

New Zealand Law Society Locum Service

The Law Society's Locum Service is an online database of lawyers who are available to work as locums. The Service provides information about lawyers who act as locums, although all listed locums are required to certify the validity of information on their qualifications and experience.

WHAT DOES A LOCUM DO?

A locum lawyer works for a short, usually fixed, term. Locums provide cover in situations such as the absence of staff or where the principal in a small or sole practice may need a break for recreational or health reasons.

HOW DO I SELECT A LOCUM?

The Law Society's Locum Service provides contact details and information on the experience of lawyers who are available to be employed as locums. This information shows the following:

- Locations where the locum is available for work;
- Year of admission;
- Whether able to practise on own account;
- Whether qualified trust account supervisor.
- Phone and email contact details.

If you locate a suitable potential locum you may make contact directly, or contact the Law Society by emailing practisingwell@lawsociety.org.nz. If you name the locum(s) you are interested in approaching, the Law Society will provide you with a copy of the curriculum vitae(s) it has

on file. This information is provided on a confidential basis and may not be disclosed to any other party. You may then make contact with the locum in whom you are interested.

WHAT EXPERIENCE IS REQUIRED FROM LOCUMS LISTED IN THE SERVICE?

The New Zealand Law Society Locum Service lists details of lawyers who are available to work as legal locums. The Law Society provides the listings in good faith and makes no representations as to the ability of the locums to perform to the requirements of their employer. However, the Law Society performs a preliminary screening function by requiring potential locums to provide the following information:

Information on date of admission, whether a current practising certificate is held, and areas of expertise;

Declarations that the locum is entitled to practise on own account, is TAP/TAS qualified and is prepared to act as locum in a sole practice;

Information on whether the locum has their own transport, is willing to undertake short-term/emergency locum work, and is willing to work weekends;

Details of two referees, at

least one of whom should be a previous employer, partner or a lawyer for whom the applicant has acted as a locum;

A full Curriculum Vitae;

A declaration that all information provided is complete and correct.

REMUNERATION AND OTHER REQUIREMENTS

The Law Society Locum Service is a referral service only, aimed at assisting lawyers who need locums to locate them. The parties are expected to make their own arrangements for remuneration, accommodation, office support, professional indemnity insurance, etc.

Remuneration rates will obviously vary, but most lawyers available to work as locums in New Zealand are very experienced practitioners. Many locums plan on working less than a full year, with breaks between jobs. To be viable, this means a good remuneration rate is expected.

HOW TO BE LISTED IN THE LOCUM SERVICE

If you are interested in being included in the Locum Service listings, you should complete the registration form which is available online at http://my.lawsociety.org.nz/in_practice/practising_well/locums/registration_form.

Upon submission the form will be checked with the supplied referees. If everything is acceptable, your details will be listed.

FURTHER INFORMATION

Further information can be obtained by emailing practisingwell@lawsociety.org.nz.

PRACTISING WELL

The New Zealand Law Society Locum Service is one of the services offered in Practising Well, the Law Society's resource to provide members of the legal profession with support and resources aimed at assisting their health and wellbeing.