



**The Global Study on Legal Aid**

**2015**

**UNITED NATIONS MEMBER STATE QUESTIONNAIRE**

**Introduction**

This questionnaire is an important component of the *Global Study on Legal Aid* which aims to gather data on the current state of legal aid around the world, including legal aid for civil, criminal and administrative matters:

* The framework for the provision of legal aid by the State
* The different models/actors of legal aid service delivery
* The current demand for legal aid, and how the demand for legal aid is met
* The availability, accessibility and awareness of legal aid services
* Legal aid services in informal justice mechanisms (traditional/customary justice systems and alternative dispute resolution mechanisms)
* Strengths, challenges, and recommendations to strengthen the provision of legal aid services

**Filling out the Questionnaire:**

* Please ensure that appropriate government authorities with access to data on legal aid complete this questionnaire. Please list the contact details of all respondents to the questionnaire on page 2.
* If you encounter a question for which data is not available, please indicate that on the response and continue to the next question.
* If you cannot provide figures for the year 2013 under questions asking for figures from that year, please provide the most recent figures available.
* If you wish to provide additional information, please use the comments section or the ‘Additional Information’ section at the end of the questionnaire.
* For any questions or assistance in filling out the questionnaire, please contact: legalaid@unodc.org
* The questionnaire is divided into the following sections:
* Part I: General Information
* Part II: Questionnaire
1. Preliminary Information
2. Legislative Framework for Legal Aid
3. Legal Aid Service Providers
4. Legal Aid in Practice
5. Legal Aid in Criminal Cases
6. Legal Aid in Civil and Administrative Cases
7. Legal Aid Administration and Management
8. Legal Aid and Informal Justice Systems
9. Challenges and Recommendations
10. Additional Information

**Submitting the questionnaire:**

* The questionnaire should be submitted to: legalaid@unodc.org
* The questionnaire can also be submitted by fax to: (+43-1)26060-74198.
* A Word version can be downloaded at: <http://www.unodc.org/unodc/en/justice-and-prison-reform/index.html?ref=menuside> (under Statistics and Surveys) and can be submitted via email or fax.
* This questionnaire will also be made available in electronic form for download in the other five official languages of the United Nations by 5 May 2015 at the aforementioned link.
* In cases where submission by email or fax is not possible, kindly send a paper copy of the questionnaire to:

 Justice Section

 United Nations Office on Drugs and Crime

 P.O. Box 500

 A-1400 Vienna

 Austria

Should you wish to share relevant documents such as laws, strategies, and policies, kindly send them as an attachment to the completed questionnaire, or send them in a separate email or fax.

**Key Terms:**

* **Alternative Dispute Resolution (ADR)** – A set of mechanisms a society utilizes to resolve disputes without resort to costly adversarial litigation. These often include arbitration, mediation, conciliation.
* **Child** – As per the Convention on the Rights of the Child, a child means every human being below the age of eighteen years unless under the law applicable to the child.
* **Contracted lawyers, *Ex officio* or panel appointment** – A mechanism through which licensed practicing lawyers participate in the provision of State-funded legal aid on a case-by-case basis.
* **Informal justice systems** –The resolution of disputes and the regulation of conduct by adjudication or the assistance of a neutral third party that is not a part of the judiciary as established by law and/or whose substantive, procedural or structural foundation is not primarily based on statutory law.
* **Legal Aid** – Legal advice, assistance and/or representation at little or no cost to the person designated as entitled to it.
* **Legal aid provider** – A legally trained professional who provides State-funded legal aid on a full-time or part-time basis.
* **Legal aid administration** – An institution that carries out the organizational and management functions to ensure the appointment of legal aid providers and delivery of legal aid services to eligible recipients.
* **Legal aid board/council** – A supervisory body that oversees the formulation and implementation of policy on legal aid.

**Paralegals** – Non-lawyers trained in legal matters and authorized to perform specific tasks requiring some knowledge of the law and legal procedures but not requiring a law degree. Distinct from clerical assistants to lawyers, paralegals can perform certain tasks independently.

* **Plea agreement, procedural agreement, expedited trial** – An arrangement prior to trial between the State and the defendant in a criminal case through which the defendant agrees to waive the right to a full trial and acknowledge some level of guilt, with the understanding that a lesser sentence may be imposed than the maximum penalty contemplated for the crime charged.
* **Primary legal aid** – This form of legal aid involves the provision of information, referral to territorial offices, mediation and public education. It is available regardless of the financial circumstances of the applicant, and is provided either immediately on request or within a maximum of several days of submission of the request.
* ***Pro bono* lawyer** – A lawyer who provides legal assistance on a voluntary basis without pay from either the state or the person requiring assistance.
* **Public defender** – A lawyer providing state-funded legal aid as a salaried employee of a group of lawyers who work exclusively as advocates of the rights of qualifying legal aid recipients
* **Public defender institution** – An institution dedicated exclusively to meeting the legal needs of qualified recipients of legal aid through the services of salaried public defenders. Public defender institutions may be organized at the national, regional or city level, and may provide legal aid in a variety of jurisdictions. (Public defender institutions may also be called, collectively, “national defenders,” “public attorneys,” “legal aid societies” or professional “legal aid clinics,” *et al.*)
* **State-funded legal aid** – Legal advice, assistance and/or representation that is provided at no cost to the recipient, or at a reduced cost to the recipient, with the remainder of the cost paid for by the State.
* **Public interest litigation and/or class action** – Legal action taken to bring about social change to benefit the public. Class action refers to lawsuits that are undertaken on behalf of a group of people.

# General Information

* **Country:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date of Submission (day/month/year):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Name of person submitting the questionnaire (last name, first name) :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Department/Organisation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Contact Details:**
	+ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Authorities involved in completing the questionnaire:**

Agency 1: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (d/m/y): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency 2: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (d/m/y): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency 3: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (d/m/y): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency 4: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (d/m/y): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Questionnaire

## Preliminary Information

1. **Which type of legal system is in place in your country:** (*Please select all that apply*)

☐Civil law ☐Common law ☐Religious law ☐Customary law ☐Hybrid *(specify below)*

☐Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **How is the justice system in your country organized?**

☐ Unified (unitary) national justice system with multiple levels of courts (supreme court, appellate court, first instance court)

☐ Unified (unitary) national justice system with a network of subordinate regional courts and justice agencies

☐ Separate national (federal) and regional jurisdictions that operate in parallel to each other

☐ One formal national justice system with multiple levels, as well as customary, informal, or religion-based tribunal

☐ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section A - Comments** (*optional*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Legislative Framework for Legal Aid

1. **Which law(s) specify a person’s right to legal aid?** *(Please select all that apply)*

☐ The Constitution

☐ A separate law on legal aid

☐ Law on judicial procedure

☐ Law on police

☐ Law on the judiciary

☐ Law on the prosecution

☐ Civil procedure code

☐ Administrative law

☐ Law on pre-trial detention

☐ Law on the penitentiary

☐ Criminal procedure law

☐ Regulations addressing State actors

☐ Implementing regulations for the law on legal aid

☐ A right to legal aid is implicit in national due process provisions, but it is not formally recognized by law

☐ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Not applicable

1. **Under the law, which services are included as part of “legal aid”?** (*Please select all that apply*)

Criminal cases Civil & Administrative

* Legal advice (e.g. on the application of the relevant law, and actions the person may ☐ ☐

appropriately take) on a one-time or two-time basis

* Legal representation before a prosecutor, court, or tribunal ☐ ☐

*(Please specify where*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

* Legal assistance (e.g. with taking any appropriate action, whether by taking action ☐ ☐

on the persons’ behalf or by assisting them with taking action)

* General assistance in navigating the justice system (e.g. by providing instructions on ☐ ☐

filling out legal documents)

* Execution of legal documents ☐ ☐
* Legal assistance before international tribunals ☐ ☐
* Provision of legal information in police precincts, prisons, or in the community ☐ ☐
* Other (*please specify)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. **According to the laws/policies, what is the role of legal aid in your country?** *(Please select the three answers most important for your system under each column)*

Criminal Civil & Administrative

* To ensure equality of all parties to a dispute ☐ ☐
* To ensure a fair hearing ☐ ☐
* To act as a neutral arbiter between the parties ☐ ☐
* To help courts reach an equitable solution to disputes ☐ ☐
* To prevent a wrong decision in court ☐ ☐
* To minimize an unfavourable outcome for the legal aid recipient ☐ ☐
* To actively defend legal aid recipients’ national and international due process and ☐ ☐

human rights

* To reveal the truth even if it is against the legal aid recipient’s interests ☐ ☐
* To actively participate in proceedings to prevent the legal aid recipient from making ☐ ☐

statements against their interests

* To use all legal means to achieve the best result for the legal aid recipient ☐ ☐
* Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ ☐
1. **When was the right to legal aid first recognized by your laws?**

Since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (year) ☐ Not applicable

1. **Has there been a reform/restructuring of the national legal aid system since its establishment?**

☐ Yes, in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (year) ☐ No

**Section B - Comments (*optional*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Legal Aid Service Providers

1. **How many licensed practicing lawyers are there in the country?**

☐ Not Applicable

☐ Don’t have the data

1. **If your country allows paralegals to provide legal aid, how many practicing paralegals are there?**

Number of practicing paralegals: \_\_\_\_\_\_\_\_\_\_\_

☐ Not Applicable

☐ Don’t have the data

1. **Which type of legal aid services are paralegals allowed to provide in your country?**

Criminal Civil & Administrative

* Legal advice (e.g. on the application of the relevant law, and actions the person may ☐ ☐

appropriately take) on a one-time or two-time basis

* Legal representation before a prosecutor, court, or tribunal ☐ ☐

*(Please specify where, and whether these services can only be provided under the*

*supervision of a qualified lawyer*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

* Provision of legal information in police precincts, or prisons ☐ ☐
* General assistance in navigating the justice system (e.g. by providing instructions on ☐ ☐

filling out legal documents)

* Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ ☐
1. **Which of the following qualifications are required for State funded legal aid providers?** *(Please select all that apply)*

 Lawyer Paralegal

* A law degree ☐ ☐
* Proof of passing a professional examination (bar examination) ☐ ☐
* Membership in the national bar ☐ ☐
* Completion of an apprenticeship or internship with a practicing lawyer ☐ ☐
* Completion of an apprenticeship with a judge or other State justice agency ☐ ☐
* A contractual relationship with the agency that oversees administration of legal aid ☐ ☐
* Separate testing to be accepted as a staff member of the institutional legal aid provider ☐ ☐
* Interview with the legal aid administration or board ☐ ☐
* Completion of a professional paralegal training course accredited by the State
* Registration in a State-authorized roster of legal aid providers ☐ ☐
* No professional qualification is required ☐ ☐
* It depends on the type of case ☐ ☐
* Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ ☐
1. **Does any law require legal aid providers to engage in continuing education and/or skills training?**

☐ Yes ☐ No

1. **How are legal aid providers paid for their services?** *(Please select all that apply)*

Criminal Cases Civil &Administrative

* They receive a fixed fee for each case ☐ ☐
* They receive a fixed fee for each action they take on a case and report ☐ ☐

to the agency authorized to issue payment

* They receive a fixed fee for each procedural action that a state agent witnesses ☐ ☐

and approves in writing (e.g., presence in court; representation at interrogation; pre-trial

detention/release advocacy; investigation; *et al.*)

* Providers work in law firms that receive funds from the State (contracted) ☐ ☐
* Providers work full time in institutions funded by the State (e.g. public defenders’ office) ☐ ☐
* Providers sign contracts with the state agency overseeing appointments to receive payment for ☐ ☐

a set number of cases (e.g., bulk payment for ten cases)

* Providers are paid on an hourly basis for actions that the state has identified as a basis of payment          ☐ ☐
* Providers submit reports on the hours they spend on a legal aid case ☐ ☐
* Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                       ☐ ☐

**Section C - Comments** (*optional*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Legal Aid in Practice

1. **How are legal aid services organized in your country?** *(Please select all that apply)*

Criminal Civil & Administrative

* Through public defender institutions ☐ ☐
* Through panel appointments (*ex officio*, contract lawyers) ☐ ☐
* Through the bar association ☐ ☐
* Through pro bono schemes ☐ ☐
* Through the legal aid boards/commissions ☐ ☐
* Through civil society ☐ ☐
* A combination of the above*(please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ☐ ☐
* Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ ☐
1. **How is the process for obtaining legal aid initiated?** *(Please select all that apply)*

☐ Upon request from the person who wants legal aid

☐ The court presiding over a case must inquire and assess eligibility during the first appearance of the parties

☐ Upon request from the police

☐ Upon request from the prosecutor

☐ The institution that oversees appointment of legal aid providers based on notification from a State justice actor or applicant for legal aid

☐ Upon request from the bar association

☐ Upon request from the legal aid provider

☐ The determination is automatic if the case or legal aid recipient qualifies for legal aid for legal aid services

☐ Other (*please specify)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Where can people obtain *primary legal aid* services free of charge?** (*Please select all that apply)*

 [ ]  It is available at the office of the public defender, or other state-funded institutional legal aid provider

 [ ]  There is a legal advice centre in city and/or town administrative offices where lawyers or paralegals provide advice

 [ ]  The bar association maintains a roster of qualified lawyers available to provide legal advice

 [ ]  The bar association provides a hotline that individuals can call by phone to receive advice

 [ ]  Civil society organizations provide legal advice to people who come to their offices

 [ ]  Not Applicable

 [ ]  Other (*please specify):*

1. **Is there a cost to the recipient of legal aid services?** *(Please select all that apply)*

☐ No. The services are free of charge to those meeting eligibility criteria

☐ The State covers all legal aid costs in criminal cases

☐ The State covers all legal aid costs in civil cases

☐ The party using legal aid pays a percentage of the cost, established by law

☐ The legal aid recipient pays a bonus to the legal aid provider above the provider’s fee from the government or donor

☐ There are set fees for certain actions

☐ There is a sliding scale of payment, based on financial status

☐ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **What must a person do to prove eligibility to receive legal aid?***(Please select all that apply)*

Criminal Civil & Administrative

* Show a paper proving status as a recipient of welfare or state subsidies ☐ ☐

  for indigent of vulnerable members of the population

* Demonstrate family hardship (e.g., (documentary evidence)  ☐ ☐

 multiple children, single parent, family member disability, et al.)

* Evidence of low income, if employed (pay mark/contract/other document  ☐ ☐

indicating pay rate)

* The applicant’s word that he or she meets financial or vulnerability criteria ☐ ☐
* Tax filing for previous year ☐ ☐
* Membership of a protected group, such as migrants, children, ☐ ☐

displaced persons, refugees, women, national, ethnic, religious minority,

non-fluency in the national language, or other vulnerable group or minority

* No proof; entitlement to legal aid depends on the gravity or complexity ☐ ☐

 of the matter requiring assistance

* A determination by the agency or official responsible for ensuring appointment ☐ ☐

that the interests of justice require provision of legal aid in the given specific case

* Proof of citizenship of your country ☐ ☐
* No proof; entitlement to legal aid depends on the complexity of the matter ☐ ☐

requiring assistance

* Proof that the legal aid applicant’s claim has merit ☐ ☐
* No proof is necessary when the case or situation where ☐ ☐

the State is obliged to provide legal aid under the law

* Other (*please specify)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. **What is the mechanism for assigning legal aid providers?** (*Please select all that apply*)

☐ Courts and police have a roster of duty legal aid providers for a given day, and call them in the given order

☐ Courts and police contact the bar association, which maintains and coordinates appointments and delivery of services

☐ The legal aid board maintains a duty roster; State agencies contact the board

☐ There are legal aid providers on duty in courts and police precincts

☐ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **If a person has a right to legal aid, but no legal aid provider is available, must the proceedings cease until a legal aid provider arrives?**

 ☐ Yes ☐ Yes, with limitations (*please specify below*) ☐ No

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Is there a remedy available if a person receives legal aid services, but the legal aid provider is unprepared or unqualified?**

☐ The proceedings are deemed invalid

☐ The proceedings are postponed

☐ A replacement legal aid provider is asked to represent the party instead of the assigned provider

☐ There is no means of assessing if the legal aid provider is unprepared or unqualified

☐ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Is there a mechanism to monitor the *quality* of legal aid services provided?**

☐ Yes, it is monitored by:

☐ The legal aid board

☐ The executive agency in charge of justice (*e.g. Ministry of Justice)*

☐ The bar association

☐ The judiciary

☐ The office of the prosecution

☐ A bureau of statistics

☐ A peer review team organized by the legal aid authority or bar association

☐ A research institution that reports on its conclusions to the government and/or other stakeholders

☐ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ No

1. **How is data collected in order to monitor the quality of legal aid services?**

☐ Through assessments by justice actors (police/prosecutors/judges)

☐ Review of complaints by legal aid recipients or lack thereof, lodged with the state or the bar association about a legal aid provider’s actions

☐ Conducting satisfaction questionnaires that legal aid recipients fill out/court users surveys

☐ Monitoring of services provided in Court

☐ None, data is not collected on quality of legal aid services

☐ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Are specialized legal aid services provided by the State for specific population groups?** *(Please select all that apply)*

☐ Yes, for:

☐ Persons with disabilities

☐ Children

☐ Women

☐ The elderly

☐ Migrants

☐ Refugees, asylum seekers, or stateless persons

☐ Internally displaced persons

☐ Indigenous populations

☐ Ethnic or religious minorities

☐ LGBT (Lesbian, gay, bi-sexual, transgender)

☐ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ No

1. **Has the State conducted any assessment of the legal aid needs of the population?**

☐ Yes, in the past 5 years

☐ Yes, more than 5 years ago

☐ No

If yes, please provide details on how to access the survey results/report, or attach a document with the findings of the survey to this questionnaire \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Has the State conducted any public information/awareness campaigns on the right to legal aid and how to access legal aid services?**

☐ Yes, at least once in the past year

☐ Yes, at least once in the past 3 years

☐ More than 3 years ago

☐ No

1. **Are legal aid services available in rural areas in your country?**

☐ Yes

☐ No

**Section D - Comments** (*optional*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Legal Aid and Criminal Justice

1. **What percentage of all court cases is criminal?**

☐ Less than 10%

☐ Greater than 10% but less than 25%

☐ Greater than 25 percent but less than 50%

☐ Greater than 50% but less than 75%

☐ Greater than 75% but less than 90%

1. **In 2013, what was the total number of criminal cases filed in court?**

\_\_\_\_\_\_\_\_\_\_ ☐ Data not available

1. *How many were acquitted after trial?*

\_\_\_\_\_\_\_\_\_\_ ☐ Data not available

1. *How many had pre-trial detention (pre-trial restrictive measure) imposed?*

\_\_\_\_\_\_\_\_\_\_ ☐ Data not available

1. *How many were resolved pursuant to a plea agreement, procedural agreement or expedited trial?*

\_\_\_\_\_\_\_\_\_\_ ☐ Data not available

1. **In 2013, what was the total number of criminal cases filed in court where State funded legal aid was provided?**

\_\_\_\_\_\_\_\_\_\_ ☐ Data not available

1. *How many cases were acquitted after trial?*

\_\_\_\_\_\_\_\_\_\_ ☐ Data not available

1. *How many cases had pre-trial detention (pre-trial restrictive measure) imposed?*

\_\_\_\_\_\_\_\_\_\_ ☐ Data not available

1. *How many were resolved pursuant to a plea agreement, procedural agreement or expedited trial?*

\_\_\_\_\_\_\_\_\_\_ ☐ Data not available

1. **To whom is legal aid available under the law?** (*Please select all that apply)*

☐ Persons arrested and detained on criminal charges

☐ Persons charged with a criminal offence

☐ Persons imprisoned on criminal charges

☐ Victims of crime

☐ Witnesses

☐ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **In which of the following instances is the State obliged to provide legal aid?** *(Please select all that apply )*

☐ To persons who meet a financial threshold [*Please indicate threshold (in USD, if possible) \_\_\_\_\_\_\_\_\_\_\_\_\_]*

☐ To children (under the age of 18 or as per national law)

☐ To persons with physical disabilities

☐ To persons with intellectual/mental disabilities

☐ To internally displaced persons

☐ To refugees

☐ To persons whose mother tongue is not the language of official proceedings

☐ To persons who face a potential prison sentence [*Please indicate minimum term of imprisonment for eligibility of State funded legal aid\_\_\_\_\_\_\_\_\_\_\_\_\_]*

☐ To persons who face the potential of the death penalty

☐ According to the case’s gravity, complexity, or case type, as identified in the law

☐ When the law notes that the interests of justice require it

☐ No specific requirements, it is assigned by authorized agencies under their discretion

☐ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **For which procedural actions or stages of a criminal case is an eligible suspect or defendant entitled to legal aid?** (*Please select all that apply*)

☐ From the moment when a law-enforcement representative restricts the suspects/defendant’s freedom

☐ From the moment when charges are officially filed

☐ From the moment when a State agency begins consideration of whether to impose pre-trial detention or restrictive measures

☐ During an identification procedure with the suspect’s/defendant’s participation

☐ During a search of the suspect’s/defendant’s residence

☐ During questioning of a potential suspect/defendant before formal charges are filed

☐ During trial

☐ During a first appeal

☐ For representation of prisoners in cases involving serious disciplinary charges, or in initiating complaints

☐ For any appeal or cassation

☐ For appeal to international tribunals

☐ For consideration of probation, or social rehabilitation/reintegration matters after release from prison

☐ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Are legal aid advice and court support services in all legal proceedings provided to female victims of violence (including victims of sexual and gender based violence)?**

☐ Yes ☐ No

1. **Which specialized divisions or personnel are in place in the justice system to work with children who are suspected or charged with a criminal offence?** *(Please select all that apply)*

☐ There are specialized courts or judges

☐ There are specialized prosecutors

☐ There are specialized police officers or units

☐ There are specialized lawyers and/or paralegals

☐ There is no such specialization in the justice system

☐ Other (*please specify)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **When children are suspected or charged with a criminal offence, what percentage of cases is diverted from the formal justice system without trial (for example, through mediation, restitution, a warning or apology)?**

☐ Less than 10%

☐ Greater than 10% and less than 20%

☐ Greater than 20% and less than 35%

☐ Greater than 35% and less than 50%

☐ More than 50%

☐ No data is available on resolution prior to a case’s transfer to court

1. **In 2013, in what percentage of all cases in which a child was found culpable was an alternative to imprisonment imposed?**

☐ Less than 10%

☐ Greater than 10% and less than 20%

☐ Greater than 20% and less than 35%

☐ Greater than 35% and less than 50%

☐ Greater than 50% and more than 75%

☐ Greater than 75%

☐ Data about children is not recorded separately

1. **In 2013, when State funded legal aid was provided, what percentage of cases in which a child was found culpable was an alternative to imprisonment imposed?**

☐ Less than 10%

☐ Greater than 10% and less than 20%

☐ Greater than 20% and less than 35%

☐ Greater than 35% and less than 50%

☐ Greater than 50% and more than 75%

☐ Greater than 75%

☐ Data about children is not recorded separately

☐ Data is not recorded separately with respect to legal aid providers

**Section E - Comments** (*optional*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Legal Aid and Civil & Administrative Justice

1. **In 2013, what was the total number of civil/administrative cases filed in court?**

\_\_\_\_\_\_\_\_\_\_ ☐ Data not available

1. **In 2013, what was the total number of civil/administrative cases filed in court where State-funded legal aid was provided?**

\_\_\_\_\_\_\_\_\_\_ ☐ Data not available

1. **What is the eligibility criterion for access to legal aid services in civil cases?** *(Please select all that apply and indicate in comments below if more than one criterion needs to be met)*

☐ If a person meets a financial threshold [*Please indicate threshold (in USD, if possible) \_\_\_\_\_\_\_\_\_\_\_\_\_]*

☐ If the person is a child (under the age of 18 or as per national law)

☐ If the person has physical disabilities

☐ If the person has intellectual/mental disabilities

☐ If the person is an internally displaced person

☐ If the person is a refugee

☐ If the persons’ mother tongue is different than the language of official proceedings

☐ According to the case’s gravity, complexity, or case type, as identified in the law

☐ When the law notes that the interests of justice require it

☐ The merit of the party’s (parties’) claim

☐ A minimum monetary threshold in dispute

☐ The number of parties opposing the person requesting legal aid

☐ No specific requirements, it is assigned by authorized agencies in their discretion

☐ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **For which types of civil cases do people most commonly seek out legal aid services ?** *(Please select the five answers most important for your system and rank them from 1-5 (‘1’ being the most common)*

**­­**\_\_\_\_ Marital disputes

\_\_\_\_ Child custody issues

\_\_\_\_ Property issues

\_\_\_\_ Labour disputes

\_\_\_\_ Contractual disputes

\_\_\_\_ Tort claims

\_\_\_\_ Administrative matters

\_\_\_\_ Claims for state services or disputes with state agencies

\_\_\_\_ Dispute resolution proceedings or mediation

\_\_\_\_ Assistance with entrepreneurial activity or ‘start up’ of a small business

\_\_\_\_ Assistance with informal or traditional justice proceedings

\_\_\_\_ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **For which types of civil cases are State funded legal aid services made available?** *(Please select all that apply)*

­­\_\_\_\_ Marital disputes

\_\_\_\_ Child custody issues

\_\_\_\_ Property issues

\_\_\_\_ Labour disputes

\_\_\_\_ Contractual disputes

\_\_\_\_ Tort claims

\_\_\_\_ Administrative matters

\_\_\_\_ Claims for state services or disputes with state agencies

\_\_\_\_ Dispute resolution proceedings or mediation

\_\_\_\_ Assistance with entrepreneurial activity or start-up of a small business

\_\_\_\_ Assistance with informal or traditional justice proceedings

\_\_\_\_ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Is State funded legal aid provided for public interest litigation/class action cases (e.g. to address cases of discrimination, labour rights, consumer rights, environmental protection, etc.)?**

☐Yes ☐No

**Section F - Comments** (*optional*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Legal Aid Administration and Management

1. **Which institution has chief responsibility for the management and administration of legal aid?** (*Please select all that apply)*

☐The executive agency in charge of justice or a subdivision within it (e.g. Ministry of Justice)

☐The bar association or subdivision of the bar

☐An independent self-governing legal aid administration

☐A legal aid board or council under an executive level justice agency

☐A legal aid board or council under an ombudsman’s office

☐A legal aid board or council under the legislature

☐A legal aid board or council under the executive branch (other than the national justice institution)

☐A legal aid board or council under another governmental body

☐The national institutional legal services provider (sometimes called “public defender,” “national defender,” or “professional clinic for legal services”) acts as a coordinating agency, as well as providing legal aid services

☐A civil society organization

☐A local city-level or village-level administration

☐Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐There is no central administration

1. **Is legal aid a separate component of the annual justice system budget in your country?**

☐ Yes ☐ No *(Please go to the next question)*

1. What was the national level budget for legal aid in 2013 (in USD, if possible)? \_\_\_\_\_\_\_\_ For criminal cases \_\_\_\_\_\_ For civil cases
2. What was the national level budget for legal aid in 2010 (in USD, if possible)? \_\_\_\_\_\_\_\_ For criminal cases \_\_\_\_\_\_ For civil cases
3. **What was the annual budget for prosecution of criminal cases in 2013?**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Which of the following is included among the responsibilities of the legal aid authority?** (*Please select all that apply)*

☐ To oversee and coordinate the function of legal aid appointment mechanisms

☐ To safeguard the rights of legal aid recipients

☐ To establish legal aid strategy and policy

☐ To establish and maintain performance standards for effective delivery of legal aid

☐ To serve as an independent oversight agency between legal aid providers and the state that pays them

☐ To oversee professional training programs

☐ To guarantee the independence of legal aid providers from the state

☐ To review data on legal aid and incorporate it into new legal aid policy

☐ To track case outcomes for data on effective representation

☐ To interface with personnel of other justice agencies and organizations (judges/prosecutors/police/experts/other) about the quality of legal aid providers’ services

☐ To negotiate with officials to achieve reasonable conditions for legal aid providers (scheduling/caseload limitations/access to independent experts, et al.)

☐ To monitor expenditure of the legal aid funds

☐ To monitor compliance of legal aid providers with government priorities

☐ To advocate with appropriate officials for sufficient budget to cover the need for legal aid

☐ To advocate or negotiate for conditions that allow legal aid providers to advocate effectively for legal aid recipients’ rights

☐ To consult with legal aid providers on their needs for ensuring their ability to provide effective legal aid

☐ Other (*please specify)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **If your country has a legal aid board:** ☐Not Applicable
2. ***Which of the following are included within the Board membership?*** *(Please select all that apply)*

☐Member(s) of the bar

☐Supreme Court justice(s)

☐Representative(s)of the judiciary (other than the Supreme Court)

☐Retired justice(s)

☐Representative(s) from the Ministry of Justice

☐Official(s) specializing on legal aid

☐ Member(s) of the national human rights institution

☐Member(s) of gender equality commission

☐Member(s) of thechild protection commission

☐Representative(s) of social or welfare agencies (*Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)*

☐Representative(s) of non-governmental or other civil society organizations

☐Representative(s) of universities with law clinics and paralegal associations,

☐Representative(s)from informal justice systems (e.g. Council of Chiefs)

☐Legal aid provider(s)

☐ Paralegal(s)

☐ The law requires that certain qualifications be represented among board members (*please specify)*\_\_\_\_\_\_\_

☐Other (*Please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. ***How are the members of the legal aid board selected?*** *(Please select all that apply)*

☐ Appointment by the parliament

☐ Appointment by the executive

☐ Appointment by the courts

☐ Appointment by the prosecution

☐ Appointment by police

☐ Appointment by the bar association

☐ Appointment by the public defender office

☐ Election by bar association members

☐ Competitive selection process

☐ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section G - Comments** (*optional*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Legal Aid and Informal Justice Systems

1. **Do informal justice mechanisms in your country allow a lawyer or paralegal to provide assistance in the mediation/adjudication process?** (*Please* *select all that apply*)

☐ Yes, in formal mediation/alternative dispute resolution processes

☐ Yes, to represent parties or provide advice in customary or religious mediation/adjudication processes

☐ No

☐ Not applicable

1. **Are there mechanisms that allow referrals between the formal/statutory legal system and informal justice systems**?

(*Please select all that apply)*

☐ Yes, for formal mediation/alternative dispute resolution processes

☐ Yes, for customary or religious mediation/adjudication processes

☐ Yes, for others (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ No

☐ Not applicable

**If yes, can legal aid service providers work across the different systems?**

☐ Yes ☐ No ☐ Not applicable

1. **Do legal aid providers need qualifications to provide assistance in informal justice processes?**
2. ***for formal mediation/alternative dispute resolution processes***

☐ A law degree

☐ A paralegal certificate

☐ Being a reputable member of the community

☐ Basic training on legal matters

☐ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Not applicable

1. ***for customary or religious mediation/adjudication processes***

☐ A law degree

☐ A paralegal certificate

☐ Being a reputable member of the community

☐ Basic training on legal matters

☐ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Not applicable

**Section H - Comments** (*optional*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Challenges and Recommendations

1. **From the choices below, please****select the five answers most important for your system and rank from 1-5 (‘1’ being the most significant) the factors that most impede access to legal aid in your country:**

\_\_\_\_\_\_ There is a limited number of lawyers in our country

\_\_\_\_\_\_ There is a limited number of lawyers outside urban areas

\_\_\_\_\_\_ Lawyers are paid very little for legal aid work

\_\_\_\_\_\_ Low quality of the services provided by legal aid lawyers

\_\_\_\_\_\_ The bar association is opposed to allowing paralegals to fill the gap of available lawyers

\_\_\_\_\_\_ It is more important to cover the cost of police, prosecutors and judges than to spend state funds on lawyers

\_\_\_\_\_\_ There is little support among the population for spending funds to defend accused criminals

\_\_\_\_\_\_ People prefer to resolve issues through the informal justice system, where legal professionals do not typically participate

\_\_\_\_\_\_ People do not know where to find legal assistance

\_\_\_\_\_\_ There is no law on legal aid

\_\_\_\_\_\_ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments** (*optional*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **In which areas, if any, would your country benefit from technical assistance and/or policy and programme support to strengthen the provision of legal aid?**

☐ Legislative drafting advice

☐ Development of action plans/policies

☐ Developing quality criteria for legal aid providers

☐ Establishing paralegal systems

☐ Institutional support *(please specify below)*

☐ Training *(please specify below)*

☐ Not Applicable

☐ Other (*please specify)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments** (*optional*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Additional Information

* **As highlighted in the introduction, if your country has laws, policies, strategies, and/or action plans related to legal aid and legal assistance, please attach them to this questionnaire when submitting it, or send it separately:**

By email to: legalaid@unodc.org

By fax to: (+43-1)26060-74198

By paper copy to: Justice Section

United Nations Office on Drugs and Crime

P.O. Box 500

A-1400 Vienna

Austria

* **If applicable, please provide additional comments:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_