An Bord Um Chúnamh Dlíthiúil
Legal Aid Board

Application for Legal Services

Civil Legal Aid and Advice

How to complete this form

- Pleaseprint letters and numbers clearly and answer all questions that apply to you.
- If a question does not apply to you, please insert N/A (not applicable).
- Incomplete forms may be returned and may delay processing your application.
- Should you require assistance, a member of the Legal Aid Board's staff will be pleased to help you complete this form.
- Tá leagan Gaeilge den fhoirm seo ar fáil freisin.

1. PERSONAL INFORMATION AND DETAILS OF APPLICATION **You must complete this part fully**

Name			
Previous surname (if any)		Telephone No.	
Mobile No.		Email	
Date of Birth		PPS No.	
Address (give correspondence address also, if different)			

Why am I applying for legal services?

Pleaseprovidedetailsonthe subject matter, e.g., for Family Law: seeking divorce, separation, looking to agree custody/ maintenancearrangements. ForNon-family Law provide details of the issue for which you are seeking legal services.

☐ Family Law ☐ Non-family Law

Is another person or organisation involved? 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 ☐ D/M/Y ☐ / ☐ / ☐ No ☐

Include copies of any proceedings/court orders. If you have applied for legal services before giving details, including whether the Legal Aid Board referred you to a private solicitor.

Law Centre:

2. STATEMENT OF INCOME AND ASSETS -Complete **either** Part A or Parts B & C

Part A: My only source of income is social welfare, and I have no assets over €4,000.
Attach a social welfare receipt.

1. Issocial welfare your only source of income? YES ☐
2. Are your assets worth less than €4,000 in total? YES ☐

Assets include your car or other motor vehicle, any cash on hand or savings that you have in a bank, or any jewellery that you own. It does not include the house you live in.

(Ifyou arenot sure if this part applies to you, please ask a member ofstaffin the law centre.)

If you have answered "Yes" to both questions proceed to the Declaration on the back page of this form. If you have answered "No" to either question, complete Parts B & C below.

Part B: Details of my income

Details of my employment/pension: I get paid: Monthly ☐ Fortnightly ☐ Weekly ☐ **Attach a payslip when submitting this document**

Pay before deductions (gross)	€	Pay period. (omit if you do not know)	
PAYE	€	PRSI	€
USC	€	Pension Levy (PRD)	€

Social Welfare

Attach a social welfare receipt.

Name of payment		Weekly amount	€
Name of payment		Weekly amount	€
Name of payment		Weekly amount	€
Name of payment	Fuel allowance	Weekly amount (during winter)	€

Other Sources of Income

Pleaseindicatehowoftenyoureceive each amount:

Maintenance received	€	Business Attach a notice of Assessment	€
Other source (e.g., CE Scheme, children living at home, SOLAS course - please specify)	€	Benefit-in-Kind (e.g., company car, accommodation paid for by company)	€

Cost of my accommodation

I pay € ☐ Weekly ☐ Fortnightly ☐ Monthly ☐

Mortgage interest supplement/Rent supplement/Rent allowance. €

Other allowances

I pay € in childcare costs for children

I have a partner, and they live with me

or

I have a spouse/civil partner who does not live with me, but I pay € in maintenance each week/month

(circle as appropriate)

I have children who live with me (or who are in full time education and live in student accommodation) **and/or**

I have children who do not live with me, and I pay € per child for maintenance each week/monthly (circle as appropriate)

I have other dependents who live with me.

Details:

Part C: Details of my assets

You must declare details of all your assets of a capital nature, anywhere in the world, except for the house you live in.

Examples of capital assets can be found in our information note "How to Complete your Application for Legal Services" and include your car, any property you own (other than the house you live in), savings (including cash), shares, or jewellery.

I do not own any capital assets and have total savings/cash on hand of less than €4,000.

If you do not have space on this sheet to detail your assets, include further details on a separate sheet.

My car

Make and model		Year first registered	
Estimated value	€	Car loan amount outstanding	€

My cashonhandorinthebank

If you have substantial cash on hand, write "on hand" in the Bank/Building Society/Credit Union name column

Bank/Building Society/Credit Union name	Amount
	€
	€
	€

Otherassetsthat I own

If there is a loan (including a mortgage) outstanding that you took out, please include details. Assets include properties (other than the house you live in), shares in companies, works of art, jewellery and purchase them, include details of the amount outstanding.

Name of asset	Estimated value	Amount of loan outstanding
	€	€
	€	€
	€	€

Other loans outstanding

Include details of otherloans or debts that you have not already declared above. You should include the name of the lender and the purpose of the loan in the “Details of loan” column. You do not need to declare the mortgage on your family home.

Details of loan	Amount of loan outstanding	Monthly repayment
	€	€
	€	€
	€	€

Other debts due to be paid within the next year

Details	Amount
	€
	€
	€

⚠ DECLARATION - Please read carefully before you sign.

1. I confirm that all the information I have given on this form is correct and I have not deliberately left anything out.
2. I understand that if it is later found that I gave incorrect information on this form or have left out any information asked for on this form, the Legal Aid Board can take away my legal aid and I can be held liable for the cost of the service it provided up until that point.
3. I give the Legal Aid Board permission to obtain any details or other information about my case which the Legal Aid Board might require.
4. I understand that the Legal Aid Board may contact the Department of Social Protection to obtain or verify any details of payments they make to me or any other information about my means that they might have on file.
5. If any details on this form change, I will inform the Legal Aid Board.
6. I understand that the Legal Aid Board may re-assess my means and capital at any time while it is providing me with legal services, until my case is concluded and my file is closed. They may, based on the outcome of that re-assessment, decide to withdraw my legal aid, or increase the contribution they will charge me towards legal services.
7. I acknowledge that at the end of my case, in certain circumstances the Legal Aid Board may charge me up to the full amount it cost them to provide me with legal services. I note that this will be explained to me in detail by my solicitor.
8. I note that if my application relates to a family law matter, the law centre may pass my information to a family mediation office of the Legal Aid Board if it is considered appropriate to do so.

Signed _____ Dated _____

Checklist - Please check that you have included with your application, copies of:

- ☐ Recent payslip if you work.
- ☐ Recent Social Welfare receipt or other proof of payment if you claim Social Welfare
- ☐ Your most recent Notice of Assessment from Revenue or recent set of accounts, if you are self-employed.
- ☐ Court applications or orders made in the past year.

Photo ID and proof of address are required where there is a financial or property element to your case. There will be a financial or property element in most cases. If in doubt, ask the law centre to which you are applying.

☐ Photo ID ☐ Proof of Address

Data Protection and Freedom of Information

Alldata submitted as partof an application for services will be treated as confidential by the Legal Aid Board. The Legal Aid Board will process and retain such data only in line with GDPR and in line with Freedom of Information requirements. Further information about the Legal Aid Board's Data Protection and Freedom of Information policies is available on **www.legalaidboard.ie**.The Legal Aid Board's Data Protection Unit can be contacted at **dataprotection@legalaidboard.ie**. The Legal Aid Board's Freedom of Information Unit can be contacted at **foi@legalaidboard.ie**.

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This application should be sent to your nearest law centre,
Addresses are available on **www.legalaidboard.ie**