

# LEGAL AID BOARD



Office Use Only

App No: \_\_\_\_\_

Case Ref: \_\_\_\_\_

## Application for Legal Services

### How to complete this form:

- Please print letters and numbers clearly.
- Please use BLOCK LETTERS and place an X in the relevant boxes.
- Please answer all questions that apply to you. If a question does not apply to you, please insert "not applicable".
- Incomplete forms may be returned and may result in a delay in processing your application.
- You might need to submit proof of your income with this form. A member of the Board's staff will tell you what you need to submit.
- Should you require assistance a member of the Board's staff will be pleased to help you in completing this form.

### 1. Personal Information

1. Name		Previous surname (if any)	
2. Address			
3. Tel No		4. E-mail	
5. PPS No.			

### 2. What legal services are you applying for ?

**Subject Matter**     (a) Family Law                       (b) Non-family law

Please provide brief details on the matter you are seeking legal services for:


Does this matter involve another person or organisation?      Yes                                       No

If yes, what is their name, address and relationship to you: \_\_\_\_\_

Do you have a court date, and if so what is the date?    Yes  on \_\_\_\_/\_\_\_\_/20\_\_\_\_                                      No

Have you previously applied to the Legal Aid Board for legal services?      Yes                                       No

If yes, please give some brief details:                      Law centre: \_\_\_\_\_


### 3. Social welfare recipients

**If you satisfy the condition below, you do not need to complete the statement of means and assets at paragraph 4 and you should proceed to the declaration at paragraph 5**

My only source of income is Social Welfare **and** the value of my assets (e.g. car) of any kind (other than my home) that I possess does not exceed €4,000

#### **4. Statement of means and assets**

##### **(a) income**

<b>Please state how much you receive each week in:</b>	<b>Amount per week</b>	<b>Please state how much you pay each week in 1-8:</b>	<b>Amount per week</b>
Employment/Pension (Gross amount before deductions)		1. Accommodation costs (Rent/ Mortgage)	
Social welfare (state type)		2. Income tax	
		3. Pay-related social insurance (PRSI)	
Rent Allowance/Mortgage Interest Supplement		4. Universal social charge (USC)	
Fuel Allowance		5. Pension related deduction (PRD / "public service pension levy")	
Community Employment Scheme		6. Childcare costs (only if you are working)	
Maintenance received		7. Maintenance payment for spouse	
Business/self-employment		8. Maintenance payment for child(ren)	
Other sources (please specify)		Do you have a spouse or partner whom you are living with?	
		How many dependent children do you have living with you?	
		Do you have any other dependants living with you? (specify)	

**(b) assets** (other than your own home) e.g. car, shares, other property (you do not need to fill this section out if your assets other than your own home are worth less than €4,000)

<b>Type of asset</b>	<b>Value</b>

Please insert any **loans/debts/mortgages** (other than a mortgage on your own home) that you have

<b>Purpose</b>	<b>Outstanding balance</b>

#### **5. Declaration – Please read carefully before you sign**

1. I confirm that to the best of my knowledge the information which I have given on this application form is correct.
2. I consent to the transmission to the Legal Aid Board of all information about my case which the Board may require.
3. I understand that:
  - the Board may seek a report on my means from the Department of Social Protection;
  - giving incorrect information, or failing to disclose information, may lead to the withdrawal of legal services and that I may be liable for the cost incurred;
  - if my means change I must inform the law centre;
  - the Board may carry out a full assessment of my disposable income and capital at any time within the next twelve months, and may, based on the results of that assessment, vary my contribution towards legal services or withdraw legal services; and
  - I may be liable for costs incurred by the Board in providing legal services and that my solicitor will explain this in greater detail.
4. The value of my disposable capital assets does not exceed €4,000 or is as set out in the statement of means and assets.

My only source of income is Social Welfare **and** the value of my assets (e.g. car) of any kind (other than my home) that I possess does not exceed €4,000

**OR**

I have provided details of my financial circumstances in section 4 of the statement of means and assets.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_