

To: Approved Duty Counsel

From: Susan Moore-Williams, Senior Legal Aid Counsel

Date: 24th June 2016

Reference: Duty Counsel Roster Contract Terms and Conditions

In order to be added to the Duty Counsel Roster, all interested counsel must write to the Senior Legal Aid Counsel to request to be added to the said roster.

Duty counsel hours are as follows;

- On-call for a twenty-four (24) hour period (seven (7) day week)
- Shift starts on Sundays from 12.01am to the following Saturday at 12.00pm

Duty counsel duties are as follows;

- Must respond to all calls from the Bermuda Police Service regarding any detainees
- Must complete and email a brief handover report to counsel taking over the next period on the Duty Counsel list copied to Senior Legal Counsel and Office Manager Legal Aid Office before midnight on Saturday night which will include a status report of all detainees and next actions.
- Must attend Plea Court #1 at 10:00 a.m. Monday through Friday of the week counsel is on duty as Duty Counsel.
- Must submit a detailed status report on all detainees they assisted over the duty counsel period they were assigned duty for when submitting their invoice.
- Counsel will be paid \$200 on call fee for the week they are on call. Counsel can then bill at the rate of \$300 per hour for persons they assist whether by way of telephone call or attendance at the Police Station. Attendance at Plea Court is billed at the rate of \$300 per hour.

Addition and removal of Duty Counsel:

- Please notify the Senior Legal Aid Counsel in writing of your interest in being added or removed from the Duty Counsel List.

Notification of Change of Firm

- Counsel are requested to inform the Senior Legal Aid Counsel if they change firms as to the new firm and their intention to continue as Duty Counsel. Counsel who do not provide such notification will be removed from the Duty Counsel Roster.



Susan Moore-Williams
Senior Legal Aid Counsel
Legal Aid Office