

# CIVIL LEGAL AID

Leaflet No. 1.



## LEGAL AID BOARD

This leaflet is not an interpretation of the law.

The **Legal Aid Board** provides legal advice and legal aid in civil cases to persons who satisfy the requirements of the Civil Legal Aid Act, 1995, principally, a person's means must be below a certain limit and there must be merit to the case.

**Legal advice** is any oral or written advice given by a solicitor or barrister, including writing letters and negotiations.

**Legal aid** is representation by a solicitor or barrister in court proceedings. A person must first accept an offer of a **legal aid certificate**, and pay the legal aid contribution.

A person seeking legal services can apply by calling into, telephoning, or writing to any of the law centres listed in this leaflet.

The Board offers a specialised service for asylum seekers. Details may be obtained from the Refugee Legal Service.

A person applying for legal services must complete an **application form** stating the subject matter on which legal advice and / or aid is sought. A person may apply for legal services in respect of two or more matters at the same time.

A person applying for legal aid and / or advice must also give details of their income and of any capital resources, such as, property, a car, and money in the bank, to enable the Board determine that the person's means are below the prescribed limit.

All persons who are granted legal advice and / or legal aid must pay a **contribution** to the Board. The legal advice contribution will be assessed on their disposable income, i.e. income after certain deductions in respect of, for example, dependants, accommodation costs, income tax, etc. have been made.

The legal aid contribution will be assessed on the person's disposable income and disposable capital i.e. the value of capital resources after certain deductions have been made in respect of, for example, any credit union loan.

The minimum contribution is €10 for legal advice and €50 for legal aid. The law centre staff will advise a person of the actual contribution in each individual case.

The Board is entitled, subject to certain limited exceptions, to deduct the **costs** it has incurred in providing legal services from any monies/property a person recovers as a result of the legal services provided. Monies recovered by a person in receipt of legal advice and/or legal aid must be paid in the first instance to the Board.

In appropriate circumstances, the Board will deduct its costs and return the balance to the legally aided person setting out details of the monies recovered and the costs retained. It is in the interest of a legally aided person to conduct their affairs in such a way as to minimise the costs incurred.

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, 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 in providing legal services.

When the appropriate legal services have been concluded, the person will be advised of this in writing, any original papers will be returned to them and the file will be closed.

After a number of years, closed files will be destroyed in accordance with Legal Aid Board policy.

A person may **reapply** for legal services at any time in respect of related or other matters.

A person considering applying for legal services should refer to **Leaflet no 11 Applying for legal services and Leaflet no 13 Financial Eligibility**.

An application form is also available on the Board's website at  
**[www.legalaidboard.ie](http://www.legalaidboard.ie)**

**Head Office:**

Legal Aid Board, Quay Street, Cahirciveen,  
Co. Kerry

*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		

# FULL-TIME LAW CENTRES

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

Issued by the  
**LEGAL AID BOARD**



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***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](http://www.legalaidboard.ie)

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