Jurnal Cakrawala Hukum

Volume 14 Issue 1, 2023

P-ISSN: 2356-4962, E-ISSN: 2598-6538

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Notary's Obligation to Provide Legal Services Free of Charge

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Article history:

Received 2023-01-21 Revised 2023-02-14 Accepted 2023-04-01

Keywords:

Notaries; Appearers; Law Protection.

DOI:

doi.org/10.26905/idjch. v14i1.8516

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Abstract: The problem in this study is related to the parameter of the phrase unable to fulfill the Notary's obligations regulated in the Notary Office Law and the form of legal protection. So that the goal of this writing is to get legal protection for Notaries against the ambiguity of legal norms. This study uses normative legal research methods with several approaches, namely the statutory approach and the conceptual approach. The results of this study indicate that preventive legal protection can be provided through laws and regulations that explain the criteria/standards for underprivileged people, namely: livelihood, salary or wages, those who are only able to meet basic needs that are decent but unable to pay contributions for themselves and his family. The repressive legal protection that can be given to a Notary, in this case, is if the Notary is not sure about the financial condition of the apparel so that he cannot provide legal services in the notary field for free, then another form of providing legal services is in the form of a reduction in honorarium or notary fees. in making a deed, the amount of the notary's honorarium has been determined by the provisions of the law.

1. Introduction

Article 1 paragraph (1) of the Law of the Republic of Indonesia Number 2 of 2014 concerning Amendments to the Law of the Republic of Indonesia Number 30 of 2004 concerning the Position of Notary Public states that: "Notary is a public official authorized to make authentic deeds and other authorities as referred to in this Act." A notary deed is an authentic deed drawn up by or before a Notary in the form and procedure stipulated in this Law. The notary has the authority to do authentic deeds regarding all actions, agreements, and stipulations that are required by laws and regulations or that are desired by interested parties to be stated in authentic deeds, guarantee the certainty of the date of doing the deed, save the deed, provide Grosse, copies, and quotations of the deed, all of that as long as the making of the deed is not also assigned or excluded to other officials or other people determined by Law.

Notary in carrying out his position is obliged to; 1). Notaries must act honestly, thoroughly, independently, and impartially and protect the interests of related parties in legal actions; 2). The notary must do a deed as Minutes of Deed and keep it as part of the Notary Protocol; 3). The notary must issue a Grosse Deed, a Copy of the Deed, or a Quote of the Deed based on the Minutes of the Deed; 4). Notaries are required to provide services by the provisions of this Law unless there is

reason to refuse it; 5). Keep secret everything regarding the deed he made and all information obtained for doing the deed by the oath of office unless the Law determines otherwise; 6). Binding the deed made in 1 (one) month into a book containing no more than 50 (fifty) deeds, and if the number of deeds cannot be contained in one book, the deed can be bound into more than one book, and record the number of minutes of deed, month, and year of manufacture on the cover of each book; 7). The notary must list the deed of protest against non-payment or non-receipt of securities; 8). The notary must list deeds relating to the will according to the time of making the deed every month; 9). The notary must send the list of deeds referred to in letter h or the list of zeros relating to wills to the Central List of Wills of the Ministry whose duties and responsibilities are in the notary sector within 5 (five) days in the first week of each following month; 10). The notary must record in the repertorium the date of sending the testament list at the end of each month; 11). The notary must have a seal/stamp bearing the state symbol of the Republic of Indonesia and the name, position, and place of domicile in the space surrounding it is written; 12). The notary is obliged to read the deed before the appearance attended by at least 2 (two) witnesses and signed at the same time by the apparel, witness, and notary; 13). Notaries must accept apprenticeships for notary candidates.

Apart from having the obligations described earlier, notaries also have other obligations as stipulated in Article 37 of the Law of the Republic of Indonesia Number 2 of 2014 concerning Amendments to the Law of the Republic of Indonesia Number 30 of 2004 concerning the Office of a Notary which states that: "Notaries are required to provide services law in the field of Notary free of charge to people who cannot afford it. This Notary's obligation is a problem because in the Law of the Republic of Indonesia Number 2 of 2014 concerning Amendments to the Law of the Republic of Indonesia Number 30 of 2004 concerning the Office of a Notary and other provisions of laws and regulations, it is not clearly explained regarding the criteria or benchmarks regarding the incapacitated person, this problem is strengthened by a notary who is only responsible for the formal correctness of the authentic deed so that it is only limited to the initial part of the deed and the closing deed.¹

So that the Notary needs more room to find clear and detailed information regarding the financial condition of the appearers, thus it is necessary to have specific criteria that can be used as a reference or guideline for a Notary to determine that a client/appeaser is someone who is incapacitated so that he or she is eligible to be given legal services in the notary field free of charge/free of charge.

Based on this description, it can be seen that there is legal ambiguity governing the criteria for an appeared who can be said to be someone who is incapacitated so that he is eligible to be given legal services in the notary field free of charge. This blurring of legal norms underlies the author to conduct legal research with the title: "Legal Protection for Appearers and Notaries Regarding the Notary's Obligation to Provide Legal Services in the Notary Field for Free (Analysis of the Provisions of Article 37 of the Law of the Republic of Indonesia Number 2 of 2014) Concerning Amendments to Law Number 30 of 2004 Concerning the Position of Notary)."²

¹ Irfan Iryadi, "Kedudukan Akta Otentik Dalam Hubungannya Dengan Hak Konstitusional Warga Negara," *Jurnal Konstitusi* 15, no. 4 (January 15, 2019): 796, https://doi.org/10.31078/jk1546.

Pebriana Putri Sukma W, Djumardin Djumardin, and Muh. Risnain, "Pelaksanaan Kewajiban Notaris Memberikan Jasa Hukum Di Bidang Kenotariatan Secara Cuma-Cuma Kepada Orang Yang Tidak Mampu Di Kota Mataram (Studi Di Notaris Kota Mataram)," Jurnal Risalah Kenotariatan 4, no. 1 (April 3, 2023), https://doi.org/10.29303/risalahkenotariatan.v4i1.91.

The author's urgency/importance in conducting this legal research is to provide certainty and legal protection for Notaries in providing legal services in the notary field free of Charge to appearers who are incapacitated based on legal provisions stipulated in Article 37 UUJN-P. The problems studied in this study are related to the parameters of the phrase incapable of the Notary's obligations in Article 37 of Law Number 2 of 2014 concerning Amendments to Law Number 30 of 2004 concerning the Office of a Notary and the forms of legal protection that can be given to appearers and Notary against the obscurity of legal norms in Article 37 of Law Number 2 of 2014 concerning Amendments to Law Number 30 of 2004 concerning the Office of a Notary.

Based on the description above, it is urgent and exciting to conduct a study entitled legal protection for Appearers and Notaries regarding the Notary's Obligation to Provide Legal Services in the notary field free of Charge, considering that the study is similar to the study entitled "Obligation of Notaries to Provide Free Legal Services to Poor People in Pangkalpinang City.³ Obligations of a Notary in Providing Legal Counseling to the Community Based on Law Number 2 of 2014 concerning Amendments to Law Number 30 of 2004 concerning the Position of a Notary (Doctoral dissertation, Thesis, Andalas University, Padang, as well as a study entitled "Juridical Analysis of Articles 37 UUJN-P Number 2 of 2014 concerning the Position of a Notary and the Notary's Code of Ethics Regarding Sanctions for Notaries who refuse to provide legal services free of charge to people who cannot afford it. 4 Juridical Analysis of Article 37 Uujn-P Number 2 of 2014 Concerning the Position of a Notary and the Notary's Code of Ethics Regarding Sanctions for Notaries who refuse to provide free legal services to people who cannot afford it. Recital Review, 3(1, 89-105. Has not explicitly studied and analyzed the legal protection for appearers and notaries regarding the Notary's obligation to provide legal services in the notary field free of Charge. So that understanding and input are obtained so the Notary can carry out his profession professionally and responsibly.

2. Method

The type of research used in this research is normative juridical research. Normative juridical research is used to inventory laws and regulations, legal principles, and legal theory to discuss issues related to the parameters of the incapacitated phrase and legal protection for appearers and Notaries against the ambiguity of Legal Norms in Article 37 of Law Number 2, the Year 2014 concerning Amendments to Law Number 30 of 2004 concerning the Position of Notary.

The approach used by the author, namely the statutory approach, is used to look for linkages or continuity of statutory regulations both vertically and horizontally to discuss issues related to the obligation of a Notary to provide services in the field of notary law free of charge for someone who appears to be unable to. Conceptually, this approach is used by the author to find new concepts related to parameters for appearers to be said to be "incapable" so that they can obtain certainty to receive services in the field of notary law free of charge or free of charge from a notary.

Muhammad Nur Irsan, "KEWAJIBAN NOTARIS MEMBERIKAN JASA HUKUM SECARA CUMA-CUMA KEPADA ORANG TIDAK MAMPU DI KOTA PANGKALPINANG" (Tesis, UNIVERSITAS SRIWIJAYA, 2021).

Florence Permenta Br. Manik, "ANALISIS YURIDIS TERHADAP PASAL 37 UUJN-P NOMOR 2 TAHUN 2014 TENTANG JABATAN NOTARIS DAN KODE ETIK NOTARIS MENGENAI SANKSI BAGI NOTARIS YANG MENOLAK MEMBERI-KAN JASA HUKUM SECARA CUMA-CUMA KEPADA ORANG YANG TIDAK MAMPU," Recital Review 3, no. 1 (May 6, 2021): 89-105, https://doi.org/10.22437/rr.v3i1.10673.

The analysis technique used by the author is this grammatical interpretation. Law and systematic interpretation are used to analyze the provisions of the Notary's obligation to provide services in the field of notary law free of charge to someone who appears unable to through the correlation between the legal rules concerning Notaries either vertically or horizontally.

3. Legal Protection Notary Legal Services According to Law

Notaries, as public officials, in carrying out their duties, must provide the best service for the community, both for people who have the ability or for people who are financially less well off. To provide legal certainty, every citizen needs the existence of a notary profession in terms of doing authentic deeds to provide definite law and legal justice for those who agree.⁵

Notaries are required to be able to provide legal counseling to parties who come to them so that they can gain full legal awareness and everyone can understand matters in the form of their rights and obligations as citizens. According to Tobing's opinion, quoted by Widyaharma, he said that steps to increase the professionalism of notaries were not only limited to knowing the obligations and position of a notary but also needed to know the wishes or desires of the community he would serve.

Notaries must provide free services in the notary sector to appearers classified as incapacitated persons. However, this provision does not have clear parameters to determine whether the appearers concerned meet the criteria of incapacitated persons. The Notary currently uses a certificate of incapacity issued by the Lurah or the Village Head to determine that the apparel is an incapacitated person. However, there is a case of Mr. X, who came to the Notary's office as an appeared intending to make a deed of amendment to the limited partnership company. (from now on referred to as CV) to become a limited liability company (from now on referred to as PT) as one of the conditions for obtaining a toll road construction tender. However, this Mr. X came with a letter of incapacity made by the sub-district where he lived; Mr. X then conveyed his intention to obtain a deed of changing the CV to PT for free because he was classified as an incapacitated person.

This shows that a certificate of incapacity cannot be used as a reference or an entirely appropriate basis for categorizing a person who appears as an incapacitated person. This will cause losses, especially for Notaries who have income from honorariums, so the occurrence of problems, as the Author previously explained, can affect the reduction of honorarium that Notaries should receive. Therefore the Author in this sub-chapter will describe the parameters that a Notary can use in determining that the apparel is classified as an incapacitated person, as follows; 1). Criteria for poor and disabled people who are registered are; a). People who do not have a particular source of livelihood or have a source of livelihood but cannot meet their basic needs; b). Having expenditure mostly used to meet the consumption of straightforward staple foods; c). Unable or having difficulties seeking medical treatment, except for Puskesmas or subsidized by the Government; d). Not being able to buy clothes once within 1 (one) year for each household member; e). They can only send their children to school up to the level of Junior High School Education; f). Have house walls made of bamboo/wood/walls/ in bad condition/low quality, not plastered; g). The condi-

Claudia Verena Maudy Sridana and I Ketut Westra, "Kewajiban Pemberian Jasa Hukum Secara Cuma-Cuma Oleh Notaris Pada Orang Tidak Mampu," Acta Comitas: *Jurnal Hukum Kenotariatan* 5, no. 3 (December 14, 2020): 446, https://doi.org/10.24843/ac.2020.v05.i03.p02.

tion of the floor made of soil or wood/cement/ceramic needs to be in better condition/low quality for the house; h). Roof made of palm fiber/thatch or tile/zinc/asbestos in lousy condition/low quality for the house; i). Have residential building lighting not from electricity or electricity without a meter for residential houses; j). The tiny house floor area of less than 8 square meters/person; k). Have a source of drinking water from wells or unprotected springs/water/rivers/rainwater/ or other springs.

Furthermore, the criteria for the poor and disabled people have not been registered: a). A person classified as a homeless person; b). A person classified as a beggar; c). Individuals from Remote Indigenous Communities; d). Women Vulnerable Socio-Economic; e). Non-Violence Victims; f). Migrant Workers with Social Problems; g). Poor communities due to natural and social disasters after the emergency response up to 1 year after the disaster; h). Beneficiaries of Social Welfare Institutions; i). Inmates of Detention Houses/Prison Institutions; j). Patients with Thalassemia Major; and K). Patients with Post-Immunization Follow-up Events (AEFI).

Based on the description of the criteria for disabled people that the Author has previously described, it can be seen that one of the criteria for disabled people is people who do not have a specific source of livelihood or have a source of livelihood but cannot meet their basic needs. Thus, the appearers who came to establish a PT did not meet these criteria. This is because establishing a limited liability company must include an authorized capital of at least Rp. 50,000,000.- (fifty million rupiah) as stipulated in the provisions of Article 32 paragraph (1) of Law Number 40 of 2007 concerning Limited Liability Companies (from now on referred to as the Company Law). In addition, for other criteria for being poor and disabled people who are registered, the Notary can find out by coordinating with the Village Government or Kelurahan where the Appearant lives. Thus the Notary does not have to depend entirely on the certificate of incapacity but can act independently. Active in determining whether the apparel can be classified as an incapacitated person.

Notaries have personal and public responsibility; having responsibility for themselves can give the understanding of being a professional person in doing work due to morality, reason, and professionalism in doing their work as part of their life. Furthermore, being responsible to the community can mean that a notary is willing to provide the best possible service by not providing different services to clients who can afford to pay high or clients who are less able to provide quality services and positively impact and help the community.

They are providing these services because they seek an advantage and serve fellow human beings. By the regulations stipulated in Article 36 UUJN, namely, the honorarium of a notary determines where a notary has the right to receive an honorarium for legal services carried out by the authority they have. However, it is not only the rights that a notary deserves to obtain by providing these legal services; the notary also must provide these legal services voluntarily (without charging honorarium) to people who do not have the abilities specified in the provisions of Article 37 UUJN.

This provision is mandatory for a notary as a form of social responsibility to the community, especially for people who cannot afford it and need legal services regarding drawing up a deed by a notary. The world of law, especially materialism, is known for administrative sanctions, which are also recognized in the Amendment Law on UUJN; that is, if a notary commits an offense, not only can he be given civil sanctions but can also be subject to administrative sanctions. Sanctions in state administration have the meaning of a form or tool of power that has the nature of public law. By the government, it can be a response or reaction to non-compliance with obligations regulated in state administrative law.

Administrative sanctions that can be applied to a Notary due to his mistake of not providing legal services in the notary field for free include demands or pressures from the government (besturssdwang), which are natural reactions from the government that aim to resolve these conditions. For specific provisions not permitted by the legal system of state administration, there is a withdrawal of provisions with advantages such as permits, payments, and subsidies. In this case, the application of sanctions is based on recall, or it can be said that a previous decision is no longer valid, so that a new decision will be issued, especially in state administrative law.

Administrative fines are imposed; this can be aimed at the parties who have violated any person who has violated the law and will be charged a fee according to the existing rules. The government will impose forced money, which aims to give definite punishment and fines by the provisions of the applicable laws and regulations.⁶

This Administrative Sanction is very well applied to notaries because it can warn them if they commit violations stipulated in the UUJN, as well as the regulatory provisions regulated in the Notary Code of Ethics. In terms of sanctions for notary violations of Article 37 paragraph (1) UUJN, it is further determined in the provisions of Article 37 paragraph (2) UUJN with a tiered nature according to the level of error of the notary who violated it, including; "Verbal warning, written warning, temporary dismissal, honorable discharge, dishonorable discharge." The inclusion of sanctions, either by giving a verbal warning or a written warning, is an initial form of imposing sanctions, and subsequent sanctions are not classified as administrative sanctions. According to Philipus M. Hadjon, "In administrative sanctions in the form of government coercion, prior to imposing sanctions must be preceded by verbal warnings and written warnings; this is included as a real coercion procedure."

The procedure for imposing administrative sanctions that are applied directly to agencies that have the authority to impose administrative sanctions; it is a form of preventive effort or carrying out supervision carried out by gradually examining the notary's protocol by checking for possible violations in carrying out his position. as a notary. Furthermore, with repressive steps, namely in imposing sanctions, which in imposing sanctions were carried out by the Regional Supervisory Council (MPW), the imposition of sanctions was carried out by giving warnings, both verbal and written warnings which included the right to provide a proposal to the Central Supervisory Council to punish with temporary dismissal for a period of three (3) months to six (6) months. Henceforth, the Central Supervisory Board will impose a penalty by temporarily dismissing the notary and has the right to suggest imposing sanctions to the Minister, such as dismissing the notary dishonorably and if the form of violation committed by the notary is severe. Administrative sanctions are the responsibility of a notary, and a notary may be subject to administrative, legal sanctions in the form of temporary dismissal, honorable discharge, or dishonorable discharge for a notary who is proven to have committed an unlawful act.

The sanction for temporary dismissal from the position of a notary or what can be called a suspension is a form of time waiting for the implementation of coercive sanctions from the government. The sanction of temporary dismissal from the notary's position is intended so that the notary does not carry out his duties and position temporarily (within the specified time) before imposing

⁶ Claudia Verena Maudy Sridana and I Ketut Westra, "Kewajiban Pemberian Jasa Hukum Secara Cuma-Cuma Oleh Notaris Pada Orang Tidak Mampu," *Acta Comitas/: Jurnal Hukum kenotariatan* 5, no. 3 (December 14, 2020): 446, https://doi. org/10.24843/ac.2020.v05.i03.p02.

sanctions in the form of honorable dismissal or dishonorable discharge. Over time, people's lives are increasingly advanced, and the community's need to provide legal protection is also increasing.⁷

This factor gave rise to a notary's obligation to provide legal services for people who cannot afford them. As for the legal consequences for a notary who objects and does not want to provide legal services to people who cannot afford it based on the provisions of Article 85, UUJN can be subject to sanctions in the form of; "Oral reprimand, written reprimand, temporary dismissal, honorable discharge, or dishonorable discharge." For the provisions stipulated in Article 84, UUJN does not provide arrangements regarding sanctions for the refusal of notaries who are reluctant to provide legal assistance free of charge or voluntarily to the public so that if there is a violation, they are not subject to criminal sanctions. Thus, voluntary legal assistance for the community is still carried out based on the parties' agreement between the legal aid applicant and a notary based on the provisions of Article 1338 paragraph (1) of the Civil Code.

4. Legal Protection of Notary Legal Services According to the Code of Ethics

In addition to the provisions in UUJN, the provisions in the Notary's Code of Ethics also determine the sanctions and are contained in Article 6 Paragraph 1 of the Notary's Code of Ethics, the sanctions that have been determined for violating the Code of Ethics are as follows; "Giving a warning, a temporary dismissal from association membership will be carried out, a respectful discharge from association membership will be carried out, and a dishonorable discharge from association membership."

The regulations regarding these sanctions in imposing them on notary members who have violated the provisions of the regulations by adjusting the severity of the violations committed. It can be explained that sanction is a punishment intended as a means or form of coercion against obedience and discipline as a member of an association or as a member of a notary to enforce a notary's code of ethics in an association. Imposing sanctions on members or notaries who violate the rules is carried out by the Honorary Council, which has the authority to examine members who commit violations and impose sanctions by the authority and what actions were violated by its members. In this case, the honorary council acts based on the good name of the Indonesian Notary Association (from now on referred to as INI) and the image and good name of the position of the Notary Public before every Indonesian public.

When examining and imposing sanctions by the Regional Ethics Council, also in determining whether it was proven to have committed a mistake and how severe the violation was, it will hear all explanations and self-defense made by a notary who violates the provisions. Furthermore, the decision of the Regional Honor Council session sees that there is indeed an error. In that case, it will immediately determine what type of sanction will be imposed on a notary who violates the provisions. For this type of sanction, reprimanding and giving a warning does not require negotiations with regional administrators. However, if a sanction is imposed, that is, will be temporarily dismissed, or by way of dismissal from membership, a meeting or trial must be held with other association administrators.⁸

Siska Harun Buko, "ANALISIS YURIDIS TENTANG KEWAJIBAN NOTARIS DALAM MEMBERIKAN JASANYA KEPADA MASYARAKAT YANG TIDAK MAMPU BERDASARKAN UU NO. 2 TAHUN 2014", LEX PRIVATUM, (February 17, 2017), https://ejournal.unsrat.ac.id/v3/index.php/lexprivatum/article/view/15116.

Pupu Sriwulan Sumaya, "Efektivitas Pelaksanaan Tanggung Jawab Notaris," Jurnal Pro Hukum, (March 6, 2023), http://journal.unigres.ac.id/index.php/JurnalProHukum/article/view/2537.

In the application of sanctions by temporarily dismissing the notary as well as dishonorably dismissing the notary as a member of the association, it is mandatory to notify the Regional Supervisory Council (MPD); the next step will be notification to the Minister of Law and Human Rights. This termination is not a dismissal from his position as a notary but a termination from his membership, namely being a member of the Indonesian Notary Association (from now on referred to as INI).

The application of these sanctions, both according to UUJN, the Code of Ethics, and in the form of moral sanctions from the public, is critical in realizing the professionalism of a notary. Especially in the interests and needs of the less fortunate in doing a deed, it is intended to provide legal protection for the community and realize the professionalism of a notary. The imposition of sanctions for Notaries can also be interpreted as public officials; notaries have the authority to do authentic deeds and have a moral obligation to help poor people, namely by providing legal services to those in need without charging fees or honorarium for these services.⁹

Based on this description, the legal protection that can be given to Notaries is not to receive sanctions because they are considered not to carry out their obligations to provide notary legal services for free to people who cannot afford on the other hand, from losses that Notaries can receive in the form of honorariums that are not given if it is proven that the appeared who is given services for free is a financially capable person, that is, if the Notary is not sure about the financial condition of the appeared so that he has not been able to provide legal services in the notary field for free. Another form of providing legal services is a reduction in honorarium or wages for the services of a notary in doing a deed where UUJN has determined the amount of the Notary's Notary's honorarium. A price reduction or notary honorarium is given if the client cannot pay the notary honorarium by the type of deed he made. The Notary will ask how much the client can pay the total honorarium. So that the NotaryNotary will be free from the risk of sanctions that can be given based on UUJN and the Notary Code of Ethics and will not suffer losses in large nominal amounts.¹⁰

5. Conclusion

According to the Author, preventive legal protection for Notaries can be provided through legal regulations that explain the criteria/standards of underprivileged people, which can be assessed based on Article 1 point 6 of Government Regulation Number 101 of 2012 concerning Recipients of Health Insurance Contribution Assistance. These criteria must be considered with humanity and the Notary's belief that the person is indeed incapacitated, and the Notary must carefully assess the deed made by or before a notary because, in general, people come to the Notary's office to do an authentic deed regarding a transaction or agreement, which has economic value. The repressive legal protection can be given to Notaries so they do not receive sanctions because they are deemed not to have carried out their obligations to provide notary legal services free of charge to people who cannot afford it and, on the other hand, from losses that Notaries can receive in the

⁹ Rizki Ryadika Rahman, "Penyelesaian Dugaan Pelanggaran Kode Etik Oleh Majelis Pengawas Notaris Terhadap Notaris Yang Telah Meninggal Dunia," (October 1, 2022), https://dspace.uii.ac.id/handle/123456789/41579.

Agritya Dinda Puspita, "Implementasi Pasal 37 Undang – Undang Jabatan Notaris Nomor 2 Tahun 2014 Tentang Kewajiban Notaris Untuk Memberikan Jasa Hukum Secara Cuma – Cuma Di Kota Surakarta," (September 29, 2022), https://dspace.uii.ac.id/handle/123456789/41476.

form of honorariums that are not given if it is proven that the apparel is the person who is provided free of charge is a financially capable person, namely if the Notary is not sure about the financial condition of the appeared so that he is unable to provide legal services in the notary field free of charge. Another form of providing legal services is a reduction in honorarium or wages for the services of a notary in drawing up a deed where UUJN has determined the amount of the Notary's honorarium. A price reduction or notary honorarium is given if the client cannot pay the notary honorarium according to the type of deed he made. The Notary will ask how capable the client can pay the total honorarium so that the Notary will be free from sanctions and losses in large numbers.

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