

# 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. 1

Vilnius

No.	Name	Content
1.	The code of an administrative service	PAS33663
2.	The version of an administrative service	Version 6
3.	Name of an administrative service	PROVISION OF SECONDARY STATE-GUARANTEED LEGAL AID SERVICE
4.	Description of an administrative service	<p>The State-Guaranteed Legal Aid Service (hereinafter - the Service) makes decisions to provide secondary state-guaranteed legal aid to the residents within the limits of the powers granted to it, controls its provision, pays remuneration to such aid providers (lawyers and legal assistants) and pays the costs of proceedings.</p> <p><i>Secondary state-guaranteed legal aid</i> (hereinafter - the Secondary legal aid) - drafting of documents, defence and representation in court, including the process of execution, representation in the event of preliminary extrajudicial consideration of a dispute, where such a procedure has been laid down by laws or by a court decision. This legal aid shall also cover the litigation costs incurred in civil proceedings, the costs incurred in administrative proceedings, the costs related to administrative misconduct proceedings in court and the hearing of a civil action brought in a criminal case.</p> <p>The decision to grant/refuse to provide secondary legal aid is submitted to the person upon arrival at the Service or is sent to him by post or e-mail.</p>
5.	Legislation regulating the provision of an administrative service	<p>Law on State-Guaranteed Legal Aid of the Republic of Lithuania.</p> <p>Resolution No. 468 of the Government of the Republic of Lithuania of 27 April 2005 “On determining the levels of property and income of persons applying for secondary legal aid”.</p> <p>Order No. 1R-124 of the Minister of Justice of the Republic of Lithuania of 27 April 2005 “On the approval of the form of a request for secondary legal aid”.</p> <p>Order No. 1R-300 of the Minister of Justice of the Republic of Lithuania of 27 December 2013 “On the approval of annual income and property declaration form to receive secondary legal aid”.</p>

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		<p>Order No. 1R-121 of the Minister of Justice of the Republic of Lithuania of 28 May 2010 “Approval of the recommended form of decision on the provision of secondary legal aid”.</p> <p>Order No. 1R-179 of the Minister of Justice of the Republic of Lithuania of 09 June 2009 “Regarding the approval of the recommendations on the selection of a lawyer to provide secondary legal aid in criminal cases”.</p> <p>Republic of Lithuania Law on Public Administration</p> <p>Other legislation.</p>										
6.	Information and other documentation to be submitted by a person	<p>A person must submit to the Service:</p> <ol style="list-style-type: none"> <li>1) a request to receive state-guaranteed legal aid;</li> <li>2) documents substantiating the person's request;</li> <li>3) documents proving the person's right to receive secondary legal aid;</li> <li>4) the consent of the lawyer if the person wishes secondary legal aid to be provided by a lawyer not included in the lists of lawyers providing secondary legal aid.</li> </ol> <p>The documents that a person has to provide in order to prove his/her right to receive secondary state-guaranteed legal aid, depends on the person's status. Article 12 of the Law on State-Guaranteed Legal Aid of the Republic of Lithuania specifies the persons entitled to receive secondary state-guaranteed legal aid, regardless of their assets and income. The list of such persons and the documents they must submit to the Service are set out in Table 1.</p> <table border="1" data-bbox="512 951 2056 1477"> <thead> <tr> <th data-bbox="512 951 1261 1015">Status of a person</th> <th data-bbox="1261 951 2056 1015">Has to submit to the Service</th> </tr> </thead> <tbody> <tr> <td data-bbox="512 1015 1261 1214">victims of terrorism, trafficking in human beings, domestic violence, crimes against human freedom and sexual integrity, offences committed by an organised group or criminal organisation, as well as where the offence was committed with the aim of expressing hatred against the victim on grounds of age, sex, sexual orientation, disability, race, nationality, origin of the language, social status, belief.</td> <td data-bbox="1261 1015 2056 1214">decisions adopted by a pre-trial investigation officer, prosecutor or court</td> </tr> <tr> <td data-bbox="512 1214 1261 1305">other victims seeking compensation for the damage incurred through criminal actions</td> <td data-bbox="1261 1214 2056 1305">a decision of a pre-trial investigation officer, a prosecutor or a court order recognizing a person as a victim and/or a court judgement</td> </tr> <tr> <td data-bbox="512 1305 1261 1396">the persons entitled to receive social benefits</td> <td data-bbox="1261 1305 2056 1396">A person does not need to be submit anything (data are obtained from state electronic registers)</td> </tr> <tr> <td data-bbox="512 1396 1261 1477">the persons maintained in stationary care institutions</td> <td data-bbox="1261 1396 2056 1477">a certificate issued by a stationary care institution confirming that the person is in this institution and is dependent on the state funds</td> </tr> </tbody> </table>	Status of a person	Has to submit to the Service	victims of terrorism, trafficking in human beings, domestic violence, crimes against human freedom and sexual integrity, offences committed by an organised group or criminal organisation, as well as where the offence was committed with the aim of expressing hatred against the victim on grounds of age, sex, sexual orientation, disability, race, nationality, origin of the language, social status, belief.	decisions adopted by a pre-trial investigation officer, prosecutor or court	other victims seeking compensation for the damage incurred through criminal actions	a decision of a pre-trial investigation officer, a prosecutor or a court order recognizing a person as a victim and/or a court judgement	the persons entitled to receive social benefits	A person does not need to be submit anything (data are obtained from state electronic registers)	the persons maintained in stationary care institutions	a certificate issued by a stationary care institution confirming that the person is in this institution and is dependent on the state funds
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		<p>the persons who have been established a severe disability or for whom incapacity for work has been recognised;  who have reached the pensionable age and for whom the level of considerable special needs has been established, also guardians (custodians) of these persons, where State-guaranteed legal aid is required for the representation and defence of rights and interests of a ward</p>	<p>a certificate of disability confirming the established level of disability, level of working capacity or special needs of the person</p>
		<p>the persons who have presented a proof that they cannot dispose of their property and funds for objective reasons</p>	<p>an attachment order and/or other documents confirming the objective reasons for which the person cannot dispose of his/her property and funds, as well as the annual declaration of the resident's (family's) property for receiving secondary legal aid</p>
		<p>the persons, when their forced hospitalisation and treatment or its continuation are being considered according to the Republic of Lithuania Law on Mental Health Care</p> <p>persons undergoing the necessary hospitalization and/or isolation or the necessary hospitalisation and/or isolation is continued in accordance with the Law on the Prevention and Control of Communicable Diseases in Humans</p> <p>their guardians (custodians), when legal aid is required to represent the rights and interests of the person they are caring for</p>	<p>a certificate from a health care institution confirming that a person is undergoing forced hospitalization and treatment or that a person is undergoing the necessary hospitalization and/or isolation</p>
		<p>debtors in execution proceedings, when a recovery is levied against the last housing wherein they reside</p>	<p>documents confirming announcement of an auction at which the last housing of a debtor is to be sold</p>
		<p>parents or other legal representatives of minor children, when the issue of their eviction is being considered</p>	<p>documents confirming the initiation of legal proceedings concerning the eviction of a family with minor children</p>
		<p>minor children, when they independently apply to a court for the defence of their rights or interests protected under law in the cases specified by laws, with the exception of those who have entered into a marriage in accordance with the procedure laid down by laws or have been recognised by the court as legal capable (emancipated)</p>	<p>documents confirming the age of these persons</p>
		<p>minor children who have been the victims of criminal offences against human health, liberty and sexual integrity, for the child and the family, morality and other criminal proceedings in which the participation of an authorized representative is necessary</p>	<p>A person does not need to submit anything (the pre-trial investigation officer or the prosecutor submits a reasoned resolution or the court submits a reasoned order recognizing that the presence of an authorized representative is necessary)</p>

No.	Name	Content	
		<p>the persons who it is requested to recognise as legally incapable in the matters concerning recognition of a natural person as legally incapable</p> <p>Persons recognised as incapacitated in a certain field and legal aid is required in the case on the recognition of legal capacity or limited legal capacity to a natural person.</p>	<p>Documents certifying the initiated proceedings with regard to the recognition of legal capacity or limited legal capacity to a natural person who has been recognised as incapacitated</p>
		<p>persons in the matters concerning registration of birth</p>	<p>a conclusion of a civil registration office regarding a refusal to register the birth or restore a birth record</p>
		<p>persons in proceedings for the return of a child who has been wrongfully removed or held in accordance with Convention of 25 October 1980 on the Civil Aspects of International Child Abduction</p>	<p>documents certifying that the request for the return of the wrongfully removed or held child has been received by the central authority and that the wrongfully removed or held child has not been returned</p>
		<p>the child's parents, whose restriction or termination of authority is decided by a court, as well as the child's parents or other representatives in accordance with the law, when the court is considering a case regarding permission to take a child from them</p>	<p>documents confirming the commencement of proceedings concerning the restriction or termination of parental authority or the notification of the State Child Rights Protection and Adoption Service under the Ministry of Social Security and Labour or its territorial division regarding the provision of secondary legal aid in resolving the issue of issuing a court permit to take a child</p>
		<p>the adopter(s) or a guardian (custodian) of the child, who has applied to the competent public authority for adoption or permanent custody (care) and is approved by that authority as eligible to become the adoptive parent(s) or a guardian (custodian) of the child, or the adopter(s) or child's guardian (custodian) whose application for adoption or permanent custody (care) is being examined by a court</p>	<p>competent state institution's documents certifying the suitability for adoption or for permanent guardianship (guardian), court notices on the commencement of legal proceedings and (or) other documents confirming the commencement of proceedings concerning the adoption or permanent guardianship (custody) of a child</p>
		<p>persons recognized as whistleblowers in accordance with the procedure established by the Law on Protection of Whistleblowers of the Republic of Lithuania, or their family members in cases related to the protection of the interests of these persons under the Law on Protection of Whistleblowers</p>	<p>the decision of the competent authority to recognize the person as a whistleblower and, where legal aid is required for a member of the whistleblower's family, a document proving that the applicant is a member of the family</p>
		<p>persons acting as public entities for the purposes and circumstances referred to in Article 64 of Regulation (EC) No. 4/2009</p>	<p>documents justifying that the public legal entity referred to in Article 64 of Regulation (EC) No 4/2009 acts in place of the person liable to pay maintenance payments or to reimburse benefits paid in lieu of maintenance</p>
		<p>other persons in cases provided for in international treaties of the Republic of Lithuania</p>	<p>documents indicated in the international treaties of the Republic of Lithuania.</p>
<p>Persons who do not belong to the named groups of persons shall submit to the Service an annual declaration of the resident's (family's) property in order to receive secondary legal aid.</p>			

No.	Name	Content
		An application for secondary state-guaranteed legal aid and other related documents may be submitted directly on arrival at the Service or sent by post, courier or e-mail. Applications submitted by e-mail must be signed with a secure electronic signature.
7.	Information and other documentation to be submitted to the institution (an employee examining an application)	When examining whether a person is entitled to receive secondary state-guaranteed legal aid, or whether the data provided in the applicants' applications and attached documents are correct, the Service has the right to receive information from state and municipal institutions, state registers, and other natural or legal persons (Article 18 (14) of the Law on State-Guaranteed Legal Aid).
8.	Provider of an administrative service	<p>State-Guaranteed Legal Aid Service Odminių str. 3, 01122 Vilnius</p> <p>Vilnius branch serves the residents of Vilnius city and Vilnius district, Elektrėnai city, Šalčininkai, Širvintos, Švenčionys, Trakai and Ukmergė district municipalities. Documents are accepted and issued at: Odminių str. 3, 01122 Vilnius Tel. 8 700 00 211, Fax. 8 700 35 004, teisinepagalba@vgtp.lt</p> <p>Kaunas branch serves residents of Kaunas city and Kaunas district, Birštonas, Druskininkai, Kalvarija, Kazlų Rūda, Marijampolė, Alytus city and Alytus district, Jonava, Jurbarkas, Kaišiadorys, Kėdainiai, Lazdijai, Prienai, Šakiai, Varėna and Vilkaviškis district municipalities. Documents are accepted and issued at: Kęstučio str. 21, 44320 Kaunas, tel. 8 700 00 177, Fax. 8 700 35 006, kaunoskyrius@vgtp.lt</p> <p>Šiauliai branch serves residents of Šiauliai city and Šiauliai district, Akmenė, Joniškis, Kelmė, Mažeikiai, Pakruojis, Radviliškis, Raseiniai, Telšiai district municipalities, Panevėžys city and Panevėžys district, Visaginas city, Anykščiai, Biržai, Ignalina, Kupiškis, Molėtai, Pasvalys, Utena, Zarasai district municipalities. Documents are accepted and issued at: Vasario 16-osios str. 49, 76296 Šiauliai, Tel. 8 700 00 214, Fax. 8 700 35 009, siauliuskyrius@vgtp.lt. Documents can also be accepted at: Klaipėdos str. 72, 35194 Panevėžys, tel. 8 700 35 502, Fax. 8 700 35 008</p> <p>Klaipėda branch serves the residents of Klaipėda city and Klaipėda district, Neringa, Pagėgiai, Palanga Rietavas cities, Kretinga, Plungė, Skuodas, Šilalė, Šilutė and Tauragė district municipalities. Documents are accepted and issued at: Vilties str. 10, 92231 Klaipėda, Tel. 8 700 00 191, Fax. 8 700 35 007, klaipedoskyrius@vgtp.lt</p>
9.	Manager of an administrative service	Diana Jarmalė, Deputy Director, Tel. 8 700 00 202, d.jarmale@vgtp.lt
10.	Duration of provision of an administrative procedure	<p>The decision to provide secondary state-guaranteed legal aid is taken as soon as the person applies. If it is not possible to make a decision immediately, it shall be adopted no later than within 5 working days from the date of receipt of all documents required for making the decision (Article 18 (2) of the Law on State-Guaranteed Legal Aid of the Republic of Lithuania).</p> <p>When a health care institution applies for the provision of secondary state-guaranteed legal aid in the cases specified in the Law on Mental Health Care of the Republic of Lithuania or the Law on Prevention and Control of Communicable Diseases of the Republic of Lithuania, the Service shall make a decision on the day of receipt or notify the health care institution of the decision taken in writing.</p>

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		<p>When court applies for the provision of secondary state-guaranteed legal aid, which is hearing a case concerning the recognition of a natural person as incapacitated in a certain field and his/her custody, and regarding a review of a court decision declaring a person incapacitated in a certain field and</p> <p>the recognition of a person recognized as incapacitated in a particular field as a factor or a limited factor in a particular field, the Service shall take a decision no later than 3 working days from the date of receipt of the court notice and shall immediately notify the person and the court specified in the court notice in writing of the decision taken.</p> <p>When a court applies for the provision of secondary legal aid in proceedings concerning the restriction or termination of parental authority, the Service shall make a decision no later than within 3 working days from the date of receipt of the court notice and immediately notify the person and the court indicated in court's report.</p> <p>State Child Rights Protection and Adoption Service or its authorized territorial division, according to the law shall submit to the Service a notice regarding the provision of secondary legal aid in the form prescribed by the Minister of Justice before applying to court for permission to take a child from his/her representatives. The Service shall make a decision regarding the provision of secondary legal aid on the day of receipt of this notice or on the next working day, if the notification is received outside working hours, immediately notify the State Child Rights Protection and Adoption Service or its authorized territorial division in writing.</p>						
11.	Cost of provision of an administrative procedure (provided if the procedure is charged)	<table border="1"> <tr> <td data-bbox="465 791 891 1082"> <p>The service in 1-2 cases is provided to a person free of charge or the person has to pay 50% of the costs of providing secondary legal aid, if legal aid is requested in 3 or 4 cases when:</p> </td> <td data-bbox="891 791 2105 1082"> <p>person's <i>income</i> does not exceed 7.76 MMA (per person) + 2.91 MMA for each dependent person (Resolution No. 468 of the Government of the Republic of Lithuania of 27 April 2005 (MMA - minimum monthly salary established by the Government of the Republic of Lithuania)</p> <p><i>and</i></p> <p><i>the property</i> does not exceed the amount of the property value norm established for a family (single residents) in accordance with Article 16 of the Law on Cash Social Assistance for Low-Income Families (Single Residents)</p> <p>A person has the right to receive secondary legal aid regardless of his/her income and assets in accordance with Article 12 of the Law on State-Guaranteed Legal Aid (indicated in the Part 6 of this Description)</p> </td> </tr> <tr> <td data-bbox="465 1082 891 1342"> <p>A person has to pay 50 percent of costs of providing secondary legal aid in 1-2 cases or 75% of costs of providing secondary legal aid in 3-4 cases if:</p> </td> <td data-bbox="891 1082 2105 1342"> <p>person's <i>income</i> does not exceed 11.64 MMA (per person) + 4.27 MMA for each dependent person (Resolution No. 468 of the Government of the Republic of Lithuania of 27 April 2005 (MMA - minimum monthly salary established by the Government of the Republic of Lithuania)</p> <p><i>and</i></p> <p><i>the property</i> does not exceed 1.5 property value norm established for a family (single residents) in accordance with Article 16 of the Law on Cash Social Assistance for Low-Income Families (Single Residents)</p> </td> </tr> <tr> <td colspan="2" data-bbox="465 1342 2105 1401"> <p>Persons who do not meet the listed requirements are not provided with secondary state-guaranteed legal aid</p> </td> </tr> </table>	<p>The service in 1-2 cases is provided to a person free of charge or the person has to pay 50% of the costs of providing secondary legal aid, if legal aid is requested in 3 or 4 cases when:</p>	<p>person's <i>income</i> does not exceed 7.76 MMA (per person) + 2.91 MMA for each dependent person (Resolution No. 468 of the Government of the Republic of Lithuania of 27 April 2005 (MMA - minimum monthly salary established by the Government of the Republic of Lithuania)</p> <p><i>and</i></p> <p><i>the property</i> does not exceed the amount of the property value norm established for a family (single residents) in accordance with Article 16 of the Law on Cash Social Assistance for Low-Income Families (Single Residents)</p> <p>A person has the right to receive secondary legal aid regardless of his/her income and assets in accordance with Article 12 of the Law on State-Guaranteed Legal Aid (indicated in the Part 6 of this Description)</p>	<p>A person has to pay 50 percent of costs of providing secondary legal aid in 1-2 cases or 75% of costs of providing secondary legal aid in 3-4 cases if:</p>	<p>person's <i>income</i> does not exceed 11.64 MMA (per person) + 4.27 MMA for each dependent person (Resolution No. 468 of the Government of the Republic of Lithuania of 27 April 2005 (MMA - minimum monthly salary established by the Government of the Republic of Lithuania)</p> <p><i>and</i></p> <p><i>the property</i> does not exceed 1.5 property value norm established for a family (single residents) in accordance with Article 16 of the Law on Cash Social Assistance for Low-Income Families (Single Residents)</p>	<p>Persons who do not meet the listed requirements are not provided with secondary state-guaranteed legal aid</p>	
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<p>Persons who do not meet the listed requirements are not provided with secondary state-guaranteed legal aid</p>								
12.	Form of request, sample of filling it and content of an	<p>The application form for granting secondary legal aid was approved by the Minister of Justice of the Republic of Lithuania on 27 April 2005 by Order No. 1R-124 (wording of Order No. 1R-174 of the Minister of Justice of the Republic of Lithuania of 7 July 2015).</p>						

No.	Name	Content
	application	The application form is available on the website: <a href="http://vgtpt.lrv.lt/lt/nuorodos/prasymai">http://vgtpt.lrv.lt/lt/nuorodos/prasymai</a>
13.	Information and communication technologies used in the provision of an administrative service	The person can get information about the administrative service and download the application form from the Service's website <a href="http://vgtpt.lrv.lt/">http://vgtpt.lrv.lt/</a>
14.	Peculiarities of an administrative service provision	<p>A person wishing to receive secondary state-guaranteed legal aid shall submit to the Service an application, documents substantiating his/her request and documents proving his/her right to receive secondary legal aid (Part 3 of the Description). An application for secondary legal aid must in a comprehensible manner set out the question of the person on which he wishes to apply to a court or a pre-trial dispute settlement body when receiving secondary legal aid guaranteed by the State, where examination procedure is mandatory.</p> <p>After examining the application and the documents attached, the Service additionally checks whether there are any grounds to refuse to provide legal aid according to Article 11 of the Law on State-Guaranteed Legal Aid of the Republic of Lithuania. Secondary legal aid is not provided if: 1) claims of an applicant are manifestly unfounded; 2) representation in a matter has no reasonable prospects of success; 3) an applicant is claiming non-pecuniary damage related to the protection of his honour and dignity, but has suffered no property damage; 4) the application concerns a claim arising directly out of an applicant's trade or self-employed profession; 5) an applicant can receive required legal services without resorting to State-guaranteed legal aid; 6) an applicant applies with respect to the violation of the rights other than his own, with the exception of the cases of representation under the law; 7) the claim for which an application for secondary legal aid is filed has been passed to the applicant for the purpose of receiving State-guaranteed legal aid; 8) an applicant abuses State-guaranteed legal aid and his substantive or procedural rights; 9) an applicant does not agree to pay a part of the costs of secondary legal aid; 10) upon examination of the merits of a request, it establishes that the possible costs of secondary legal aid would significantly exceed the amount of property claims (property interests) of the applicant; 11) an applicant was granted secondary legal aid in another case but he did not pay the determined costs or part of the secondary legal aid costs by the specified deadline; 12) it establishes that the applicant is able to independently, without a lawyer's assistance exercise or defend his rights or interests protected under law; 13) an applicant did not submit all documents specified in Article 18 (1) of the Law on State-Guaranteed Legal Aid of the Republic of Lithuania within the term established by the Service; 14) the dispute, for which secondary legal aid is applied for, was settled by mediation in accordance with the procedure established by the Law on State-Guaranteed Legal Aid of the Republic of Lithuania or was settled by mediation and the parties entered into a settlement agreement but the applicant refused to submit it to court.</p> <p>The Service has the right in exceptional cases, taking into account the request of the applicant and assessing the individual situation of a particular applicant, to provide secondary legal aid notwithstanding the existence of the grounds for non-provision of secondary legal aid provided in Article 11 (7) points 3, 4, 5, 11 and 15 of the Law on State-Guaranteed Legal Aid of the Republic of Lithuania. An applicant has the right to apply for an additional assessment of his/her individual situation when the applicant has been refused secondary legal aid in accordance with Article 11 (7) points 3, 4, 5, 11 and 15 of the Law on State-Guaranteed Legal Aid of the Republic of Lithuania.</p> <p>If the Service finds that the documents required for the examination of the application are missing, it shall apply in writing to the persons seeking legal aid or to the relevant authorities, requesting the information necessary for taking a decision. The Service shall, on receipt of all the necessary documents, decide on the granting of secondary state-guaranteed legal aid. The decision to grant secondary legal aid is an order for a lawyer to provide secondary legal aid and a document confirming his mandate (Article 18 (7) of the Law on State-Guaranteed Legal Aid of the Republic of Lithuania).</p> <p>The Service selects a lawyer based on the person's offer, place of residence, the lawyer's place of work, workload and other circumstances. A lawyer may</p>

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		<p>be replaced at a reasoned written request of the applicant or the lawyer himself/herself, if a conflict of interest or other circumstances are identified which prevent the lawyer from providing secondary legal aid in a particular case. The quality of lawyers' activities is checked by the Lithuanian Bar Association (Article 10 of the Law on State-Guaranteed Legal Aid of the Republic of Lithuania).</p> <p>Lawyers' fees for secondary legal aid provided to a person are paid by the Service. When a person was granted a cover of 50 percent (25 percent) of the costs of the state-guaranteed legal aid, the person must pay the remaining 50 per cent (75 percent) of the costs of secondary legal aid upon receipt of a notification from the Service. Payments for the provided secondary legal aid shall be paid to one of the collection budget revenue collection accounts of the State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania:</p> <p style="padding-left: 40px;">           LT24 7300 0101 1239 4300, AB "Swedbank",            LT78 7290 0000 0013 0151, AB "Citadele",            LT74 4010 0510 0132 4763, AB "Swedbank"            LT05 7044 0600 0788 7175, AB "SEB" bank,            LT32 7180 0000 0014 1038, Public Limited Liability Company "Šiaulių bankas",            LT74 7400 0000 0872 3870, "Danske Bank" A/S Lithuanian branch,            LT12 2140 0300 0268 0220, AB "Swedbank"            LT42 7230 0000 0012 0025, Public Limited Liability Company "Medicinos bankas",         </p> <p>Payment code 5630, purpose of payment - payment for provided secondary legal aid.</p>
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.