



## Legal Aid Application Checklist

The purpose of the legal aid law is to provide persons in respect of civil and criminal matters where those persons are financially unable to secure legal services from their own resources.

The following table outlines the documents required to be submitted when applying for financial assistance or when circumstances of an applicant, recipient, or household change.

\*Other documents may need to be submitted as relevant to the application.

<p><b>Legal Aid Documents</b></p> <p>This is necessary to provide the department with information about the applicant and household. These forms are to be completed and specified.</p>	<p><input type="checkbox"/> Application Form</p>
<p><b>Proof of Identification</b></p> <p>This is necessary for all members of the household who are seeking financial assistance. One of the following documents is required with Application for each member of the household</p>	<p><input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Voter's Card</p>
<p><b>Court Documents</b></p> <p>This is necessary to provide the department with information about the applicant.</p>	<p><input type="checkbox"/> Copy of charges/or indictment (case number) <input type="checkbox"/> Copy of any court documents served or filed to date and next court date.</p>
<p><b>Proof of Income</b></p> <p>This is necessary for all adult Members of the household to determine eligibility. All the relevant following documents are required to be submitted with the application.</p>	<p><input type="checkbox"/> Salary/Wages</p> <p>The most recent pay slips covering the last four -week period prior to the application must be submitted for all working adults including spouse. Job letters are acceptable but must indicate earnings and deductions within the last four-week period.</p> <p><input type="checkbox"/> Rental Income</p> <p>This must be submitted with a copy of the valid lease agreement and proof of identification for the tenant.</p> <p><input type="checkbox"/> Maintenance</p> <p>A copy of court order or a signed letter from the person providing maintenance will need to be submitted. Where a</p>



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	<p>letter is provided the identification of the person paying the maintenance must also be provided.</p> <p><input type="checkbox"/> Self- Employed or Business Owners</p> <p>In this circumstance, proof of income earned through the business, Trade and Business License, register of directors and officers, bank statements, financial statements, pay slips where the household member received a salary from the business, contracts, confirmation of whether others are employed by the business or other relevant business documents must be submitted.</p> <p><input type="checkbox"/> Donation Letter</p> <p>If you are receiving donations from an individual or organization, they must provide a letter specifying the amount and purpose of the donation.</p> <p><input type="checkbox"/> Other Income and/or bonus</p> <p>Submit recent documentation for all other income, such as statements/pay slips for pension, social security, overseas veteran's, or seafarer's ex-gratia and employee bonus.</p>
<p><b>Proof of Expense and Liabilities</b></p> <p>This is necessary for all adult members of the household to determine eligibility and the level of service provided. All of the relevant following documents or others are required to be submitted with the application</p>	<p><input type="checkbox"/> Mortgage or Bank Loan</p> <p>Submit a copy of the current statement or loan profile from the bank covering the last six-month period.</p> <p><input type="checkbox"/> Rent</p> <p>A copy of the signed lease agreement will need to be submitted. If residing with others then a signed letter of accommodation indicating you reside there and what your contribution toward the household expense is, if any.</p> <p><input type="checkbox"/> Maintenance</p> <p>A copy of court order or a signed letter from the person receiving the maintenance will need to be submitted. Where a letter is provided, the identification of the person receiving the maintenance must also be provided.</p> <p><input type="checkbox"/> Bills and Invoices</p> <p>Copies of all official bills or invoices for the most recent month, such as utility bills, post-paid phone bill, credit card</p>



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	<p>statement, or pre-school invoice should be submitted. Receipts are only acceptable for money transfers but not any other expense.</p> <p><input type="checkbox"/> Employed Staff</p> <p>Letters of employment and work permit (where applicable) for staff employed by the household, such as helpers or nannies are to be submitted.</p> <p><input type="checkbox"/> Not Employed</p> <p>If unemployed, specific details on last employment (and evidence of termination/resignation/redundancy provided) and efforts to obtain employment must be provided. If registered at the national Work Force Development Agency – confirmation of the same. If receiving any other Government Assistance – details provided.</p> <p><input type="checkbox"/> Other Expenses</p> <p>It is necessary to submit proof of expense for all documents except food, transportation (gas, bus fare, etc.), propane, laundry, or prepaid telephone (top-up).</p>
<p><b>Proof of Assets</b></p> <p>This is necessary for all adult members of the household to determine eligibility.</p> <p>All the relevant following documents or others are required To be submitted with the application.</p>	<p><input type="checkbox"/> Land Documents</p> <p>If any household members have land or property, they must submit a land register and property title with the application. If property is registered in the name of a company or non-profit organization, you will need to provide a signed lease agreement, photo identification with signature, trade, and business license or NPO certificate, register of directors, and authorized signatory list with identification for those on the list.</p> <p><input type="checkbox"/> Other Assets</p> <p>Proof of other assets owned by adult members of the household must be submitted, including vehicle registration or other relevant documents.</p>



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<b>Banking information</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Applicant's bank/credit union statements/transaction report (for all accounts; savings, checking, term deposit, loan, credit card, trading as and business accounts, share accounts and investment/trust accounts. Local and foreign bank/credit union accounts (minimum 3 months)</li> <li><input type="checkbox"/> If incarcerated, then banks' details prior to incarceration must be provided to the best of their ability-listing all accounts details of last financial institution.</li> <li><input type="checkbox"/> Spouse's bank statement/ transaction report to also be provided (same as details above)</li> <li><input type="checkbox"/> If self – employed, copies of business bank account (3 months) registration and business details required.</li></ul>
<b>Proof of Relation</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Birth Certificate</li> <li>This is to be submitted for all dependents in the household.</li> <li><input type="checkbox"/> Guardianship documents</li> <li>This is required where a non-biological dependent is in the household. It could be a residence order, DCFS letter, adoption order, letter from biological parents, or other relevant document.</li> <li><input type="checkbox"/> Marriage Certificate or Divorce Decree</li> <li>This is to be submitted if the applicant or any member of the household has ever been married or divorced.</li></ul>
<b>Documents for Service</b>  This is necessary for applications submitted for specific services	<ul style="list-style-type: none"><li><input type="checkbox"/> In civil proceedings, an outline, opinion, medical reports, or letter from Attorney on the prospects of success of the claim.</li> <li><input type="checkbox"/> For civil proceedings a cover letter explaining why legal aid is required.</li> <li><input type="checkbox"/> Document supporting exceptional Circumstances.</li> <li><input type="checkbox"/> Any agreement, contract or evidence to support your claim.</li></ul>