

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. NZLS Library invoice for \$25 (+ GST) will be emailed to you (on behalf of the Ministry of Justice) once your application has been approved.

Court Security policy — JESP lawyers' access card holders

The Justice and Emergency Services Precinct (JESP) has increased security requirements compared to other court premises. This is due to co-location with other government agencies, the Ministry's updated Health, Safety, and Security obligations and the compulsory Protective Security Requirements (PSR) standards.

This means physical security (such as access controlled doors) is more evident and processes such as issuing access cards, are more tightly controlled. Members of New Zealand Law Society who wish to be issued with a JESP access card (including for use of NZLS Library and Lawyers' Room) must agree to the following:

1. The access card must only be used by the person it is assigned to. It must be issued to an individual, not a company. Access-cards are not directly transferable to others and must not be lent to any other person.
2. The issued card must not be used to allow any other person access to the building, or to any restricted area. This includes other cardholders who do not have their card with them (piggy-backing).
3. The only allowance in this instance is for client access into interview/meeting rooms – which must only be for the period of the interview, or meeting (unless by prior arrangement).
4. The cardholder must take care not to allow any person to follow them through an access controlled door (tail-gating). Every cardholder is obliged to challenge persons attempting to do this, and confirm their access credentials. Any concerns regarding this should be raised immediately with Court Security staff.
5. NZLS or Court Security must be notified immediately when a card is lost, or misplaced. The lost card will be deactivated and a grace period of one week given before another card is issued (in case the original card is found). There will be a replacement charge of \$35 plus GST.
6. In the case of a card being forgotten, a temporary card may be issued for the day.
7. Any cardholder finding they have access to an area they believe they should not have access to, must not go any further into that area and must inform Court Security as soon as practicable. Entering restricted areas (beyond any initial accidental entry) may result in the cardholder's access being revoked.
8. Any cardholder found responsible for:
 - a. allowing, or aiding, any other person to circumvent security screening; or

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- b. who is found to have wilfully, or knowingly, brought restricted (or contraband) item(s) into a court building, without declaring it to Court Security; or
- c. who is appearing before the court on criminal charges; or
- d. breaches any sections of this agreement (numbered 1-7 above);

may, at the discretion of a Court Security Team Leader (or higher-tier Ministry of Justice manager), have all, or part of, their access revoked (either temporarily, or permanently).

It should be noted that any special access provided, or any level of "accreditation" (whether actual or inferred) does not constitute an "exemption" for the cardholder in regards to the Court Security Act 1999.

New Zealand Law Society Library policies

Borrowing policy

The Library's print collection is for use in the Library only, except for limited borrowing by arrangement, as follows:

- **Legislation, law reports & journals** may be taken from the Library for same day **court use only***
- **Loose-leaf volumes** may be taken from the Library for same day **court use only**
- **Texts** (current texts & old editions) may be taken to your office for a short period within the same day.

If you wish to borrow a text overnight, this must be arranged with the Librarian in advance.

Please sign out all items borrowed, by providing legible details in our 'borrowing book' & sign in, on return.

* "Court use" refers to use in court rooms located in the Christchurch Justice & Emergency Precinct.

Computer and wifi use policy

Purpose and scope

New Zealand Law Society Library computers (kiosks) and wifi are available to practitioners holding a current Practising Certificate. Computers for lawyers' use are available in Law Society Libraries throughout New Zealand.

Access to the internet is provided for the purposes of researching the law and access to legal information. All New Zealand Law Society Library computer facilities must be used in a professional manner and in accordance with this Computer and wifi use policy.

Policy

Confidentiality and privacy

Users must not interfere with another's use of a Library computer or wifi.

Be aware Library computers are usually located in open areas which do not allow for complete privacy. All users should respect the privacy of other

computer users and any material observed should be treated as confidential.

Unlawful or inappropriate use

Library users must refrain from illegal or inappropriate use of the internet.

Examples of unauthorised use include, but are not limited to, the following:

- Attempting to access or transmit threatening, obscene or harassing materials via the internet.
- Attempting to engage in fraud or misrepresenting oneself as another person via the internet.
- Attempting to alter, damage, or attach anything to computer hardware.
- Attempting to gain unauthorised access to the New Zealand Law Society network or computer systems or any other network or computer system.
- Use of the computer or wifi network in connection with any program or activity (including Denial of Service attack), designed to provide or allow any form of unauthorised control of, or result in an adverse effect on, a computer, a network or data (whether belonging to New Zealand Law Society or another).
- To send unsolicited electronic mail to any person for the purposes of advertising or promoting any organisation (spamming).

Copyright

Use of a New Zealand Law Society Library computer or wifi constitutes an agreement to obey all applicable laws governing copyright, licensing and content restrictions. Users are responsible for any infringement of copyright or software licenses that could result from the copying or distribution of materials found on the internet.

Internet usage disclaimer

The New Zealand Law Society assumes no responsibility for any damages, direct or indirect, loss of data, or loss of privacy, arising from the use of internet or Library resources.

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

Privacy and information handling

The Law Society will collect, use, hold and disclose your personal information only for the purposes of delivering Library services, and as otherwise permitted or required by law.

Only authorised New Zealand Law Society and Ministry of Justice staff will have access to information provided on this form, which will be held in a secure environment.

The provision of information by you is voluntary. However, if you do not provide full information, the New Zealand Law Society Library may not be able to deliver the service provided.

Under the Privacy Act 2020 you may request access to and request correction of your personal information held by the Law Society. For more information about the Law Society's Privacy and Information Handling Policies please refer to www.lawsociety.org.nz/privacy. General information about the Privacy Act 2020 is also available on the website of the Privacy Commissioner at www.privacy.org.nz.