i>specify</i>)_____		

Wealth (assets and debt)

16 Do you have movable and immovable property? (if yes – fill in the following information)

Yes No

The property type	Value in Euros	Is it contested?
		Yes <input type="radio"/> No <input type="radio"/>
		Yes <input type="radio"/> No <input type="radio"/>
		Yes <input type="radio"/> No <input type="radio"/>

17 Do you have cash? (if yes – fill in the following information)

Yes No

Description	Value in Euros
Deposit	
Loaned to individuals	
Invested	

18 Monthly financial obligations?) fill in the following information)

Description	Value in Euros
Your and your family's monthly expenses	
Rent	
Depts (Specify): _____	
Credit	
Other (Specify): _____	

19 The amount of income remaining after calculating expenses.

IV. Description of the legal issue

20 Briefly describe the legal issue.

V. Documentation attached

21 Please attach the following documents:

Copy of the identity card

Copy of social card.

Proof of personal and family members' monthly income

Proof of monthly expenses and other financial obligations

Documents relevant to the case (judgment, decision, complaint, contract, etc.).

VI. Declaration of the applicant for legal aid

I understand that my right to free legal aid may be terminated if I am found to have provided false information. The Free Legal Aid Agency has the right to claim back any expenses paid on my behalf for the provision of legal aid.

I agree that the Free Legal Aid Agency may request necessary documentation in order to confirm my right to legal aid. Also, for this purpose, other necessary data may be requested from government bodies.

I agree that I have the obligation to immediately notify the Office for legal aid of any change in my factual situation, which affects obtaining the right and the termination of the provision of legal aid.

If my case financed by the Agency for free legal aid ends successfully in the judicial review, I agree that the Agency has the right to request that the generated procedural expenses, which fall on the burden of the other party in the dispute, be poured into the budget of Agency.

With full moral, personal and criminal responsibility, he declared that the information and documents provided with the application are true and correct.

Name and Surname:

Date:

Signature of the applicant: _____

VII. Actions of the free legal aid provider

This follow-up is completed by the free legal aid provider.

Legal filed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Civil	Criminal	Administrative	Misdemeanors
Type of the case				
The body to which it is addressed				
The opposite party				
Description of the legal issue				
Legal Action	<input type="radio"/> Legal Advise <input type="radio"/> Legal Drafting (specify): _____ <input type="radio"/> Legal Representation			
Case referred to:				
The decision on the request for free legal aid	<input type="radio"/> Approved	<input type="radio"/> Rejected		
Rationale for providing/refusal of free legal aid	<input type="radio"/> Qualification criteria <input type="radio"/> Financial criteria <input type="radio"/> Legal criteria			

Legal Aid Officer _____