

## Request for transfer of solicitor form

If you are requesting a transfer of solicitor please complete all sections of this form and return it to Legal Aid Queensland either by email to [**grants@legalaid.qld.gov.au**](mailto:grantsreview@legalaid.qld.gov.au) or by mail to Legal Aid Queensland, GPO Box 2449, Brisbane QLD 4001.

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| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Date of birth:** |  |
| **File number:** |  |
| **Solicitor:** |  |

There is no solicitor of choice in any area of law and Legal Aid Queensland does not normally allow a transfer of solicitor unless there are exceptional circumstances. Exceptional circumstances usually only includes matters where:

* there is a legal conflict of interest between you and your solicitor.
* there is an irretrievable breakdown in the relationship between you and your solicitor. This does not include situations where you have withdrawn instructions or where you make it impossible for the solicitor to continue with representation.
* you have changed your address and it is unreasonable to expect you to travel to the office of the solicitor assigned to you. This applies to family and civil law matters only.

If a transfer of solicitor is approved, Legal Aid Queensland will decide who your new solicitor is.

Please provide details why you wish to change your solicitor:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Specific examples (where relevant) should be provided including dates (if insufficient space please attach additional pages).* | | | | |
| Do you have concerns about your current solicitor? | | | Yes  No | |
| If yes, please outline your concerns where different to the reasons provided for why you wish to change your solicitor.  *Specific examples (where relevant) should be provided including dates (if insufficient space please attach additional pages).* | | | | |
| Have you contacted the principal of the firm to discuss these concerns? | | | Yes  No | |
| If you have contacted the principal of the firm please provide details of the outcome of your contact with the principal (attach relevant correspondence) | | | | |
| Signature: |  | Date: | |  |

**Privacy statement:** The information you give us on this form will be used to allow us to consider a request for transfer of solicitor. This information may be disclosed to your current solicitor if deemed appropriate. It will not be given to another person or agency unless you give us permission, we are authorised or required by law, or it would be reasonably expected. For information about privacy, email [privacy@legalaid.qld.gov.au](mailto:privacy@legalaid.qld.gov.au).