

STATE-GUARANTEED LEGAL AID SERVICE

APPROVED
by Živilė Poželienė, the Director of the
State-Guaranteed Legal Aid Service
20/12/2019

DESCRIPTION OF AN ADMINISTRATIVE SERVICE PROVISION

20/12/2019 No. 2

Vilnius

No. No.	Name	Content
1.	Code of an administrative service	PAS33818
2.	Version of an administrative service	Version 5
3.	Name of an administrative service	PROVISION OF SECONDARY STATE-GUARANTEED LEGAL AID IN CRIMINAL MATTERS WHEN A DEFENDER OR AN AUTHORIZED REPRESENTATIVE MUST TAKE PART IN THE PROCEEDINGS
4.	Description of an administrative service	<p>When the presence of a lawyer or an authorized representative is necessary in criminal proceedings, the pre-trial investigation officer, prosecutor or court shall notify the State Guaranteed Legal Aid Service (hereinafter - the Service) or a coordinator designated by it that the suspect, accused, convicted person or a minor victim needs a lawyer or an authorized representative.</p> <p>The coordinator shall, upon receipt of a report from the pre-trial investigation officer, prosecutor or court, select a defender or an authorised representative for a suspect, accused, convicted person or a minor victim and shall inform the pre-trial investigation officer, prosecutor or court.</p> <p>Upon receipt of the coordinator's report, by the resolution of the pre-trial investigation officer or prosecutor and by the court's order, the coordinator shall appoint a defender or an authorised representative to the suspect, accused, convicted person or a minor victim.</p>
5.	Legislation regulating the provision of an administrative service	<p>Law on State-Guaranteed Legal Aid of the Republic of Lithuania.</p> <p>The Code of Criminal Procedure of the Republic of Lithuania.</p> <p>Recommendations for the selection of a lawyer to provide secondary legal aid in criminal matters, approved by Order No. 1R-179 of the Minister of Justice of the Republic of Lithuania, 9 June 2009..</p>
6.	Information and other documentation to be submitted by a person	The person does not need to provide information and documents.

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7.	Information and other documentation to be submitted to the institution (an employee examining an application)	<ol style="list-style-type: none"> 1) A request from a pre-trial investigation officer, a prosecutor or a court to select a lawyer or an authorized representative, stating the grounds for the presence of the lawyer or an authorized representative. 2) Order of a pre-trial investigation officer, prosecutor or court to appoint a defender or an authorized representative (lawyer) to defend the rights of a suspect, accused, convicted person or to represent the interests of a minor victim.
8.	Provider of an administrative service	State-Guaranteed Legal Aid Service Odminių str. 3, 01122 Vilnius Irmantas Skauranskas, the Head of Coordination and Selection Department, Tel. 8 700 00 179, i.skauranskas@vgtpt.lt
9.	Manager of an administrative service	Diana Jarmalė, Deputy Director, Tel. 8 700 00 202, d.jarmale@vgtpt.lt
10.	Duration of provision of an administrative procedure	The coordinator designated by the Service shall immediately select a defender or an authorised representative upon receipt of a report from the pre-trial investigation officer, prosecutor or court.
11.	Cost of provision of an administrative procedure (provided if the procedure is charged)	The service is provided free of charge.
12.	Form of request, sample of filling it and content of an application	A person does not need to submit a request.
13.	Information and communication technologies used in the provision of an administrative service	A person can obtain information about an administrative service on the website: http://vgtpt.lrv.lt/ . Pre-trial investigation officers, prosecutors or court personnel can find on the Service's website the application form for the selection of a lawyer or an authorized representative, the schedules of lawyers on call.
14.	Peculiarities of an administrative service provision	—
15.	Inclusion of descriptions of the provision of administrative services in the accounting of documents	Case index No. 1.19 was assigned to the description of the provision of an administrative service.

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