



15 March 2024

To: Auckland and New Zealand Law Societies Parole Committees

Copy to:

Subject: Standard of timeliness for lawyers.

MEMORANDUM

The Hearing Manager will typically have all of the relevant information for a Parole Board hearing (outside of counsel submissions) on the Friday, two weeks before a Monday Parole Board week.

On that day, an endeavour will be made by the Hearing Manager to send the relevant material to the Parole Board members, the offender, and the counsel.

Sometimes that Friday deadline cannot be met by the hearing manager. And so, the hearing managers have agreed that at the latest, they will provide that information to counsel by 5 p.m. on the following Tuesday.

Accordingly, the Parole Board has adjusted its timeliness standards for counsel filing written submissions.

Written submissions therefore are to be filed by 5 p.m. Tuesday, approximately one week prior to the Monday commencement date of the Parole Board week.

That timing should then therefore give counsel at least seven days, and potentially up to 10 days, to obtain the information, get instructions and file submissions.

With submissions that are filed beyond 5 p.m. on the Tuesday, the Parole Board expects counsel will provide a reason for delay.

As the Parole Board has indicated, repetitive failures to comply with timeliness standards will result in the matter being referred to the Legal Services Agency for consideration.

Kind regards.

A handwritten signature in black ink, appearing to be 'R Young', written over a horizontal line.

Sir Ron Young
Chairperson NZPB