

Use this form to apply for legal aid in New South Wales or contact a legal aid or private solicitor to complete an online application on your behalf.

For help to fill out this form

- call LawAccess NSW on 1300 888 529 or 1300 889 529 TTY or
- make an appointment for advice at a Legal Aid NSW office (listed on the back of this form).



If you are deaf or have a hearing or speech impairment, call the NRS on 133 677.



If you need an interpreter, call the Translating and Interpreting Service (TIS) on 13 14 50. They can arrange an interpreter to call LawAccess NSW or Legal Aid NSW.

Arabic

أما إذا كنتم بحاجة إلى مترجم فوري الرجاء الاتصال بخدمة الترجمة الخطية والفورية (TIS) على الرقم 13 14 50. وسوف يدبرون لك مترجما فوريا ليتصل نيابة عنك بهيئة LawAccess أو هيئة الدعم القانوني بولاية نيو ساوث ويلز.

Chinese

如果你需要傳譯員，請致電13 14 50聯絡翻譯及傳譯服務(TIS)。他們可以安排一位傳譯員致電 LawAccess或新州法律援助Legal Aid NSW。

Farsi

اگر به مترجم شفاهی نیاز دارید، به خدمات ترجمه کتبی و شفاهی (تیس) (TIS) به شماره 131450 تلفن بکنید. آنها می توانند یک مترجم شفاهی در اختیار شما بگذارند که به لوآکسس (LawAccess) یا کمک قانونی نیوساوت ولز (Legal Aid NSW) تلفن بکنید.

Korean

통역사가 필요하시면 통번역서비스 (TIS)에 13 14 50으로 전화하십시오. 그러면 그 곳에서 LawAccess 혹은 Legal Aid NSW에 연락할 통역사를 추천할 것입니다.

Vietnamese

Nếu bạn cần một phiên dịch viên, hãy gọi cho Dịch vụ Biên dịch và Phiên dịch (TIS) theo số 13 14 50. Họ có thể thu xếp một phiên dịch viên để gọi điện cho LawAccess hoặc Legal Aid NSW.

Checklist

1. Tell us whether your matter is

- Criminal Civil
 Family Don't know

2. Answer all the questions and sign the

- Centrelink consent on page 3 (if applicable); and
 applicant's declaration on page 10.

3. Attach copies of the following documents for you and any financially associated person

- statements for the last three months for all accounts from your financial institution
 any other documents that will assist your application (e.g. court documents, medical reports).

4. Attach the following documents for you and any financially associated person if you are

Unemployed

- an Income Statement from Centrelink or Department of Veterans' Affairs

Employed

- your last three pay slips or a letter from your employer showing your weekly income and tax paid

Self-employed

- a copy of your last tax return and the financial statements of your business.

Office use only

Client ID Grant File Number Cases Number

Part A | Your personal details

1. Name Mr/Mrs/Miss/Ms/Master/Dr/Other (please circle)

First name Middle name Last name

2. Have you used any other names? No Yes ▼ Provide other names below.

First name Middle name Last name

3. Gender Male Female Not applicable

Date of birth / /
Day Month Year

4. Home address

Number Street Suburb Postcode

Postal address (if different from above)

Number Street Suburb Postcode

5. Are you currently homeless? No Yes ▲ Provide an address above where we can contact you.

6. Contact details

Home Phone Work Mobile
Email Would you prefer to be contacted by email? No Yes

7. Custody details (if you are in prison or a detention centre)

Name of prison/detention centre
Address of prison/detention centre
Start date of detention / / Corrective Services MIN number
Day Month Year

8. Police reference number (CNI number) (if applicable)

9. Current NSW driver's licence number

10. Additional questions

Were you born in another country?

No Yes ► Which country?
What year did you arrive in Australia?

Do you speak a language other than English at home?

No Yes ► Which language?

Do you need an interpreter?

No Yes ► Which language?

Do you identify as Aboriginal or Torres Strait Islander?

No Yes, Aboriginal Yes, Torres Strait Islander
(If you identify as Aboriginal and Torres Strait Islander, please tick both 'yes' boxes.)

Do you have a disability that affects how you access our services?

No Yes ▼

What practical support do you need to access our services e.g. Auslan interpreter, wheelchair access?

Do you have any other needs that affect how you access our services? e.g. cultural, religious

No Yes Provide details ▼

Part B | Your financial details

11. Are you employed? No Yes ▶ Full-time Part-time
 Casual Self-employed

12. Centrelink details

Do you currently receive a Centrelink benefit? No Yes ▶ Which benefit or pension? e.g. Newstart, Disability Support Pension

Do you receive the maximum rate of benefit or pension? No Yes Don't know

If you are receiving a Centrelink pension or benefit, you can either

- **agree** to Legal Aid NSW checking your benefit rate with Centrelink and this means you must complete the consent below; or
- **not agree** to Legal Aid NSW checking your benefit rate with Centrelink and this means you must provide your Income Statement from Centrelink to prove the benefit you receive.

Centrelink consent

Do you agree to Legal Aid NSW checking your benefit with Centrelink? No Yes ▼

If yes, what is your Centrelink Reference Number (CRN)?

This consent will be used for the sole purpose of authorising Centrelink to provide information to Legal Aid NSW to assess your eligibility in relation to services provided by Legal Aid NSW.

Income Confirmation

Name

I , authorise Centrelink to electronically provide a statement of information to Legal Aid NSW to assist in the assessment of my entitlement to services from Legal Aid NSW.

- I understand that the information provided by Centrelink may include, where relevant, current or historical details of payments received, dependants, Centrelink deductions, income, assets and confirmation of my current address.
- I understand that this authority, once signed, is effective only for the period I am a client of Legal Aid NSW.
- I understand that this authority, which is ongoing, can be revoked at any time by giving notice to Legal Aid NSW.
- I understand that I will be able to obtain a written copy of the statements at any time from either Legal Aid NSW or Centrelink.

Signature



A brochure is available from Centrelink that provides more details about the Centrelink Confirmation eServices or visit Centrelink's website at www.centrelink.gov.au.

Date

/ /
Day Month Year

13. Financially associated person

Are you currently Single Married De facto Divorced Separated Widowed Other

Do you get financial support from another person? No Yes ▼

Name

What is your relationship to this person?

Is this person receiving a Centrelink pension or benefit? No Yes ▶ Which benefit or pension? e.g. Newstart, Disability Support Pension

Do they receive the maximum rate of benefit or pension? No Yes Don't know

Ⓞ Attach an Income Statement from Centrelink or Department of Veterans' Affairs for your financially associated person.

Part B | Your financial details continued

14. Your dependants

A dependant is someone who usually relies on you for financial support e.g. spouse, partner or child.

Do you (or your financially associated person) have any dependants? No Yes

Provide details of all your dependants *Attach a separate sheet if you have more than 6 dependants.*

| First name | Last name | Date of birth | Relationship to you | Living with you? |
|------------|-----------|-----------------------|---------------------|--|
| | | / / Day Month Year | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | / / Day Month Year | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | / / Day Month Year | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | / / Day Month Year | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | / / Day Month Year | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | / / Day Month Year | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Do you or your financially associated person pay child support/maintenance for children **not** living with you?

No Yes ► How many children do you pay for? Amount per child \$

15. Your income

a) Do you or your financially associated person receive any of the following income?

A financially associated person is someone who usually provides you with financial support or could reasonably be expected to assist you financially e.g. a relative, spouse or partner.

| | | |
|--|--|---|
| My income is calculated <input type="checkbox"/> weekly <input type="checkbox"/> fortnightly | Your income | Financially associated person's income |
| Centrelink pension or benefit <i>Attach an Income Statement from Centrelink or Department of Veterans' Affairs, unless you have signed the consent on page 3.</i> | \$ <input type="text"/> | \$ <input type="text"/> |
| Wage or salary (before tax) <i>Attach copies of the last 3 payslips or a letter from your employer showing the weekly income and tax paid for you and any financially associated person.</i> | \$ <input type="text"/> | \$ <input type="text"/> |
| Business or self employed income <i>Attach copies of the last income tax return and the financial statements of the business for you and any financially associated person.</i> | \$ <input type="text"/> | \$ <input type="text"/> |
| Child support/maintenance | \$ <input type="text"/> | \$ <input type="text"/> |
| Other income <i>e.g. workers compensation, superannuation, interest from investments, money from a trust, board, rent.</i> Please specify: <input type="text"/> | Total amount of other income ► \$ <input type="text"/> | \$ <input type="text"/> |
| Total income | \$ <input type="text"/> | \$ <input type="text"/> |

b) In the last twelve months, have you or your financially associated person received, or do you expect to receive in the near future, a lump sum payment over \$2000? e.g. receipt of a benefit, loan, gift, compensation, redundancy? No Yes ► When? / /
Day Month Year

How much? \$ Please provide details of lump sum payment.

c) Is your Centrelink benefit currently suspended because of a lump sum payment? No Yes

How much? For how many weeks are your benefits suspended?

16. Your expenses

| | | |
|---|---------------------------|---|
| My expenses are calculated <input type="checkbox"/> weekly <input type="checkbox"/> fortnightly | Amount paid by you | Amount paid by financially associated person |
| Income tax | \$ <input type="text"/> | \$ <input type="text"/> |
| Housing • Rent | \$ <input type="text"/> | \$ <input type="text"/> |
| • Mortgage | \$ <input type="text"/> | \$ <input type="text"/> |
| • Board | \$ <input type="text"/> | \$ <input type="text"/> |
| Rates e.g. Council, water | \$ <input type="text"/> | \$ <input type="text"/> |
| Child care | \$ <input type="text"/> | \$ <input type="text"/> |
| Child support/maintenance | \$ <input type="text"/> | \$ <input type="text"/> |
| Total expenses | \$ <input type="text"/> | \$ <input type="text"/> |

17. Your assets

Do you or your financially associated person own any of the following assets?

| | | Your assets | Financially associated person's assets |
|---|---------------|-------------------------|---|
| Home | | | |
| Address <input type="text"/> | Market value | \$ <input type="text"/> | \$ <input type="text"/> |
| | Mortgage owed | \$ <input type="text"/> | \$ <input type="text"/> |
| Other real estate | | | |
| Address <input type="text"/> | Market value | \$ <input type="text"/> | \$ <input type="text"/> |
| | Mortgage owed | \$ <input type="text"/> | \$ <input type="text"/> |
| Farm or business | | | |
| Address <input type="text"/> | Market value | \$ <input type="text"/> | \$ <input type="text"/> |
| | Mortgage owed | \$ <input type="text"/> | \$ <input type="text"/> |
| Motor vehicle(s) | | | |
| Make/model/year <input type="text"/> | Resale value | \$ <input type="text"/> | \$ <input type="text"/> |
| | Money owed | \$ <input type="text"/> | \$ <input type="text"/> |
| Savings (e.g. money in a bank, building society or credit union.) | Amount | \$ <input type="text"/> | \$ <input type="text"/> |
| <i>Attach statements for the last 3 months for all accounts from your financial institution(s).</i> | Bank/Branch | <input type="text"/> | <input type="text"/> |
| | Amount | \$ <input type="text"/> | \$ <input type="text"/> |
| | Bank/Branch | <input type="text"/> | <input type="text"/> |
| Other assets | | | |
| e.g. shares, boats. <input type="text"/> | Asset value | \$ <input type="text"/> | \$ <input type="text"/> |
| Please list asset and value. <input type="text"/> | Asset value | \$ <input type="text"/> | \$ <input type="text"/> |

18. If you are 60 years or over and own your own home, answer the next two questions as your assets may be assessed differently.

Have you lived in your home for more than five years? No Yes

If no, did you buy another home to live in because of a disability or ill health? No Yes

19. Do you have any other special financial reasons why we should consider your application e.g. expenses because of a disability, personal debts etc? If yes, provide details.

| |
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| |
| |
| |
| |

22. Solicitor details

Do you have a solicitor that you want to represent you?

No Yes ▼

If yes, will the solicitor agree to accept a grant of legal aid (if made)?

No Yes ▼

Provide details below

Solicitor's name

Firm name

Number Street address

Suburb

Postcode

Phone

Have legal fees been paid to a solicitor or barrister for this matter?

No Yes ▼

If yes, who paid the fees?

How much was paid?

23. Other party details in a criminal, family or civil matter

For family and civil law matters, provide details of the other person(s) or organisation with whom you are in dispute. For criminal matters, provide details of any other person who has been charged with the same offence.

(i) Details of *first* party/co-accused

What is your relationship with the first party e.g. partner, employee?

(Please circle)

Name

Mr/Mrs/Miss/Ms/Master/Dr/Other

Number Street address

Suburb

Postcode

Phone

Date of birth

Day Month Year

Details of *first* party's solicitor (if known)

Solicitor's name

Firm name

Number Street address

Suburb

Postcode

Phone

(ii) Details of *second* party/co-accused

What is your relationship with the second party e.g. partner, employee?

(Please circle)

Name

Mr/Mrs/Miss/Ms/Master/Dr/Other

Number Street address

Suburb

Postcode

Phone

Date of birth

Day Month Year

Details of *second* party's solicitor (if known)

Solicitor's name


Firm name

Number Street address

Suburb

Postcode

Phone

 Provide further details on a separate sheet if there are more than two co-accused or other parties.

27. Does your matter involve applications or orders affecting children? No Yes ▼

Provide details of children affected *Attach a separate sheet if you have more than 6 dependants.*

| First name | Last name | Date of birth | Relationship to you | Living with you? |
|------------|-----------|-----------------------|---------------------|--|
| | | / / Day Month Year | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | / / Day Month Year | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | / / Day Month Year | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | / / Day Month Year | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | / / Day Month Year | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | / / Day Month Year | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Does your matter in the Children's Court involve DoCS? No Yes ▼

If yes, on what date were the children removed by DoCS? / /
Day Month Year

Were the children living with you when they were removed? No ▼ Yes

If no, provide details of your involvement with the children

| |
|--|
| |
| |
| |

28. Relationship details in a family law matter

Were you married to the person you are in dispute with? No Yes ▼

Date of: Marriage / / Separation / / Divorce / /
Day Month Year Day Month Year Day Month Year

Were you in a defacto relationship with the person you are in dispute with? No Yes ▼

When did the relationship start / / Separation date / /
Day Month Year Day Month Year

29. Does your family law matter involve property? No Yes ▼ Provide details below

| Property address | Market value | Mortgage owed |
|------------------|--------------|---------------|
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |

Do you intend to sell the property(ies)? No Yes ▼

If yes, how do you intend to distribute the funds from the sale of the property(ies)?

| |
|--|
| |
| |
| |

30. Previous actions in the matter

Have you attended family dispute resolution? No Yes ▼

If yes, have you attended family dispute resolution at Legal Aid NSW? No Yes

Has an apprehended domestic violence order been made for your protection?

No Yes ▶ Final Interim

Has an apprehended domestic violence order been made for the protection of any children?

No Yes ▶ Final Interim

Were you the applicant defendant not a party

31. Safety concerns

Do you fear for your safety? No Yes

Do you fear for the safety of your children? No Yes

Are there any current investigations about child abuse? No Yes

If you fear for your safety or the safety of your children, please tell us why you are afraid.

Three empty text boxes for providing reasons for safety concerns.

Declaration (All applicants must sign the declaration)

Name

I, declare that all the information I have given is true and correct. I understand that it is an offence if I

- fail to provide information which is relevant to this application for legal aid
• provide a document to Legal Aid NSW that is false or misleading
• make a false or misleading oral or written statement in relation to this application.

Signature

Date / /
Day Month Year

Privacy statement

Legal Aid NSW collects personal information from you in order to provide you with a legal service, ensure accountability for the assistance we provide and plan and report on our services. The information is stored by us in accordance with NSW privacy legislation. You have a right to apply to access and correct the information we hold about you. You can get more information on our privacy policy by visiting www.legalaid.nsw.gov.au or contact:

The Privacy Officer, Legal Aid NSW, PO Box K847, Haymarket NSW 1238

Make sure that you complete the checklist on the cover of this form and attach all relevant documents.

Where do I send this form?

Post Legal Aid NSW, Grants Division, PO Box K847 HAYMARKET, NSW 1238

Fax (02) 9219 5533

Can I hand the form in? Yes, at any Legal Aid NSW office listed on the back of this form.

How can Legal Aid NSW help me?

You can get free face-to-face legal advice at most Legal Aid NSW offices. You should phone your nearest Legal Aid NSW office for an appointment.

However, if you need a solicitor to represent you in court, you need to apply for a grant of legal aid and fill in this application form or contact a solicitor to complete an online application.

A grant of legal aid provides you with legal representation in court by a solicitor who works for Legal Aid NSW or a private solicitor paid by Legal Aid NSW.

Legal Aid NSW provides legal representation for many criminal, family and civil matters and for children's, mental health and veterans' matters. However, we do not provide legal aid for every legal problem. Our policies explain the types of matters for which you can get legal aid.

Visit www.legalaid.nsw.gov.au and click on *Policy Online*.

Is legal aid free?

Legal aid is not always free. You may be asked to pay for

- some or all of your legal costs at the start and/or end of your case; and
- the other party's costs, if you lose your case.

How do I get a grant of legal aid?

If legal aid is available for your type of matter, you must

- **complete this application form** (and send supporting documentation);
- **pass a means test**—which looks at how much you earn and how much you own (e.g. property, cars) and any money you have which could be used to pay your legal costs. To see if you are likely to pass the means test, you can confidentially use the **Means Test Indicator** on the Legal Aid NSW website www.legalaid.nsw.gov.au; and
- **pass a merit test**—which looks at whether your legal action is likely to succeed and any benefit to you if aid is granted or any disadvantage to you if aid is refused. In some matters there is no merit test.

How do I know if I've been granted legal aid?

When you send us your completed form and supporting documents, we will assess your application.

We will then send you a letter telling you whether you have been granted legal aid and any conditions you must meet to get legal aid.

What if I'm not satisfied with the decision?

In most matters, you can apply to have the decision reviewed by the Legal Aid Review Committee either because you have been refused legal aid, or because you do not agree with the conditions.

Generally, you will need to lodge your appeal within 28 days.

Can I have the solicitor I want?

You cannot always choose your own solicitor, but you may request a solicitor in Part C, question 22 on this form.

You must tell Legal Aid NSW

- when you change your address
- when your financial details change
- if you want to change your solicitor.

Can I get legal advice by phone?

If you need legal advice over the phone, you can call LawAccess NSW on **1300 888 529**.

Can I get legal advice if I'm under 18?

You can get advice on *criminal* matters by calling the Legal Aid Youth HotLine on 1800 10 18 10. For all other matters, legal advice is available from LawAccess NSW on **1300 888 529**.

Need more info about Legal Aid NSW?

Visit our website at www.legalaid.nsw.gov.au or contact your nearest Legal Aid NSW office.

Central Sydney

Ground Floor,
323 Castlereagh Street
SYDNEY NSW 2000
PO Box K847, Haymarket 1238
DX 5 Sydney
Tel: (02) 9219 5000
TTY: (02) 9219 5126
Fax: (02) 9219 5533

Veterans' Advocacy Service

323 Castlereagh Street
SYDNEY NSW 2000
PO Box K847, Haymarket 1238
DX 5 Sydney
Tel: (02) 9219 5148
Fax: (02) 9219 5145

Bankstown

Level 8, Civic Tower
66-72 Rickard Rd
BANKSTOWN 2200
Tel: (02) 9707 4555
Fax: (02) 9708 6505
DX 11231 BANKSTOWN

Blacktown

'Kildare Court' Level 2
Suites 36 & 37
13 Kildare Road
BLACKTOWN 2148
Tel: (02) 9621 4800
Fax: (02) 9831 5597
DX 8111 BLACKTOWN

Burwood

Including Mental Health Advocacy Service

Level 4, 74-76 Burwood Road
BURWOOD 2134
Tel: (02) 9747 6155
Fax: (02) 9744 6936
TTY: (02) 9747 0214
DX 8541 BURWOOD

Campbelltown

Suite 1, Level 4
171-179 Queen Street
CAMPBELLTOWN 2560
Tel: (02) 4628 2922
Fax: (02) 4628 1192
DX 5119 CAMPBELLTOWN

Coffs Harbour

41 Little Street
COFFS HARBOUR 2450
Tel: (02) 6651 7899
Fax: (02) 6651 7897
DX 7576 COFFS HARBOUR

Dubbo

64 Talbragar Street
DUBBO NSW 2830
Tel: (02) 6885 4233
Fax: (02) 6885 4240
DX 4031 DUBBO

Fairfield

Suite 1, Level 2
25 Smart Street
FAIRFIELD 2165
Tel: (02) 9727 3777
Fax: (02) 9724 7605
DX 5068 FAIRFIELD

Gosford

Level 2, 37 William Street
GOSFORD 2250
Tel: (02) 4324 5611
Fax: (02) 4324 3503
DX 7222 GOSFORD

Lismore

Suite 6, Level 4
29 Molesworth Street
LISMORE 2480
Tel: (02) 6621 2082
Fax: (02) 6621 9874
DX 7740 LISMORE

Liverpool

Level 4, Interdell Centre
47 Scott Street
LIVERPOOL 2170
Tel: (02) 9601 1200
Fax: (02) 9601 2249
DX 5045 LIVERPOOL

Manly

Ground Floor
39 East Esplanade
MANLY 2095
Tel: (02) 9977 1479
Fax: (02) 9977 3357
DX 9207 MANLY

Newcastle

Level 2, 51-55 Bolton Street
NEWCASTLE 2300
Tel: (02) 4929 5482
Fax: (02) 4929 3347
DX 7911 NEWCASTLE

Nowra

Suite 1, Level 2
55-57 Berry Street
NOWRA 2541
Tel: (02) 4422 4351
Fax: (02) 4422 4340
DX 5311 NOWRA

Orange

Suite 4, 95 Byng Street,
ORANGE 2800
Tel: (02) 6362 8022
Fax: (02) 6361 3983
DX 3040 ORANGE

Parramatta

**Civil and Family Law and
Child Support Service**
Level 5, 91 Phillip Street
PARRAMATTA 2150
DX 8293 PARRAMATTA

Civil and Family Law

Tel: (02) 9891 1600
Fax: (02) 9689 1082

Child Support Service

Tel: (02) 9633 9916 or
1800 451 784 for regional callers
Fax: (02) 9689 1082

Parramatta Justice Precinct

Level 1, 160 Marsden Street
PARRAMATTA 2150
Tel: (02) 8688 3800
Fax: (02) 8688 3890
TTY: (02) 9687 7538
DX 8283 PARRAMATTA

Criminal Law

Tel: (02) 8688 3800
Fax: (02) 8688 3890

Children's Legal Service

Tel: (02) 8688 3800
Fax: (02) 8688 3890

Prisoners Legal Service

Tel: (02) 8688 3888
Fax: (02) 8688 3895

Penrith

95 Henry Street
PENRITH 2750
Tel: (02) 4732 3077
Fax: (02) 4721 0572
DX 8038 PENRITH

Sutherland

Ground Floor, 3-5 Stapleton Ave
SUTHERLAND 2232
Tel: (02) 9521 3733
Fax: (02) 9521 8933
DX 4528 SUTHERLAND

Tamworth

Level 1, 424-426 Peel St
TAMWORTH 2340
Tel: (02) 6766 6322
Fax: (02) 6766 8303
DX 6110 TAMWORTH

Wagga Wagga

Ground floor, Suite F,
Best Place, Morrow Street
WAGGA WAGGA 2650
Tel: (02) 6921 6588
Fax: (02) 6921 7106
DX 5424 WAGGA

Wollongong

Ground floor
73 Church Street
WOLLONGONG 2500
Tel: (02) 4228 8299
Fax: (02) 4229 4027
DX 27819 WOLLONGONG

Youth Hotline 1800 10 18 10