

## Tokyo 2020 Pro Bono Legal Advice & Representation Service Operational Rules

### I. General

#### Article 1 (Purpose)

1. The purpose of this pro bono legal service for the Tokyo 2020 Olympic and Paralympic Games (the "Service") is to contribute to the smooth running of the Games by providing free legal advice as a safety net for athletes and others who are involved in legal disputes in the host city.
2. These Operational Rules (the "Operational Rules") describe how the Service will be run.

#### Article 2 (The Service)

1. As set out in Appendix 1, the Service will consist of (1) services to represent athletes and others in proceedings before the Ad hoc and Anti-Doping Divisions that the Court of Arbitration for Sport (the "CAS") will organise in the host city during the Olympic Games (the "Representation Service") and (2) services to provide general legal advice to athletes and others (the "General Legal Advice Service").
2. The Service will be provided by the Japanese and foreign lawyers who are registered with the Japan Federation of Bar Associations and listed in Appendix 2 (the "Pro Bono Lawyer").
3. The Pro Bono Lawyer will provide the Service in accordance with the Operating Rules and the Code of Conduct for Pro Bono Lawyers as attached in Appendix 3.
4. The Service will provide the Representation Service and General Legal Advice Service, free of charge, during the period as set out in Article 3, for athletes, coaches and team officials, and for National Olympic Committees ("NOC"), National Paralympic Committees ("NPC"), International Federations ("IF") and International Paralympic Sporting Federations ("IPSF"), that meet the requirements for use in Article 9 (the "Service Recipient").

#### Article 3 (The Service Period)

1. The Representation Service will be provided from 13 July to 8 August 2021 (from ten days preceding the opening ceremony of the Olympic Games to the end of the Olympic Games).
2. The General Legal Advice Service will be provided from 13 July to 8 September 2021 (from ten days preceding the Opening Ceremony of the Olympic Games to three days after the closing ceremony of the Paralympic Games. The General Legal Advice Service for the Olympic Games will end on 15 August 2021 and that for the Paralympic Games will start on 16 August 2021).
3. The management committee of the Service (the "Management Committee") has discretion to allow access to the Service in respect of matters that are enquired slightly outside the relevant service period.
4. The Pro Bono Lawyer may continue to provide representation and/or legal advice for the Service Recipient after the relevant service period, by executing a new contract with such Service Recipient outside the scope of the Service. In such case, the Pro Bono Lawyer may charge the Service Recipient in accordance with that Pro Bono Lawyer's standard terms of business which shall be provided and explained to the Service Recipient in advance.

#### Article 4 (Secretariat of the Service)

1. The Japan Sports Arbitration Agency (the “JSAA”), the independent dispute resolution service for sports in Japan, will act as the secretariat for the Service, undertaking the day-to-day administration and operation of the Service during the service period.
2. The JSAA, subject to gaining relevant permissions, will endeavour to collate all relevant IF, IPSF, IOC and IPC rules on its website so that they are easy to be located and accessed by the Pro Bono Lawyer.

#### II. Access to the Service

#### Article 5 (Application to use the Service)

1. The Service Recipient shall apply for the use of the Service by submitting the prescribed application form to the JSAA office or via email (service@probono2020.tokyo). The Service Recipient shall agree to the terms and conditions set out in the prescribed application form.
2. The Management Committee will be available to respond to queries about the Service via the JSAA office, telephone and email.
3. Application forms will be available on the Service's website (<https://probono2020.tokyo/>).

#### Article 6 (Application for use by individuals)

1. The application for the use of the Service by an individual shall be made through the Chef de Mission of the NOC or NPC to which the individual belongs. However, in the event of a dispute between the individual and the NOC or NPC to which the individual belongs, the individual may apply directly for the use of the Service.
2. When Chef de Mission receives a request from an individual to use the Service, Chef de Mission will check whether the individual is eligible to use the Service.
3. Chef de Missions shall use the prescribed application form (see Appendix 4) and submit the application to the JSAA office or by email at service@probono2020.tokyo.
4. In the event that the urgency of the case does not allow sufficient time for an applicant to submit a signed application form, the JSAA may proceed with the necessary steps to use the Service after confirming the applicant's acceptance of the terms and conditions applicable to the Service.

#### Article 7 (Application for use by organisations)

An NOC, NPC, IF or IPSF may directly apply to the JSAA for access to the Service through its official representative.

#### Article 8 (Available Time)

1. The Pro Bono Lawyer shall ensure that he/she is available to receive communications from the JSAA regarding application for use between the hours of 10:00 and 18:00 (Japan time) on the designated standby dates. In addition, the Pro Bono Lawyer shall ensure that he/she is available to have a face-to-face meeting with the Service Recipient in Tokyo as soon as it becomes necessary.
2. During the service period, the JSAA shall be available as a point of contact in its office between 10:00 and 18:00 (Japan time) and shall respond to emails (service@probono2020.tokyo) 24 hours a day.

### III. Eligibility Criteria

#### Article 9 (Eligibility Criteria)

1. In order to use the Service, all of the following requirements must be met:
  - (1) The matter has arisen in Japan;
  - (2) The matter has arisen during the service period set out in Article 3 or has arisen within two days before or after the said period;
  - (3) The representation or legal advice sought is consistent with the content of each of the services set out in Appendix 1;
  - (4) Any application by an individual is being made by Chef de Mission (if not, a reasonable explanation is provided); and
  - (5) The matter is not incompatible with the Service's objective of contributing to the smooth running of the Olympic and Paralympic Games.
2. The Management Committee shall reserve the right to decide whether or not the matter should be dealt with by the Service in light of all the criteria referred to in the Operational Rules.

### IV. Pro Bono Lawyers

#### Article 10 (Language)

1. The Service shall be available primarily in English.
2. The JSAA shall endeavour to provide support, including the introduction of interpreters, in the event that services are requested in a language other than English or that interpreters are needed. However, it is the responsibility of the Pro Bono Lawyer to handle these situations.

#### Article 11 (Appointment of Pro Bono Lawyer)

1. When an application is received and accepted, the JSAA will select a Pro Bono Lawyer from those scheduled on the service rota for the period, having first consulted with the Management Committee as appropriate.
2. The JSAA will contact the selected Pro Bono Lawyer immediately by telephone to check his/her availability to accept the case. Once the Pro Bono Lawyer has agreed to accept the case, the JSAA will confirm details of the appointment by email.
3. The Pro Bono Lawyer shall only be required to accept a maximum of one case referral per day.

#### Article 12 (Swap or Cover of Assigned Date)

In the event that a Pro Bono Lawyer becomes aware in advance of that Pro Bono Lawyer's unavailability to fulfil a rota slot, the Pro Bono Lawyer may arrange either a swap with or cover to be provided by another Pro Bono Lawyer and inform the JSAA of this agreed change by completing and returning the swap form included in Appendix 5 at least 48 hours in advance of the rota period in question.

#### Article 13 (Representation Service)

The Representation Service may only be provided by the Pro Bono Lawyer who is allocated to the Representation Service in Appendix 2. The Pro Bono Lawyer who has accepted a matter under the Representation Service may handle the

matter jointly with the Pro Bono Lawyer assigned to the Representation Service in Appendix 2.

#### Article 14 (General Legal Advice Service)

1. The General Legal Advice Service may only be provided by the Pro Bono Lawyer who is allocated to the General Legal Advice Service in Appendix 2. The Pro Bono Lawyer who has accepted a matter under the General Legal Advice Service may handle the matter jointly with the Pro Bono Lawyer assigned to the General Legal Advice Service in Appendix 2.
2. In the event that the use of proceedings before the ad hoc arbitral tribunals of the CAS (the Ad hoc Division and Anti-Doping Division) becomes necessary for Service Recipient during a meeting regarding legal advice on the sports law category of the General Legal Advice Service, the Pro Bono Lawyer handling the legal advice shall notify the JSAA so that the Service Recipient can use the Representation Service.

#### V. Provision of Service

##### Article 15 (Process of Providing the Service)

1. The JSAA shall provide the Pro Bono Lawyer with the applicant's contact details, the completed application form and/or a short case summary.
2. The JSAA shall contact the applicant to confirm that the case has been referred to the relevant Pro Bono Lawyer, and shall subsequently inform the Chef de Mission of the same.
3. The Pro Bono Lawyer shall then contact the applicant as early as possible.
4. The Pro Bono Lawyer shall update the JSAA weekly and shall keep the JSAA informed of the progress of every matter referred to the Pro Bono Lawyer to the extent that this does not conflict with any duty of confidence owed by the Pro Bono Lawyer to the Service Recipient.
5. The JSAA shall be entitled to share information it receives with the relevant Chef de Mission where appropriate whilst respecting issues of confidentiality.

#### VI. Case Closure

##### Article 16 (Closure Report)

1. The Pro Bono Lawyer shall contact the JSAA when a case referral is concluded so that the closure of the matter can be dealt with.
2. If the Service Recipient wishes to seek and/or continue to receive representation or legal advice after the service period, the Pro Bono Lawyer may continue to provide his/her services beyond the period, entering into a profession agreement with the Service Recipient that is separate from the Service. In such case, the Pro Bono Lawyer may charge the Service Recipient for legal fees and actual expenses with the provision of advance explanations.

##### Article 17 (Follow-up by the JSAA)

After the closure of each case, the JSAA will contact the Service Recipient to confirm satisfactory conclusion of the case and to seek feedback.

## APPENDIX 1

The Service will be made up of the following:

(A) Representation Service

The Pro Bono Lawyers have been selected to provide legal advice and representation on behalf of applicants before the Ad hoc and Anti-Doping Divisions that the CAS will organise in the host city during the Olympic Games.

(B) General Legal Advice Service

The Pro Bono Lawyers have been selected to provide general legal advice in the following areas:

1. Criminal Law
2. Civil Law
3. Immigration Law
4. Sports Law (including anti-doping regulations)

Please note that the following matters are NOT covered by the Service:

- Commercial work, property law, tax law and intellectual property law;
- Disputes within NOC/NPC (except where the dispute is related to any criminal matters, or to be brought to CAS ad hoc hearings);
- Any matters that arose outside Japan;
- Any advice or representation sought before/after the service period set out in Article 3 of the Operational Rules;
- Any disputes which may arise against TOCOG; and
- Any disputes which do not assist the smooth running of the Games (in the widest sense of its meaning).

## APPENDIX 2

### List of Pro Bono Lawyers for Representation Service

Lawyers' Name	Area
Aina Ono	Tokyo
Eiji Tomita	Osaka
Go Fujii	Tokyo
Hisashi Yamada	Osaka
Jin Watanabe	Tokyo
Kazue Tanaka	Tokyo
Kazuo Isshiki	Tokyo
Kengo Iida	Tokyo
Masachika Sawano	Tokyo
Masanori Horiguchi	Tokyo
Naokazu Tsuneishi	Tokyo
Naoki Maekawa	Osaka
Naoki Okumura	Tokyo
Noriko Itai	Tokyo
SaeByok Yu	Tokyo

Lawyers' Name	Area
Seigo Okishio	Tokyo
Shinichiro Abe	Tokyo
Shoko Miura	Tokyo
So Joishi	Tokyo
So Miyamoto	Tokyo
Sunao Tsubakihara	Tokyo
Takashi Tokushige	Tokyo
Taku Inoue	Tokyo
Yan Sun	Tokyo
Yasuhiro Sato	Tokyo
Yasumasa Sakamoto	Osaka
Yasuyuki Suzuki	Tokyo
Yoko Maeda	Tokyo
Yumiko Honma	Tokyo

## List of Pro Bono Lawyers for General Legal Advice Service

Immigration Control and Refugee Recognition Act		Criminal Law		Sports Law		Civil Law	
Lawyers' Name	Area	Lawyers' Name	Area	Lawyers' Name	Area	Lawyers' Name	Area
Hideo Oka	Osaka	Chieko Yanagihara	Tokyo	Ayako Sekiya	Shizuoka	Akimichi Oikawa	Tokyo
Hikaru Kikuchi	Tokyo	Chihiro Makishi	Tokyo	Hiroshi Yokoyama	Tokyo	Atsuko Endo	Tokyo
Kotaro Tanaka	Tokyo	Fumi Shimizu	Tokyo	Kazuki Shishido	Tokyo	Meisei Kure	Tokyo
Noriko Itai	Tokyo	Jinpei Ueno	Tokyo	Mamoru Yamamoto	Tokyo	Mihoko Kawamizu	Tokyo
Seigo Okishio	Tokyo	Kota Yamamoto	Tokyo	Marisa Fernandez Nakajima	Tokyo	Miyuki Abe	Tokyo
Seiji Yamaura	Tokyo	Mako Sato	Kanagawa	Satoshi Shono	Tokyo	Naoyuki Tanaka	Tokyo
Shohei Sugita	Tokyo	Masataka Fukuda	Saitama	Shinji Kusuda	Tokyo	Shinichiro Abe	Tokyo
Takashi Tokushige	Tokyo	Megumi Wada	Tokyo	So Miyamoto	Tokyo	Shintaro Hagiwara	Tokyo
Takuro Awazu	Tokyo	Shuntaro Takahashi	Tokyo	Tomonori Sugimoto	Osaka	So Miyamoto	Tokyo
Yosuke Shimamura	Tokyo	Yota Tahara	Tokyo	Yuichiro Shimma	Tokyo	Takehiro Mishiri	Tokyo
				Yuki Matsumoto	Tokyo	Takeshi Nemoto	Tokyo
						Yasuyuki Suzuki	Tokyo
						Yusuke Tani	Tokyo

## APPENDIX 3

### Code of Conduct for Pro Bono Lawyer

This Code of Conduct set down general principles that apply to the Pro Bono Lawyer of the Tokyo 2020 Olympic and Paralympic Game.

#### Article 1 (Provision of Contact Details)

The Pro Bono Lawyer shall be aware that the Service will require a response at short notice and shall provide the Management Committee in advance with a telephone number and email address where he or she can be reached on the day of the duty.

#### Article 2 (Service without Legal Fee)

1. The Pro Bono Lawyer shall provide the Service without any legal fee during the service period set out in Article 3 of the Operational Rules.
2. The Pro Bono Lawyer shall bear his/her own travel and other nominal expenses. However, the Pro Bono Lawyer is not precluded from billing the Service Recipient for reasonable expenses with the prior written consent of the Service Recipient.

#### Article 3 (Explanation of Terms and Conditions)

In providing the Service, the Pro Bono Lawyer shall make clear to the Service Recipient at least the following points:

- (1) The terms and conditions to which the Pro Bono Lawyer will be subject in providing the Service; and
- (2) The terms and conditions to which the Pro Bono Lawyer will be subject if the Service Recipient wishes to continue to receive services from the Pro Bono Lawyer after the service period. This will include information on legal fees and expenses.

#### Article 4 (Insurance)

The Pro Bono Lawyer shall maintain legal liability insurance with a minimum of 100 million JPY coverage for the duration of the service period.

#### Article 5 (Exclusion of Liability)

Neither the Management Committee, the JSAA nor any of their associates shall have any liability to the Pro Bono Lawyer for services relating to the operation of the Service, except in cases of wilful or gross negligence.

#### Article 6 (Duty of Pro Bono Lawyer)

1. The Pro Bono Lawyer shall carry out his/her duties expeditiously and professionally.
2. Prior to providing the Service, the Pro Bono Lawyer shall disclose to the JSAA any perceived conflict of interest and shall not provide the service if a conflict of interest is deemed to exist.
3. In providing the Service, the Pro Bono Lawyer shall act in accordance with applicable laws and regulations, the rules and regulations of the Bar Association and those of the Olympic and Paralympic Games. In addition, the Pro Bono Lawyer shall pay particular attention to measures against coronavirus infection.

APPENDIX 4

**Application Forms**

# **Pro Bono Legal Advice**

## **Application Form for Individuals**

To be returned to the JSAA

I, .....  
[please insert full name], apply to the Tokyo 2020 Olympic Games Pro Bono Legal Advice and Representation Service (the “Service”) for legal advice (the expression “advice” including any legal assistance provided to me).

<b>Individual Pro Bono Legal Advice Request</b>	
Date of birth (DD/MM/YYYY)	
NOC	
Nationality	
Language(s)	
Sport/discipline	
Accreditation number	
Contact Telephone Number in Japan	
Email address	
The reason why I require advice is as follows:	

I state as follows:

1. the circumstances giving rise to this request for advice have arisen in Japan on or after 13 July 2021. If the circumstances arose prior to 13 July 2021, please state when they first occurred:  

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2. no other individual or body has agreed to fund the cost of such legal advice in whole or in part;
3. I have not appointed any other lawyer to advise me on this issue;
4. I am not seeking advice and/or representation on a dispute with a National Olympic Committee or International Federation unless it is a matter which relates to representations before the Court of Arbitration for Sport;
5. my Chef de Mission is aware of this application.

Please delete any of the above statements as appropriate and provide an explanation for any deletion:

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In return for this application being considered and, if accepted, referred to a Pro Bono Lawyer, I agree and acknowledge the terms and conditions of the Service as stated below:

1. there is no obligation on the part of the Service to agree to my application for advice;
2. if my application is accepted, advice without charge will be provided only until 15 August 2021 or until I leave Japan, whichever occurs first, as set forth in Article 3 of the Operational Rules;
3. advice will be provided by a lawyer or more than one lawyers appointed to the Service, all as determined by the JSAA as the Secretariat to the Service or by the Management Committee of the Service;
4. the advice will be the responsibility of the Pro Bono Lawyer(s) that provide(s) the advice and not the Management Committee, the JSAA, the relevant bar associations in Japan, the Tokyo Organising Committee of the Olympic and Paralympic Games, or any other individual or body;
5. further terms and conditions on which advice is provided will be as notified to me from time to time by the Pro Bono Lawyer(s) to which this application is referred;
6. the Service will be provided without charging any fees and expenses by the Pro Bono Lawyer(s) unless otherwise agreed in advance;
7. my Chef de Mission may be kept informed of the advice provided to me;
8. the advice may be withdrawn at once at any time if the contents of this application form are not true in all respects or if upon request I fail to provide sufficient accurate information or full instructions or if I do not accept the advice;
9. I hereby release the Management Committee, all members and alternates of the Management Committee, the JSAA, the relevant bar associations in Japan, the Tokyo Organising Committee of the Olympic and Paralympic Games and each of those bodies and individuals from all liability for advice or assistance given to me by a Pro Bono Lawyer or for the refusal to provide advice or for the withdrawal of advice;
10. this application, the response to this application and all actions and matters arising from or in any way connected with this application shall be governed by Japanese law and the Japanese courts shall have exclusive jurisdiction to determine any dispute.

Notes:

1. If any of the statements or agreements and acknowledgements above do not or may not apply, please delete it or them as appropriate and provide a full explanation here or in an accompanying signed memorandum:

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2. The Service will operate for the Olympic Games from 13 July to 15 August 2021.

Signature of Applicant

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Full name of Applicant

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Country of Applicant

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Date

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Signature of Chef de Mission

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Full name of Chef de Mission

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Date

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For assistance with completing this form and for all enquiries, please call the JSAA:  
+81-3-4400-9622

Completed application forms should be submitted to the JSAA by email to  
[service@probono2020.tokyo](mailto:service@probono2020.tokyo)

Hard copies may be posted to the JSAA, 905 JAPAN SPORT SQUARE, 4-2,  
Kasumigaoka-cho, Shinjyuku-ku, Tokyo, 160-0013, Japan

This form must be completed in English. Assistance with sending or filling the application to the JSAA can be obtained on the official website: <https://probono2020.tokyo/>

# Pro Bono Legal Advice

## Application Form for NOCs

To be returned to the JSAA

We, .....  
[please insert NOC name], apply to the Tokyo 2020 Olympic Games Pro Bono Legal Advice and Representation Service (the “Service”) for legal advice (the expression “advice” including any legal assistance provided to us).

NOC Pro Bono Legal Advice Request	
The reason why we require advice is as follows:	

We state as follows:

1. the circumstances giving rise to this request for advice have arisen in Japan on or after 13 July 2021. If the circumstances arose prior to 13 July 2021, please state when they first occurred:  
\_\_\_\_\_
2. no other individual or body has agreed to fund the cost of such legal advice in whole or in part;
3. We have not appointed any other lawyer to advise us on this issue;

Please delete any of the above statements as appropriate and provide an explanation for any deletion:

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In return for this application being considered and, if accepted, referred to a Pro Bono Lawyer, we agree and acknowledge the terms and conditions of the Service as stated below:

1. there is no obligation on the part of the Service to agree to my application for advice;
2. if our application is accepted, advice without charge will be provided only until 15 August 2021 as set forth in Article 3 of the Operational Rules;
3. advice will be provided by a lawyer or more than one lawyers appointed to the Service, all as determined by the JSAA as the Secretariat to the Service or by the Management Committee of the Service;
4. the advice will be the responsibility of the Pro Bono Lawyer(s) that provide(s) the advice and not the Management Committee, the JSAA, the relevant bar

associations in Japan, the Tokyo Organising Committee of the Olympic and Paralympic Games, or any other individual or body;

5. further terms and conditions on which advice is provided will be as notified to our Chef de Mission or Secretary General or Director of Sport from time to time by the Pro Bono Lawyer(s) to which this application is referred;
6. the Service will be provided without charging any fees and expenses by the Pro Bono Lawyer(s) unless otherwise agreed in advance;
7. the advice may be withdrawn at once at any time if the contents of this application form are not true in all respects or if upon request we fail to provide sufficient accurate information or full instructions or if we do not accept the advice;
8. we hereby release the Management Committee, all members and alternates of the Management Committee, the JSAA, the relevant bar associations in Japan, the Tokyo Organising Committee of the Olympic and Paralympic Games and each of those bodies and individuals from all liability for advice or assistance given to us by a Pro Bono Lawyer or for the refusal to provide advice or for the withdrawal of advice;
9. this application, the response to this application and all actions and matters arising from or in any way connected with this application shall be governed by Japanese law and the Japanese courts shall have exclusive jurisdiction to determine any dispute.

Notes:

1. If any of the statements or agreements and acknowledgements above do not or may not apply, please delete it or them as appropriate and provide a full explanation here or in an accompanying signed memorandum:

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2. The Service will operate for the Olympic Games from 13 July to 15 August 2021.

Signature of NOC Chef de Mission, NOC President, NOC Secretary General or other authorised person

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Full name of signatory

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Accreditation number of signatory

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Email Address

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Contact Telephone Number in Japan

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Date

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For assistance with completing this form and for all enquiries, please call the JSAA:  
+81-3-4400-9622

Completed application forms should be submitted to the JSAA by email to  
service@probono2020.tokyo

Hard copies may be posted to the JSAA, 905 JAPAN SPORT SQUARE, 4-2,  
Kasumigaoka-cho, Shinjyuku-ku, Tokyo, 160-0013, Japan

This form must be completed in English. Assistance with sending or filling the  
application to the JSAA can be obtained on the official website:  
<https://probono2020.tokyo/>

# Pro Bono Legal Advice

## Application Form for IFs

To be returned to the JSAA

We, .....  
[please insert IF name], apply to the Tokyo 2020 Olympic Games Pro Bono Legal Advice and Representation Service (the “Service”) for legal advice (the expression “advice” including any legal assistance provided to us).

IF Pro Bono Legal Advice Request	
The reason why we require advice is as follows:	

We state as follows:

1. the circumstances giving rise to this request for advice have arisen in Japan on or after 13 July 2021. If the circumstances arose prior to 13 July 2021, please state when they first occurred:  
\_\_\_\_\_
2. no other individual or body has agreed to fund the cost of such legal advice in whole or in part;
3. We have not appointed any other lawyer to advise us on this issue;

Please delete any of the above statements as appropriate and provide an explanation for any deletion:

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In return for this application being considered and, if accepted, referred to a Pro Bono Lawyer, we agree and acknowledge the terms and conditions of the Service as stated below:

1. there is no obligation on the part of the Service to agree to my application for advice;
2. if our application is accepted, advice without charge will be provided only until 15 August 2021 as set forth in Article 3 of the Operational Rules;
3. advice will be provided by a lawyer or more than one lawyers appointed to the Service, all as determined by the JSAA as the Secretariat to the Service or by the Management Committee of the Service;
4. the advice will be the responsibility of the Pro Bono Lawyer(s) that provide(s) the advice and not the Management Committee, the JSAA, the relevant bar

associations in Japan, the Tokyo Organising Committee of the Olympic and Paralympic Games, or any other individual or body;

5. further terms and conditions on which advice is provided will be as notified to our Secretary General or Director of Sport from time to time by the Pro Bono Lawyer(s) to which this application is referred;
6. the Service will be provided without charging any fees and expenses by the Pro Bono Lawyer(s) unless otherwise agreed in advance;
7. the advice may be withdrawn at once at any time if the contents of this application form are not true in all respects or if upon request we fail to provide sufficient accurate information or full instructions or if we do not accept the advice;
8. we hereby release the Management Committee, all members and alternates of the Management Committee, the JSAA, the relevant bar associations in Japan, the Tokyo Organising Committee of the Olympic and Paralympic Games and each of those bodies and individuals from all liability for advice or assistance given to us by a Pro Bono Lawyer or for the refusal to provide advice or for the withdrawal of advice;
9. this application, the response to this application and all actions and matters arising from or in any way connected with this application shall be governed by Japanese law and the Japanese courts shall have exclusive jurisdiction to determine any dispute.

Notes:

1. If any of the statements or agreements and acknowledgements above do not or may not apply, please delete it or them as appropriate and provide a full explanation here or in an accompanying signed memorandum:

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2. The Service will operate for the Olympic Games from 13 July to 15 August 2021.

Signature of Secretary General or other authorised person

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Full name of signatory

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Accreditation number of signatory

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Email Address

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Contact Telephone Number in Japan

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Date

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For assistance with completing this form and for all enquiries, please call the JSAA:  
+81-3-4400-9622

Completed application forms should be submitted to the JSAA by email to  
service@probono2020.tokyo

Hard copies may be posted to the JSAA, 905 JAPAN SPORT SQUARE, 4-2,  
Kasumigaoka-cho, Shinjyuku-ku, Tokyo, 160-0013, Japan

This form must be completed in English. Assistance with sending or filling the  
application to the JSAA can be obtained on the official website:  
<https://probono2020.tokyo/>

# Pro Bono Legal Advice

## Application Form for Individuals

To be returned to the JSAA

I, .....

[please insert full name], apply to the Tokyo 2020 Paralympic Games Pro Bono Legal Advice and Representation Service (the “Service”) for legal advice (the expression “advice” including any legal assistance provided to me).

Individual Pro Bono Legal Advice Request	
Date of birth (DD/MM/YYYY)	
NPC	
Nationality	
Language(s)	
Sport/discipline	
Accreditation number	
Contact Telephone Number in Japan	
Email address	
The reason why I require advice is as follows:	

I state as follows:

1. the circumstances giving rise to this request for advice have arisen in Japan on or after 16 August 2021. If the circumstances arose prior to 16 August 2021, please state when they first occurred:  

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2. no other individual or body has agreed to fund the cost of such legal advice in whole or in part;
3. I have not appointed any other lawyer to advise me on this issue;
4. I am not seeking advice and/or representation on a dispute with a National Paralympic Committee or International Paralympic Sport Federation unless it is a matter which relates to representations before the Court of Arbitration for Sport;
5. my Chef de Mission is aware of this application.

Please delete any of the above statements as appropriate and provide an explanation for any deletion:

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In return for this application being considered and, if accepted, referred to a Pro Bono Lawyer, I agree and acknowledge the terms and conditions of the Service as stated below:

1. there is no obligation on the part of the Service to agree to my application for advice;
2. if my application is accepted, advice without charge will be provided only until 8 September 2021 or until I leave Japan, whichever occurs first, as set forth in Article 3 of the Operational Rules;
3. advice will be provided by a lawyer or more than one lawyers appointed to the Service, all as determined by the JSAA as the Secretariat to the Service or by the Management Committee of the Service;
4. the advice will be the responsibility of the Pro Bono Lawyer(s) that provide(s) the advice and not the Management Committee, the JSAA, the relevant bar associations in Japan, the Tokyo Organising Committee of the Olympic and Paralympic Games, or any other individual or body;
5. further terms and conditions on which advice is provided will be as notified to me from time to time by the Pro Bono Lawyer(s) to which this application is referred;
6. the Service will be provided without charging any fees and expenses by the Pro Bono Lawyer(s) unless otherwise agreed in advance;
7. my Chef de Mission may be kept informed of the advice provided to me;
8. the advice may be withdrawn at once at any time if the contents of this application form are not true in all respects or if upon request I fail to provide sufficient accurate information or full instructions or if I do not accept the advice;
9. I hereby release the Management Committee, all members and alternates of the Management Committee, the JSAA, the relevant bar associations in Japan, the Tokyo Organising Committee of the Olympic and Paralympic Games and each of those bodies and individuals from all liability for advice or assistance given to me by a Pro Bono Lawyer or for the refusal to provide advice or for the withdrawal of advice;
10. this application, the response to this application and all actions and matters arising from or in any way connected with this application shall be governed by Japanese law and the Japanese courts shall have exclusive jurisdiction to determine any dispute.

Notes:

1. If any of the statements or agreements and acknowledgements above do not or may not apply, please delete it or them as appropriate and provide a full explanation here or in an accompanying signed memorandum:

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- 
2. The Service will operate for the Paralympic Games from 16 August to 8 September 2021.

Signature of Applicant

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Full name of Applicant

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Country of Applicant

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Date

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Signature of Chef de Mission

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Full name of Chef de Mission

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Date

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For assistance with completing this form and for all enquiries, please call the JSAA:  
+81-3-4400-9622

Completed application forms should be submitted to the JSAA by email to  
[service@probono2020.tokyo](mailto:service@probono2020.tokyo)

Hard copies may be posted to the JSAA, 905 JAPAN SPORT SQUARE, 4-2,  
Kasumigaoka-cho, Shinjyuku-ku, Tokyo, 160-0013, Japan

This form must be completed in English. Assistance with sending or filling the

application to the JSAA can be obtained on the official website:  
<https://probono2020.tokyo/>

# Pro Bono Legal Advice

## Application Form for NPCs

To be returned to the JSAA

We, .....  
[please insert NPC name], apply to the Tokyo 2020 Paralympic Games Pro Bono Legal Advice and Representation Service (the “Service”) for legal advice (the expression “advice” including any legal assistance provided to us).

NPC Pro Bono Legal Advice Request	
The reason why we require advice is as follows:	

We state as follows:

1. the circumstances giving rise to this request for advice have arisen in Japan on or after 16 August 2021. If the circumstances arose prior to 16 August 2021, please state when they first occurred:  
\_\_\_\_\_
2. no other individual or body has agreed to fund the cost of such legal advice in whole or in part;
3. We have not appointed any other lawyer to advise us on this issue;

Please delete any of the above statements as appropriate and provide an explanation for any deletion:

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In return for this application being considered and, if accepted, referred to a Pro Bono Lawyer, we agree and acknowledge the terms and conditions of the Service as stated below:

1. there is no obligation on the part of the Service to agree to my application for advice;
2. if our application is accepted, advice without charge will be provided only until 8 September 2021 as set forth in Article 3 of the Operational Rules;
3. advice will be provided by a lawyer or more than one lawyers appointed to the Service, all as determined by the JSAA as the Secretariat to the Service or by the Management Committee of the Service;
4. the advice will be the responsibility of the Pro Bono Lawyer(s) that provide(s) the advice and not the Management Committee, the JSAA, the relevant bar

associations in Japan, the Tokyo Organising Committee of the Olympic and Paralympic Games, or any other individual or body;

5. further terms and conditions on which advice is provided will be as notified to our Chef de Mission or Secretary General or Director of Sport from time to time by the Pro Bono Lawyer(s) to which this application is referred;
6. the Service will be provided without charging any fees and expenses by the Pro Bono Lawyer(s) unless otherwise agreed in advance;
7. the advice may be withdrawn at once at any time if the contents of this application form are not true in all respects or if upon request we fail to provide sufficient accurate information or full instructions or if we do not accept the advice;
8. we hereby release the Management Committee, all members and alternates of the Management Committee, the JSAA, the relevant bar associations in Japan, the Tokyo Organising Committee of the Olympic and Paralympic Games and each of those bodies and individuals from all liability for advice or assistance given to us by a Pro Bono Lawyer or for the refusal to provide advice or for the withdrawal of advice;
9. this application, the response to this application and all actions and matters arising from or in any way connected with this application shall be governed by Japanese law and the Japanese courts shall have exclusive jurisdiction to determine any dispute.

Notes:

1. If any of the statements or agreements and acknowledgements above do not or may not apply, please delete it or them as appropriate and provide a full explanation here or in an accompanying signed memorandum:

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2. The Service will operate for the Paralympic Games from 16 August to 8 September 2021.

Signature of NPC Chef de Mission, NPC President, NPC Secretary General or other authorised person

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Full name of signatory

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Accreditation number of signatory

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Email Address

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Contact Telephone Number in Japan

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Date

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For assistance with completing this form and for all enquiries, please call the JSAA:  
+81-3-4400-9622

Completed application forms should be submitted to the JSAA by email to  
service@probono2020.tokyo

Hard copies may be posted to the JSAA, 905 JAPAN SPORT SQUARE, 4-2,  
Kasumigaoka-cho, Shinjyuku-ku, Tokyo, 160-0013, Japan

This form must be completed in English. Assistance with sending or filling the  
application to the JSAA can be obtained on the official website:  
<https://probono2020.tokyo/>

# Pro Bono Legal Advice

## Application Form for IPSFs

To be returned to the JSAA

We, .....  
[please insert IPSF name], apply to the Tokyo 2020 Paralympic Games Pro Bono Legal Advice and Representation Service (the “Service”) for legal advice (the expression “advice” including any legal assistance provided to us).

IPSF Pro Bono Legal Advice Request	
The reason why we require advice is as follows:	

We state as follows:

1. the circumstances giving rise to this request for advice have arisen in Japan on or after 16 August 2021. If the circumstances arose prior to 16 August 2021, please state when they first occurred:  
\_\_\_\_\_
2. no other individual or body has agreed to fund the cost of such legal advice in whole or in part;
3. We have not appointed any other lawyer to advise us on this issue;

Please delete any of the above statements as appropriate and provide an explanation for any deletion:

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In return for this application being considered and, if accepted, referred to a Pro Bono Lawyer, we agree and acknowledge the terms and conditions of the Service as stated below:

1. there is no obligation on the part of the Service to agree to my application for advice;
2. if our application is accepted, advice without charge will be provided only until 8 September 2021 as set forth in Article 3 of the Operational Rules;
3. advice will be provided by a lawyer or more than one lawyers appointed to the Service, all as determined by the JSAA as the Secretariat to the Service or by the Management Committee of the Service;
4. the advice will be the responsibility of the Pro Bono Lawyer(s) that provide(s) the advice and not the Management Committee, the JSAA, the relevant bar

associations in Japan, the Tokyo Organising Committee of the Olympic and Paralympic Games, or any other individual or body;

5. further terms and conditions on which advice is provided will be as notified to our Secretary General or Director of Sport from time to time by the Pro Bono Lawyer(s) to which this application is referred;
6. the Service will be provided without charging any fees and expenses by the Pro Bono Lawyer(s) unless otherwise agreed in advance;
7. the advice may be withdrawn at once at any time if the contents of this application form are not true in all respects or if upon request we fail to provide sufficient accurate information or full instructions or if we do not accept the advice;
8. we hereby release the Management Committee, all members and alternates of the Management Committee, the JSAA, the relevant bar associations in Japan, the Tokyo Organising Committee of the Olympic and Paralympic Games and each of those bodies and individuals from all liability for advice or assistance given to us by a Pro Bono Lawyer or for the refusal to provide advice or for the withdrawal of advice;
9. this application, the response to this application and all actions and matters arising from or in any way connected with this application shall be governed by Japanese law and the Japanese courts shall have exclusive jurisdiction to determine any dispute.

Notes:

1. If any of the statements or agreements and acknowledgements above do not or may not apply, please delete it or them as appropriate and provide a full explanation here or in an accompanying signed memorandum:

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2. The Service will operate for the Olympic Games from 16 August to 8 September 2021.

Signature of Secretary General or other authorised person

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Full name of signatory

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Accreditation number of signatory

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Email Address

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Contact Telephone Number in Japan

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Date

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For assistance with completing this form and for all enquiries, please call the JSAA:  
+81-3-4400-9622

Completed application forms should be submitted to the JSAA by email to  
service@probono2020.tokyo

Hard copies may be posted to the JSAA, 905 JAPAN SPORT SQUARE, 4-2,  
Kasumigaoka-cho, Shinjyuku-ku, Tokyo, 160-0013, Japan

This form must be completed in English. Assistance with sending or filling the  
application to the JSAA can be obtained on the official website:  
<https://probono2020.tokyo/>

APPENDIX 5

**Rota Swap Form**

**Tokyo 2020 Pro Bono Lawyer' Rota Swap Form**

Should a Pro Bono Lawyer becomes aware in advance of his/her unavailability to fulfil a rota slot, he/she may arrange a swap with another Pro Bono Lawyer. Either a straight swap may be arranged between two Pro Bono Lawyers, or one Pro Bono may agree to cover another's slot without surrendering his/her own.

Please complete one form for each slot being exchanged with /covered by another Pro Bono Lawyer

Name of Pro Bono Lawyer wishing to swap ("Pro Bono Lawyer 1"):

\_\_\_\_\_

Date of slot Pro Bono Lawyer 1 is no longer available for:

\_\_\_\_\_

Name of Pro Bono Lawyer with whom a swap has been agreed ("Pro Bono Lawyer 2")

\_\_\_\_\_

The slot in question is being :

- exchanged between the two Pro Bono Lawyers in return for a rota slot currently assigned to Pro Bono Lawyer 2
  
- covered by Pro Bono Lawyer 2, who will not in turn be surrendering one of his/her own slots to Pro Bono Lawyer 1

(please delete as appropriate)

If an exchange has been agreed, please specify which of Pro Bono Lawyer 2's rota slots will be covered by Pro Bono Lawyer 1 in return:

\_\_\_\_\_

Signature of either Pro Bono Lawyer or authorised other:

\_\_\_\_\_

Print name:

\_\_\_\_\_

Date:

\_\_\_\_\_

**Please return completed form to the JSAA  
Email: [probono2020@jsaa.jp](mailto:probono2020@jsaa.jp)**