**Rules for the provision of legal aid by the Students' Legal Aid Office at the Faculty of Law of Palacký University in Olomouc**

1. Legal aid provided by the Students' Legal Aid Office shall be carried out by students under the supervision of educators from the Faculty of Law of Palacký University in Olomouc, advocates registered in the list of registered lawyers of the Czech Bar Association or legal trainees registered in the list of legal trainees of the Czech Bar Association (further referred to as "supervisors").
2. Legal aid shall consist of carrying out an analysis of all information provided by the client that relate to the case. The objective is to clarify the legal scope of the case and propose options for the course of action in the case.
3. Legal aid shall be granted primarily to persons who cannot afford paid legal aid, i.e. they do not have sufficient financial resources to cover the legal services of a lawyer. Clients whose financial situation is favourable are advised to use the professional services of a lawyer. Unlike the Students' Legal Aid Office a lawyer can also provide legal representation and usually does not need as much time to provide his or her services as students of the Students' Legal Aid Office.
4. The Students' Legal Aid Office shall not provide legal aid in matters related to the area of criminal or commercial law. The Students' Legal Aid Office shall not accept clients who have been provided legal aid by another entity.
5. The Students' Legal Aid Office shall not provide legal representation in courts or other bodies and it shall not act on behalf of the client. The client shall perform all acts related to the case on his or her own behalf and in his or her own name.
6. It is always the client who shall decide the course of action in his or her case. Students providing legal aid as a part of the Students' Legal Aid Office can neither decide the matter for the client, nor give advice on how the client should decide.
7. The Students' Legal Aid Office shall be liable for harm resulting from the provision of legal aid only in the case that the students or supervisors have breached the obligations that ensue from the internal regulations of the Students' Legal Aid Office.
8. The client shall not be entitled to claim legal aid. The Students' Legal Aid Office reserves the right to refuse or terminate the provision of legal aid. Reasons for refusal or termination may be, for example, a breach of the rules for providing legal assistance on the side of the client, failure to provide all the required information for the preparation of legal advice, excessive workload of the office of the Students' Legal Aid Office or the excessive complexity of the case.
9. Legal aid shall be provided both in the form of written legal advice submitted to the client and in the form of oral consultation. The preparation of legal advice usually takes at least one month; depending on the complexity of the case, it can take longer.

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| Studentská právní poradnaTř. 17. listopadu 8, 771 11 OlomoucTel. č.: 585 637 616E-mail: pravniporadenstvipfup@seznam.cz |
| *During a telephone call from the office of the Students' Legal Aid Office the caller's number appears as a withheld number. If you visited us and left your contact with students, it is possible that the withheld incoming call is from the Students' Legal Aid Office. If students fail to reach you at your mobile phone number, you will receive a short message with the number of the Students' Legal Aid Office notifying you of the unanswered call from Palacký University.* |