

APPLYING FOR LEGAL SERVICES

Leaflet No. 11.



LEGAL AID BOARD

This leaflet is not an interpretation of the law.

LEAFLET No. 11

APPLYING FOR LEGAL SERVICES

Introduction

General information about the services provided by the Legal Aid Board and about financial eligibility is available at any law centre or at the Head Office of the Board.

Application form

Persons seeking legal services from the Board must make an application in writing on the appropriate form. (Application for legal services form - LAA3).

This form is available from any law centre and on the Board's website (www.legalaidboard.ie) and may be completed in a law centre with the assistance of the staff.

A separate application form must be used for each matter.

A completed application form must:-

- state a subject matter, for example, family law;
- give some details of the matter on which legal services are sought, for example, domestic violence, divorce, etc;
- provide the information requested: and
- be signed, dated and returned to a law centre.

An application form that is forwarded to a law centre by post will be acknowledged within 14 days.

Assessment of financial eligibility

An applicant for legal services is required to complete the statement of income section of the application form and may be required to complete the statement of capital section. More detailed information on financial eligibility is available in Leaflet no 13 or on the Board's website.

Following full completion of the application form, a decision will be made on an applicant's financial eligibility for legal services. An applicant who is found to be financially ineligible by the law centre may have the matter referred to Head Office for a decision.

Initial consideration of application

An applicant is advised when an appointment with a solicitor can be offered. This will depend on the level of demand at the law centre for legal services. **Priority** appointments are provided for cases such as, domestic violence, child care, child abduction and certain cases where time limits may be about to expire.

If a priority appointment is not given, the applicant's name will, if necessary, be placed on the waiting list in order of the **date of receipt** of a completed application form.

Provision of legal services

A person who is granted legal advice must pay a contribution before seeing a solicitor.

Legal advice will be granted unless a person fails to satisfy the means test, or the subject matter is outside the scope of the Civil Legal Aid Act, for example, if it relates to a criminal law matter.

If court proceedings are considered necessary, an application for a legal aid certificate must be made. A certificate will be granted if the application meets the means and merit tests provided for in the Civil Legal Aid Act 1995. The Certificate must be accepted by the applicant before legal aid is provided. This will require the applicant to sign the legal aid certificate and to pay the appropriate contribution.

Withdrawal of legal services

Persons in receipt of legal services are expected to be truthful in the information that they provide to the Board and/or their solicitor and to behave reasonably at all times in their dealings with the Board and/or their solicitor, having regard to the particular circumstances of the case. Otherwise **legal advice** or **legal aid** or both **may be withdrawn** and the legally aided person may be liable for the full costs incurred by the Board on their behalf. (More detailed information is available on Leaflet no 12 Withdrawal of Legal Services.)

Legal Aid Board Information leaflets

Leaflet No. 1. Civil legal aid	Leaflet No. 9. Wills and inheritance
Leaflet No. 2. Family law - general	Leaflet No. 10. Customer care and complaints procedure
Leaflet No. 3. Separation	Leaflet No. 11. Applying for legal services
Leaflet No. 4. Divorce	Leaflet No. 12. Withdrawal of legal services
Leaflet No. 5. Nullity	Leaflet No. 13. Financial eligibility
Leaflet No. 6. Maintenance	Leaflet No. 14. Civil legal aid for complainants in rape and certain sexual assault cases
Leaflet No. 7. Domestic violence	Leaflet No. 15. Collaborative Practice
Leaflet No. 8. Children and family law	

CAVAN	Newcourt Shopping Centre, Church Street, Cavan	Tel: (049) 4331110 Fax: (049) 4331304
CLARE	Unit 6A, Merchant's Square, Ennis, Co. Clare.	Tel: (065) 6821929 Fax: (065) 6821939
CORK	North Quay House, Popes Quay, Cork. 1A South Mall, Cork. Refugee Legal Service, North Quay House, Popes Quay, Cork.	Tel: (021) 4551686 Fax: (021) 4551690 Tel: (021) 4275998 Fax: (021) 4276927 Freephone: 1800 202420 Tel: (021) 455 4634 Fax: (021) 455 7622
DONEGAL	Houston House, Main Street, Letterkenny, Co. Donegal.	Tel: (074) 9126177 Fax: (074) 9126086
DUBLIN	45 Lower Gardiner Street, Dublin 1. 9 Lower Ormond Quay, Dublin 1. 48/49 Nth. Brunswick St./Georges Lane, Dublin 7. 44/49 Main Street, Finglas, Dublin 11. Tower Centre, Clondalkin Village, Dublin 22. Village Green, Tallaght, Dublin 24. Unit 6-8, Business Centre, Clonsilla Road, Blanchardstown, Dublin 15. Private Practitioner Centre, 7-11 Montague Court, Montague Street, Dublin 2. Refugee Legal Service, Timberlay House, 79-83 Lwr. Mount St., Dublin 2. 48/49 Nth. Brunswick St., Georges Lane, Dublin 7.	Tel: (01) 874 5440 Fax: (01) 874 6896 Tel: (01) 872 4133 Fax: (01) 872 4937 Tel: (01) 646 9700 Fax: (01) 646 9799 Tel: (01) 864 0314 Fax: (01) 864 0362 Tel: (01) 457 6011 Fax: (01) 457 6007 Tel: (01) 451 1519 Fax: (01) 451 7989 Tel: (01) 820 0455 Fax: (01) 820 0450 Tel: (01) 477 6200 Fax: (01) 477 6241 Freephone: 1800 229222 Tel: (01) 631 0800 Fax: (01) 661 5011 Freephone: 1800 238343 Tel: (01) 646 9600. Fax: (01) 671 0200
GALWAY	9 Francis Street, Galway Refugee Legal Service, Seville House, New Dock Road, Galway.	Tel: (091) 561 650 Fax: (091) 563 825 Freephone: 1800 502400 Tel: (091) 562 480 Fax: (091) 562 599
KERRY	1 Day Place, Tralee, Co. Kerry.	Tel: (066) 7126900 Fax: (066) 7123631
KILDARE	Canning Place, Newbridge, Co. Kildare.	Tel: (045) 435777 Fax: (045) 435766
KILKENNY	87 Maudlin Street, Kilkenny.	Tel: (056) 7761611 Fax: (056) 7761562
LAOIS	Unit 6A, Bridge Street, Portlaoise, Co. Laois.	Tel: (057) 8661366 Fax: (057) 8661362
LIMERICK	Lock Quay, Limerick.	Tel: (061) 314599 Fax: (061) 318330
LONGFORD	Credit Union Courtyard, 50A Main Street, Longford.	Tel: (043) 47590 Fax: (043) 47594
LOUTH	Condil House, Roden Place, Dundalk, Co. Louth.	Tel: (042) 9330448 Fax: (042) 9330991
MAYO	Humbert Mall, Main Street, Castlebar, Co. Mayo.	Tel: (094) 9024334 Fax: (094) 9023721
MEATH	Kennedy Road, Navan, Co. Meath.	Tel: (046) 9072515 Fax: (046) 9072519
MONAGHAN	Alma House, The Diamond, Monaghan.	Tel: (047) 84888 Fax: (047) 84879
OFFALY	Harbour Street, Tullamore, Co. Offaly.	Tel: (057) 9351177 Fax: (057) 9351544
SLIGO	Bridgewater House, Rockwood Parade, Thomas Street, Sligo.	Tel: (071) 9161670 Fax: (071) 9161681
TIPPERARY	Friarscourt, Nenagh, Co. Tipperary.	Tel: (067) 34181 Fax: (067) 34083
WATERFORD	Canada House, Canada Street, Waterford.	Tel: (051) 855814 Fax: (051) 871237
WESTMEATH	Paynes Lane, Irishtown, Athlone, Co. Westmeath.	Tel: (090) 6474694 Fax: (090) 6472160
WEXFORD	Unit 8, Redmond Square, Wexford.	Tel: (053) 9122622 Fax: (053) 9124927
WICKLOW	Bridge Street, Wicklow.	Tel: (0404) 66166 Fax: (0404) 66197

Issued by the
LEGAL AID BOARD



AN BORD UM CHÚNAMH DLÍTHÍÚIL

HOURS OF OPENING
10.00 a.m. - 12.30 p.m. & 2.00 p.m. - 4.00 p.m.

QUAY STREET, CAHIRCIVEEN, CO. KERRY.
LOCALL No. 1890 615200
TEL: (066) 947 1000. FAX: (066) 947 1035.

www.legalaidboard.ie

ISSUE DATE: OCTOBER 2006