**Name of the procedure**

Provision of free legal assistance and free civic counselling

**Description of the procedure**

**How to handle the matter**

Free legal assistance and free civic counselling are provided in a hybrid system – in person at points or remotely. Counselling services are provided only to those persons who have arranged the meeting by phone beforehand.

Each and every person, including a sole proprietor who has not employed other persons in the last year (*de minimis* aid) and has no capacity to bear the costs of legal assistance against payment, can take advantage of free legal assistance and free civic counselling.

Before receiving free legal assistance or free civic counselling, an entitled person must submit a written declaration at the point of their lack of capacity to bear the costs of legal assistance against payment.

A person benefiting from free legal assistance or free civic counselling with regard to business activity must additionally submit a declaration of not employing other people in the last year.

The declarations in question must be submitted to a person providing free legal assistance or free civic counselling.

**Entitled persons may learn information on:**

* family law;
* labour law;
* civil law;
* social security law, rights to healthcare;
* administrative law with the exception of tax law;
* tax law;
* criminal law;
* matters related to running a sole proprietorship;
* other.

**Free legal assistance and free civic counselling include:**

* informing the entitled person about the applicable legal status, their rights or obligations, including in connection with pending preparatory, administrative, court or administrative court proceedings;
* indicating to the entitled person the method of how their legal problem should be solved;
* drawing up a draft letter on matters referred to in Article 3.1.1 and Article 3.1.2 of the Act of 5 August 2015 on free legal assistance, free civic counselling and legal education (Dz. U. *[Poland’s Journal of Laws]* of 2017, item 2030, as amended), excluding pleadings in the pending preparatory or court proceedings as well as those in the pending administrative court proceedings;
* drawing up a draft letter for exemption from court costs or appointing an *ex officio* attorney in court proceedings or appointing an attorney, legal advisor, tax advisor or patent agent in administrative court proceedings;
* informing the entitled person about the applicable legal status and the possibilities of using amicable dispute resolution methods, in particular, mediation;
* drawing up a mediation agreement or a request for mediation;
* drawing up a draft request for mediation proceedings in a criminal case;
* mediation;
* providing assistance in drawing up a court request for approval of a settlement concluded before a mediator;
* civic advice;
* civic advice alongside the preparation of an action plan together with the entitled person
* providing the authorised person with information about other units of free counselling referred to in Article 5.4 of the Act of 5 August 2015 on free legal assistance, free civic counselling and legal education in the counselling areas as follows: family counselling, psychological counselling, pedagogical counselling, social assistance, solving alcohol and other addictions problems, counteracting domestic violence, counselling as part of crisis intervention, consumer rights, children’s rights, patient’s rights, social security law, tax law, labour law for the unemployed, for people in a dispute with financial market entities, for aggrieved persons

**Execution deadline**

Immediately

**Place of handling the matter**

[List of points of free legal assistance and free civic counselling](https://lckm.uml.lodz.pl/Article/Attachment/2664)

**Making appointments at +48 (42) 638-44-44**

**Charges and fees**

None

**Documents**

* Declaration of authorised person [Document template](https://lckm.uml.lodz.pl/Article/Attachment/1890)

**​Other documents**

* Information on personal data processing [Document template](https://lckm.uml.lodz.pl/Article/Attachment/1889)

**Legal basis**

* the Act of 5 August 2015 on free legal assistance, free civic counselling and legal education (Dz. U. of 2021, item 945);
* Regulation of the Minister of Justice of 21 December 2018 on free legal assistance and free civic counselling (Dz. U. of 2018, item 2492, as amended)

**Appeal procedure**

Does not apply

**Implementing entity**

**Unit**

Łódź City Office

**Cell**

Department for Management of Contacts with Residents