

Who can qualify for legal aid and legal advice?

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. The principal requirements are that a person's financial means must be below a certain limit and there must be some merit in their case.

What is legal advice ?

Legal advice is any spoken or written advice given by a solicitor or barrister. It can also include contacts and negotiation with another party. It does not include representation before a Court or a Tribunal.

What is legal aid ?

Legal aid is representation by a solicitor or barrister in court proceedings.

What must I do to get legal advice or legal aid?

You must first:

- make an application to a law centre;
- be financially assessed; and
- pay a contribution.

How can I apply for legal aid?

If you are seeking legal services you can apply by calling into, telephoning, or writing to any of the Board's law centres listed in this leaflet.

Can I get legal aid if I am an asylum seeker?

The Board offers a specialised unit for asylum seekers to provide aid and advice in relation to their asylum claims. Further information may be obtained from the Refugee Legal Service.

What must I do when applying for legal services?

You must complete an **application form**. In this form you will say why you need the legal advice and/or aid. You can apply for the services of more than one matter at a time. While you may apply for multiple family law matters on the same form, you must complete a separate application form in respect of each non family law matter you apply for legal aid in relation to. A family law matter is a dispute which relates to your spouse/partner and/or children. You must undergo a means test by:

- giving details of your income;
- giving details of any capital resources you have such as; property, a car, or money in the bank. The value of your home is excluded.
- giving details of certain expenses including any income tax you pay, rent or mortgage payments you make and certain child care costs you have.

Based on this information the Board will work out what your 'disposable income' and your 'disposable capital' are. The Board's website has an on-line indicator which will assist you in finding out if you are likely to be financially eligible. The indicator does not guarantee financial eligibility for legal services. It only acts as a guide.

How can I financially qualify for legal services?

Your disposable income must not be over €18,000 and your disposable capital must not be over €100,000.

Is legal advice and legal aid free?

In nearly all cases you must pay a **contribution** to the Board if you are granted legal advice and/or legal aid.

How much will I have to pay?

Your contribution for legal advice will be assessed on your disposable income. The lowest contribution for legal advice is €30 and the highest is €150. Your legal aid contribution will be assessed on your disposable income and disposable capital. The minimum contribution for legal aid is €130. The law centre staff will advise you of the actual contribution that you will be required to pay.

If you're applying for legal aid in cases where the Health Service Executive is applying to the Court to either have your children taken into care, or to place your children under its supervision, you won't need to pay any contribution.

Costs

The Board can deduct its **costs** from any monies/property a person recovers or preserves as a result of the legal services provided. In some situations the Board does not seek to recover its costs.

Can legal services be withdrawn?

If you are provided with legal services, you are expected to be truthful in the information that you provide to the Board and your solicitor, and to behave reasonably at all times in your dealings with the Board and your solicitor. Giving false information or behaving unreasonably may result in the legal services provided to you being withdrawn and you may be liable for the full costs of providing you with legal services.

What happens when legal services have finished?

When legal services have finished, you will be told about this in writing. Any original papers will be returned to you and your file will be closed. After a number of years, closed files will be destroyed in accordance with Legal Aid Board policy. You may **reapply** for legal services at any time for related or other matters. If you are considering applying for legal services you may wish to read some of the Board's other information leaflets including about applying for legal services, and about the financial eligibility criteria.

Contact Details

General information about the services provided by the Legal Aid Board and about financial eligibility is available at any law centre or at the following:

Head Office: Legal Aid Board, Quay Street, Cahirciveen, Co. Kerry. Freephone 1890 615200 Phone (066) 947 1000 Fax: (066) 947 1035. Information and an **application form** are also available on the Board's website at www.legalaidboard.ie

Legal Aid Board Information Leaflets

Leaflet No. 1	Civil Legal Aid	Leaflet No. 11	Applying for Legal Services
Leaflet No. 3	Separation	Leaflet No. 12	Withdrawal of Legal Services
Leaflet No. 4	Divorce	Leaflet No. 13	Financial Eligibility & Contributions
Leaflet No. 5	Nullity	Leaflet No. 14	Civil Legal Aid & Complainants in Rape & Other Sexual Assault Cases
Leaflet No. 6	Maintenance		
Leaflet No. 7	Domestic Violence	Leaflet No. 15	Collaborative practice
Leaflet No. 8	Children & Family Law	Leaflet No. 16	Rights of Cohabitants
Leaflet No. 9	Wills & Inheritance	Leaflet No. 17	Childcare
Leaflet No. 10	Customer Care & Complaints		

FULL-TIME LAW CENTRES

CAVAN	Newcourt Shopping Centre, Church Street, Cavan.	Tel: (049) 433 1110 Fax: (049) 433 1304
CLARE	Unit 6A, Merchant's Square, Ennis, Co. Clare.	Tel: (065) 682 1929 Fax: (065) 682 1939
CORK	Law Centre, 1A South Mall, Cork. Law Centre (incorporating Refugee Legal Service), North Quay House, Popes Quay, Cork.	Tel: (021) 427 5998 Fax: (021) 427 6927 Freephone: 1800 202420 Tel: (021) 455 1686 Fax: (021) 455 1690
DONEGAL	Letterkenny Town Centre, Justice Walsh Road, Letterkenny, Co. Donegal.	Tel: (074) 912 6177 Fax: (074) 912 6086
DUBLIN	45 Lower Gardiner Street, 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 . Medical Negligence Unit, 7-11 Montague Court, Montague Street, Dublin 2. Refugee Legal Service, 48/49 Nth. Brunswick St., Georges Lane, Dublin 7. Dolphin House Service, Dolphin House, East Essex St, Dublin 2.	Tel: (01) 874 5440 Fax: (01) 874 6896 Tel: (01) 646 9600 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 Freephone: 1800 238343 Tel: (01) 646 9600. Fax: (01) 671 0200 Tel: (01) 888 6998. Fax: (01) 888 6007
GALWAY	Law Centre, 9 Francis Street, Galway. Law Centre (incorporating Refugee Legal Service), Seville House, New Dock Road, Galway.	Tel: (091) 561 650 Fax: (091) 563 825 Freephone: 1800 502400 Tel: (091) 562 480 Fax: (091) 562 599
KERRY	1 Day Place, Tralee, Co. Kerry.	Tel: (066) 712 6900 Fax: (066) 712 3631
KILDARE	Canning Place, Newbridge, Co Kildare.	Tel: (045) 435 777 Fax: (045) 435 766
KILKENNY	87 Maudlin Street, Kilkenny.	Tel: (056) 776 1611 Fax: (056) 776 1562
LAOIS	Unit 6A, Bridge Street, Portlaoise, Co. Laois.	Tel: (057) 8661366 Fax: (057) 8661362
LIMERICK	Unit F, Lock Quay, Limerick.	Tel: (061) 314 599 Fax: (061) 318 330
LONGFORD	Credit Union Courtyard, 50A Main Street, Longford.	Tel: (043) 334 7590 Fax: (043) 334 7594
LOUTH	Condil House, Roden Place, Dundalk, Co. Louth.	Tel: (042) 933 0448 Fax: (042) 933 0991
MAYO	Humbert Mall, Main Street, Castlebar, Co. Mayo.	Tel: (094) 902 4334 Fax: (094) 902 3721
MEATH	Kennedy Road, Navan, Co. Meath.	Tel: (046) 907 2515 Fax: (046) 907 2519
MONAGHAN	Alma House, The Diamond, Monaghan.	Tel: (047) 84888 Fax: (047) 84879
OFFALY	Harbour Street, Tullamore, Co. Offaly.	Tel: (057) 935 1177 Fax: (057) 935 1544
SLIGO	Bridgewater House, Rockwood Parade, Thomas Street, Sligo.	Tel: (071) 916 1670 Fax: (071) 916 1681
TIPPERARY	Friars Court, Abbey Street, Nenagh, Co. Tipperary.	Tel: (067) 34181 Fax: (067) 34083
WATERFORD	Canada House, Canada Street, Waterford.	Tel: (051) 855 814 Fax: (051) 871 237
WESTMEATH	Paynes Lane, Irishtown, Athlone, Co. Westmeath.	Tel: (090) 647 4694 Fax: (090) 647 2160
WEXFORD	Unit 8, Redmond Square, Wexford.	Tel: (053) 912 2622 Fax: (053) 912 4927
WICKLOW	Bridge Street, Wicklow.	Tel: (0404) 66166 Fax: (0404) 66197

Issued by the

LEGAL AID BOARD



AN BORD UM CHÚNAMH DLÍTHIÚIL

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