

Justice and Emergency Services Precinct — lawyers' access card application

Application process

Ministry of Justice (Court Security) will issue Lawyers' Access Cards to individual lawyers with a current Practising Certificate, who have agreed to take responsibility for the card.

Lawyers' Access Cards are non-transferable.

Applicants:

1. Read and agree to observe Ministry of Justice and NZLS Library policies (below)
2. Read and accept the privacy and information handling section (page 4)
3. Enter your details on the application form
4. Email your completed application form to the NZLS Library, Canterbury: canterbury@nzlslibrary.org.nz
5. Email notification will be sent to you, once your application has been approved by NZLS
6. Allow 5 working days for processing
7. Collect your card from the Library, Emergency Services Building, Tuam Street (B2 entrance)
8. A Law Society Library invoice for \$30 (+GST) for first card, or \$40 (+GST) for a replacement card, will be emailed to you once your application has been approved.

Court Security policy — JESP lawyers' access card holders

The Justice and Emergency Services Precinct ('JESP') has an increased security focus compared to many other court and government premises. This is due to the co-location of government agencies; health, safety, and security obligations; and compliance with the Protective Security Requirements (PSR). In practise, it means that physical security is more evident, and processes (such as issuing access-cards) are more tightly controlled. It also requires that cardholders be vetted to an appropriate level for the areas they work in or visit (as determined by the host agency).

In line with this, anyone requesting an access-card ('card') for the JESP must agree to the following:

1. Access-cards must only be used by the person they are issued to (the 'cardholder'). They must only be issued to a vetted individual (not an agency/company) and are not directly transferable to others. They must not be loaned out or lent to any other person.
2. Cardholders must not give any other person access to an access-controlled area – including other cardholders. This does not apply to accessing secure interview/meeting rooms. However, it must only be for the period of the interview/meeting (unless by prior arrangement).
3. Cardholders must take care not to allow any person to follow them through an access-controlled door. Every cardholder is obligated to challenge persons attempting this and confirm they have permission to access the area. Any concerns about a person's access should be raised immediately with Court Security staff.
4. Court Security must be notified immediately when an access-card is lost or misplaced (this may be done via the host agency). The card will be deactivated and a replacement issued (usually after a few days in case the missing card is found). If a cardholder has forgotten their card, a temporary one may be issued for the day.
5. Any cardholder finding they can access an area they believe they should not be able to:
 - a. must not go any further into that area, and
 - b. must inform Court Security as soon as practicable, and
 - c. acknowledges that entering unauthorised areas may result in their card being revoked.
6. A cardholder may have their access revoked if found responsible for:
 - a. allowing or aiding any person to circumvent

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security screening, or

- b. found to have wilfully or knowingly brought a restricted (contraband) item into a security screened area without declaring it to Court Security, or
- c. who is appearing before the courts on criminal charges, or

d. who breaches any sections of this agreement.

It should be noted that any access provided; or any level of 'accreditation' (whether actual or inferred); does not provide an exemption with regards to the Courts Security Act 1999.

1 Lawyer details

Applicant

Law Firm

Address

Email

NZLS lawyer ID (number on practising certificate)

Mobile

Is this a

New card

Replacement for lost card

2 Declaration

I (your full legal name)

wish to apply for a Lawyers' Access Card to access the Lawyers' Room (L3 Justice Building), NZLS Library (ESB) & Ministry of Justice interview rooms (Justice Building).

- I have a current New Zealand Law Society Practising Certificate.
- I have read and agree to observe, Ministry of Justice & NZLS Library policies attached to this form.
- I have read and agree to the privacy and information handling policies attached to this form.

Signed

Date (dd/mm/yyyy)

3 Confirmation card received

Please sign below to confirm you have received your access card

Signature of lawyer

Date (dd/mm/yyyy)

4 NZLS Library staff use

Lawyers' access card number