

Please read these notes before completing the form

### Filling in the form

- Please read the leaflet '*Civil legal aid - information for applicants*' which your solicitor gave you with this form. It is also available from the Leaflets section of [www.slab.org.uk](http://www.slab.org.uk).
- Complete the form in **capital letters** using **black ink** and put an 'x' in the relevant box. If a question doesn't apply to you, you must answer it by putting an 'x' in the 'No' or 'Not applicable' box.
- Please read the notes everywhere you see the information symbol. These give helpful information on completing the form.
- We use the information you give to decide if you qualify financially for legal aid. Give us and your solicitor full and honest answers so we can deal with your application quickly.



### Documents and evidence to send with your application

- When you see the documents symbol shown on the right, it tells you about documents you need to attach as evidence. Please read the notes for details of the evidence you need to provide.
- Please use the checklist on the last page to make sure you attach all the documents needed for your application. We give you details of the correct kinds of documents to send.
- If you have a spouse or partner, you need to send documents relating to their financial circumstances too.
- You must send us evidence of all money you receive and expenses you pay. For example:
  - If you get a state benefit - a copy of any letter telling you how much you are entitled to from the agency paying the benefit (such as the Department for Work and Pensions, Her Majesty's Revenue and Customs).
  - If you have a mortgage or pay rent - evidence such as bank statements to show how much you pay.
- Your salary must be verified by way of payslips or a Statement of Earnings form, completed by your employers. However if your recent bank statements show the income and expenses you tell us about in this form, this will usually be enough evidence. If you don't send the correct evidence we can't deal with your case.



*We cannot deal with your application without the documents requested so it's important that you send these.*

*If we need to write to ask you for documents this will delay our decision.*

*Please send copies of your documents and not originals.*

*Please don't use a highlighter on any documents you send us.*

### Returning your form

- If you were given this form by your solicitor, please return it to them with all the evidence requested. If we need to write to ask you for documents this will delay our decision.
- If you were sent the form or were asked to complete it by the Scottish Legal Aid Board, please return it with all the evidence requested to:  
**Scottish Legal Aid Board, Thistle House, 91 Haymarket Terrace, Edinburgh EH12 5HE**
- You can also email us your form. Send it to: [general@slab.org.uk](mailto:general@slab.org.uk)



### Help with this form

- If you need any help with this form you should contact the Financial Assessment Unit of the Legal Aid Information Line.

Legal Aid  
Information Line



0131 240 2082



Read these notes as you fill out the form.

You will only have this if you've already been granted legal aid.

Find this on your most recent P60 or other forms from Her Majesty's Revenue and Customs.

If you have a middle name enter it here too.

We need a telephone number where you can usually be contacted between 9am and 5pm.

You need to tell us if you have a spouse or partner, if you're living with them, or if you are separated.

If you're away from home, eg in prison or for work, this does not count as separated, unless you consider the relationship to be over.

You do not have to give details if your spouse or partner is your opponent in this case.

## Section A - About you

If you are filling in this form for someone else, please give their details and not your own.



A1. Legal aid reference number

C	I										
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A2. National Insurance number

LETTERS		NUMBERS					LETTER

A3. Are you  Male  Female

A4. Forenames

A5. Surname

A6. Date of birth

D	D	M	M	Y	Y	Y	Y

A7. Address

Post code

Email is not a secure method of communication. However, if you are happy for us to deal with your application by email, please provide your email address:

A8. Email address

A9. Applicant's contact

telephone number(s)

Home

Mobile

## Section B - About your relationship status

Look at the following statements and 'x' the box that accurately describes your circumstances.



B1. What's your relationship status?

- Single, divorced or widowed.
- I have a spouse or partner with whom I normally live (even if you don't always live in the same house or are in prison)
- I am separated from my spouse or partner. We don't live together.
- Living in the same house but no longer as a couple.

B2. If you chose answer 2 in question B1, please enter your spouse/partner's details below.

[You must also complete Sections E, G & H with spouse/partner details]

Partner's name

Partner's date of birth

D	D	M	M	Y	Y	Y	Y

Partner's National Insurance number

LETTERS		NUMBERS					LETTER

B3. If you chose answer 3 or 4 in question B1, what date did you separate?

D	D	M	M	Y	Y	Y	Y



Read these notes as you fill out the form.



## Section C - Other people living with you

If you live alone, or there is nobody in your house apart from you or your partner, please answer C3.



C1. Give details of everyone who lives in your household with you and your partner. Include your children, your partner's children and any other adults, even if they are not related to you.

Name	Date of birth	Relationship to you	Is the person listed working full time?	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>

C2. If children only live with you part-time, how many days of the week?

C3. There are no other people living with me, or with me and my partner.

## Section D - Your income

Please tell us about the money you receive here. You can tell us about money your partner receives in section E.



D1. Are you:

1.  Employed (complete D2 to D9)
2.  Self employed (go to D6)
3.  Unemployed (go to D6)
4.  Company director (go to D6)
5.  Full time student (D5 to D9)
6.  Retired (go to D6)
7.  Prisoner (go to D11)
8.  Hospital or care home resident.

You need to attach Evidence of your earnings: your 3 most recent payslips (3 weeks or months in a row with no gaps). For example, send June, July & August. Alternatively, ask your employer to complete a Statement of Earnings form CIV/FIN/3 from [www.slab.org.uk](http://www.slab.org.uk) or from your solicitor.



D2. What is your job?

D3. When did you start?

D4. What are your employer's contact details?

Company name & address  Post code

Telephone number  Fax number

Email

D5. Do you have any other job(s)  Yes  No

If you have other jobs you need to attach 3 payslips for them too.



D6. Do you receive any of these benefits, tax credits or other allowances?

	Yes	How much?	How often?	Date first received
Contribution-based Jobseeker's allowance	<input type="checkbox"/>			
Contribution-based Employment and support allowance	<input type="checkbox"/>			

	Yes	How much?	How often?
Child benefit	<input type="checkbox"/>		
Child tax credit	<input type="checkbox"/>		
Incapacity benefit	<input type="checkbox"/>		

Continues over...

If you are self employed or a company director you will need to complete an additional form.

This is called a CIV/FIN/4 and can be downloaded from [www.slab.org.uk](http://www.slab.org.uk), or get one by calling the number on the front page.

If you have any other jobs you need to give us the same details asked for in questions D2 to D4. Do this in Section I - Other information.

If you receive the benefit please 'x' the 'Yes' box and give more details.



Read these notes as you fill out the form.

Write the type of benefit, such as Armed Forces Independence Payment or Industrial Injuries Disablement Benefit, and tell us how much and how often.

Maintenance is money paid by a spouse or partner you are divorced or separated from for their children. It can be paid voluntarily, or because of a court order, or through the Child Support Agency (CSA). If you should receive maintenance but are not being paid, please tell us about this, including the date you last received payment, in Section I - Other information.

If you receive the form of income listed please 'x' the 'Yes' box and give more details and provide evidence.

Tell us about any other kind of income here, such as Bursaries or Education Maintenance Payments.

Tell us about any other money you receive, such as regular support from family members or a charity and provide evidence. If you don't receive financial help please 'x' the 'No' box.

	Yes	How much?	How often?
Working tax credit	<input type="checkbox"/>		
State pension	<input type="checkbox"/>		
Pension credit	<input type="checkbox"/>		
Disability living allowance	<input type="checkbox"/>		
Personal Independence Payment	<input type="checkbox"/>		

Other benefits	How much?	How often?

You need to send us evidence of your state benefits and tax credit entitlements. This could be a notification letter you received in the last six months. Or if this is shown in the bank statements you are enclosing no further evidence is needed.



D7. Do you or any of the children who live with you get any maintenance payments?

Yes, give details below.

You need to send us evidence of maintenance payments. If this is shown in the bank statements you are enclosing, no further evidence is needed. Tell us in 'Section I - Other information' if you are paid in cash.



Who is the maintenance paid to?	How much?	How often?

D8. How is the maintenance paid?

Standing Order into my bank	Yes <input type="checkbox"/>	Account number	
Deposit into my account	Yes <input type="checkbox"/>	Account number	
Cash	Yes <input type="checkbox"/>		
Other	Yes <input type="checkbox"/>	Please specify	

D9. Do you receive any other form of income?

	Yes	How much?	How often?	Date first received
Private pension	<input type="checkbox"/>			
Pension from an employer	<input type="checkbox"/>			
Student grant	<input type="checkbox"/>			
Student loan	<input type="checkbox"/>			
Rental income from another property	<input type="checkbox"/>			
Board/rent from family, lodgers or boarders	<input type="checkbox"/>			
Interest from bank or building society deposit	<input type="checkbox"/>			
Dividends from shares	<input type="checkbox"/>			

Other type of income	How much	How often	Date first received

D10. Does anyone else give you financial help?

No.

Yes. Give details below and provide evidence.

Company or person	Type of support given	How much?	How often?

D11. If you are now in prison, please give:

Date you expect to be released:

d d m m y y

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Scottish Prison Identification Number:

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Please now go to Section H if you are a prisoner.



Read these notes as you fill out the form.

If your partner is self employed or a company director they will need to complete an additional form.

This is called a CIV/FIN/4 and can be downloaded from [www.slab.org.uk](http://www.slab.org.uk), or get one by calling the number on the front page.

If your spouse or partner has any other jobs you need to give us the same details asked for in questions E2 to E4. Do this in Section I - Other information.

If your partner receives the benefit listed please 'x' the 'Yes' box. Tell us if the benefit your partner receives is based on National Insurance contributions or on income. You will find this information on the fourth page of their letter of award or ask at the Jobcentre.

Write the type of benefit, such as Armed Forces Independence Payment or Industrial Injuries Disablement Benefit, and tell us how much and how often.

## Section E - Your spouse or partner's income

If you said you have a spouse or partner in section B1, please tell us about the money they receive here. If you tell us about a spouse or partner they need to sign and date the declaration in Section J2 of this form.

E1. Is your partner:

1.  Employed (complete E2 - E9)
2.  Self employed (go to E6)
3.  Unemployed (go to E6)
4.  Company director (go to E6)
5.  Full time student (E5 to E9)
6.  Retired (go to E6)
7.  Prisoner (go to E10)
8.  Hospital or care home resident.

You need to attach evidence of your earnings:

your three most recent payslips (three weeks/months in a row with no gaps). For example, send June, July & August. Alternatively, ask your employer to complete a Statement of Earnings form CIV/FIN/3 from [www.slab.org.uk](http://www.slab.org.uk) or from your solicitor.

E2. What is your partner's job?

E3. When did they start?

E4. What are your partner's employer's contact details?

Company name & address  Post code   
 Telephone number  Fax number   
 Email

E5. Does your partner have any other job(s)  Yes  No

Attach evidence for your partner's additional jobs too.

E6. Does your partner receive any of these benefits, tax credits or other allowances?

	Yes	How much?	How often?	Date first received
Contribution-based Jobseeker's allowance	<input type="checkbox"/>			
Contribution-based Employment and support allowance	<input type="checkbox"/>			

	Yes	How much?	How often?
Incapacity benefit	<input type="checkbox"/>		
Child benefit	<input type="checkbox"/>		
Child tax credit	<input type="checkbox"/>		
Working tax credit	<input type="checkbox"/>		
State pension	<input type="checkbox"/>		
Pension credit	<input type="checkbox"/>		
Disability living allowance	<input type="checkbox"/>		
Personal Independence Payment	<input type="checkbox"/>		

Other benefits	How much?	How often?
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		

You need to send us evidence of your partner's state benefits and tax credit entitlements. This could be a notification letter received in the last six months or if this is shown in the bank statements you are enclosing no further evidence is needed.



Read these notes as you fill out the form.

Maintenance is money paid to your partner by their former spouse or partner for their children. It can be paid voluntarily, because of a court order, or through the Child Support Agency (CSA). If they should receive maintenance but are not being paid, please tell us about this, including the date they last received payment, in Section I - Other information.

If your partner receives the form of income listed please 'x' the 'Yes' box.

Tell us about any other kind of income here, such as Bursaries or Education Maintenance Payments.

Tell us about any other money your partner receives, such as regular support from family members or a charity.

If they don't receive financial help please 'x' the 'No' box.

If you pay the expense listed please 'x' the 'Yes' box. If you drive your own car to and from work, please provide a breakdown of costs for petrol, insurance, road tax and MOT in Section I - Other information.

Please tell us about any other expenses. Write the type of expense and tell us how much and how often.

E7. Does your partner get any maintenance payments?

Yes, give details below.  No

You need to send us evidence of your partner's maintenance payments. Or if this is shown in the bank statements you are enclosing no further evidence is needed. Please tell us in Section I - Other information if they are paid in cash.



Who is the maintenance paid to?	How much?	How often?

E8. Does your partner receive any other form of income?

	Yes	How much?	How often?	Date first received
Private pension	<input type="checkbox"/>			
Pension from an employer	<input type="checkbox"/>			
Student grant	<input type="checkbox"/>			
Student loan	<input type="checkbox"/>			
Rental income from another property	<input type="checkbox"/>			
Board/rent from family, lodgers or boarders	<input type="checkbox"/>			
Interest from bank or building society deposit	<input type="checkbox"/>			
Dividends from shares	<input type="checkbox"/>			

Other type of income	How much	How often	Date first received

E9. Does anyone else give your partner financial help?

Company or person	Type of support given	How much?	How often?

No, my partner doesn't receive financial help from anyone.

E10. If your partner is now in prison, what date do you expect them to be released?

d d m m y y

Scottish Prison Identification Number:

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## Section F - Your expenses

Please tell us about your expenses here. You can tell us about your partner's expenses in Section G.



F1. Do you pay any expenses for work?

Expense	Yes	How much?	How often?
Travel costs (home to workplace only)	<input type="checkbox"/>		
Trade union dues	<input type="checkbox"/>		
Subscriptions to professional body	<input type="checkbox"/>		
Child care	<input type="checkbox"/>		
Private pension payments or Additional Voluntary Contributions	<input type="checkbox"/>		

Other expense	How much?	How often?

You need to send evidence of the expenses you pay for child care costs, subscriptions, and private pension/Additional Voluntary Contribution payments. This could be three payment receipts or if this is shown in the bank statements you are enclosing no further evidence is needed.





Read these notes as you fill out the form.

If you pay the housing cost listed please 'x' the 'Yes' box.



Please tell us about any other housing cost, such as factoring fees. Write the type of expense and tell us how much and how often.



If you receive help from any of these sources please 'x' the 'Yes' box.



Tell us about any other help you receive. Tell us the type of help, how much and how often.



If you pay maintenance to someone please 'x' the 'Yes' box.




Tell us about any other maintenance you pay. Tell us the type of maintenance, to whom, how much and how often.

**F2. Are you paying for your housing costs?**

	Yes	How much?	How often?
Mortgage repayments	<input type="checkbox"/>		
Mortgage-linked life assurance	<input type="checkbox"/>		
Mortgage protection life assurance	<input type="checkbox"/>		
Rent	<input type="checkbox"/>		
Board and lodging charge	<input type="checkbox"/>		
Council tax	<input type="checkbox"/>		
Service charges	<input type="checkbox"/>		
Buildings insurance	<input type="checkbox"/>		
Contents insurance	<input type="checkbox"/>		

Other housing	How much?	How often?


You must send us evidence of payments for mortgage, life assurance, rent, council tax, service charges or any other housing-related cost. This could be three payment receipts or if this is shown in the bank statements you are enclosing no further evidence is needed. 

**F3.** If you said you pay buildings or contents insurance in question F2, does it cover legal fees that might cover the case?  Yes  No

**F4.** If you said you pay board and lodging in question F2, does the amount you pay cover any of the following?


Heating	Electricity and Gas	Food
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**F5.** Are you receiving money to help towards housing costs?

If you are receiving help towards your housing costs you need to show us evidence. This could be a recent notification or Housing Benefit Award letter. 

	Yes	How much?	How often?
Housing benefit	<input type="checkbox"/>		
Rent allowance	<input type="checkbox"/>		
Share paid by separated spouse/partner	<input type="checkbox"/>		

Other help	How much?	How often?

**F6.** Do you pay maintenance for someone who doesn't live with you?   
 If you are paying maintenance you need to show evidence or if this is shown in the bank statements you are enclosing no further evidence is needed. 

	Yes	How much?	How often?	How is payment made?
Partner/former partner	<input type="checkbox"/>			
Child	<input type="checkbox"/>			



Read these notes as you fill out the form.

If you make the payment please 'x' the 'Yes' box. If you have more than one kind of debt, you can tell us about additional loans, cards and fines in the 'Other debt' section below.

Please tell us about any other payment towards debts. Write the type of debt and tell us how much and how often.

If your partner pays the expense listed please 'x' the 'Yes' box. If they drive their own car to and from work, please provide a breakdown of costs for petrol, insurance, road tax and MOT in Section I - Other information.

Please tell us about any other expenses your partner pays. Write the type of expense and tell us how much and how often.

If your partner pays the housing cost listed please 'x' the 'Yes' box.

### F7. Are you making payments towards debts?

	Yes	How much?	How often?	When did this start?	Outstanding balance
Bank loans	<input type="checkbox"/>				
Credit cards	<input type="checkbox"/>				
Store cards	<input type="checkbox"/>				
Fines	<input type="checkbox"/>				
Legal fees	<input type="checkbox"/>				
Council tax arrears	<input type="checkbox"/>				
Rent arrears	<input type="checkbox"/>				

Other debt	How much?	How often?	When did this start?	Outstanding balance

If you are making payments towards debts you need to show us evidence. This could be a statement from the lender or creditor or if this is shown in the bank statements you are enclosing no further evidence of payment is needed. Please also provide evidence of the balance left to pay, three months' credit card statements or catalogue statements.



### Section G - Your partner's expenses

If you said you have a spouse or partner in section B1, please tell us about their expenses here. They need to sign and date the declaration in Section J2.



#### G1. Does your partner pay any expenses for work?

Expense	Yes	How much?	How often?
Travel costs (home to workplace only)	<input type="checkbox"/>		
Trade union dues	<input type="checkbox"/>		
Subscriptions to professional body	<input type="checkbox"/>		
Child care	<input type="checkbox"/>		
Private pension payments or Additional Voluntary Contributions	<input type="checkbox"/>		

Other expense	How much?	How often?

You need to send us evidence of the expenses your partner pays for child care costs, subscriptions, and private pension/AVC payments declared. This could be three receipts or if this is shown in the bank statements you are enclosing no further evidence is needed.



#### G2. What is your partner paying for your housing?

	Yes	How much?	How often?
Mortgage repayments	<input type="checkbox"/>		
Mortgage-linked life assurance	<input type="checkbox"/>		
Mortgage protection life assurance	<input type="checkbox"/>		
Rent	<input type="checkbox"/>		
Board and lodging charge	<input type="checkbox"/>		
Council tax	<input type="checkbox"/>		
Service charges	<input type="checkbox"/>		
Buildings insurance	<input type="checkbox"/>		
Contents insurance	<input type="checkbox"/>		





Read these notes as you fill out the form.

Please tell us about any other housing cost your partner pays, such as factoring fees. Write the type of expense and tell us how much and how often.

If your partner receives help from any of these sources please 'x' the 'Yes' box.

Tell us about any other help your partner receives here. Write the type of help and tell us how much and how often.

If your partner pays maintenance to someone please 'x' the 'Yes' box.

If your partner makes the payment please 'x' the 'Yes' box. If you have more than one kind of debt, you can tell us about additional loans, cards and fines in the 'Other debt' section on the next page.

Please tell us about any other payment your partner makes towards debts. Write the type of debt and tell us how much and how often.

Other housing	How much?	How often?

Send evidence of your partner's payments for mortgage, life assurance, rent, council tax, service charges or any other housing-related cost. This could be three receipts or if this is shown in the bank statements you are enclosing no further evidence is needed.

G3. If you said your partner pays buildings or contents insurance in question G2, does it cover legal fees that might cover the case?  Yes  No

G4. If you said your partner pays board and lodging in question G2, does the amount they pay cover any of the following?

Heating	Electricity and Gas	Food
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

G5. Is your partner receiving money to help towards housing costs?

If your partner receives help towards housing costs you need to show us evidence. This could be a recent notification or Housing Benefit Award letter or, if this is shown on the bank statements, no further evidence is needed.

	Yes	How much?	How often?
Housing benefit	<input type="checkbox"/>		
Rent allowance	<input type="checkbox"/>		
Share paid by separated spouse/partner	<input type="checkbox"/>		

Other help	How much?	How often?

G6. Does your partner pay maintenance for someone who doesn't live with you?

If your partner is paying maintenance you need to show evidence of this. Attach a copy of a recent assessment or if this is shown in the bank statements you are enclosing no further evidence is needed.

	Yes	How much?	How often?	How is payment made?
Partner/former partner	<input type="checkbox"/>			
Child	<input type="checkbox"/>			

G7. Is your partner making payments towards debts?

	Yes	How much?	How often?	When did this start?	Outstanding balance
Bank loans	<input type="checkbox"/>				
Credit cards	<input type="checkbox"/>				
Store cards	<input type="checkbox"/>				
Fines	<input type="checkbox"/>				
Legal fees	<input type="checkbox"/>				
Council tax arrears	<input type="checkbox"/>				
Rent arrears	<input type="checkbox"/>				

Other debt	How much?	How often?	When did this start?	Outstanding balance



Read these notes as you fill out the form.

If your partner is making payments towards debts you need to show us evidence. This could be a statement from the lender or creditor or if this is shown in the bank statements you are enclosing no further evidence of payment is needed. Please also provide evidence of the balance left to pay, for example, three months credit card statements or catalogue statements.



## Section H - Bank accounts and assets

Use this section to tell us about capital and assets held by you, AND capital and assets held by your spouse or partner.



You must tell us about **all** accounts you have and all those held jointly and/or accounts you hold in trust for another person.



If your children have accounts which you hold in trust you need to tell us about them too.

If you run out of space you can tell us more in 'other information' at Section I.



H1. Do you or your partner have any of the following:

Bank current accounts	<input type="checkbox"/> Yes	Bank savings accounts	<input type="checkbox"/> Yes
Building society accounts	<input type="checkbox"/> Yes	ISAs	<input type="checkbox"/> Yes
Post Office accounts	<input type="checkbox"/> Yes	Other accounts	<input type="checkbox"/> Yes
Cash	<input type="checkbox"/> Yes	If you have cash, how much?	

If you said Yes above, give details of **all** your accounts:

Bank or building society name	Name of account holder	Account number	Type of account - e.g. current, deposit, ISA	Current balance

You need to show us evidence of your accounts. Please attach your statements for the last three months. These need to be three months in a row. For example, send June, July and August's statements, rather than June, July and September's. If you don't send evidence for three months in a row we won't be able to process your application.



H2. Do you or your partner have any of the following:

National Savings Certificates	<input type="checkbox"/> Yes	Premium bonds	<input type="checkbox"/> Yes
Capital bonds	<input type="checkbox"/> Yes	Stocks or shares	<input type="checkbox"/> Yes
Any other type of savings	<input type="checkbox"/> Yes		

If you said Yes above, give details of your savings:

Type of savings or investment	Current value	Do you receive an income from it?	If you receive income, how much?
		<input type="checkbox"/> Yes	
		<input type="checkbox"/> Yes	
		<input type="checkbox"/> Yes	

You need to show us evidence of any savings and investments you have. Please attach statements showing your current balances. These need to be your most recent annual statement(s).



H3. Do you or your partner have any valuable possessions?

Yes  No

These are belongings valued at more than £500 such as boats, caravans, second cars, jewellery

Tell us about any valuable possessions in Section I - Other information.



You need to show us evidence of the value of your possessions. Please attach a recent valuation.



(but not wedding or engagement rings), antiques or items bought for investment purposes.



Read these notes as you fill out the form.

If you are in prison and have a financial interest in any property, you must declare this, even if the property was your main dwelling before your imprisonment.

Please give your best estimate of the market value of your property. Don't worry if you don't think this is exact.

All endowment policies have a value that the company will lend against the policy. We will let you know if you need to contact your policy provider for this information.

The date you realised you would need civil legal aid to raise or defend a court action is, for example, the date you separated from your partner or spouse.

H4. Do you or your partner own or part-own any property, land or timeshare other than the property you live in now?

Yes

No

You need to show us evidence of the value of the property and any loans secured over it.



If you said Yes above, give details of the property:

Address	Market value	Amount of any loan/mortgage	What share do you or partner own?	How do you use it? (rent it out/holidays)	Who lives there?

H5. Do you or your partner have life assurance or endowment policies not linked to your mortgage?  Yes  No

If you said Yes above, give details:

When was the policy taken out?	What is the annual premium?

H6. Does anyone, other than your opponent in the case, owe you or your partner any money?  Yes  No

H7. Have you or your partner received, or are you likely to receive, anything from the will of someone who has died recently?  Yes  No

H8. Are you or your partner entitled to any money from a trust fund?  Yes  No

H9. Have you or your partner been made redundant, or are you or your partner about to be made redundant?  Yes  No

H10. Have you or your partner transferred, sold or given any money, property or possessions to anybody, including any company or body, since you became aware these proceedings were likely to take place?  Yes  No

H11. Have you or your partner bought anything costing more than £2,000, or paid out more than this for anything in the last 12 months?  Yes  No

H12. Do you or your partner have any other capital or other assets which have not been included in this section?  Yes  No

If you answered Yes to any of the questions above, please give details:

Question number	Details

You need to show us evidence of the value of any other capital or other assets you tell us about here.



H13. When did you first realise you should consult a solicitor about this matter?

H14. Have you reduced your income or capital, including transferring money or property into someone else's ownership or control, since the date you have given above in H.13?

Yes  No

H15. If so, how much?

H16. If so, what did you or your partner use this money for?



Read these notes as you fill out the form.

Section I - Other information

If you ran out of space elsewhere in the form you can continue your answer here. You can also tell us anything else you'd like us to know about you.



Please use this space to:



Give us any further information or continue an answer you haven't had enough room for. If you are continuing an answer, please tell us the number of the question you're giving more information for.

Give us any other information you feel we should know about your financial circumstances. For example, if you have any special needs you have to spend money on for things like special diets and extra heating costs.

Tell us about any changes that may affect you in the near future, for example, if you are about to lose your job or you only receive an income sometimes.

Tell us if you are expecting a child, when your due date is and when you will start any maternity leave.



### J1. Your declaration

#### For applicants:

- a) I certify the information given in this application form is to the best of my belief and knowledge true and correct.

#### For representatives:

- a) I declare that as far as I know the information I have given is true, based upon the reasonable enquiries which I have been able to make, exercising due care and diligence.

#### For applicants and representatives:

- b) I consent to the Scottish Legal Aid Board making enquiries of any person or bodies as it may consider necessary, including my solicitor, my employer, my bank(s), the Department for Work and Pensions or HM Revenue and Customs in relation to this application. I authorise these other persons or bodies, including my solicitor, my employer, my bank(s), the Department for Work and Pensions or HM Revenue and Customs to provide the information required by the Board.
- c) I have been given a copy of the booklet "Civil legal aid - information for applicants".
- d) I understand that I must inform the Board immediately:
- if my disposable income increases by £750 or more or decreases by £300 or more during the period of assessment which is the twelve months following the date of application
  - if my capital increases by £750 or more during the period of assessment or the lifetime of the court case - whichever is the longer
  - of any changes in benefit during the period of assessment. I understand that the period of assessment is the twelve month period from the date the Board receives my legal aid application.
- I understand that I must also provide this information about changes in my partner's financial circumstances where his/her details have been given in this application under the "Partner" heading.
- e) I consent to the disclosure of this application, associated documentation and my case file held by my solicitor for quality assurance purposes including peer review and stage reporting.

Your signature

Print name

\_\_\_\_\_ Date 

d	d
<input type="text"/>	<input type="text"/>

m	m
<input type="text"/>	<input type="text"/>

y	y	y	y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Important information about your personal data

The Scottish Legal Aid Board (SLAB) is a data controller. The personal information provided by you will be used in accordance with the General Data Protection Regulation 2016 and for our functions under the Legal Aid (Scotland) Act 1986.

SLAB may receive information about you from certain third parties (for example, some government departments and agencies), or give information to them. However we will not pass on information about you unless the law allows or requires us to do so. We will retain the personal information we hold about you in accordance with the requirements of our retention schedule then destroy or delete it in a secure manner.

Under the General Data Protection Regulation 2016 you have the right to make a formal request in writing to see the personal information we hold about you, to inspect it and to have it corrected if it is wrong. In addition you may also have rights to have your data erased or have your data moved. You may be able to object to processing if you believe it to be unlawful and subject to lawful restrictions. Where SLAB are responsible for unlawfully processing or disclosing your personal data and it is likely to cause a high risk to your rights and freedoms we will make you aware of this. To request your personal data you should write to SLAB's Data Protection Officer. If you are unhappy with the response you get from the Data Protection Officer and wish to complain you should write to the Director of Corporate Services and Accounts.

### J2. Your partner's declaration

- a) I certify the information given in this application form is to the best of my belief and knowledge true and correct.
- b) I consent to the Scottish Legal Aid Board making enquiries of any person or bodies as it may consider necessary, including my employer, my bank, the Department for Work and Pensions or HM Revenue and Customs in relation to this application. I authorise these other persons or bodies, including my employer, my bank(s), the Department for Work and Pensions or HM Revenue and Customs to provide the information required by the Board.

\_\_\_\_\_ Date 

d	d
<input type="text"/>	<input type="text"/>

m	m
<input type="text"/>	<input type="text"/>

y	y	y	y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Please refer to the information box above about your personal data and rights before signing this declaration.

If you said you had a spouse or partner in Section B, and gave information about them throughout this application, they need to sign this declaration.

Your partner's signature

Print name

## Attachments checklist

Use this section to check you've attached all the documents you need to.



### Document Type Attached - Income

You

Spouse/  
Partner

Not  
Needed

**Earnings** - Statement of Earnings form completed by your employers, or your three most recent consecutive payslips.




**Self Employment or Company Director** - Civ/Fin/4 form completed by you




**Student grants/loans** - All pages of the latest award letter from the paying agency




**Other Income: Benefits & tax credits** - All pages of a letter of award from the paying agency that is less than 6 months old, or bank statements showing the benefit payment made.





### Document Type Attached - Expenditure

If any of the costs you are paying below can be verified from the bank statements you are providing with this application, no further evidence need be submitted.

**Expenses: Child care, private pension contributions, maintenance etc** - three most recent consecutive receipts showing payments or a letter from the person to whom payment is made.




**Housing costs** - Three most recent consecutive receipts or a statement of your account showing payments made.





### Document Type Attached- Debts

**Credit/Store cards, loans etc** - Evidence of your three most recent consecutive repayments and of the amount currently outstanding on the debt.





### Document Type Attached - Capital

**Bank or other accounts** - Statements for the last three consecutive months for all accounts you hold and any others you may have access to. For example, October, November & December rather than October, November & January.




**Assets** - You need to show us evidence of the value of your possessions. Please attach recent valuations for any valuables you own.




**Savings & Investments** - Statements showing your current balances for each account.




**Life assurance and Endowment policies** - All policies have a value that the company may lend against the policy. Please contact your policy provider and request that they provide a letter confirming the loan valuation.