



AGENCY

FOR FREE

LEGAL

AID

WAY TO EXERCISE

MY RIGHT!!!

In case you have a dispute over your property, get a divorce, seek the trust of your children and alimony, you think that your employment relationship has been unfairly terminated, you think about exercising the right to use social assistance, you should develop an administrative dispute, conduct a misdemeanour procedure. Whereas, due to insufficient material means, you are not able to provide professional legal services, nor to hire a lawyer.

Then:

The Agency for Free Legal Aid is the right place where you can go to exercise your right.

WHAT IS FREE LEGAL AID?

Free legal aid – is a right in a free legal professional service for the citizens who fulfil the criteria determined by Law No. 04 / L-017 on Free Legal Aid.

Applicant – is a person who requires free legal aid.

Beneficiary – is a person who exercises the right in free legal aid in compliance with criteria determined by law.

Advocate – is a member of the Chamber of Advocates of the Republic of Kosovo.

**Call for free
0800 11 777**

INITIATION OF THE PROCEDURE FOR REALIZATION OF FREE LEGAL AID

The procedure for realization of free legal aid shall be initiated with the submission of the application in the nearest legal aid office.

The submitter of the application has an obligation to provide the documentation required to prove the grounds of the application for free legal aid.

In the absence of relevant documentation for the category of victims of violence, such as validity of the request is taken written statements of witnesses' defender.

In case the legal aid applicant presents untrue statements on the basis of which is based the legal aid, legal aid officials have the right to investigate the financial situation of beneficiaries, requiring every public body to give out the information on the financial situation of him/her.

Free legal aid recipient is obliged to immediately notify the legal aid office for the change of circumstances prescribed with this law, which have influenced the decision to grant free legal aid. If it is concluded that the recipient of free legal aid illegally has benefited or continues to take free legal aid, legal aid offices with decision interrupts immediately authorized services for free legal aid and obligates the beneficiary to reimburse all expenses incurred from providing free legal aid, where all these revenues go to the Kosovo budget.

SPECIAL CATEGORIES OF BENEFICIARIES OF FREE LEGAL AID

Notwithstanding the required criteria, free legal aid is offered to:

- Sexually raped persons during the war in Kosovo in 1998–1999;
- Victims of domestic violence;
- Victim witnesses of violence, who are dependent on victims of domestic violence;
- Victims of gender-based violence;
- Victims of any kind of sexual violence, including sexual harassment;
- Victims of trafficking in human beings;
- Juvenile victims;
- Children living in social care institutions;
- Children under guardianship seeking to initiate proceedings without the consent of their legal guardian or against their legal guardian;
- Persons whose rights have been violated through an act or failure to act that constitutes discrimination, based on the decision of the competent body under applicable law for protection against discrimination;
- Journalists, independent journalists, photo-reporters, cameramen and editors who for media licensed by the Independent Media Commission (IMC) and/or in media that are members at the Press Council of Kosovo (PCK).

DOCUMENTS REQUIRED FOR PROVIDING FREE LEGAL AID

Applicants for free legal aid, when applying, must submit the following documentation:

1. Basic documents

- ID;
- Social assistance card;
- Certificate on the time of unemployment – issued by the Municipal Employment Office (not valid for social assistance beneficiaries);
- Certificate of economic status – issued by the Directorate of Budget and Finance – Municipality (not valid for social assistance beneficiaries);
- Family union certificate – issued by the local community (not valid for social assistance beneficiaries);
- Employment contract of the legal aid applicant, and family members (if employed);
- Bank account statement for the last 6 months.

2. For family matters (dissolution of marriage, trust of children, right to alimony, etc.)

- Marriage certificate;
- Birth certificates for children;
- In case of domestic violence, police reports and medical reports.

3. For property - legal issues

- Possession certificate of the property;
- Contract for the sale and purchase of real estate;
- Any other document which can be used as evidence.

4. For compulsory matters

- Contract, agreement certified by the competent body;
- Any other document which can be used as evidence.

5. For non-contentious issues

- Necessary documents, depending on the nature of the legal problem.

6. Inheritance review

- Act of death of the decedent;
- Death certificate of the decedent;
- Marriage certificate;
- Birth certificates of heirs;
- Possession certificate of real estate;
- Any other document which can be used as evidence.

7. For enforcement matters

- Decision to allow enforcement;
- Another document with executive title;
- Any other document which can be used as evidence.

8. For matters in case of employment dispute

- The employment contract of the legal aid applicant;
- Decision on termination of employment;
- Any other document which can be used as evidence.

9. For matters in case of administrative dispute

- Decision of the first instance, or of the second instance on the rejection of the request;
- Any other document which can be used as proof.

10. For social matters

- Reports of specialist doctors for sick persons;
- Decision of the first degree, or of the second degree, for the refusal or termination of social assistance;
- Any other document which can be used as evidence.

11. For pension matters

- Reports of specialist doctors;
- Counselling report;
- Decision of the first or second degree on the rejection of the categories of pensions in the Republic of Kosovo;
- Any other document which can be used as evidence.

12. For criminal matters

- Indictment, Judgment or Punitive Order;
- Any other document which can be used as evidence.

KriCriteria set by Law

No. 04 / L-017 on Free

Legal Aid

Qualification, Financial and Legal Criteria

As evidence for the verification of the qualification criterion, the following should be required:

- Identity card or any other document certifying citizenship and residence;
- Residence permit or any other document (issued by the MIA) certifying temporary residence in the Republic of Kosovo;
- Documents certifying the place of residence/notarized residence contract (foreigners with temporary/long-term residence and work permits, acquisition of citizenship, asylum, education, health services, etc.) or any document issued by the relevant institutions certifying the status of custody, detention or asylum;
- Basic agreements between states for mutual cooperation of cases.

As evidence for the verification of the financial criterion by the applicant for free legal aid, the following should be required:

- Family union statement;
- Certificates on the time of unemployment for the applicant and family members over 18 years old;
- Cases when adults are attending studies, certificates of being a student (up to the age of 26 years old);

- In cases where the applicant for free legal aid or members of his family are employed, copies of the employment contract or other documents proving the employment must be attached;
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- Certificate of economic status (movable and immovable property);
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- Bank account statement for the last 6 months, any other document (evidence) certifying that the applicant for free legal aid is a person with a general family income lower than the average family income.

As evidence for the verification of the legal criterion by the applicant for free legal aid, the following should be required:

- Evidence certifying the exact or approximate value of the legal dispute;
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- Evidence and proof which certify the legal basis of the claim and the argumentation of the claim with evidence;
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- It is evaluated by the legal officer based on the real value of the request and its argumentation with evidence;
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- The Applicant has the obligation to provide the required documentation to prove the validity of his request.

CONTACT THE NEAREST OFFICE:

- ROFLA in Prishtina – Address: Str. “Zenel Salihu ” No. 30, Prishtina
038 200 18 771 and 038 200 18 941
- ROFLA in Prizren – Address: St. William Walker, n.n, Basic Prosecution Office, Floor I – **029 – 210 554**
- ROFLA in Peja – Address: St. “Hasan Cermexhia”, Basic Prosecution Office – **039 423 698**
- ROFLA in Gjakova – Address: Str. “UÇK”, n.n, Cultural Center – **0390 310 270**
- ROFLA in Gjilan – Address: Basic Prosecution Office, floor I – **0280 – 321 134**
- ROFLA in Mitrovica – Address: St. “Afrim Zhitia”, n.n, Center for Social Work – **028 534 477**
- ROFLA in Ferizaj – Address: Basic Court in Ferizaj, floor II – **0290 323 406**
- MOFLA in Fushe Kosova – Address: Center for Social Work – **044 383 755** – (Monday, Tuesday, Friday)
- MOFLA in Drenas – Address: Center for Social Work – **044 383 755** – (Wednesday, Thursday)
- MOFLA in Istog – Address: Cultural House – **045 502 860** – (Monday, Tuesday, Wednesday)
- MOFLA in Deçan – Address: Basic Court – **045 502 860** – (Thursday, Friday)
- MOFLA in Dragash – Address: Center for Social Work – **046 203 058** – (Wednesday, Thursday, Friday)
- MOFLA in North Mitrovica – Address: Municipal Building – **045 270 443** – (Wednesday, Friday)
- MOFLA in Zveçan – Address: Municipal Building – **045 270 443** – (Monday)
- MOFLA in Zubin Potok – Address: Municipal Building – **045 270 443** – (Tuesday)
- MOFLA in Leposaviç – Address: Municipal Building – **045 270 443**– (Thursday)

- MOFLA in Skenderaj – Address: “Adem Jashari” Square, Culture House “Hasan Prishtina” – **044 143 852**
- MOFLA in Malisheva – Address: Center for Social Work – **045 340 005** – (Monday, Tuesday, Wednesday)
- MOFLA in Rahovec – Address: Municipal Building – **045 340 005** – (Thursday, Friday)
- MOFLA in Gracanica – Address: Trade Center – **044 220 705** – (Thursday, Friday)
- MOFLA in Kamenica – Address: Center for Social Work– **044 305 039**
- MOFLA in Podujeva – Address: St. “Zahir Pajaziti Square”, Old Municipal Building – **046 127 073**
- MOFLA in Klina – Address: Cultural Center “Jehona e Dukagjinit”, floor I – **049 309 857**
- MOFLA in Lipjan – Address: Center for Social Work, floor I – **046 127 077** – (Monday, Tuesday, Wednesday)
- MOFLA in Shtime – Address: Municipal Building, floor II – **046 127 077** – (Thursday, Friday)
- MOFLA in Suhareka – Address: St. “Bridada 123”, No. 498, Center for Social Work – **044 232 488** – (Monday, Tuesday, Wednesday)
- MOFLA in Vushtrri – Address: Basic Court, floor II, office no. 13 – **044 232 480**
- MOFLA in Vitia – Address: Municipal Building, Floor I – **046 127 079** – (Monday, Wednesday, Thursday, Friday)
- MOFLA in Kacanik – Address: Basic Court, Office No. 8 – **046 127 079** – (Monday, Tuesday)
- MOFLA in Hani i Elezit – Address: Employment Office – **044 143 849** – (Friday)

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 www.anjf.rks-gov.net

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