



How to complete this form

- Please print 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 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?



Please provide some details on the subject matter, e.g. for Family Law: seeking a divorce, separation, looking to agree custody/maintenance arrangements.

For Non-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

☐

on

D	D	/	M	M	/	Y	Y	Y	Y
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No

☐

Include copies of any proceedings/court orders

If you have applied for legal services before give details, including whether the Board referred you to a private solicitor

Law centre:

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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. Is social welfare your only source of income? Yes ☐ No ☐

2. Are your assets worth less than €4,000 in total? Yes ☐ No ☐

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.

(If you are not sure if this part applies to you, please ask a member of staff in 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

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



Please indicate how often you receive 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 € Monthly ☐ Fortnightly ☐ Weekly ☐

Mortgage interest supplement/Rent supplement/Rent allowance €

Other allowances

I pay € in childcare costs for children

☐ I have a spouse/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 (delete as appropriate)

I have children who live with me (or whom 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 in maintenance each week/month (delete 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 expensive 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 cash on hand or in the bank



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
	€
	€
	€

Other assets that I own



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

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

Other loans outstanding



Include details of other loans 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 Board permission to obtain any details or other information about my case which the Board might require.
4. I understand that the 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 Board.
6. I understand that the 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 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 Board if it is considered appropriate to do so.

Signed

Date

D	D	/	M	M	/	Y	Y	Y	Y
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Checklist

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

- ☐ A recent payslip, if you work
- ☐ A 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 to most cases. If in doubt, ask the law centre you are applying to.

- ☐ Photo ID
- ☐ Proof of Address

Data Protection and Freedom of Information

The Legal Aid Board will treat all information and personal data you give as confidential.
The Board will only disclose it to other people or bodies according to the law.

AN BORD UM CHÚNAMH DLÍTHIÚIL



LEGAL AID BOARD

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