



HIV/AIDS Legal Centre Incorporated (NSW) ABN 39 045 530 926

In order for us to determine whether or not we can assist you with your legal matter, we require some further information from you.

This will allow us to determine if we are able to provide you with legal advice. However, it does not mean that you are our client, or that we can assist you.

If we are unable to provide you with legal advice, we may be able to provide you with some general information or refer you to another service.

Under normal circumstances we aim to let you know what service we may be able to provide within 2 weeks.

We will keep your information confidential and private, and will not disclose your information without your consent, or when not authorised by law or legal professional standards.

You may find some information useful for your query in one of the Disclosure Guides or the Positive Migration Guide which are available on our website at www.halc.org.au/publications

You may also wish to look over an Information Sheet about the HIV/AIDS Legal Centre at the end of this document.

IMPORTANT:

Please always check your junk folder for correspondence from HALC with regard to your case/advice.

HALC will always contact you from a blocked number.



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The completion, transmission or receipt of this form does not constitute, and must not be relied upon as legal advice. It is not intended to, and in no way creates a lawyer-client relationship between yourself or your clients and the HIV/AIDS Legal Centre or its staff. If you seek to reproduce or otherwise use this content in any way it is your responsibility to obtain approval for such use. After you have completed the form, it is up to you to follow up or further contact us, especially if there are deadlines or limitation dates for your legal matter. We will keep your information confidential and private, and will not disclose your information without your consent, or when not authorized by law.

Referral and Intake Form

Family/Last name		First name? Preferred name?	
Gender and pronouns and title (e.g. Woman/She/Mrs)		Home address? Are you currently in Australia?	
Sexual Orientation (e.g. Heterosexual/Homosexual/Bisexual/Other)			
Date of birth		Contact phone numbers?	
Have you previously received advice from HALC?		Email address (Please always check your junk folder for correspondence from HALC)	
Are you Aboriginal or Torres Strait Islander?		Do you need an interpreter? What languages?	
Year/Date arrived in Australia, and on what visa.		Country of birth AND Countries of citizenship	
Any privacy or communication issues? Any support people? Are you getting help from a lawyer or Migration Agent?		Do you have a disability or significant mental or other health problem(s)?	
Income source and amount? (wages, Centrelink etc)		Do you have HIV? Were you recently diagnosed?	
		Hepatitis A, B or C?	
Partner or ex-partners name and date of birth (if relevant)		(If immigration matter) Do you have family in Australia?	

<p><u>(If immigration matter)</u> What kind of job/qualifications/ work experience do you have? (e.g. Cook / Diploma in Hospitality, 3 years' experience)</p>		<p><u>(If immigration matter)</u> If you are studying currently, what institution and what subject?</p>	
<p><u>(If immigration matter)</u> Current visa held, Visa grant date, Visa expiry date (unless permanent visa)</p>		<p><u>(If Immigration matter)</u> If you currently reside overseas, where do you intend to reside in Australia when you get a visa?</p>	
<p>Important dates to note (eg court attendances/ requests for information/ date of dismissal from employment/date of discrimination)</p>			
<p>Summary of issues you are seeking assistance for:</p> <p>Include the full names of any other people or organisations involved in your legal matter, such as the names of a perpetrator or victim of a criminal matter or the person/organisation discriminating against you.</p>			
<p>Outcome sought? (What do you want?)</p>			
<p>Documents attached – what?</p>			



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Who We Are

The HIV/AIDS Legal Centre (HALC) is a not-for-profit, specialist community legal centre. We are funded to provide free and comprehensive legal assistance to financially disadvantaged people in NSW with HIV or Hepatitis-related legal matters. HALC delivers services to people from vulnerable social and cultural backgrounds, including people from the LGBTIQI community, people suffering from mental illness, sex workers, injecting drug users and culturally and linguistically diverse (CALD) communities.

What We Do

HALC is the only full time funded HIV/AIDS specialist legal centre in Australia. HALC provides direct legal assistance to clients in a wide range of legal practice areas. We rely on government funding to act for clients who are facing financial hardship or are particularly vulnerable.

Our Team

Our team currently consists of 5 full time solicitors, who manage all client matters. We also have a number of volunteers including law students and solicitors dedicated to providing legal assistance to clients. Volunteers support the solicitors so that HALC can help more vulnerable people.

What To Expect

The intake process is undertaken by our dedicated and trained volunteers. A volunteer will take your contact details and other information and ask you to give them some information about your legal problem. They will then discuss your matter with one of our solicitors and contact you to give you advice, request further information, make an appointment for you to come and discuss your matter further with us and/or notify you if we can provide you with representation in your legal matter.

We are a small community legal centre and our resources are limited, as such it can take approximately two weeks for us to determine how best to assist you, which may include providing you information, legal advice, representation or a referral, unless your matter is urgent. All original documents will be returned to you when your matter concludes, and any documents and information you provide may be destroyed after 7 years.

Privacy

All solicitors and volunteers at HALC ensure that client information remains strictly confidential and will only be disclosed to third parties with your consent or if otherwise legally required to do so. We will also use your information to keep you updated from time to time about what's happening at HALC and how you can help.

CONTACT US



HALC is open from Monday to Friday 10am – 6pm.

Phone: 02 9492 6540

Email:

halc@halc.org.au

Address: 414

Elizabeth St, Surry Hills NSW 2010

DONATE



HALC relies on the support of the community to continue providing services. Every dollar donated helps us to help people with HIV. If you wish to make a donation, you can do so by cheque or you can make a donation via our website at www.halc.org.au. All donations above \$2 are tax deductible.

FEEDBACK



We welcome all feedback and/or complaints that will help us to improve our service. You can contact us by telephone, by writing to us, or by completing the online client survey available on our website at www.halc.org.au