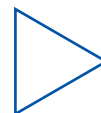




▶ GUIDE FOR FREE LEGAL AID USE

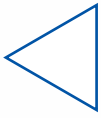




GUIDE FOR FREE LEGAL AID USE

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Center for Environmental Democracy FLOROZON
Project: Equal Access for Effective Justice





Publication GUIDE FOR FREE LEGAL AID USE

Project: Equal Access for Effective Justice

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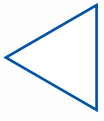
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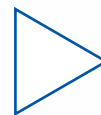


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PREFACE

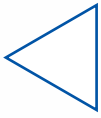
This guide is part of the project “Equal Access for Effective Justice” implemented by the Association of Citizens Center for Environmental Democracy Florozon. The project is funded by the European Union through a grant CFCD scheme in the Ministry of Finance - “Strengthening the impact of civil society n effective legal sector reforms” EuropeAid /159467/ID/ACT/MK, contract number 12-6208/1.

The aim of the project is to contribute to the creation of an independent, impartial, efficient, quality and transparent judiciary, responsible for the protection of individual rights and freedoms of citizens, which will provide adequate protection of the public interest. Specific goals include contribution to building an effective legal aid system, increasing existing capacities of civil society organizations and representatives of the relevant institutions for environmental law and opportunities for free legal aid, providing an environment for marginalized groups and raising public awareness of environmental law and existing legal mechanisms.

This guide should serve the citizens by exercising their constitutionally guaranteed rights of a healthy environment through the Law on free legal aid.

The beneficiaries are civil society organizations, citizens, vulnerable and marginalized groups of society.





1. NATIONAL LEGISLATION

The right to a healthy environment is guaranteed by the Constitution of the Republic of North Macedonia, the laws and bylaws, as well as the ratified conventions.

Special issues in the field of environment are regulated by special laws and bylaws, as well as legal provisions for environmental protection.

In addition to general regulations and policies, the items that impact the environment are also defined by special legal acts that regulate certain economic activity more closely.

With the Law on Free Legal Aid (“Official Gazette of the Republic of North Macedonia” no. 101/2019) access to the right to free legal aid is specified, as well as procedures and persons that meet the conditions for use of the right to free legal aid. The law itself does not explicitly state the right to use free legal aid in environmental matters, however it does not exclude the possibility of obtaining it.

Depending on the type of violation of the right in the field of environment, legal protection may be required in several types of proceedings, civil, administrative, constitutional procedure. The right to free legal aid in the area of criminal proceedings is explicitly regulated by the Law on Criminal Procedure. Possibility for free legal aid, i.e. reduction of the amount of fees in the part of access to environmental justice may be achieved by invoking the ratified Aarhus Convention.

2. MECHANISMS FOR ACCESS TO JUSTICE ACCORDING TO NATIONAL LEGISLATION

2.1 Extrajudicial and judicial practice in R. N. Macedonia in the field of environment and access to justice

According to national legislation, the mechanisms that can be used for the right of access to justice in the area of environment, are regulated and enabled in out-of-court proceedings and court proceedings.

Out-of-court proceedings may be brought before the Ombudsman and other bodies for the protection of human rights.

The assistance and intervention of the Ombudsman may be requested by any citizen and any foreigner (in person or through his/her attorney) when he/she assesses that some constitutional and/or his legal right has been violated by acts or actions of state administration bodies and other bodies and organizations with public authority.

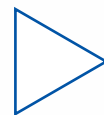
Mediation is an alternative way of resolving disputes in the Republic of North Macedonia. The mediation procedure is voluntary, effective, fast and cheaper from the court proceedings. Environmental disputes are mediable disputes and as such can gain access to justice through the process of mediation.

The Aarhus Convention is also a mechanism for achieving access to justice, an environmental protection instrument that enables procedures for environmental protection to be managed at reduced costs or to be completely free.

The judicial system is also a mechanism for exercising the right to a healthy environment via several procedures, i.e. procedure before the Constitutional Court of RNM, civil procedure, administrative procedure, misdemeanor procedure and criminal procedure.

■ Procedure before the Constitutional Court of RNM

Every citizen of RNM can submit an initiative for initiation procedure for assessing the



constitutionality of a law or the constitutionality and legality of another regulation, ^{as} well as the constitutionality of the programs and statutes of political parties and citizens' associations before the Constitutional Court. The submission of initiatives is not related to existing legal interest of the applicant, only the initiative needs to be drawn up in an appropriate form, i.e. to accurately determine the disputed act, the reasons due to which the act is challenged, which constitutional or legal provisions are violated with the disputed act and who is the initiator. The procedure for protection of the freedoms and rights of man and citizen, is initiated by a request (constitutional appeal) by anyone that considers some of these freedoms and rights are violated by a final act or by an action.

■ **Civic procedure**

In order to initiate civil proceedings, it is necessary to prove the active identification and plaintiffs should be persons who directly suffer the harmful consequences of the source of danger. During the civil procedure, CSOs may appear as intermediaries.

■ **Administrative procedure**

The administrative procedure is initiated at the request of a party or by a public body with an official duty. The administrative procedure is initiated by the competent body ex officio or at the request of the party. The procedure for initiating an administrative dispute is regulated by the Law on Administrative Disputes. Administrative matters are all acts and actions through which the competencies of the public are expressed and perform the administration. All acts or actions which decide upon rights, obligations or legal interest of the parties within the administrative procedure, are considered administrative acts. The administrative procedure is regulated by the Law on General Administrative Procedure. According to the provisions of this law, all issues which are not regulated by a special law in the administrative areas are regulated by this Law.

■ **Misdemeanor procedure**

Misdemeanor proceedings are initiated against polluters as mandatory fines or misdemeanor charges.

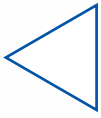
2.2 Procedure costs

■ **Costs in litigation**

Pursuant to Article 145 of the Law on Civil Procedure - The litigation costs constitute the expenses incurred during or on the occasion of the procedure. Litigation procedure costs include the reward of the lawyer and other persons to whom the law recognizes the right to a reward.

Each party submits its own costs in advance action. The court will not act upon a lawsuit, nor will it take any other action for which court fee is not paid. If the plaintiff does not pay the court fee within 15 days since the day of filing the lawsuit, the lawsuit is considered withdrawn. When the party will propose presentation of evidence, the party is obliged to settle the amount required for it by order of the court incurred on the occasion of the performance of evidence. When both parties propose evidence or when the court will determine this, the court will determine the required amount to settle the costs which both parties have to submit in equal parts. The party that will completely lose the litigation, is obliged to reimburse the costs to the opposing party and its intervener. If the party succeeds in part of the litigation, the court may, given the success achieved, determine each party to submit its own costs or one party to reimburse a proportional amount of the costs to the other party and the intervener. The court may decide for one





party to compensate all costs incurred by the counterparty, if the party failed only in a relatively insignificant part of its claim, and because no special costs were incurred. The court, carefully considering all circumstances, decides what costs were required, as well as their amount. The award and other attorneys' fees are weighed according to the attorney's tariff fees. Regardless of the outcome of the lawsuit, the party is obliged to the opposing party to reimburse the costs incurred. The plaintiff that will withdraw the lawsuit is obliged to compensate the costs to the opposing party, unless the withdrawal of the lawsuit came immediately after the performance at the request of the defendant. When the procedure is completed, each party pays its costs with court settlement, unless otherwise agreed. The cost of the settlement that was attempted but failed, enters the litigation costs. When the public prosecutor appears as a party in the procedure, he/she is entitled to reimbursement of costs in accordance with the provisions of the Law for litigation. The costs to be borne by the public prosecutor are paid from the Budget of the Republic of North Macedonia. The party is obliged to state the request for reimbursement of costs, no later than the end of the hearing preceding the cost decision. If it is a matter of making a decision without prior hearing, the party is obliged to point out the claim for reimbursement of costs in the proposal, for which the court must then decide in the verdict or in the decision with which the procedure is finalized before that court. When announcing the verdict orally or the decision containing the fees imposed, the court may decide to measure the amount of the costs in written verdict, i.e. a decision, if the decision shall be submitted to the parties.

■ **Costs of the procedure for providing evidence**

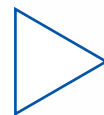
The costs of the procedure for providing evidence shall be borne by the party that submitted a proposal for providing evidence. The party is obliged to reimburse the expenses to the counterparty, i.e. to the temporary appointed representative. The party may additionally realize these costs as part of the litigation costs, depending on the procedure success.

■ **Exemption from payment of procedure costs**

According to Article 163 of the Law on Civil Procedure, the court will exempt the party from paying the procedure costs, which according to the party's general property condition, is not able to bear these costs without damaging its necessary support and the necessary support of its family. Exemption from paying the costs of the procedure includes exemption from paying fees and exemption from taking advance payment for the costs of witnesses, experts, inspections and court notices. The court may only exempt the party from paying fees, if by paying fees the funds from which the party and its members are supported, will be significantly reduced.

When making the decision for exempt of paying the costs of the procedure, the court will assess all circumstances, taking into account the value of the subject matter of the dispute, the number of persons supported by the party and the income of the party and members of family. The first instance court, upon proposal by the party, makes the decision for exemption from paying the costs of the procedure. The party is obliged to submit an asset certificate to the proposal, issued by the competent body of the state administration. The amount of taxes paid by the household and individual household members must be specified, as well as other sources of income and the general property status of the party. The court may ex officio obtain the necessary data and notifications for the state of property of the party requesting exemption, and may hear the opposing party for the same issue.

An appeal is not allowed concerning the court decision accepting the proposal of the party. When the party is completely exempted from paying the costs of the procedure, the court of first instance, at its request, shall decide whether to have a proxy representative,



if this is necessary to protect the rights of the party. The party to which a proxy is assigned, is exempted from paying the costs and reward of the designated proxy. The attorney-at-law is appointed by the president the court.

■ ■ **Costs in Criminal Procedure**

Pursuant to Article 102 of the Code of Criminal Procedure, the costs of the criminal procedure are the expenditures made on the occasion of a criminal procedure, from the beginning to the ending, and the expenses for undertaken investigative actions before the investigation procedure. The costs of the criminal proceedings include:

1. Costs for witnesses, experts, translators, interpreters and professionals, the cost of visual-tonal recording and transcription of the recordings, as well as the cost on inspection;
2. Transportation costs of the defendant;
3. Issues for arresting the accused, i.e. the person deprived of freedom;
4. Transportation and travel expenses of officials;
5. Costs for the treatment of the accused during the detention, such as: birth expenses, except for the costs charged by the health insurance fund;
6. Lump sum;
7. Prize and necessary expenses of the defense counsel, necessary expenses of the private plaintiff and the legal representative, as well as reward and necessary expenses to the attorney and
8. Necessary expenses of the damaged party and its legal representative, as well as reward and necessary expenses of its attorney.

■ **Decision on the costs of the criminal procedure**

In every verdict and decision that stops the criminal procedure, it is decided who will bear the costs of the procedure and the amount thereof.

■ **Filing costs incurred through one's own fault**

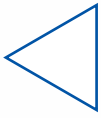
The defendant, injured party, private plaintiff, defense counsel, legal representative, proxy, witness, expert, translator and interpreter, regardless of the outcome of the criminal proceedings, bear the costs of their own bringing for the postponement of the main hearing and other costs of the proceedings which they caused through their own fault. A special solution is adopted for the costs, unless the costs incurred by the private plaintiff and the defendant are settled in a decision on the main case.

■ **Cost decision in case of a conviction**

When the court finds the defendant guilty, it will rule that the defendant is obliged to reimburse the costs of the criminal proceedings. The person accused of several criminal offenses will not be condemned to reimburse the costs of the offenses for which it was not guilty, if they can be deducted from the total costs. In the verdict by which several defendants are found guilty, the court will determine the amount for each of them to bear, and if that is not possible, all defendants will be sentenced to bear the costs solidary. The lump amount of payment will be determined for each defendant separately.

In a cost-related decision, the court may release the defendant of the duty to fully or partly reimburse the costs of the criminal proceedings, if their payment calls into question the defendant's maintenance or support of the debtor's or dependents. If these circumstances





are established after the adoption on the decision on costs, the President of the Council may by a special decision acquit the defendant of the duty to reimburse the costs of the criminal procedure.

■ **Expenses of the defense counsel and the proxy**

The represented person is obliged to pay the reward and the necessary expenses to the defense counsel and the proxy of the private plaintiff or the damaged party, regardless of whom is obliged to bear the costs of the criminal procedure according to the decision of the court, unless in accordance with the provisions of the LCP, award and necessary expenses of the defense counsel are borne by the Budget of the Republic of North Macedonia. If the defendant had assigned counsel, and the payment of the reward and the necessary expenses would bring into question the maintenance of the accused or the maintenance and support of the dependents, the defender's reward and necessary expenses will be paid by the Budget of the Republic of North Macedonia. A non-attorney-at-law has no right to a reward other than compensation for necessary expenses.

The amount and manner of determination of the real costs incurred in the criminal procedure, are prescribed by the President of the Supreme Court, after previously obtained opinion of the Public Prosecutor of the Republic of North Macedonia.

■ **Costs of general administrative procedure/Costs of the authority and the parties:**

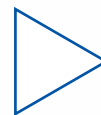
The special cash withdrawals of the authority conducting the procedure, such as: travel expenses of officials, expenses for witnesses, experts, interpreters, insights, advertisements, etc., which occurred with the implementation of the procedure after some administrative work, as a rule, is submitted by the one who initiated the whole procedure. When the person involved in the proceedings through his own fault or inappropriate behavior will cause costs for certain actions in the procedure, it is obliged to bear the aforementioned costs.

When the procedure initiated ex officio is favorable for the party, the costs of the procedure shall be borne by the authority that initiated the procedure. Each party, as a rule, submits its own costs incurred by the procedure, such as the cost of arrival, loss of days, the tax fees, legal advocacy, professional assistance and more. When two or more parties with opposing interests participate in the procedure, the party that caused the proceedings, and to whose damage the procedure is completed, the debtor is obliged to reimburse the counterparty the justified costs incurred by participating in the proceedings.

When one of the parties has partially succeeded in its claim, the opposing party shall be reimbursed the costs proportionally to the part of the claim which did not succeed. The party that behaved inappropriately and caused costs in the procedure for the opposite party, is obliged to reimburse those costs. Costs for legal representation are compensated only in cases when such representation was necessary and justifiable.

The claim for reimbursement of these costs must be submitted in a timely manner, so that the authority conducting the procedure will be able to decide on it within a decision. Otherwise, the party loses the right to cost reimbursement. The official conducting the procedure is obliged to warn the party about this. Each party submits its costs to the settlement procedure, if not otherwise specified in the settlement. The costs of the party or of another person in the procedure, caused by the procedure initiated ex officio or in public interest, which the party, i.e. another person in the procedure, did not cause with its behavior, is borne by the authority that initiated the procedure.

If the procedure is initiated at the request of the party, and can certainly be predicted that it will cause special cash outflows related to inspection, expertise, the arrival of



witnesses and the like, the authority conducting the proceedings may determine for the party to deposit the required amount in advance to cover the costs with a conclusion. If the party does not submit the amount within the set deadline, the authority may waive the presentation of such evidence or suspend the proceedings unless the continuation of the procedure is of public interest. The conclusion finalizing the procedure, brought by the authority making the decision, determines who undertakes the costs of the procedure, their amount, to whom and within what period they should be paid. The decision must specify whether the party bearing the costs should reimburse the other party.

If the costs of the procedure are borne by more than one person, the costs will be divided into equal parts, i.e. in appropriate proportions. If within the decision the authority does not decide on the costs, then the authority will state that it will adopt special conclusion regarding the costs.

Witnesses, experts, interpreters and officials are entitled to compensation of travel expenses, expenses incurred by staying, and if for that time they do not make an income, they are entitled to compensation for the lost earnings. In addition to the fee, experts and interpreters are entitled to a special award. Witnesses, experts and interpreters are obliged to set up a request for compensation or reward, during the hearing, interpretation, i.e. providing an expert opinion. Otherwise, they lose that right, and the official person conducting the proceedings is obliged to warn the witness, the expert and the interpreter. The amount of compensation is determined by a special conclusion of the authority conducting the procedure, determining who is obliged to pay it and within what period of time. A special appeal is allowed against this conclusion. This conclusion is the basis for enforcement.

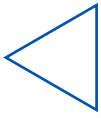
■ Exemption from payment of expenses

Pursuant to Article 123 of the Law on General Administrative Procedure, the public authority conducting the procedure may exempt the party from bearing the costs in full or in part, if it concludes that it cannot bear the costs without damaging its own necessary support and the support of family dependents. The authority draws a conclusion about this, upon party proposal based on the certificate of property status issued by a competent authority.

Exemption from the submission of costs refers to the exemption from fees, from the expenses of the authority conducting the procedure, such as travel expenses of officials, witness statements, experts, interpreters, insights and advertisements, as well as exemption from the expense of securing costs.

Foreign nationals will be exempt from filing costs only under reciprocity conditions. In case of doubt about the existence of reciprocity, the state authority competent for foreign affairs, provides an explanation. The authority conducting the proceedings may, during the proceedings, revoke the conclusion of release from bearing costs if it is determined that the reasons because of which the party was exempt from filing the costs in the first place, no longer exist. The party may file a special appeal against the conclusion rejecting the party's request for exemption from the cost bearing.





3. WHO CAN USE FREE LEGAL AID?

Depending on the type of free legal aid that may be required, there are various criteria regulated within the Law on Free Legal Aid that persons - free aid seekers, need to meet. Primary legal aid may be requested by any person, and secondary legal aid can only be used by persons meeting certain conditions.

Primary legal aid is provided to any interested person. The initial meeting in The Ministry of Justice, in the authorized association or in the legal clinic, is in order to explain to the person concerned, the nature of the problem, or to direct them whether the problem is a legal issue, whether it is within the scope of legal services provided by the Ministry of Justice, the association and the legal clinic, as well as the types of legal aid most appropriate for the person. The Ministry of Justice, the association and the legal clinic, do not have the right to act on behalf of and at the expense of the person, during the procedure for the primary legal aid.

Secondary legal aid is granted to a person whose claim is justified, a person that has a need of professional legal assistance from a lawyer for a specific legal matter, not able to pay the costs of the procedure, due to the financial situation. Secondary legal aid includes representation in court proceedings, state authority, Pension and disability insurance fund of the Republic of North Macedonia, Health insurance fund of the Republic of Northern Macedonia and persons exercising public authority. That means advocating in front of all levels of civil, administrative proceedings and administrative disputes, representation before a notary public in a procedure to discuss the bequest, compiling the submissions of the debtor before the competent authority executor, when the enforcement is carried out by selling real estate, as well as exemption from costs in accordance with the provisions of the Law on Free legal aid or any other law.

■ **The right to apply for secondary legal aid has:**

A citizen of the Republic of North Macedonia with permanent residence in the Republic of North Macedonia;

A Foreign citizen with a temporary or permanent residence permit in the Republic of North Macedonia or a stateless person legally residing in the Republic of North Macedonia;

A person entitled to legal aid provided by the Republic of North Macedonia in accordance with international agreements ratified in accordance with the Constitution of the Republic of North Macedonia; and

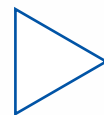
■ **Asylum seekers.**

The applicant for secondary legal aid has the right to receive secondary legal aid if due to his/her financial situation he/she cannot exercise the rights guaranteed with the Constitution of Republic of North Macedonia and by law, without endangering their own support and the support of their family members with whom the applicant lives in a shared household. The financial situation of the applicant and the members of his family is determined on the basis of a written statement concerning the financial situation provided by the legal aid applicant, which is part of the application for secondary legal aid.

■ **Requirements for income of the applicant**

It is considered that the financial situation of the applicant and his family members is threatened with the costs of the procedure if:

The monthly income of the applicant living alone does not exceed the minimum amount of net salary in the Republic of North Macedonia, determined by the regulations in the field



of the minimum wage;

The monthly income of the applicant living in a shared household with the members of his family does not exceed the amount of the minimum net salary and the monthly income of each subsequent family member does not exceed the amount of 20% of the minimum net salary determined by the regulations in the area of the minimum wage.

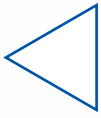
■ **As monthly income of free legal aid applicant and the members of his family is considered:**

1. Net salary;
2. Pension realized in the Republic of North Macedonia or abroad;
3. Unemployment benefit;
4. Registered or realized net income in the Public Revenue Office;
5. Revenues from financial support in the field of agriculture and rural development realized in the previous year;
6. Military or civilian disability;
7. Income from temporary work abroad;
8. Real income from financial instruments;
9. Property income;
10. Financial means of a carrier of payment operations;
11. Legal support; and
12. Gifts for which taxpayers are required to pay income tax from activities in accordance with the provisions of the Law on Income Tax.

■ **What is not considered as income is:**

1. Financial compensation for assistance and care for another person;
2. Parental allowance for a child;
3. Child support and special support;
4. Compensation for body injury;
5. Social financial assistance;
6. Permanent financial assistance;
7. One-time financial assistance and assistance in kind;
8. Cash allowance for accommodation costs and allowance for foster family care;
9. One-time financial assistance for a newborn;
10. Legal support for a child which complies with the increase in the cost of life for the previous year, published by the State Statistical Office, in January for the current year;
11. Financial assistance for social housing;
12. Compensation for the enumerator for performing works related to the implementation of the population census, households and dwellings in the Republic of the North Macedonia to the holder and members of the household;
13. Scholarship;





14. Funds approved by the competent institution for medical treatment abroad;
15. Deafness support;
16. Support for blindness and mobility;
17. Remuneration for part-time work due to care for a child with physical or mental disabilities; and
18. Financial assistance to a person who up to the age of 18 had the status of a child without parents and parental care.

■ **Conditions for property of the applicant**

Secondary legal aid will be granted to the applicant, if on the basis of the submitted statement on the financial condition of the applicant and its family members, is found that:

1. The free legal aid applicant and his family members have property of only one simple object or apartment as a separate part of a building in which they live;
2. In addition to the property listed in line 1 of this paragraph, the applicant and the members of his/her family own one or more physically connected cadastral parcels with a total area not exceeding 300 m² in the city of Skopje or 500 m² in the municipalities in the Republic of North Macedonia, i.e. one or more cadastral parcels with a total area not exceeding 5000 m² in rural areas; and
3. The free legal aid applicant and his/her family members have only registered a motor vehicle with engine capacity not larger than 1,200 cubic centimeters.

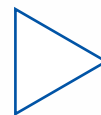
■ **What will not be considered as property:**

1. Subjects exempted from enforcement in accordance with the Law on Enforcement;
2. Income from property that according to this law is taken into account in determining the income of the applicant for legal aid or its family members;
3. Registered passenger vehicle that the applicant uses to transport the disabled person member of the household; and
4. Natural barren land (quarries, valleys, etc.), as well as meadows, pastures, sidewalks and wetlands of 5, 6, 7 and 8 class, in accordance with the Law on real estate cadaster.

■ **Approval of secondary free legal aid without determining the financial condition**

Secondary legal aid will be approved without determining the financial condition of the applicant and his/her family members if:

1. The applicant is placed in a foster family, housing unit for organized living with support or in a social protection institution, upon Center for Social Work decision;
2. The applicant has a need of initiation and representation within a procedure for imposing temporary measures for protection against domestic violence before competent court; or
3. The applicant due to a natural disaster, force majeure or other circumstances out of his/her control, find themselves in a financial situation that prevents them from securing their rights on their own.



4. WHO PROVIDES FREE LEGAL AID?

Free legal aid can be given as primary legal aid and secondary legal aid.

■ **Primary legal aid is provided by:**

1. Authorized official from the Ministry of Justice – free legal aid sector;
2. Authorized association, registered in the Register of associations¹ at The Ministry of Justice of the Republic of North Macedonia; and
3. Legal Clinic, registered in the Register of Legal Clinics at The Ministry of Justice of the Republic of North Macedonia.

■ **Secondary legal aid is provided by:**

1. Lawyers, registered in the Register of Lawyers² at the Ministry of Justice of the Republic of North Macedonia.

The funds for the approval of free legal aid and the costs for the provided legal aid in the procedures envisaged by the Law on Free Legal Aid are provided by the budget of the Ministry of Justice of the Republic of North Macedonia, as well as by donations and other income in accordance with the law.

The association can be registered (see Annex 14) in the Register of Associations authorized to provide primary legal assistance conducted by the Ministry if it meets the following criteria:

1. To be registered in the Register of Associations in the Central Register of Republic of North Macedonia at least five (5) years before request submission;
2. To have employed or engaged a law graduate with a passed BAR exam;
3. One of the goals in the statute of establishment of the association has to state providing primary legal assistance within the area for which it is established;
4. To have concluded a liability insurance contract for possible damage during providing primary legal aid for the amount of minimum MKD 100,000.00 on an insurance policy;
5. To have submitted annual tax returns for three years before the year of submitting an application for enrollment;
6. To meet the minimum spatial and technical conditions that guarantee uninterrupted provision of primary legal aid; and
7. To have implemented at least three projects for providing legal aid or legal advice.

The association interested in providing primary legal aid submits a request for registration in the Register with the Ministry of Justice, together with the evidence for fulfillment of the stated conditions. The form and content of the application for enrollment in the register is prescribed by the Minister.

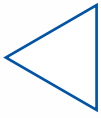
The legal clinic can be registered (see Annex 15) in the Registry of Legal faculties authorized to provide primary legal assistance, run by the Ministry of Justice, upon request for registration, if:

1. It is an organizational unit of the Faculty of Law at a university established by law;

1 Register of associations providing primary legal aid, <http://www.pravda.gov.mk/bpp>

2 Register of lawyers providing secondary legal aid, <http://www.pravda.gov.mk/bp-advokati>





2. It is part of a university ranked among the top seven universities in the Republic of North Macedonia.

- **Secondary legal aid can only be provided by lawyers.**

In order for the free legal aid lawyer, to enroll (see Appendix 9) in The Register of Lawyers in the Ministry of Justice of RNM, the lawyer should submit a request to enroll in the Register of Lawyers, must actively perform the activity of advocacy and be interested in providing secondary legal aid. Upon receipt of the submitted the request, the Ministry of Justice of RNM, checks the aforementioned data, in cooperation with the Bar Association and adopts a decision for registration of the lawyer in the Register of Lawyers.

4.1 Types of free legal aid

Free legal aid can be provided as primary legal aid and secondary legal aid.

Primary legal aid is provided by an authorized official from the Ministry of Justice, an authorized association and a legal clinic.

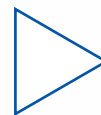
1. Primary legal aid includes:
2. Initial legal advice on the right to use free legal aid;
3. General legal information;
4. General legal council;
5. Assistance in completing the application for secondary legal aid;
6. Assistance in filling out forms, forms issued by the administrative body in administrative procedure for social protection and protection of children's rights, pension, disability and health insurance, protection of victims of gender based violence and domestic violence, registration procedure in the birth registry book, acquiring documents for personal identification and citizenship;
7. Filling complaints to the Commission for Protection against Discrimination and to the Ombudsman, and requests for protection of freedoms and rights to the Constitutional Court of the Republic of North Macedonia.

Providing primary legal aid - Primary legal aid is provided to every interested person. The initial meeting at the Ministry of Justice, in the authorized association, in the legal clinic, is in order to explain to the interested person the nature of the problem or to direct them whether the problem is a legal issue, whether it is within the scope of the legal services that the Ministry of Justice, the association and the legal clinic provide, as well as the types of legal aid that are most suitable for the person. The Ministry of Justice, the association and the legal clinic have no right to act in the name of and on behalf of the person during the procedure for primary legal aid.

The primary legal aid provided by the Ministry of Justice includes:

1. Initial legal advice concerning the right to use free legal aid;
2. General legal information;
3. General legal council;
4. Assistance in completing the application for secondary legal aid.

Primary legal aid is provided by the legal clinic in accordance with the education program, adopted by the Faculty of Law, in order to realize practical instruction of law students. When providing primary legal aid, the legal clinic cooperates with lawyers registered in the Register of Lawyers, as well as the Bar Association of the Republic of North Macedonia.



The Minister of Justice prescribes the manner of cooperation upon prior opinion of the Ministry of Education and Science and the Chamber of Lawyers of the Republic of North Macedonia.

Secondary legal aid is granted to a person whose claim justifies the need for professional legal assistance from a lawyer for a specific legal matter and which is not able to cover the costs of the proceedings due to his/her financial situation.

Secondary legal aid encompasses representation in a procedure before a court, state authority, the Pension and Disability Insurance Fund of Republic of North Macedonia, the Healthcare Fund of Republic of North Macedonia and subjects conducting public jurisdiction, as well as exemption from costs according to provisions envisaged by this and other law.

Within the secondary legal aid procedure, the Ministry of Justice cooperates with the Chamber of Lawyers of Republic of North Macedonia, judicial organs, the social work center, state authorities and other competent institutions which are required by law to provide necessary data for providing free legal aid to the Ministry of justice, with no compensation, whereby the necessary data are submitted in accordance with personal data protection regulations. The authorized official for each individually submitted application for secondary legal aid adopts a certificate approving the request or adopts an act as public information notifying the applicant that the request has been rejected.

The certificate approving the secondary legal aid includes:

1. Authorizing the appointed lawyer to provide secondary legal assistance;
2. Exempting the user from court fees and costs related to the procedure before a court in accordance with the law;
3. Exempting the user from the costs of the expertise; and
4. Exempting the user from administrative fees.

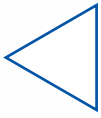
The expertise is provided through the Bureau of Judicial Expertise in accordance with the Law for expertise. The cost of providing secondary legal aid accordingly to the procedures provided for in this Law shall be provided from the funds of the Budget of the Ministry of Justice of RNM. If the user of secondary legal aid succeeds in the dispute and the court obliges the opposing party to reimburse the costs of the procedure in full or in part in accordance with the provisions of the law concerning the court proceedings, in which case the court in the pronouncement of the court decision will oblige the opposing party to pay the amount of the costs of the procedure to the account of the Budget of the Republic of North Macedonia. The creditor in the enforcement procedure in accordance with the Law on Enforcement is the Republic of North Macedonia.

Free legal aid does not cover the costs that the user of the free legal aid is obliged to compensate if it fails in the litigation procedure. Secondary legal aid covers those procedure costs that occurred after the day of approval of the request for free legal aid.

■ **Scope of secondary legal aid**

Secondary legal aid is approved for representation at all levels in civil litigation, administrative proceedings and administrative disputes. Secondary legal aid is approved for representation in a procedure for arguing the bequest before a notary if it refers to property under Article 19. This means that if the applicant lives and owns only a one-bedroom building or an apartment, as a separate part of the building in which he/she lives, as well as when it comes to property that was owned by the testator, not larger than 300 square meters in the city of Skopje or 500 square meters in other municipalities in the





state, or owns plots of 5,000 square meters located in rural areas.

Secondary legal aid is approved to compile the debtor's submissions before a competent enforcement agent, when the enforcement is carried out by selling real estate by Article 19. This means that secondary legal aid will be approved and a lawyer will be provided which will represent the person in the proceedings before the enforcement agent, in the case of sale of the only property in which he/she lives. The same applies if the applicant lives and owns only one one-bedroom building or one apartment, as a separate part of the building in which he/she lives, as well as when it comes to property that was owned by the testator, not larger than 300 square meters in the city of Skopje or 500 meters square in other municipalities in the country, or owns plots of 5000 meters square located in rural areas.

The procedure for secondary legal aid begins with the submission of a request (see Appendix 6) for secondary legal aid from the interested person to the regional office department of the Ministry of Justice located in the area where the person has a residence. The request is submitted in person by mail or through an authorized association. The person fills in and submits a special request for secondary legal aid for each individual legal issue for the resolution of which proceedings are initiated.

The person is obliged to provide accurate data on the legal issue for which he/she requests a secondary legal aid, for the financial condition and for the financial condition of family members with whom he/she lives, as well as to submit copies of documents that confirm the data specified in the application for secondary legal aid, as well copies of documents that the Ministry of Justice cannot obtain ex officio, and refer to the legal issue in accordance to the law. The persons have a right to submit a request for secondary legal aid in any of the procedure phases, for which proceedings they have a necessity of secondary legal aid. The secondary legal aid procedure is urgent.

5. PROCEDURE PRIMARY AND SECONDARY LEGAL AID REQUEST

5.1 Procedure on the request for primary legal aid

Providers are required to provide primary legal assistance and cooperate with each other. When providing primary legal aid, the provider notifies the interested person for the rights and obligations of the users of free legal aid, and for the procedure for receiving primary and secondary legal aid, without any compensation. The provider has an obligation to assist the person to complete the application for secondary legal aid, as well as the statement of his/her financial situation and financial condition of his/her family members, with attached documents which are only possessed and can only be provided by the person, and they refer to the legal issue for whose resolution legal assistance is required. The Ministry of Justice ex officio obtains all other necessary documents from the competent institutions.

Based on the initial meeting with the applicant and the overall documentation obtained, the provider shall prepare a written summary within two days of the meeting, about the opinion on the case, which will be attached to the records and complete the request for secondary legal aid.

The association or the legal clinic within four days upon receiving the request, submits it to the regional office of the Ministry of Justice. Providers keep records of the provided primary legal aid.

The association is obliged to submit monthly reports to the Ministry of Justice about the data relating to the provided primary legal aid. The legal clinic is also required to submit reports to the Ministry of Justice every six months. The association and the legal clinic



have the right to compensation for the provided primary legal aid. The Minister of Justice prescribes the content, the form and the manner of keeping records of the data related to the provided primary legal aid, as well as the content of the reports.

6. PROCEDURE FOLLOWING THE REQUEST FOR SECONDARY LEGAL AID

Within 15 days from the day of receipt of the request, the authorized official is obliged to:

1. Obtain all the data necessary to determine whether the applicant meets the requirements for approval of secondary legal aid;
2. Examine and determine whether the applicant meets the conditions for approval of secondary legal aid;
3. Prepare a certificate of approval or a notice of rejection of the request for secondary legal aid; and
4. Organize the first meeting between the lawyer and the user of the secondary legal aid, and indicate the date of meeting in the confirmation.

The authorized official checks the data provided in the written form statement on the financial situation of the applicant and his family members, in front of the competent authorities that have the data on the income and property of the physical persons. If the authorized official determines that additional data is required, by the applicant for secondary legal aid, within seven days from the date of receipt of the request, in accordance with the law.

The confirmation of approval, i.e. the notification of rejection of the request for secondary legal aid is delivered to the applicant. Confirmation of approval of the request for secondary legal aid is also submitted to the lawyer. The applicant may file an objection to the Ministry of Justice opposing the non-approval of the request for secondary legal aid, within 15 days of the day of receipt of the notification. If substantial changes occur in the financial condition, the applicant may re-apply for secondary legal aid for the same legal issue and on the same legal grounds for which the authorized official issued a notice rejecting the request for secondary legal aid, except when the applicant has not submitted the additional data in a timely manner.

The request for secondary legal aid will not be considered if:

1. The applicant has given a written statement that he is withdrawing the submitted request for secondary legal aid, of which the authorized official will inform the applicant that he would not consider the request; or
2. It is concluded that the applicant died after submitting the application.

The Ministry of Justice keeps records of the data relating to resolving the submitted requests for secondary legal aid. Every six months, an authorized official is required to prepare reports concerning the data relating to the resolution of the submitted claims for secondary legal aid. The Minister of Justice shall prescribe the content, form and manner of conducting records of data relating to the settlement of submitted requests for legal aid as well as the content of the reports. The Minister of Justice prescribes the manner of acting upon the request for secondary legal aid.

Urgent procedure upon secondary legal aid request

If the request for secondary legal aid and the submitted documentation determine that there is an urgent need to provide legal assistance or that action should be taken in the specific legal work, short deadlines are set by the court or another competent body, i.e.





law, then within two days from the day of receiving the request, the claim is approved as well as the statement of financial position from the request without checking with the competent authorities. The confirmation approving the request for secondary legal aid is submitted to the applicant. The confirmation is submitted to the lawyer. After the confirmation approving the request is adopted, the authorized official is obliged to provide legal assistance within 15 days to examine and determine whether the applicant meets the conditions for granting assistance.

Interruption of the approved secondary legal aid

The Ministry of Justice will issue a decision terminating the once approved secondary legal aid in the following cases:

1. Upon user's request;
2. When the beneficiary of legal aid has died, unless all members of his/her approval of secondary legal aid have legal interest to resolve the legal issue, have the will to continue the procedure in which legal aid is approved, and in the case of a legal issue which can be inherited, and they notify the Ministry of Justice within 15 days from the date of death of the beneficiary, about placing the beneficiary within the procedure;
3. If the lawyer has submitted a reasonable opinion that further provision of secondary legal aid is inappropriate;
4. When the beneficiary for unjustified reasons, does not continuously meet with the lawyer and did not notify the lawyer within the previously agreed time and place, or refuses to cooperate in the process of obtaining a secondary legal aid;
5. If it is determined that after the approval of secondary legal aid, the beneficiary no longer meets the secondary legal aid requirements;
6. If it is determined that the costs of the approved secondary legal aid are disproportionately higher than the value of the dispute; or
7. If during the period of use of secondary legal aid it is determined that the user provided false data in order to obtain a secondary legal aid.

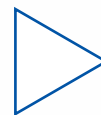
The Ministry of Justice of the Republic of N. Macedonia submits the decision for termination of secondary legal aid to the user and the appointed lawyer. Against the solution of the Ministry of Justice, which terminates the use of the approved secondary legal aid, the user may initiate an administrative dispute before a competent authority court. The procedure before the competent court is urgent.

7. OBLIGATIONS OF THE PARTICIPANTS IN THE SECONDARY LEGAL AID PROSEDURE

Obligations of the secondary legal aid beneficiary

To retain the right of secondary legal aid, the beneficiary must meet the following requirements:

1. The beneficiary of secondary legal aid for the entire period while provided secondary legal assistance must meet the requirements for approval of secondary legal aid established by Section 3 Chapter II of the Law on Free Legal Aid.
2. In case of change of the facts and circumstances that affect or could affect the exercise of the right to secondary legal aid, the beneficiary is obliged to notify the Ministry within seven days from the day when aware about the change.



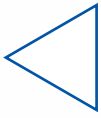
3. While providing secondary legal aid, the beneficiary has an obligation to cooperate and timely submit the required data and documents to the Ministry and the lawyer in accordance with the law.
4. When the initial meeting with the lawyer is not realized for any reason, the beneficiary has an obligation to contact the appointed attorney as soon as possible, but not after two months from the date of receipt of the confirmation approving the application for secondary legal aid.
5. The beneficiary is obliged to timely inform the lawyer, if not able to attend the previously agreed meeting, no later than five days before the date of the meeting.
6. If it is determined that the beneficiary unjustifiably received a secondary legal assistance, the beneficiary is obliged to reimburse the funds paid for the unjustly received secondary legal aid in accordance with Article 27 of this Law, in the budget of the Republic of North Macedonia.

Obligations and responsibilities of lawyers providing secondary legal assistance

The obligations and responsibilities of lawyers that provide secondary legal assistance and are registered in the Register of Lawyers at the Ministry are the following:

1. The lawyer provides the secondary legal assistance in accordance with the law, whereby he/she is obliged to cooperate with the beneficiary and the Ministry.
2. The appointed lawyer is obliged to provide the secondary legal aid to the beneficiary only for the legal work specified in the confirmation or the decision approving secondary legal aid.
3. The appointed lawyer may not refuse to provide secondary legal assistance, unless the requested legal aid is outside the scope of this law or is either inconsistent with ethical rules or restrictions provided by the acts of the Bar Association for which the lawyer is obliged to immediately notify the Ministry within three days the latest.
4. If during the provision of secondary legal aid the lawyer determines that the beneficiary no longer meets the conditions for legal assistance approval from Section 3 Chapter II of this Law, he/she is obliged to do so immediately and notify the Ministry within three days the latest.
5. The lawyer while providing the secondary legal aid under conditions and in a procedure determined by this law, may not require the beneficiary to pay a reward or costs that have been approved and paid in accordance with this law.
6. The agreement concluded between the lawyer and the beneficiary contrary to paragraph (5) of this article is null and void.
7. If there is no probability of success or it is unreasonable to continue conducting the procedure, the lawyer is obliged to notify the Ministry within the deadline from 15 days.
8. The lawyer is obliged within 15 days from the receipt of the request from the Ministry, to provide answers for additional data regarding the course of the procedure for which the secondary legal aid has been approved, for the submitted cost tariff for work performed or for submitted complaint by the beneficiary.





8. ANNEXES¹

Appendix 1: Register of associations authorized to provide primary legal assistance

Полн и скратен назив на здружението	Адреса на канцеларија	Контакт телефон и емаил адреса	Име и презиме на правникот кој ја дава примарната правна помош	Контакт телефон и е-маил адреса на правникот	Број и датум на решение за упис во Регистарот	Забелешка

Appendix 2: Register of law faculties authorized to provide primary legal assistance

Назив на факултетот	Адреса на факултетот	Име и презиме на декан	Назив на правната клиника	Име и презиме на лицето под чие менторство работи правната клиника	Контакт телефон и е-маил адреса на правната клиника	Број и датум на решение за упис во Регистарот	Забелешка

¹ The annexes are downloaded from the official website of the Ministry of Justice of Republic of North Macedonia, <http://www.pravda.gov.mk/usluga/11>



Appendix 3: Minimum premises and technical conditions to be met by associations in order to be registered within the Association register authorized to provide primary legal assistance

Врз основа на член 10 став (14) од Законот за бесплатна правна помош (*) („Службен весник на Република Северна Македонија“ бр. 101/19), министерот за правда донесе

ПРАВИЛНИК ЗА МИНИМАЛНИТЕ ПРОСТОРНИ И ТЕХНИЧКИ УСЛОВИ КОИ ТРЕБА ДА ГИ ИСПОЛНУВААТ ЗДРУЖЕНИЈАТА ЗАРАДИ ЗАПИШУВАЊЕ ВО РЕГИСТАРОТ НА ЗДРУЖЕНИЈА ОВЛАСТЕНИ ЗА ДАВАЊЕ ПРИМАРНА ПРАВНА ПОМОШ

Член 1

Со овој правилник се пропишуваат минималните просторни и технички услови како гаранција за непречено обезбедување на примарната правна помош кои треба да ги исполнуваат здруженијата заинтересирани за запишување во Регистарот на здруженија овластени за давање на примарна правна помош.

Член 2

1. Здружението ја обезбедува примарната правна помош во своите службени простории.
2. Службените простории од став (1) на овој член треба да бидат сместени во индивидуална станбена зграда, во колективна станбена зграда или во деловна зграда и да се состојат од најмалку две работни простории и тоалет кои претставуваат една градежна целина. Вкупната површина на просториите не може да биде помала од 30 м².

Член 3

1. Просториите на здружението треба да бидат лесно достапни за граѓаните и да бидат обележани со соодветни знаци.
2. Просториите треба да бидат пристапни за лица со визуелна и физичка попреченост.
3. Просторијата каде се дава примарната правна помош треба да биде одвоена од другите и да нуди соодветен степен на доверливост при сослушување на заинтересираното лице.

Член 4

Просторијата на здружението треба да ги исполнува следниве технички услови:

- да биде опремена со стол наменет за прием на странки, работна маса, телефон и вообичаени канцелариски материјали и
- да има компјутер со пристап на интернет и пристап до електронска дата база со законски текстови и прописи.

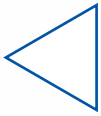
Член 5

Овој правилник влегува во сила наредниот ден од денот на објавувањето во „Службен весник на Република Северна Македонија“.

Број 01-4045/1
26.09.2019 година

Министер за правда,
д-р Рената Дескоска

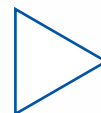




Appendix 4: Application for a project to provide primary legal aid

ПРИЈАВА ЗА ПРОЕКТ ЗА ОБЕЗБЕДУВАЊЕ ПРИМАРНА ПРАВНА ПОМОШ

1. Информации за овластеното здружение/ правна клиника	
Назив на здружението/ Правниот факултет:	
Правен статус:	
Број на Решение за упис во Регистарот на здруженија овластени за давање на примарна правна помош/ Регистарот на правни факултети овластени за давање на примарна правна помош:	
Матичен број на здружението/ Правниот факултет:	
Адреса:	
Телефон:	
Е-пошта:	
Фејсбук и веб-страница на здружението/ Правниот факултет:	
Законски застапник:	
Име и презиме, телефон и е-пошта на вработен/ангажиран правник:	
Име и презиме, телефон и е-пошта на контакт лицето од правната клиника:	
2. Податоци за проектот	
Наслов на проектот:	
Вкупен буџет на проектот во денари:	
Побарано од Министерство за правда во денари:	
Град, плански регион каде ќе се имплементира проектот:	
Период на имплементација:	
Партнери на проектот (доколку има):	
3. Банкарски податоци	
Сопственик на банкарската сметка:	
Единствен даночен број (ЕДБ):	
Број на сметка:	
Банка депонент:	
Потписник на сметката:	



3. Опис на проектот

(не подолго од една страница)

--

4. Цели на проектот

(додадете дополнителни редови, доколку проектот има повеќе од 3 специфични цели)

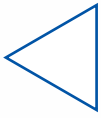
Општа цел:	
Специфична цел 1:	
Специфична цел 2:	
Специфична цел 3:	

5. Активности на проектот

(објаснете ги активностите планирани во рамките на проектот и начинот на кој ќе бидат имплементирани)

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6. Очекувани резултати

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7. Целни групи

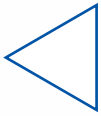
(наведете ги целните групи со кои ќе работите)

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Вид на дадената примарна правна помош		
Означете го видот на примарната правна помош обезбеден и износот на надоместокот согласно Тарифата за надоместок на трошоците за работа на здруженијата и правните клиници за давање на примарна правна помош		
Иницијален правен совет за правото на користење на бесплатна правна помош		
Општа правна информација		
Општ правен совет		
Помош при комплетирање на барање за секундарна правна помош		
Помош при пополнување на формулари, обрасци издадени од управен орган во управна постапка за социјална заштита и заштита на правата на децата; пензиско, инвалидско и здравствено осигурување; заштита на жртви на родово базирано насилство и семејно насилство; постапка за упис во матична книга на родени; стекнување со документи за лична идентификација и државјанство,		
Составување на претставки до Комисијата за заштита од дискриминација и до Народниот правобранител на Република Северна Македонија и барања за заштита на слободи и права до Уставниот суд на Република Северна Македонија.		
Вкупен надомест		
Датум и место	М.П	Овластено лице за застапување





Appendix 6: Secondary legal aid request

БАРАЊЕ ЗА СЕКУНДАРНА ПРАВНА ПОМОШ

Насоки за пополнување на барањето

1. Сите барани податоци во барањето мора да бидат наведени за барателот на секундарната правна помош и за членовите на неговото семејство. Барањето потребно е да биде пополнето електронски или на рака читко со печатни букви.
2. Барањето за секундарна правна помош може да се поднесе лично, преку пошта, преку овластено здружение или преку овластена правна клиника за обезбедување на примарна правна помош.

А. ВИД НА ПОСТАПКА ВО КОЈА ЌЕ СЕ РЕШАВА ПО БАРАЊЕТО ЗА СЕКУНДАРНА ПРАВНА ПОМОШ

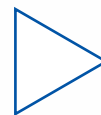
(Во табелата со штиклирање (√) одберете од дадените опции.)

1.	Редовна, со утврдување на финансиска состојба на барателот/ката	
2.	Итна, со утврдување на финансиска состојба на барателот/ката во рок 15 дена по донесување на потврдата за одобрување на барањето секундарна правна помош	
3.	Без утврдување материјална и финансиска состојба	

Под материјална и кривична одговорност ги давам следните податоци:

Б. ПОДАТОЦИ ЗА ПОДНОСИТЕЛОТ НА БАРАЊЕТО

ЛИЧНИ ПОДАТОЦИ	
Име и презиме	
Средно име	
Датум на раѓање	
Место на раѓање	
Ембг	
Поштенски број	
Општина	
Држава	
Државјанство	
Број на дозвола за привремен престој/ број на решение за одобрување на азил	
Вид на документ за идентификација (лична карта или патна исправа)	
Број на документ за идентификација	
Место и орган кој го издал	
ЖИВЕАЛИШТЕ/ПРЕСТОЈУВАЛИШТЕ	
Место на живеење /престојување	
Адреса на живеење/ престојување	
Поштенски број	
Општина	
Држава	
Контакт телефон	



Б.1 ПОДАТОЦИ ЗА ЗАКОНСКИОТ ЗАСТАПНИК ИЛИ СТАРАТЕЛ

Се пополнува во случај кога секундарна правна помош е потребна на малолетно лице или лице на кое му е одземена деловната способност.

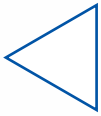
ЛИЧНИ ПОДАТОЦИ	
Име и презиме	
Средно име	
Датум на раѓање	
Место на раѓање	
Ембг	
Поштенски број	
Општина	
Држава	
Државјанство	
Број на дозвола за привремен престој/ број на решение за одобрување на азил	
Вид на документ за идентификација (лична карта или патна исправа)	
Број на документ за идентификација	
Место и орган кој го издал	
ПОДАТОЦИ ЗА АКТОТ СО КОЈ Е ПОСТАВЕН ЗА ЗАКОНСКИ ЗАСТАПНИК/СТАРТЕЛ	
Број на актот	
Орган кој го донел актот	
ЖИВЕАЛИШТЕ/ПРЕСТОЈУВАЛИШТЕ	
Место на живеење /престојување	
Адреса на живеење/ престојување	
Поштенски број	
Општина	
Држава	
Контакт телефон	

В. ПРАВЕН ПРОБЛЕМ ЗА КОЈ СЕ БАРА СЕКУНДАРНА ПРАВНА ПОМОШ

(Да се опише правниот проблем, фактичката состојба и досегашниот тек на постапката)

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В.1 КОПИИ ОД ДОКУМЕНТИ КОИ МИНИСТЕРСТВОТО НЕ МОЖЕ ДА ГИ ПРИБАВИ ПО СЛУЖБЕНА ДОЛЖНОСТ, А КОИ СЕ ОДНЕСУВААТ НА ПРАВНОТО ПРАШАЊЕ СОГЛАСНО СО ЗАКОН

--

Г. ОБЛИК НА СЕКУНДАРНА ПРАВНА ПОМОШ

(Во табелата со штиклирање (√) одберете од дадените опции.)

1.	Застапување во сите степени на граѓански судски постапки	
2.	Застапување во сите степени во управни постапки	
3.	Застапување во сите степени во управни спорови	
4.	Застапување во постапка за расправање на оставина пред нотар	
5.	Составување на поднесоци на должник пред надлежен извршител	
6.	Правна помош за жртва на кривични дела	

Д. ОДОБРУВАЊЕ НА СЕКУНДАРНА ПРАВНА ПОМОШ БЕЗ УТВРДУВАЊЕ НА ИМОТНА СОСТОЈБА

(Во табелата со штиклирање (√) одберете од дадените опции. Се пополнува само во постапка за одобрување секундарна правна помош без утврдување на материјална и финансиска состојба)

1.	Лице сместено во згрижувачко семејство, станбена единица за организирано живеење со поддршка или во установа за социјална заштита, со решение на Центар за социјална работа	
2.	Лице кое има потреба од покренување и застапување во постапка за изрекување на привремени мерки за заштита од семејно насилство пред надлежен суд	
3.	Лице кое поради елементарна непогода, виша сила или други околности кои се надвор од негова контрола се најде во финансиска состојба што го спречува самостојно да обезбеди заштита на своите права.	



Ѓ. ОДОБРУВАЊЕ НА СЕКУНДАРНА ПРАВНА ПОМОШ ВО ИТНА ПОСТАПКА

(Во табелата со штиклирање (✓) одберете од дадените опции. Се пополнува само во постапка за одобрување секундарна правна помош во итна постапка.)

1.	Итна потреба за обезбедување на секундарна правна помош или	
2.	Краток рок определен од страна на суд, друг надлежен орган или со закон	

Е. ПОДАТОЦИ ЗА ЧЛЕНОВИТЕ НА СЕМЕЈСТВОТО

(Членови на семејството се брачен другар, вонбрачен другар, децата, родителите, браќата и сестрите и други роднини, кои живеат во заедничко домаќинство со барателот на секундарна правна помош и заеднички ги сносат трошоците за живот)

	Име и презиме	Датум на раѓање	ЕМБГ	Сродство со подносителот на барањето
1.				
2.				
3.				
4.				
5.				
6.				

Ж. ИМОТНА СОСТОЈБА НА ПОДНОСИТЕЛОТ НА БАРАЊЕТО И ЧЛЕНОВИТЕ НА НЕГОВОТО СЕМЕЈСТВО

	Име и презиме на сопственикот на имотот	Адреса и број на катастарска парцела	Корисна површина во м2	Намена на имотот	Вид на катастарска култура
1.					
2.					
3.					
4.					
5.					
6.					
7.					





3. ПОДАТОЦИ ЗА ПРИХОДИ НА БАРАТЕЛОТ И ЧЛЕНОВИТЕ НА НЕГОВОТО СЕМЕЈСТВО

	Име и презиме	Датум на раѓање	Работен статус/вид на приход	Просечен месечен нето приход и примања за изминатите 6 месеци (12 месеци во случај на нередовен приход).
1.				
2.				
3.				
4.				
5.				
6.				
Вкупен месечен приход				

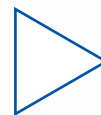
5. ПОДАТОЦИ ЗА МОТОРНИТЕ ВОЗИЛАТА ВО СОПСТВЕНОСТ НА ПОДНОСИТЕЛОТ НА БАРАЊЕТО И ЧЛЕНОВИТЕ НА НЕГОВОТО СЕМЕЈСТВО

	Име и презиме на сопственикот на моторното возило	Вид и марка на возило	Година на производство	Број на регистарска ознака	Работна зафатнина на моторот	Дали се користи за превоз на инвалидно лице-член на домаќинството
1.						
2.						
3.						
4.						
5.						
6.						

И. КРАТКО МИСЛЕЊЕ НА ОВЛАСТЕНОТО ЗДРУЖЕНИЕ ИЛИ ПРАВНА КЛИНИКА ЗА ОБЕЗБЕДУВАЊЕ НА ПРИМАРНА ПРАВНА ПОМОШ ЗА ОСНОВНОСТА НА БАРАЊЕТО

(Ова поле се пополнува доколку барателот претходно побарал и добил примарна правна помош од овластено здружение или правна клиника)

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J. КОПИИ ОД ДОКУМЕНТИТЕ ШТО ГИ ПОТВРДУВААТ ПОДАТОЦИТЕ НАВЕДЕНИ ВО БАРАЊЕТО ЗА СЕКУНДАРНА ПРАВНА ПОМОШ, А КОИ БАРАТЕЛОТ ГИ ПОСЕДУВА

(Да се наведат документите кои барателот ги поседува, а заради утврдување на статус по кој му се одобрува БПП без утврдување на финансиска состојба. Се пополнува само во постапка за одобрување секундарна правна помош без утврдување на материјална и финансиска состојба)

K. ПИСМЕНА ИЗЈАВА ЗА ФИНАНСИСКА СОСТОЈБА НА БАРАТЕЛОТ И ЧЛЕНОВИТЕ НА СЕМЕЈСТВОТО СО КОИ ЖИВЕЕ ВО ЗАЕДНИЧКО ДОМАЌИНСТВО И ЗАЕДНИЧКИ ГИ СНОСАТ ТРОШОЦИТЕ ЗА ЖИВОТ

Врз основа на член 17 став 2 од Законот за бесплатна правна помош, под кривична, морална и материјална одговорност изјавувам дека сите долу наведени податоци за мене и моето ___ члено (да се наведе број на членовите на семејството со кои барателот живее во заедничко домаќинство) домаќинство во целост се точни.

Изјавувам дека сум согласен Министерството за правда да изврши увид во сите податоци за мојата/нашата имотна и финансиска состојба.

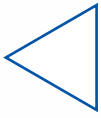
Изјавувам дека сум согласен да бидат откриени моите податоци за депозити во сите банки и штедилници во Република Северна Македонија.

Изјавата ја давам да користи единствено во постапка за остварување на право на секундарна правна помош согласно Законот за бесплатна правна помош.

Датум и место

Име, презиме и потпис на подносителот

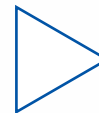




Л. ИЗЈАВА ЗА СОГЛАСНОСТ ЗА КОРИСТЕЊЕ НА ЛИЧНИТЕ ПОДАТОЦИ

Јас горепотпишаниот, со оваа изјава давам согласност Министерството за правда да ги користи, односно врши обработка на моите лични податоци, како и да ги чува во збирката на лични податоци, за целите на обезбедување секундарна правна помош најдоцна до три години по завршувањето на тековната година во која е постапено по моето барање, а потоа да бидат уништени согласно Законот за заштита на личните податоци. Го задржувам правото во секое време повлекувањето на согласноста да го дадам писмено или во било која друга форма. Оваа изјава ја давам доброволно.

Потпис: _____



Appendix 7: Secondary legal aid form

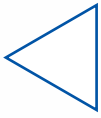
1	Број на предмет	1	
2	Датум на прием на барањето	2	
3	Подносител на барање	3	
4	Пол	4	
5	Етничка припадност	5	
6	Возраст	6	
7	Контакт телефонски број	7	
8	Опис на правото прашање за кое барајќот бара СЛП	8	
9	Редовна	9	
10	Итна	10	
11	Без утврдување на финансиска состојба	11	
12	Датум и број на поднесените барања за податоци	12	
13	Опис на останати дејствија преземени во постапка	13	
14	Во рамки на законскиот рок	14	
15	По истек на законскиот рок	15	
16	Одобрено	16	
17	Одбиено	17	
18	Отфрлено	18	
19	Назначен адвокат	19	
20	Датум на поднесување	20	
21	Решение за одобрување на	21	
22	Решение за одбивање на	22	
23	Датум и место на првиот состанок	23	
24		24	
25	Одлука за прекин на секундарна правна помош	25	
26	Одлука за промена на адвокат	26	
27	Забелешки	27	





Appendix 8: Secondary legal aid report

Број на барања		Структура на барателите и правните прашања			Број на решени предмети		Начин на решавање на барањето			Нерешени предмети		Приговори						
1	Примени	Полова структура	Етничка структура	Возрасна структура	Видови правни прашања	Во законски рок	По истек на законски рок	Одобрени	Одбени	Отфрлени	Нерешени предмети за кои рокот за репавање изминал	Нерешени предмети за кои рокот за репавање тече	Број на поднесени приговори	Решение со кое е одобрено барањето	Решение со кое е одбиено барањето	Приговори во постапка	18	
2	Пренесени	Вкупно	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

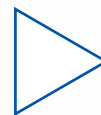


4. Дополнителни информации (кои сметате дека се потребни)

5. Изјава

Потврдувам дека податоците во барањето се точни и целосни и дека ќе го известам Министерството за правда навремено за промените во податоците наведени во ова барање. Воедно се согласувам и давам одобрение на Министерството за правда да ги обработи и користи моите лични податоци согласно законските прописи на Република Северна Македонија, а за целите на обезбедувањето на правна помош во согласност со Законот за бесплатна правна помош(*).

Датум _____ Место _____ МП _____
(потпис)



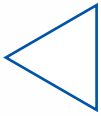
Appendix 10: Tariff certificate for secondary legal assistance provided by a lawyer

ТРОШКОВНИК ЗА ДАДЕНА СЕКУНДАРНА ПРАВНА ПОМОШ ОД АДВОКАТ

Име и презиме на адвокатот (седиште, општина), моб, Електронска пошта		
Број и датум на решение со кое е запишан во регистарот на адвокати за давање на правна помош		
Број и датум на потврда/решение со кое е назначен		
Име и презиме на корисникот на секундарна правна помош		
Датум на отпочнување и завршување на правната работа		
Ви на дадена правна помош	1.Застапување во сите степени на граѓански судски постапки 2.Застапување во сите степени во управни постапки 3.Застапување во сите степени во управни спорови 4.Застапување во постапка за расправање на оставина пред нотар. 5.Застапување пред извршител 6.Правна помош за жртва на кривични дела.	
Превземени дејствија	Износ за извршената работа согласно АТ	Износ намален за 30%
Состав на образложени поднесоци		
Застапување на одржани рочишта		

Датум и место _____ М.П. Адвокат _____

Прилог: документација



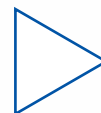
Appendix 11: Tariff certificate for secondary legal assistance for children provided by a lawyer

ТРОШКОВНИК ЗА ДАДЕНА ПРАВНА ПОМОШ НА ДЕЦА ОД АДВОКАТ

Име и презиме на адвокатот (седиште, општина), број на моб., Електронска пошта		
Број и датум на лиценца за работа		
Број и датум на решение за одобрување на бесплатна правна помош		
Име и презиме и адреса на детето за добивање на правна помош		
Датум и час на отпочнување и завршување на разговорот		
Вид на дадена правна помош	1. постапка пред центарот за социјални работи 2. постапка пред Министерство за внатрешни работи	
Превземени дејствија	Износ за извршената работа согласно АТ	Износ намален за 50 %
застапување на дете		
Состав на образложени поднесоци		

Датум и место _____ М.П. Адвокат _____

Прилог: документација



Appendix 12: Tariff certificate for secondary legal assistance provided within a procedure of a recognition of the right to asylum

ТРОШКОВНИК ЗА ДАДЕНА СЕКУНДАРНА ПРАВНА ПОМОШ ВО ПОСТАПКА ЗА ПРИЗНАВАЊЕ НА ПРАВО НА АЗИЛ

Име и презиме на адвокатот (седиште, општина), број на моб, меил		
Број и датум на лиценца за работа		
Број и датум на решение за одобрување на бесплатна правна помош		
Име и презиме и документ за идентификација на барателот на азил		
Датум на отпочнување и завршување на правната работа		
Вид на дадена правна помш	1. Застапување во сите степени во управни постапки 2. Застапување во сите степени во управни спорови	
Превземени дејствија	Износ за извршената работа согласно АТ	Износ намален за 30%
Состав на образложени поднесоци		
Застапување на барателот		

Датум и место _____ М.П. Адвокат _____

Прилог: документација





Appendix 13: Free legal aid request for a procedure for recognizing the right to asylum

РЕПУБЛИКА СЕВЕРНА МАКЕДОНИЈА МИНИСТЕРСТВО ЗА ПРАВДА
БАРАЊЕ ЗА БЕСПЛАТНА ПРАВНА ПОМОШ ВО ПОСТАПКА ЗА ПРИЗНАВАЊЕ НА
ПРАВО НА АЗИЛ

APPLICATION FOR LEGAL AID IN PROCEDURE FOR GRANTING RIGHT TO AN ASSYLUM

1. Податоци за подносителот/ката на барањето (Information about the applicant)

ЛИЧНИ ПОДАТОЦИ (Personal data)	
Име / Name	
Презиме / Surname	
Пол / Sex	
Датум на раѓање / Date of birth	
Место и држава на раѓање / Place and country of birth	
Државјанство/Nationality	
Мајчин и други јазици кои ги зборува / Mother tongue and other spoken languages	
Брачна состојба / Marital status	
Име и презиме за брачниот другар/ Name and surname of the spouse	
Документ за идентификација (Вид, датум и место на издавање) / ID document (Type, date and place of issue)	
Број и датум на потврдата за прием на барањето за признавање право на азил (Number and date of the certificate for receipt of the application for granting right to asylum)	
ПРЕСТОЈУВАЛИШТЕ/Place of residence	
Сегашна адреса на престојување во Република Северна Македонија / Current address of place of residence in Republic of North Macedonia	
Населено место и општина / Place of residence and municipality	



2. Податоци за членовите на семејството кои го придружуваат барателот на право на азил во Република Северна Македонија/Information about the family members accompanying the asylum seeker

Име и презиме/ Name and surname	Државјанство/ Nationality	Сродство со барателот/ката/ Relationship with the applicant	Број на идентификациона исправа(доколку поседува)/Number of ID document (If present)

3. Податоци за законскиот застапник/Information about the legal guardian

ЛИЧНИ ПОДАТОЦИ/Personal data	
Име/Name	
Презиме/Surname	
Пол/Sex	
Датум на раѓање/Date of birth	
Етничка припадност/Ethnicity	
ЕМБГ/Unique personal identification number	
Документ за идентификација/ID	
Број на документот за идентификација/ Number of the ID document	
Државјанство/Nationality	
Контакт телефон/Contact phone	
ПРЕСТОЈУВАЛИШТЕ / ЖИВЕАЛИШТЕ/Place of residence	
Адреса/Address	
Населено место/место на престојувалиште/ Place of residence	
Поштенски број/Postal code	
Општина/Municipality	
Држава/Country	
<i>Забелешка: (да се наведе доколку барајтелот/ката има пријавено адреса на живеалиште по лична карта различна од адресата на моменталното престојувалиште) / Note: Indicate if the applicant have reported address of residence on the ID document diferent from the address of the actual residence)</i>	
ПОДАТОЦИ ЗА АКТОТ СО КОЈ Е ПОСТАВЕН/А ЗА ЗАКОНСКИ ЗАСТАПНИК / Information about the act for appointment of legal guardian	
Број на актот/Number of the act	
Орган кој го донел актот/Institution issuing the act	
Забелешка/Act:	





4. Примарна правна помош/Primary legal aid

Дали за состав и комплетирање на барањето за секундарна правна помош е добиена примарна правна помош?/Is primary legal aid provided for composition and completing of the application for secondary legal aid?

да, преку/yes through _____

(се наведува давателот на примарната правна помош) / (Indication of the primary legal aid provider)

не/no (во случај кога подносителот го пополнува барањето сам)/(in the case where the applicant fills the application by himself)

5. Information for the asylum granting procedure

Вид на постапката (редовна/итна) / Type of procedure (regular/urgent)	
Рок за донесување на одлука во постапката за признавање право на азил / Deadline for issuing decision in the asylum procedure	
Закажано интервју за азил/Scheduled asylum interview	
Други околности/Other circumstances	

Датум/Date:

Барател/Applicant

цело име и презиме и скратен потпис
(name, surname and signature)

Изјава за согласност за користење на личните податоци/Statement for permission of use of personal data

Јас горепотпишаниот, со оваа изјава давам согласност Министерството за правда да ги користи, односно врши обработка на моите лични податоци, како и да ги чува во збирката на лични податоци, за целите на обезбедување секундарна правна помош најдоцна до три години по завршувањето на тековната година во која е постапено по моето барање, а потоа да бидат уништени согласно Законот за заштита на личните податоци. Го задржувам правото во секое време повлекувањето на согласноста да го дадам писмено или во било која друга форма. Оваа изјава ја давам доброволно.

I, the above signed, with this statement hereby give a permission to the Ministry of justice to use and process of my personal data as well to keep them in the personal data collection for the aims of providing secondary legal aid no later than three year after the end of the year in which my application was processed, and after that to be destroyed in accordance with the Law on Personal Data Protection. I maintain the right in any time to revoke this permission in written or any other form. I give this statement at free will.

Потпис/Signature: _____

Датум на прием на барањето за азил / Date of receipt of the application	
Статус на постапката по поднесеното барање / Status of proceedings	



Appendix 14: Request for entry in the Associations register for Associations authorized to provide primary legal aid

БАРАЊЕ ЗА УПИС ВО РЕГИСТАРОТ НА ЗДРУЖЕНИЈА ОВЛАСТЕНИ ЗА ДАВАЊЕ ПРИМАРНА ПРАВНА ПОМОШ

I. ОСНОВНИ ПОДАТОЦИ ЗА ЗДРУЖЕНИЕТО ПОДНОСИТЕЛ НА БАРАЊЕТО ЗА УПИС

1.1. Полн и скратен назив (доколку го има)	
1.2. Контакт информации:	
• Адреса	
• Контакт телефон	
• Електронска пошта	
• ЕМБС	
• Број на трансакциска сметка	
• Депонент банка	
1.3. Податоци за застапникот	
• Име и презиме	
• ЕМБГ	
• Контакт телефон	
• Електронска пошта	

II. ПОДАТОЦИ ЗА УПИС НА ЗДРУЖЕНИЕТО ВО РЕГИСТАРОТ НА ДРУГИ ПРАВНИ ЛИЦА ВО ЦЕНТРАЛЕН РЕГИСТАР НА РСМ

2.1. Број на решение	
2.2. Датум на Решение	
2.3. Регистар на други правни лица во кој е запишан подносителот на барањето (да се обележи соодветното поле)	<input type="checkbox"/> регистар на здруженија и регистар на сојузи <input type="checkbox"/> регистар на фондации <input type="checkbox"/> регистар на организациони облици на странските организации
2.4. Забелешка	

III. ПОДАТОЦИ ЗА ЛИЦЕТО КОЈ ЌЕ ЈА ДАВА ПРИМАРНАТА ПРАВНА ПОМОШ ВО ЗДРУЖЕНИЕТО

3.1. Име и презиме	
3.2. Контакт телефон	
3.3. Електронска пошта	
3.4. Број и датум на сертификат за положен правосуден испит	
3.5. Правен основ за ангажманот во здружението, број и датум	





IV. Цел на основање и дејствување на здружението согласно статутот

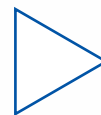
<i>се наведува описно, со йосочување на дацум на сѐаццум</i>
--

V. Договор за осигурување на одговорност за можна шетат при давање примарна правна помош

5.1. Број на полиса	
5.2. Осигурувач	
5.3. Сума на осигурување	
5.4. Период на осигурување	

VI. ПОДАТОЦИ ЗА РЕАЛИЗИРАНИ ПРОЕКТИ ЗА ОБЕЗБЕДУВАЊЕ НА ПРАВНА ПОМОШ ИЛИ ПРАВНО СОВЕТУВАЊЕ

6.1. Наслов на проектот	
• Донатор	
• Период на реализација	
• Цели на проектот	
• Резултати на проектот	
• Контакт лице од донаторот	
6.2. Наслов на проектот	
• Донатор	
• Период на реализација	
• Цели на проектот	
• Резултати на проектот	
• Контакт лице од донаторот	
6.3. Наслов на проектот	
• Донатор	
• Период на реализација	
• Цели на проектот	
• Резултати на проектот	
• Контакт лице од донаторот	



VII. Прилози

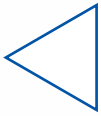
- Решение за упис во Централен регистар
- Фотокопија од Статут
- Правен основ за ангажманот на правникот во здруженито
- Фотокопија од Сертификат/Потврда за положен правосуден испит
- Фотокопија од лична карта на ангажираниот правник
- Фотокопија од Полиса за осигурување
- Фотокопија од поднесени годишни даночни пријави за трите години пред годината на поднесување барање за упис во регистарот

VIII. Потврда

Потврдувам дека податоците во барањето се точни и целосни и дека ќе го известам Министерството за правда навремено за промените во податоците наведени во ова барање. Воедно се согласувам Министерството за правда да ги обработи моите лични податоци за целите на давање на примарна правна помош во согласност со Законот за бесплатна правна помош.

Датум _____ Место _____ МП _____
(потпис)





Appendix 15: Request for registration in the Register of law faculties authorized to provide primary legal aid

**БАРАЊЕ ЗА УПИС ВО РЕГИСТАРОТ НА ПРАВНИ ФАКУЛТЕТИ ОВЛАСТЕНИ ЗА
ДАВАЊЕ ПРИМАРНА ПРАВНА ПОМОШ**

ПОДАТОЦИ ЗА ПРАВНИОТ ФАКУЛТЕТ

1.1. Назив на правниот факултет	
1.2. Адреса	
1.3. Телефон	
1.4. Факс	
1.5. Електронска пошта	
1.6. Име и презиме на Ректор / декан	

ПОДАТОЦИ ЗА ПРАВНАТА КЛИНИКА

3.1. Назив на правната клиника	
3.2. Акт со која е формирана правната клиника како организациона единица	
3.3. Број на актот	
3.4. Датум на актот	
3.5. Забелешка	
3.6. Одговорно лице (ментор - раководител на правната клиника)	
3.7. Контакт податоци на менторот – раководителот на правната клиника (телефон и емаил адреса)	
3.8. Забелешка:	

Прилози

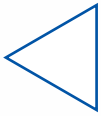
- Фотокопија од актот со која е формирана правната клиника како организациона единица
- Фотокопија од лична карта на ментор- раководител

Потврда

Потврдувам дека податоците во барањето се точни и целосни и дека ќе го известам Министерството за правда навремено за промените во податоците наведени во ова барање. Воедно се согласувам Министерството за правда да ги обработи моите лични податоци за целите на давање на примарна правна помош во согласност со Законот за бесплатна правна помош.

Датум _____ Место _____ МП _____

(потпис)



Appendix 17: Tariff certificate for secondary legal assistance provided by a lawyer

Прилог

ТРОШКОВНИК ЗА ДАДЕНА СЕКУНДАРНА ПРАВНА ПОМОШ ОД АДВОКАТ

Име и презиме на адвокатот (седиште, општина), моб, Електронска пошта		
Број и датум на решение со кое е запишан во регистарот на адвокати за давање на правна помош		
Број и датум на потврда/решение со кое е назначен		
Име и презиме на корисникот на секундарна правна помош		
Датум на отпочнување и завршување на правната работа		
Ви на дадена правна помош	1. Застапување во сите степени на граѓански судски постапки 2. Застапување во сите степени во управни постапки 3. Застапување во сите степени во управни спорови 4. Застапување во постапка за расправање на оставина пред нотар. 5. Застапување пред извршител 6. Правна помош за жртва на кривични дела.	
Превземени дејствија	Износ за извршената работа согласно АТ	Износ намален за 30%
Состав на образложени поднесоци		
Застапување на одржани рочишта		

Датум и место
Прилог: документација

М.П.

Адвокат



REFERENCES:

1. Constitution of the Republic of North Macedonia (adopted on November 17th 1991 by the Assembly of RNM, Decision for proclamation of the amendments I and II to the Constitution of RNM from January 6th 1991, Decision for proclamation of the amendment III to the Constitution of RNM from July 1st 1998, Decision for proclamation of the amendment IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, XIV, XV, XVI, XVII и XVIII to the Constitution of RNM from November 16th 2001, Decision for proclamation of the amendment XIX to the Constitution of RNM from December 26th 2003, Decision for proclamation of the amendment XX, XXI, XXII, XXIII, XXIV, XXV, XXVI, XXVII, XXVIII, XXIX and XXX to the Constitution of RNM from December 7th 2005, Decision for proclamation of the amendment XXXI to the Constitution of RNM from January 9th 2009, Decision for proclamation of the amendment XXXII to the Constitution of RNM from April 12th 2011, Decision for proclamation of the amendment XXXIII, XXXIV, XXXV и XXXVI to the Constitution of RNM <https://www.sobranie.mk/content/Odluki%20USTAV/UstavSRSM.pdf>
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