

Guide to submit a Public Defender request via the online portal

This guide is for Solicitors to use the online portal to request a Public Defender.

Paralegals will be able to request a Public Defender on behalf of a Solicitor.

The objective of this online form is to provide as much information about the matter up front, so that a determination of a Public Defenders availability can be determined, or the matter be declined, in a timely manner. Providing information early in the process reduces the need for the Legal Allocations Officer (Clerk to Chambers) to go back and forth over email and phone to find out additional required information, which can slow down decision making considerably.

If you do not have all the information available, then you should complete and submit the form as best as you can. However, please note there are some mandatory fields that must be completed to progress with the application.

The form cannot be saved, so the form must be filled in and submitted in one session. If you close your browser or turn off your computer without submitting, then you will lose the information and need to start again.

1 Registering for the first time

The first time you go to the portal, you will need to register. If your legal organisation has not already been registered, you will need to register the firm at the same time.

If you have moved to a different organisation, and therefore your email address has changed, you will need to re-register. Or, you can contact a Legal Support Officer at the Public Defenders' Chambers and ask for your details to be changed.

Solicitors and Paralegals **cannot** share email/logon details. The single sign-on system means that there is no longer the need to remember passwords.

1.1 Registering a New Account

1. Go the Public Defenders Portal
<https://requestforpd.publicdefenders.lawlink.nsw.gov.au/solicitorregistration>
2. Choose **Register for an account**

THE PUBLIC DEFENDERS

Sign in with a registered email address

Email Address *

GET PASSCODE

[Register for an account](#) if you don't have one already.

3. Enter your **work email address**
4. Choose **Get Passcode**

Register with an email address

Enter the email address you will use to sign in to your Public Defenders account. Please use your business email address. We will email you a passcode that you will need to enter on the next screen.

Email Address *

GET PASSCODE

5. An email with the passcode will be sent to that email address.
6. Copy and paste that passcode into the space provided.
7. The 'Register Your Details' page will appear.
8. Within the Personal Details section, choose whether you are a Solicitor or Paralegal.

Personal Details

I am a *

Solicitor

Paralegal

First Name *

Last Name *

Email Address *

Mobile Number *

9. Fill in your name and mobile number. (If you do not have a work issued mobile phone you may enter your office number).
10. Within the Law Firm Details section, if your law firm is already registered, you can select it from the Law Firm pulldown.

Law Firm *

Select Law Firm ▼

Select Law Firm

CG Law

SB Law

Brighton & Coob

11. If your law firm does not appear, then it is unregistered. Choose **I want to register a new Law Firm** and fill in the firm's details.

Law Firm Details

New Law Firm?

My Law Firm is registered

I want to register a new Law Firm

Organisation*

ALS Legal Aid Private

Firm Name*

Street*

Suburb*

State*

Select State ▼

Postcode*

Firm Phone Number*

PO Box Number

SUBMIT

12. Choose **submit** at the bottom right.
13. Your application will be sent to the Legal Support Officer's at the Public Defenders Chambers. They will accept or reject your registration within 2 business days.
14. If it is accepted, you may move to the next stage, logging into the portal.

2 Logging into the portal as a Solicitor or Paralegal

1. Navigate to the Public Defenders portal logon page
<https://requestforpd.publicdefenders.lawlink.nsw.gov.au/solicitorregistration>
2. Input your registered email address. (see previous steps). You will need to have access to that email address to get the passcode.

3. Select **Get Passcode**

4. You will receive an email received with a passcode. If it does not appear in your main inbox, please check your spam folder. You have 10 minutes to enter the passcode. If you run out of time, you can request another passcode be sent to your email address. If you click the Get Passcode button again, the initial passcode expires.

3 Requesting a Public Defender

3.1 Logon

1. You must have registered your email to proceed. (See earlier for instructions)
2. Logon to the Request a Public Defender online form
<https://requestforpd.publicdefenders.lawlink.nsw.gov.au/solicitorregistration>

3.2 Add Client Details

1. Once you are logged in, the first page that appears will be the **Client Details** page.
2. Complete each field.
3. Any field with a * is mandatory and must be completed to proceed to the next page.


First Name *

Last Name *

First Alias

Last Alias

Date of Birth *

Aboriginal and/or Torres Strait Islander? *

- Yes
- No
- Unknown
- Prefer Not To Say

Was the client a juvenile at the time of the alleged offence? *

- Yes
- No

MIN Number (if applicable)

4. Once the fields are filled out choose **Next**.

3.3 Grant Reference Number and Charge Details

1. In this section, provide the details of the grant, the charges and the co-accused.
2. In the reference number type section, enter either the Legal Aid Grant Reference Number or the Aboriginal Legal Services (ALS) Reference Number. If you have multiple Grant Reference Numbers for the same client, you must lodge a separate request.

- Choose to provide either the affiliated **Court File Number** or **H Number** for the grant number provided. You may add additional H or Court File Numbers per grant by choosing **Add H number or Court File Number**.

Reference Number Type *

- Legal Aid Grant Reference Number
- Aboriginal Legal Services Reference Number

123456789
9/9

Court File Number

OR

H Number

Charge Details ?

Charge	Count	Primary
2 - Murder-SI ✕	1	<input checked="" type="checkbox"/> ✕

[+ Add charge](#)

[+ Add H Number or Court File Number](#)

- Add the charges to each H or Court File Number by selecting **Add charges**.

Charge Details ?

Charge	Count	Primary
2 - Murder-SI ✕	1	<input checked="" type="checkbox"/> ✕

[+ Add charge](#)

- For each charge, start typing either the charge number or the charge description. Search will provide a list of matching options.
 - Choose the relevant charge.
 - Enter the number of counts.
- Add **all** the charges. Each reference number must have at least one charge against it.
- Tick** the primary charge.

Charge Details ?

Charge	Count	Primary
2 - Murder-SI ✕	1	<input checked="" type="checkbox"/> ✕

+ Add charge

3.4 Co-accused

1. If there are co-accused, enter their names and alias in this section.

Co-Accused (Optional)

First Name	Family Name	First Alias	Family Alias
No items available			

+ Add Co-Accused

2. Choose **Next** to go to the next page.

3.5 Court Details

1. Complete each section for the upcoming court listing.

Jurisdiction *

Locations *

Current Listing/Request Type *

Listing Details

Next Listing Date *

Estimated Court Duration Days *

3.6 Early/Appropriate Guilty Plea


1. This section will appear if the jurisdiction is one of these: Local Court, District Court, Supreme Court, Children’s Court, or Drug Court. These questions are mandatory.

Early/Appropriate Guilty Plea Section

Has the brief been served? *

- Yes
 No


Date of Brief served/to be served

dd/mm/yyyy 

Have the charges been certified? *

- Yes
 No


Date of sent out/to be sent out

dd/mm/yyyy 

Has the Case Conference occurred? *

- Yes
 No

Date of Conference/to occur

dd/mm/yyyy 

2. Choose **Next** to go to the next page.

3.7 Supplementary Questions

1. Whenever you select **Yes**, a text space will open for you to provide details. Provide any information that will be useful to the Public Defender.

Does the matter have a high degree of difficulty e.g. complex charges/maximum term/critical point of law?

- Yes
 No

Does the matter involve a particularly vulnerable client i.e., because of age, communication difficulties, mental health or cognitive impairments?

- Yes
 No

Please provide further details.

Client has a brain injury.

Is there a particular reason why a Public Defender is required for this matter?

- Yes
 No

Date when brief of evidence can be made available.

01/05/2026 

Please indicate the approximate size of the brief e.g., 10 folders, 2 hard drives.

1 TB USB drive

Terms and Conditions *

- I confirm that I have read and understood the privacy notice and consent to my information being used. Link to privacy: <https://dcj.nsw.gov.au/statem>

3.8 Upload Documents

This is where you should upload any relevant documents to this request. Alternatively, you may prefer to complete the Summary of Facts section.

Summary of Facts - Provide details if documents are not available

* Please provide available information in this field if supplementary documents are not available, otherwise documents may be required to submit this request form.

As a Summary of Facts has not been provided previously, please provide **at least one** of the following mandatory documents:

- Crown Case Statement
- Court Attendance Notice
- Police Fact Sheet

Documents

File Type	File
No items available	
+ Add File	

1. To upload the documents, choose **Add File**.
2. Choose the file type that you wish to upload.
3. You can drag and drop the document from a Windows File Explorer or choose **Upload** to select the file and upload.

Documents

File Type	File
<input type="text" value="--- Select a document type ---"/>	<input type="button" value="UPLOAD"/> <input type="text" value="Drop or paste file here"/>
+ Add File	

- a. If the jurisdiction selected is Local/District/Supreme/Children/Drug, the options to select are Police Fact Sheet, Crown Case Statement, Court Attendance Notice, Charge Certificate.
 - b. If the jurisdiction selected is CCA, the options will be Remarks on Sentence, Exhibit List, Other.
 - c. If jurisdiction selected is High/Federal/CA/MHRT/NCAT/Coroners/State Parole Authority, the options to select are Remarks on Sentence, Other.
4. Allowed upload file types are PDF, word documents, JPEG, PNG or Tiff images. The max total is 10MB.

Do **not** upload briefs or evidence.

You may add additional files by choosing **Add file** again.

Document Upload

Any documentation provided will help the Public Defenders Chambers make a decision on this request.

Documents

File Type	File
<div style="border: 1px solid #ccc; padding: 2px;"><div style="border-bottom: 1px solid #ccc; padding: 2px;">--- Select a document type ---</div><div style="background-color: #003366; color: white; padding: 2px;">--- Select a document type ---</div><div style="padding: 2px;">Charge Certificate</div><div style="padding: 2px;">Crown Case Statement</div><div style="padding: 2px;">Court Attendance Notice</div><div style="padding: 2px;">Police Fact Sheet</div><div style="padding: 2px;">Summary of Facts</div><div style="padding: 2px;">Other</div></div>	<div style="border: 1px dashed #ccc; padding: 5px;"><div style="display: flex; align-items: center; gap: 10px;">UPLOAD📎Drop or paste file here</div></div>

- The form is complete.
- Choose **Submit** to send the form to the Public Defenders Chambers where it will be reviewed. You can expect an acceptance or decline email generally within 5 working days of your application.

4 Next Steps

The Legal Allocations Officer (Clerk to Chambers) at the Public Defenders' Chambers will evaluate your request. You will be sent an acceptance email or non-acceptance email based upon the merits of the matter and/or availability of a Public Defender.