



British  
High Commission  
Nicosia

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**INFORMATION FOR BRITISH NATIONALS IMPRISONED & DETAINED IN  
POLICE CUSTODY  
IN THE REPUBLIC OF CYPRUS**

**CONSULAR SECTION  
BRITISH HIGH COMMISSION  
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**Disclaimer**

This booklet was compiled by the Consular Section, British High Commission, in the Republic of Cyprus. It is revised on a regular basis

If any of the information contained in this booklet is incorrect, please draw inaccuracies to our attention so that we can make amendments.

The British High Commission in the Republic of Cyprus is not accountable for the information provided in this booklet. Local proceedings are subject to change at any time.

Thank you.

17/12/2014  
Date of Last update

## Introduction

This guide aims to explain the Cyprus legal system to British Nationals, and the next of kin of British Nationals, who are detained or held on remand at a police station in Cyprus.

## About the Consular Section

We are impartial and are not here to judge you. Our aims are to ensure that you are treated humanely and fairly and in accordance with Cypriot regulations, and to ensure that you are treated no less favourably than other prisoners. However, we cannot obtain better treatment for you than that given to other prisoners.

We can answer questions about your welfare and about prison regulations but not questions about legal matters. Legal questions should be addressed to your lawyer or the court. We can give you a list of English speaking lawyers operating in Cyprus.

## **We cannot get you out of prison, pay fines, stand bail, interfere in local judicial procedures, or secure you an earlier trial date. We cannot investigate a crime.**

### What will the Consular Section do?

A member of the British High Commission will aim to contact you within two working days of receiving police notification of your detention. We will offer to contact your family or next-of-kin to inform them of the situation. We can give them advice on prison procedure and regulations and on your physical condition and morale. We can pass on any messages for you.

Attached is a list of English speaking lawyers, and details about the legal system in The Republic of Cyprus can be found below. We will ask if you would like us to inform anyone of your arrest.

### Who will know that I have been detained?

When a British citizen is arrested and detained in Cyprus the authorities normally inform the British High Commission. This is done in writing and normally takes no longer than two days. However, family or friends may inform us more quickly.

### How can I contact my family or friends?

In Cyprus there is no automatic right to make a telephone call when you are arrested and the Police may withhold visits while they are questioning you. However, you can ask a Consular officer to inform next-of-kin or pass on messages via your lawyer.

### What will my family be told?

For reasons of confidentiality we are not permitted to tell anyone that you have been detained or the nature of the charges levelled against you without your permission. The Consular Section must have your permission before we will discuss your case, or confirm your detention, with anyone else.

### Who are my Consular Representatives?

James McCamley	Zoe Woodward	Nikki Bevan	Christina Smith
Consular Officer	Consular Officer	Consular Officer	Vice Consul
Tel: 22 861 371	Tel: 22 861 374	Tel 22 861 233	Tel: 22 861 361

Additional consular Numbers: Fax: 22 861 200, Switchboard: 22 861 100. For emergencies (only) Out of hours/public holidays phone the switchboard number above and listen for the emergency contact details. BHC email [ukincyprus@fco.gov.uk](mailto:ukincyprus@fco.gov.uk) or [Nicosia.consular@fco.gov.uk](mailto:Nicosia.consular@fco.gov.uk)

## **Is the Cyprus Judicial System the same as the UK?**

The system in Cyprus is different from the UK. There are two types of offences; major offences and minor offences. Minor offences are dealt with in a local district court and the major cases are heard in the Assizes court in the main towns. The local district court, where minor cases are heard, is controlled by a single judge. The Assizes court has three judges presiding over each case. The jury system is not employed. The system in Cyprus involves the judges being responsible for carrying out wide-ranging enquiries in order to produce a file of evidence on each case. The judge uses this file of evidence as a basis for deciding his verdict. The trial is regarded as the final act in each investigation and the judge is very much in control of proceedings and will ask most of the questions.

## **The arrest procedure**

Arrests are normally supported by an arrest warrant issued by a judge. However, if a police officer has reasonable grounds to suspect that a person has committed a serious crime, that person may be arrested without a warrant.

A person taken into custody without a warrant must, within twenty-four hours, either be charged with the offence; be released upon certain terms pending the investigation; or be brought before a judge for a warrant of arrest. The latter is the most common procedure. If the warrant is issued, it will state that the person shall be remanded in custody or be released on bail immediately after his or her arrest. If remanded, the remand order will be for a maximum of eight days, but if the police so request, a judge may extend the period of the remand if he is satisfied that the police reasonably require more time to complete their investigations. The length of each remand should not exceed eight days, but it can be shorter.

A detained person is entitled to legal advice. If a detainee cannot afford a lawyer, the court has the power to assign a lawyer to defend an accused person if, in the opinion of the court, it is desirable that the accused should be defended by a lawyer. When such an appointment is made, the lawyer is paid from the public funds (Section 64 of the Criminal Procedure Law CAP 155). The court may appoint an interpreter for the defendant – it depends upon the circumstances of the case. If found guilty, a fine or a custodial sentence will be imposed by the court.

## **Fines**

If sentenced to a fine, a prisoner will either have to produce the funds there and then or they will be transferred to Nicosia Central Prison until it is paid. (You may have to remain in custody for up to one year, until the fine is paid). If insufficient funds are available in Cyprus, the British High Commission can help by contacting next-of-kin or friends in the UK to tell them how to transfer funds. However, the British High Commission cannot pay fines for prisoners from public funds.

Nicosia Central Prison has recently confirmed to us that they are able to accept payments for fines via Western Union. The procedure is:

- Contact Nicosia Prison and confirm the preferred Western Union Branch in Nicosia, the exact amount (in Euros) of the fine and obtain the prisoner's number.
- Detainee's relatives or friends to arrange the exact amount to be transferred via Western Union.
- When the money has been transferred over, the Prison finance office needs to be informed \* of the Address of the WU office and the reference number. \* Prison finance office +357 22406165.
- A Prison Officer will be dispatched to collect the money, and then arrangements will be made for the detainee to be released.

## **Bail**

An appointed lawyer on behalf of the detainee may request bail to the judge. Sometimes, bail requests are granted. However, if a case is very serious the judge may use his discretion and not grant bail, and a detainee will remain on remand either at a police cell or moved to Nicosia central prison.

### **Which is the longest I could be held in remand?**

You can be remanded in custody for more than six months if:

- You are suspected of having committed a serious crime
- Extensive investigations are required
- You are awaiting court trial

If any of these conditions apply, your case must be placed before the Assizes Court. If the Assizes Court orders further detention, it must be satisfied that: -

- There is a strong suspicion that an offence has been committed and that if released, you would flee.
- Your conduct suggests that if you were released you might tamper with the evidence or influence witnesses or prejudice the proceedings in some other way.
- Having been charged with sexual offence or offences against the person, there is reason to believe that you will continue to commit these offences if you are not remanded in custody.

## **Investigation and indictment**

The District Attorney Office ie, the Public Prosecutor's Office, will investigate the alleged offence. When it is deemed that there is sufficient evidence to prosecute, (and where there is a 'victim' the Judge will proceed if he or she feels there is a case, even if the charges are dropped by the 'victim') the investigation stage is formally closed and the trial stage is opened. The District Attorney's Office must produce an indictment that sets out details of the accused, the crime of which he or she is accused, when and where the crime took place, the legal definition of the crime and the criminal laws applicable to the case.

When the judge receives the indictment the date for the trial is set.

## **Legal representation**

You can appoint a lawyer for yourself at anytime following your arrest; a list of English-speaking lawyers is provided with this information sheet. Normally, if you appoint a lawyer, he will ask for an advance of his fee (which may be high) before he will take on your case.

### **Remember - The British High Commission cannot pay legal fees or make financial guarantees to lawyers.**

If you do not have a lawyer when you come to trial, the court may appoint a lawyer free of charge, if the judge is satisfied that you do not have sufficient funds.

**At your first remand/court appearance, if you do not have the funds for a lawyer, or have been able to find one and you wish to have legal representation for your case, you must inform the court and ask for their assistance. The Court Registrar's office will be asked by the judge to assist you in this matter.**

Alternatively, Legal Aid may be available where the court decides that you are unable to afford the cost of the proceedings without affecting your basic needs and obligations and those of your family. Application can be made at the court, where you or your lawyer completes the forms. For further information you can contact the Chief Registrar of the Supreme Court by telephoning 22865716 (for callers in Cyprus) and +35722865716 (for callers outside Cyprus) or in the Legal Affairs Unit of the

4 Disclaimer: This information is provided by the British Government for the convenience of enquirers, but neither Her Majesty's Government nor any official of the Consulate take any responsibility for the competence or probity of any firm/lawyer on these lists or for the consequence of any legal action initiated or advice given.

Ministry of Justice and public Order by telephoning 22805922 or 22808946 (for callers in Cyprus) and +357 22805922 or +35722805946 (for callers outside Cyprus).

The court may also appoint a lawyer at your request, if the charge is a serious or complicated one, whereby you will need legal assistance in order to properly defend yourself. The same applies if it is obvious that you are not capable of handling your own defence.

## English Speaking Lawyers

### BRITISH HIGH COMMISSION – NICOSIA

The British High Commission publishes a list of lawyers who are able to give advice in English to British nationals for the convenience of enquirers. The list includes a number of lawyers in each town on the island to give some freedom of choice, but not so many that the enquirer has difficulty in choosing a practitioner. *All* are covered by professional liability insurance, considering the nature and extent of the risks undertaken in the exercise of their activities. The High Commission never recommends a particular lawyer in order to maintain complete impartiality.

All the Lawyers on the list are members of the Cyprus Bar Association which is the professional body for those who practice law in the Republic of Cyprus. The Association has a Code of Conduct and Disciplinary Board. Under the Advocates Law, the Cyprus Bar Association, the Disciplinary Board and the Legal Council regulate the legal profession in Cyprus. Information about the Association's Code of Conduct, the Disciplinary Board and the Legal Council are given on the Association's [website](#). *Complaints about the conduct of any member of the Association should be made to the address below.*

### The Cyprus Bar Association

Office Address	Florinis 11, Office 101, 1 <sup>st</sup> Floor 1065, Nicosia, Cyprus Postal Address: P.O.Box 21446, 1508 - Nicosia, Cyprus
Office phone number	+357 22873300
<b>Fax number</b>	+357 22873013
Email address	<a href="mailto:cybar@cytanet.com.cy">cybar@cytanet.com.cy</a> ; <a href="mailto:cybar2@cytanet.com.cy">cybar2@cytanet.com.cy</a>
Website address	<a href="http://www.cyprusbarassociation.org">http://www.cyprusbarassociation.org</a>

### Legal Advice

Although we cannot give legal advice, start legal proceedings or investigate a crime, we can offer basic information about the local legal system, including whether a legal-aid scheme is available. We can give you a list of local interpreters and local lawyers if you want, although we cannot pay for either. It is important to consider carefully whether you want to have legal representation and to discuss all the costs involved beforehand.

We can offer you information about the local prison or remand system, including visiting arrangements, mail and censorship, privileges, work possibilities, and social and welfare services. We can also explain where there are different regulations for remand prisoners and sentenced prisoners. For example, in some countries, prisoners are allowed to send more mail when they are on remand.

Where appropriate, we will consider approaching the local authorities if you are not treated in line with internationally accepted standards. This may include where your trial does not follow internationally recognised standards for a fair trial or is unreasonably delayed compared to local cases.

We have the same obligation not to interfere in cases before the civil courts of another state, as we have in criminal cases. When a case is before the courts, consular staff should never attempt to influence the judgement of the court or to otherwise challenge the decision made by the courts. Appropriate grounds for intervention and the forms that intervention could take are set out above. We will not get involved in disputes between private parties, even where there is no on-going legal process.

## Lawyers' List

### *Honorary Legal Advisor*

## Andreas Neocleous

### Name of Lawyer

Partnership represented	Andreas Neocleous & Co LLC
Address of Practice	Neocleous House, 195 Archbishop Makarios III Avenue, Limassol Postal address: P. O. Box 50613, Limassol, CY3608
Other Offices in Towns	Nicosia, Paphos (also in Moscow, Brussels, Prague, Kiev and Budapest)
Office phone number	+357 25110000
Out of hours phone number	+357 99381381
Mobile number	+357 99381381
Fax number	+357 25110001
Email address	<a href="mailto:info@neocleous.com">info@neocleous.com</a>
Website address	<a href="http://www.neocleous.com">www.neocleous.com</a>
Where qualified	Andreas Neocleous & Co LLC employs more than 70 lawyers in Cyprus. They are qualified in a variety of jurisdictions, including Cyprus, the United Kingdom, Germany, the Czech Republic, Spain, and Russia.
Professional Association	Cyprus Bar; International Bar; English Bar; Roll of Solicitors in England and Wales
Membership	
Areas of Specialism	Company and Commercial (Mergers and acquisitions; banking and finance; company restructuring; insolvency) Taxation (International tax planning; general tax planning; trusts) Dispute Resolution (Commercial litigation; international arbitration; employment litigation; family law), Admiralty and Shipping (Ship registration and finance; shipping operations and management; insurance; charter disputes; collision disputes), EU and Competition, Intellectual Property, Construction and Real Estate, Private Client Services
Languages spoken	English and Greek

### ***Lawyers are listed in alphabetical order***

<b>Name of Lawyer</b>	<b>Antonis Andreou</b>
Law Firm represented	Antonis Andreou & Co LLC
Address of Practice	23-25 Piliou Street, George Mattheou Court, 5 <sup>th</sup> Floor, 6037 Larnaca. Postal address: P.O. Box 40391, 6303 Larnaca
Office phone number	+357 24828373
Out of hours phone number	+357 99657013
Mobile number	+357 99657013
Fax number	+357 24824424
Email address	<a href="mailto:info@antonisandreou.com">info@antonisandreou.com</a>
Website address	<a href="http://www.antonisandreou.com">www.antonisandreou.com</a>
Where qualified	United Kingdom - Barrister at Law (Lincoln's Inn)
Professional Association Membership	Cyprus Bar Association
Areas of Specialism	Litigation (commercial disputes, company law, negligence, contract) Company & Commercial Law (registration/administration of companies, mergers & acquisitions, joint ventures) Competition Law Construction & Real Estate (conveyance, land disputes). Wills & Succession (drafting/execution of wills, administration of estates)
Languages spoken	English and Greek

<b>Name of Lawyer</b>	<b>Tasos Coucounis</b>
Law Firm represented	Andreas Coucounis & Co LLC
Address of Practice	9 Archbishop Makarios III Avenue, Lazaros Centre, Suite 101-102, 6017 Larnaca Postal address: P. O. Box 40519, 6305 Larnaca
Other Offices in Towns	Nicosia: 1 Archbishop Makarios III Avenue, Mitsis Tower, Suite 205, 1065 Nicosia Paphos: Corner Nic. Nicolaidis & Char. Mouskou Building, Suite 302, 8010 Paphos
Office phone number	+357 24822460 (Larnaca),+357 22460130 (Nicosia),+357 26930236 (Paphos)
Out of hours phone number	+357 99493046
Mobile number	+357 99493046
Fax number	+357 24626106 (Larnaca),+357 22460133 (Nicosia),+357 26930554 (Paphos)
Email address	<a href="mailto:couclaw@spidernet.com.cy">couclaw@spidernet.com.cy</a>
Website address	<a href="http://www.coucounis.com">www.coucounis.com</a>
Where qualified	LLB (King's College London), Barrister-at-Law, of Gray's Inn, DES en Droit Européen (Brussels), Diploma in EU Law (EUI), Postgraduate Diploma in Professional Legal Skills (ICSL-CITY)
Professional Association Membership	Cyprus Bar Association, Bar of England and Wales (Honourable Society of Gray's Inn), Athens Bar Association, International Bar Association, International Association of Young Lawyers (AIJA), Society of Trust and Estate Planning (STEP), International Tax Planning Association (ITPA), Committees of the Cyprus Bar Association on Shipping, Legislation, Companies and Tax Planning, Family Law, Stock Exchange
Areas of Specialism	Immovable Property Law, Securing Title Deeds, Conveyance, Rent Control Law

Company & Commercial Law, Company Formation & Administration, Mergers & Acquisitions, Banking Law, Insolvency Law, Intellectual Property Law  
 Tax Law, International Tax & Estate Planning, Trusts Formation & Administration  
 Private Equity Funds (Setting up & Administration)  
 Litigation (Civil, Criminal, Employment, Family), Debt Recovery  
 European Union & Competition Law, Shipping & Admiralty Law  
 Personal Injuries, Negligence, Immigration Law  
 Administration of Estates, Wills & Probate  
 English and Greek

Languages spoken

**Name of Lawyer**

**Michael Damianos**

Law Firm represented  
 Address of Practice

Michael Damianos & Co LLC  
 Office 401, 42E Archbishop Makarios Avenue, Nicosia, 1065, Nicosia  
 Postal address: P.O.Box 25378, Nicosia – 2063, Cyprus

Office phone number  
 Out of hours phone number  
 Mobile number  
 Fax number  
 Email address  
 Website address

+357 22021212  
 +357 99481462  
 +357 99481462  
 +357 22021213  
[info@damianoslaw.com](mailto:info@damianoslaw.com)  
[www.damianoslaw.com](http://www.damianoslaw.com)

Where qualified  
 Professional Association  
 Membership  
 Areas of Specialism  
 Languages spoken

England, Wales and Cyprus  
 Cyprus Bar Association, Law Society of England and Wales  
 Corporate Law, Banking and Finance Law, Commercial Law and General Law  
 English, Greek and French

**Name of Lawyer**

**Christiana A. Erotokritou**

Law Firm represented  
 Address of Practice

Andreas P. Erotokritou & Co LLC  
 1st Floor, Zena Building, 18 Theofani Theodotou Street, 1065 Nicosia, Cyprus  
 Postal address: P.O.Box 22154, 1518 Nicosia, Cyprus

Office phone number  
 Out of hours phone number  
 Mobile number  
 Fax number  
 Email number

+357 22764466  
 +357 99432277  
 +357 99432277  
 +357 22758566  
[a.erotokritou@cytanet.com.cy](mailto:a.erotokritou@cytanet.com.cy)

Where qualified  
 Professional Association  
 Membership  
 Areas of Specialism  
 Languages spoken

United Kingdom (Members of Lincoln’s Inn, Inns of Court)  
 Cyprus Bar Association and Nicosia Bar Association  
 Litigation and Conveyancing  
 English, Greek and German

**Yiannos G. Georgiades**

**Name of Lawyer**

Partnership represented  
 Address of Practice  
 Other Offices in Town

Georgiades & Mylonas  
 2, Ayios Pavlos & Kadmos Street, 3rd Floor, Wisdom Tower, 1105 Nicosia  
 64, Lordou Vyronos Street,  
 1st Floor, Larnaca  
 Postal address: P.O.Box 24144, Nicosia – 1701, Cyprus

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Email address [Yiannos.georgiades@gmadvocates.com](mailto:Yiannos.georgiades@gmadvocates.com) or [enquiries@gmadvocates.com](mailto:enquiries@gmadvocates.com)  
Website address [www.gmadvocates.com](http://www.gmadvocates.com) or [www.gmsk.co.uk](http://www.gmsk.co.uk)

Where qualified United Kingdom and Cyprus Bar Association  
Professional Association Bar of England and Wales (Honourable Society of Gray's Inn), Cyprus Bar Association, The Athens Bar Association, The International Tax Planning Association, AEA Asociacion Europea de Abogados, ITECH Law, The Society for Computers and Law and the International Technology Law Association, The International Bar Association and an associate member of the American Bar Association.  
Membership  
Areas of Specialism Corporate and Commercial Law, International Trade, international tax planning and EU Law,  
Languages spoken English, Greek and Russian

**Name of Lawyer Michalis Pelekanos**

Partnership represented Pelekanos & Co- Advocates and Legal Consultants  
Address of Practice 6 Louki Pieridi Street, Lysion Court, 2nd Floor , Flat 9, Larnaca  
Postal address: P.O.Box 42124, 6531 Larnaca

Office phone number +357 24657272  
Out of hours phone number +357 99682692  
Mobile number +357 99682692  
Fax number +357 24653531  
Email address [Pelekanos.co@cytanet.com.cy](mailto:Pelekanos.co@cytanet.com.cy)

Where qualified L.L.B.(Hons),University of Kent, Barrister-at-Law of Gray's Inn, London  
Professional Association Bar Association of England and Wales and Cyprus Bar Association  
Membership  
Areas of Specialism Civil & Criminal litigation, Corporate Law, Family Law, Inheritance and probate jurisdiction, Property Law and contract drafting  
Languages spoken English and Greek

**Name of Lawyer Stelios A. Stylianou**

Partnership represented Nicolaides Stylianou LLC  
Address of Practice 20 Homer Avenue, 5th Floor, 1097 – Nicosia  
Postal address: P.O.Box 21424, Nicosia – 1508, Cyprus

Office phone number +357 22445800  
Out of hours phone number +357 99520761  
Mobile number +357 99520761  
Fax number +357 22445802  
Email address [info@ns-lawyers.com](mailto:info@ns-lawyers.com)  
Website address [www.ns-lawyers.com](http://www.ns-lawyers.com)

Where qualified United Kingdom  
Professional Association Bar Association of England and Cyprus Bar Association

Membership  
Areas of Specialism Commercial law, contract law, land law and litigation  
Languages spoken English and Greek

## **Name of Lawyer**

## **Stelios Triantafyllides**

Partnership represented Antis Triantafyllides & Sons LLC  
Address of Practice 2 – 4 Archbishop Makarios III Avenue, Capital Center, 9th Floor, 1065 – Nicosia  
Postal address: P.O.Box 21255, Nicosia – 1505, Cyprus

Office phone number +357 22360000  
Out of hours phone number +357 99360000 or +357 99623388  
Mobile number +357 99360000 or +357 99623388  
Fax number +357 22670670  
Email address [trianta@triantafyllides.com](mailto:trianta@triantafyllides.com)  
Website address [www.triantafyllides](http://www.triantafyllides)

Where qualified Cyprus  
Professional Association Cyprus Bar Association  
Membership  
Areas of Specialism Corporate Law and Litigation  
Languages spoken English and Greek

## **Name of Lawyer**

## **Louise Zambartas**

Partnership represented L. G Zambartas LLC  
Address of Practice Office 61, 6th Floor Gregoriou Building, 95 Griva Digenis Street, Limassol 3101  
Postal address: P.O.Box 56145, Limassol – 3101, Cyprus  
Other Offices in Towns 53 Nicolaou Nicolaide Avenue, Office 201, 2nd Floor, Paphos 8010

Office phone number +357 25373734 (Limassol) +357 26220014 ( Paphos)  
Out of hours phone number +357 99477193  
Mobile number +357 99477193 or +357 99275423  
Fax number +357 25725502 (Limassol), +357 26911619 (Paphos)  
Email address [Enquiries.law@cytanet.com.cy](mailto:Enquiries.law@cytanet.com.cy)  
Website address [www.zambartaslalawoffices.com](http://www.zambartaslalawoffices.com)

Where qualified United Kingdom  
Professional Association United Kingdom Law Society and Cyprus Bar Association  
Membership

Areas of Specialism  
Languages spoken

Private client matters, Civil Litigation and Corporate and Shipping services  
English, Greek and Russian

## Legal Aid in Cyprus

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### **1. What are the costs of a trial and who should normally pay them?**

The costs will depend upon the exact nature of the case and include all costs of the legal proceedings. Normally, the costs include the costs of the procedure, the costs for the preparation of the legal documents and the filing of interim applications, the costs of a hearing and appearances, before the court, before and after the hearing, the costs of the witnesses, the costs for the preparation of the list of costs and the costs for the preparation of letters before and during the proceedings. The court will decide at the end of each case (civil claims and private criminal) taking into account all the circumstances of each case, who should pay the costs. As a rule, in civil and private criminal cases, the losing party to the procedure will be ordered to pay all the costs. However, there are exceptions to this rule. The Court may decide that each party will be liable for its own costs. As regards criminal cases, the Court will set the costs of the legal proceedings on the basis of the complexity of the case.

### **2. What is legal aid?**

Legal aid is a funding provided to a person entitled and usually includes advice and assistance with any legal problems, in relation to proceedings and representation by a lawyer in court. Representation includes any kind of assistance which is usually provided by a lawyer in relation to proceedings, in all stages, until the delivery of a judgment, as well as appeal proceedings and in the case of a criminal procedure includes any stage relating to the procedure before it commence.

### **3. Can I benefit from legal aid?**

Entitled to receive legal aid is any natural person (nationals and non-nationals) who cannot bear the costs of the proceedings without affecting the basic needs and obligations of himself and his family.

### **4. Can legal aid be obtained for all disputes?**

Legal aid is granted in proceedings before the Courts of Cyprus and particularly in:

- Criminal proceedings before the District Court, the Tribunal Court, the Military Court and the Supreme Court.
- Civil and criminal proceedings for specific violations of human rights.
- Proceedings before the Family Court in relation to matters of family relations, parental responsibility, alimony, recognition of child, adoption, property relations of spouses and any other dispute in the marriage or in the family; and
- cross-border disputes.

### **5. Is there a specific procedure for emergencies?**

If the case is urgent, the lawyer, may ask the court, before which the case is tried, to issue a certificate for granting legal aid. The court in such cases shall give the necessary priority of examining the application.

### **6. Where can I obtain an application form for legal aid?**

An application form can be obtained from the Registry of the Court which has, depending on the case, jurisdiction to examine the application to grant legal aid. The application form is then completed by the applicant or his/her lawyer, is submitted to the Court, before which the case is tried and is registered in the Special Register of the same Registry.

### **7. Which documents should I attach to my request for legal aid?**

A written statement containing general information in relation to your personal data, your profession, your remunerations and incomes, your property assets, your marital status etc (Form 2 of Application for granting legal aid).

### **8. Where should I register my request for legal aid?**

The application is submitted to the Court where your case is tried unless it is related to cross-boarder disputes, where in such a case, the application should first be received by the Ministry of Justice and Public Order, which ensures that this application is submitted to the competent court which will consider it.

**9. How will I be informed of whether or not I am eligible for legal aid?**

Through any Legal Service (Courts, Law Office of the Republic, Chief Registrar of the Supreme Court, Registries of District Courts, Ministry of Justice and Public Order, Cyprus Bar Association, Local Bar Associations).

**10. If I qualify for legal aid, what should I do?**

For the proceedings referred to in 4 (a),(b)and (c) above, you should apply in writing to the Court, before which the case is tried and request the issue of a certificate of legal aid. In proceedings relating to cross border disputes, competent receiving and transmitting authority has been designated the Ministry of Justice and Public Order, 125, Athalassas Avenue, 1461, Strovolos, Nicosia. The Ministry of Justice and Public Order receives such applications via mail(including e-mail), or via fax. Such applications are accepted in the Greek or the English Language.

**11. If I qualify for legal aid, who will choose my lawyer?**

The lawyer is chosen by the person entitled to legal aid from a list of lawyers who are willing to offer their services. In the case where the person entitled to legal aid does not indicate a lawyer of his own choice, the Court that issues the certificate of legal aid calls this person to choose a lawyer of his/her preference from the list of lawyers, interested to offer their services within the framework of the institution of legal aid, prepared by the Cyprus Bar Association.

**12. If I qualify for legal aid, will this cover all the costs of my trial?**

If a certificate for free legal aid is granted by the Court, then all your costs are covered.

**13. If I qualify for partial legal aid, who will pay the other costs?**

No such provision exists under the laws of Cyprus. See answer 12 above.

**14. If I qualify for legal aid, will it cover any review I might make following the trial?**

The granting of legal aid applies for any instance of jurisdiction (first instance or appeal). Where, for example, legal aid was granted to you during the first instance procedure, then you are entitled to a grant of legal aid in any other procedure that follows, in relation to your case. In an appeal, however the issue of a new certificate is requested, after a new written application is made.

**15. If I qualify for legal aid, can it be withdrawn before the end of the trial (or even after the trial)?**

The certificate for legal aid may be withdrawn by the Court ex officio or after an application made by the Office of the Attorney-General where there is substantial change in relation to your personal and financial data. Withdrawal of the issued certificate, does not affect the right of the lawyer for remuneration, for his/hers services offered until the date of withdrawal.

**16. If I do not qualify for legal aid, can I appeal against the decision?**

A right of appeal against a decision for not issuing a certificate for legal aid exists, on the basis of the basic rule, that all decisions of the courts are subject to appeal.

**17. Further information**

For further information you can contact the Chief Registrar of the Supreme Court by telephoning 22865716 (for callers in Cyprus) and +35722865716 (for callers outside Cyprus) or in the Legal Affairs Unit of the Ministry of Justice and public Order by telephoning 22805922 or 22808946 (for callers in Cyprus) and +357 22805922 or +35722805946 (for callers outside Cyprus).