



**KARNATAKA STATE LEGAL SERVICES  
AUTHORITY,  
BENGALURU**

**STANDARD OPERATING PROCEDURE (SOP)  
FOR ESTABLISHMENT OF  
“LEGAL SERVICES CLINICS” IN LAW  
COLLEGES**

***Released on 24.10.2021***

***by***

**Hon'ble Sri Justice Hon'ble Sri Justice  
U.U.Lalit**

Judge, Supreme Court of India and Executive Chairman,  
National Legal Services Authority, New Delhi.



**KARNATAKA STATE LEGAL SERVICES AUTHORITY,  
BENGALURU**

\*\*\*\*\*

**STANDARD OPERATING PROCEDURE (SOP) FOR  
ESTABLISHMENT OF “LEGAL SERVICES CLINICS”  
IN LAW COLLEGES**

**INTRODUCTION :-**

Section 4(k) of the Legal Services Authority Act, 1987 mandates National Legal Services Authority to develop in consultation with Bar Council of India, programmes for clinical legal education and to promote the guidance and supervision of the establishment of work of legal services clinics in Universities, Law Colleges and other institutions. As per Regulation 24 of the National Legal Services Authority (Legal Services Clinics) Regulation, 2011, it is obligatory on the part of the Law Colleges, Law Universities to set up Legal Service Clinics.

In consonance with the said statutory mandate, Karnataka State Legal Services Authority (Hereinafter referred to as KSLSA), which is a statutory body constituted under Legal Services Authorities Act, 1987 has proposed to establish Legal Service Clinics in all Law Colleges by re-defining the approach and ensuring greater involvement of law students. Further, it is a firm belief of KSLSA that by captivating young minds and by instilling service motto at the budding stage,

not only the young law students will be benefitted, but in the long run, the institution of Legal Services will achieve Excellency to cater to all the weaker and marginalized sections of the society. This SOP is drafted in consultation with Karnataka State Bar Council, Learned Members of the Bar and the Vice Chancellors/Deans of Universities.

#### **I. ESTABLISHMENT OF LEGAL SERVICES CLINICS BOTH IN AND OFF THE COLLEGE CAMPUS-**

Traditionally the Legal Services Clinics are established inside the college campus and it may not serve the needs of public who have no access inside college campus. Hence it is proposed to establish Legal Services Clinics both in and off the College Campus.

- ❖ The Legal Services Clinics already established and working in the Law Colleges Campus to be streamlined as per this SOP.
- ❖ In case the Legal Services Clinics are not established in the Campus, the concerned college shall establish Legal Services Clinics **on or before 14.11.2021**, with a compliance report to concerned Law University and KSLSA.
- ❖ Efforts shall be made to establish Legal Services Clinics outside College Campus, in co-ordination with jurisdictional DLSA. As far as possible, the location and timings of such off campus Legal Services Clinics shall be at places where the public demand is high.
- ❖ In the Legal Services Clinics established in and off the Law College Campus, steps shall be taken for easy

access of general public seeking redressal of their legal grievance.

- ❖ As a part of clinical legal education and internship, the student PLV's shall be deputed to serve *pro-bono* in the legal services clinics run by the DLSA.
- ❖ Every law college shall designate one Staff Coordinator as a Faculty Member to monitor these Legal Services Clinics. The work of the faculty member shall be considered as an academic work load.
- ❖ Every college shall constitute Legal Services Clinics Committee under the Chairmanship of Principal/Director, assisted by faculty member and such number of student co-ordinators. The Member Secretary of Jurisdictional DLSA shall be the *ex-officio* honorary member of said Committee.
- ❖ The Legal Services Clinics shall contain such infrastructure as determined by the concerned college and DLSA.
- ❖ As far as possible, the Legal Services Clinic shall have well furnished room, spacious enough to accommodate atleast 6 to 8 persons at a time. In case of Legal Services Clinic situated inside the College Campus, it shall have one room adjoining to it, where the students may be addressed by the Faculty member.
- ❖ The law colleges to arrange video conferencing facility in the Legal Services Clinics to enable the legal advice seeker to access online legal consultation, whenever it is needed.

- ❖ The registers for attendance and legal aid provided shall be maintained by the Law college students and monitored by the Faculty member concerned as per **Annexure-A & B.**
- ❖ The college authorities and the DLSAs shall give wide publicity to the legal services clinics established in and off the campus.

## **II. ORGANIZATIONAL SET UP:**

- ❖ The jurisdictional DLSA's in consultation with and on the recommendation of the concerned law colleges shall depute a retired Judicial Officer or a non-practicing senior counsel or Panel Advocate of DLSA to every Legal Services Clinic for providing legal aid and services to the public as a "Panel Member".
- ❖ The law colleges shall prepare a list of Panel Members so that they can be periodically recommended to the jurisdictional DLSA for deputation to the Legal Services Clinic.
- ❖ The law colleges are at liberty to empanel Panel Members for offering legal aid and services in their Legal Services Clinics through online mode also.
- ❖ Every Legal Services Clinic shall be manned by 2 to 4 law students in rotation basis as student PLVs. There shall be a minimum of 20 student PLVs nominated by each law college. The list of the said student PLVs along with their address proof shall be shared with the jurisdictional DLSAs.

- ❖ The jurisdictional DLSA shall recognize the said students as PLVs for a limited period until the completion of their law course.
- ❖ The law colleges shall give preference to fresh law students to serve as student PLVs.
- ❖ The list of student PLVs shall be maintained by the Faculty Member, who shall depute student PLVs every day to the Legal Services Clinic.
- ❖ The student PLVs will be imparted induction and orientation training by KSLSA and jurisdictional DLSAs as the case may be, regarding the legal services institutions and the roles to be displayed by them.

### **III. WORKING PROCEDURE**

- ❖ There will be no fee whatsoever collected from the legal aid/advice beneficiary.
- ❖ The Panel Members are empowered to provide free legal aid and services to public either physically or virtually with the assistance of student PLVs.
- ❖ The student PLVs deputed in the Legal Services Clinic, shall assist the Panel Member in legal research, drafting application, pleadings etc,. The students shall always be conscious that they are only to provide the initial advice and assistance.
- ❖ The Legal Services Clinic both in and off the law college campus shall ensure easy access to public and create people friendly environment.

- ❖ The faculty member attached to the Legal Services Clinic shall pay a visit to the Clinic atleast once in a day.
- ❖ The faculty member shall ensure that every day the services of DLSA deputed Panel Member is available in the Legal Services Clinic.
- ❖ The student PLVs in the legal services clinic shall ensure that the particulars of Legal Aid Beneficiary and the grievances if any is correctly recorded in **Annexure-B** and submitted to faculty member every alternate day and to Member Secretary, DLSA once in every month.
- ❖ In case the beneficiary who has approached the Legal Services Clinics is in need of “Court based Legal Aid”, then he/she shall be referred to the jurisdictional DLSA or TLSC.
- ❖ The student PLVs shall be encouraged to identify issues that affect large groups of people and they may institute Social Justice Litigation with the approval of DLSA.
- ❖ The jurisdictional DLSA shall provide logistic support to every Legal Services Clinics. Further Member Secretary of DLSA shall regularly visit every Legal Services Clinics to ensure its active functioning.
- ❖ The services of student PLVs shall be obtained by the concerned law college, while organizing legal literacy programmes, legal literacy camps by DLSA.
- ❖ The Legal Services Clinics and the student PLVs must assist DLSAs for implementation of NALSA Schemes,

legal services activities and also during emergent situations.

#### **IV. FINANCIAL ASPECTS**

- ❖ The Legal Services Clinics shall be established by every law college from and out of the sum specified in their annual budget and may include the grant received from UGC or its affiliated University or the donations received for this purpose.
- ❖ The Law College may receive donations from individuals or from other bodies including CSR funds, for meeting the expenses of running the legal services clinics. However, they shall maintain proper accounts of the funds received and spent in respect of the legal services clinic.
- ❖ The honorarium if any payable to the Panel Members shall be fixed and paid by the concerned law colleges.
- ❖ The DLSA in co-ordination with the concerned law college, may provide staff and infrastructure support as may be feasible.
- ❖ The DLSA shall have the power to inspect the accounts of the collegiate Legal Services Clinic functioning in the colleges, universities and other institution.

#### **V. STIMULUS AND INCENTIVES :**

- ❖ Every law colleges shall submit its half yearly reports on the functioning of the Legal Services Clinic to



jurisdictional DLSAs who shall forward it to KSLSA *vide* a separate report.

- ❖ On the basis of the reports submitted, KSLSA will announce zone wise “Award” for best Legal Services Clinic(College), Best Legal Services Unit, Best Student PLV etc.,

## **VI. OTHER ACTIVITIES**

- ❖ The law college concerned in consultation with jurisdictional DLSA shall prepare an annual calendar of programmes.
- ❖ The Student PLVs shall be actively involved in the Legal Literacy Programmes conducted by DLSA and TLSCs.
- ❖ The student PLVs as a part of their duty in the Legal Services Clinics shall pay visit to Court complex, Jail clinics, Police Stations, Medico-Legal Section of Government Hospitals and Psychiatric Centers etc., in consultation with jurisdictional DLSA.
- ❖ The DLSA shall organize Legal Literacy Camps in disadvantaged areas/remote villages in co-ordination with the Law College Legal Services Clinics. In such Camps the Student PLVs may be encouraged to identify local issues which can be sorted out through the Legal Services Institutions.
- ❖ The student PLVs shall conduct door to door survey to identify the existing court pending cases or pre-litigation cases. With this exercise, the Law Colleges in

coordination with DLSA may strive for “litigation free village”.

- ❖ Every Law College shall adopt two or three villages and conduct Camps in coordination with jurisdictional DLSA or KSLSA.
- ❖ KSLSA shall organize a Zonal Level Workshops either physical or virtual by involving Legal Services Units of Law Colleges.
- ❖ KSLSA to organize an annual Mega Event in association with all the Law Universities, to inaugurate the Legal Services Clinic functioning for the academic year.

\*\*\*\*\*

**“ANNEXURE - A”**

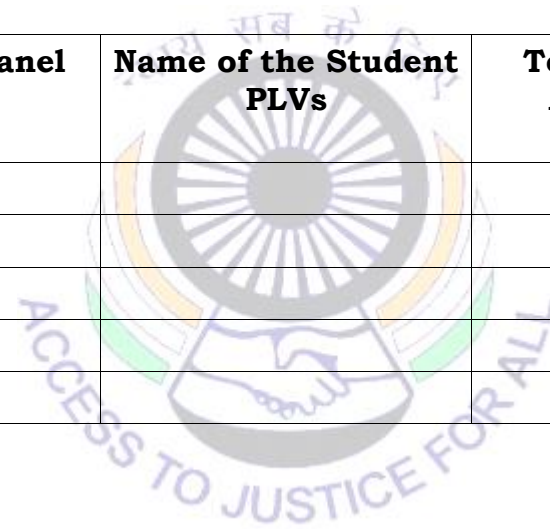
**KARNATKA STATE LEGAL SERVICES AUTHORITY, BENGALURU.**

**LEGAL SERVICES CLINIC : ATTENDANCE REGISTER**

**For the month : \_\_\_\_\_**

**Name of the Law College/Law University :**

<b>DD/MM/YYYY</b>	<b>Name of the Panel Member</b>	<b>Name of the Student PLVs</b>	<b>Total Number of Advice Given</b>	<b>Signature of the Panel Member/ Student PLVs</b>



**“ANNEXURE – B ”**

**KARNATKA STATE LEGAL SERVICES AUTHORITY, BENGALURU.**

**LEGAL SERVICES CLINIC : REGISTER FOR DAILY ACTIVITIES**

**Name of the Law College/Law University : \_\_\_\_\_**

<b>Sl. No</b>	<b>Date [DD/MM/YYYY]</b>	<b>Time [HH/MM/AM/PM]</b>	<b>Name of Panel Member and Student PLVs</b>	<b>Name of advice seeker</b>	<b>Contact number of advice Seeker</b>	<b>Address of advice seeker</b>	<b>Nature of service (in brief)</b>	<b>Signature/Thumb impression of advice seeker</b>

**Clinic – in – charge/Faculty Member,  
Signature (with date) :**

**Name and seal :**