



Application form

Your personal details

Title Mr Mrs Ms Miss Other ▶ Give details

Family name

First name

Middle name(s)

Do you use or have you used other names? (eg maiden name or previous married name)

No Yes ▼ List your other names

Gender Male Female Other ▶ Give details

Birth date

What is your marital status? Married Divorced De facto Single

Separated (married/de facto) Other ▶ Give details

Do you need an interpreter to help you fill out this form?

No Yes ▶ Which language and dialect?

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

No Yes ▶ Which disability? Intellectual Psychological/psychiatric

Sensory (including speech) Physical ▼ Give details

Do you need extra or practical help to access our services? (eg do you need help to read or write)

No Yes ▶ Give details

Were you born in another country? No Yes ▶ Which country?

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, tick both boxes.

Do you have any special circumstances? (eg long-standing ill health, can't read or write, can't access assets or money, unable to work)

No Yes ▶ Attach details to this application

! We may be able to take your special circumstances into account when considering your application.



Home address

Suburb/town

Postcode

Address where we can contact you *If same as above, leave blank*

Suburb/town

Postcode

Contact details

Home phone

Work phone

Mobile phone

Email

Other

Are you in prison? No Yes ▶ List prison/detention centre

! If you're in prison, you still need to complete the financial details below.

Litigation guardian/next friend details

(if you are applying for assistance for another person)

You are acting as

Litigation guardian Next friend Other ▶ Give details

 Attach a copy of the document appointing the litigation guardian

Title Mr Mrs Ms Miss Other ▶ Give details

Family name

First name

Middle name(s)

Describe your relationship to the applicant

Do you need an interpreter?

No Yes ▶ Which language and dialect?



Financial details

Are you 17 years or younger? No Yes ► You don't need to complete this section



Your financial circumstances

You must give us all relevant information about your financial circumstances, including any income and assets you own. We also need information about anyone who helps you financially.

If you don't receive any income you need to explain how you meet your living expenses.

Documents

Please give us the following documents so we can assess your financial eligibility for aid (attach these documents to the application form):

- copies of your pay slips or pay slips for anyone who helps you financially for the last four weeks (or a letter from your employer saying how much you are paid), copies of your Centrelink income statement, health care or pension card and copies of bank account statements for the past three months from all financial institutions (use an official bank statement or print one from your online bank account. You can't use ATM receipts)
- details of any financial help you get from another person
- details of assets you own or the assets of a person who gives you financial help, for example copies of statements for shares, bonds and superannuation.

If you or a person who helps you financially is self-employed, a small business owner or a farmer, you both must provide:

- individual and business tax returns for two years
- personal and business bank statements for the last three months
- the most recent income (or profit and loss) statement
- the most recent balance sheet.

Do you get financial help from another person? No Yes



What does 'financial help' mean? Financial help is where another person (eg a relative or partner) regularly gives you money, helps pay your bills or shares living expenses.

Are you, or someone who financially helps you, self-employed, a small business owner or a farmer?

No Yes ▼ Give details *Attach details of self employment (see page 3 for examples)*

Do you, or a person who helps you financially, receive a Centrelink or Veterans' Affairs payment?

No ► Go to the next question

Yes ► Which payment? Full Part

Disability support pension

Mature age allowance/pension benefit

Newstart allowance

Parenting payment partnered

Sickness allowance

Single parenting payment

Special benefit

Veterans and war services

Widow allowance

Youth allowance

Other ▼ Give details



Current health care or pension card details

Your card number Expiry date

Type of card Health care Pension

Other person's card number Expiry date

Type of card Health care Pension

! Attach a copy of health care or pension card

OFFICE USE ONLY - check card(s)

Which describes your living and employment situation?

Couple one working both working both not working

Single person working not working

This must be completed

Total weekly gross income (before tax) for the household

\$ /week ▶ Attach a copy of pay slips or proof of income

! What is 'income'? Income is money you receive from all sources, including any pensions or benefits, child support or maintenance payments, rent received etc.

Number of dependent children under 18 (including children you pay child support or maintenance for)

Do you, or a person who helps you financially, own or are you or they paying off the home you live in? No Yes ▼ Give details

What is the current value of the home? \$

What is the total mortgage on the home? \$

How much equity do you have in the home? \$

! What is 'equity'? Equity is the asset's value less any money owing on that asset (eg Mary's house is worth \$400,000 and her mortgage is \$290,000. Mary's equity in the property is \$110,000).

When did you buy the home?

How long have you lived there?

If you are 60 years or older, have you had to move out of the home or buy another home because of a disability or health problem?

OFFICE USE ONLY - check equity if applicant is 60 years or older

No Yes ▼ Give details of disability or health problem

Give details of your current living arrangements

(eg moved in with a relative, moved to a nursing home, moved to a lowset house)

▶ Attach any extra details

If you still own the property you've moved out of, give details of any income you receive from the property (eg rent) \$ /week



Do you, or a person who helps you financially, own or are you or they paying off any other real estate apart from the home you live in? (eg house or land)

No Yes ▼ Give details

What is the value of your real estate? \$

What is the total mortgage on this real estate? \$

How much equity do you have in this real estate? \$

Do you, or a person who helps you financially, own or are you or they paying off a motor vehicle(s)?

No Yes ▼ Give details

How much equity do you have in the vehicle(s)? \$

! How do I work out how much equity I have in my vehicle? You will need to work out the value of your vehicle. Websites like RedBook (www.redbook.com.au) can help you work out the value of your vehicle. Your equity is the value of the car less any money you owe on your car loan.

Do you, or a person who helps you financially, have money in the bank?

No Yes ▼ Give details

Bank account \$

Do you, or a person who helps you financially, have any valuable assets you can sell or use now?

Shares or bonds \$

Recreation vehicles (boats/caravans etc) \$

Superannuation you can access now \$

Insurance payments \$

Any other valuable items you can sell \$

Other ▼ Give details \$

Do you have to go to court or a tribunal?

No Yes ▼ Give details and attach documents (eg Notice to appear, court order)

Date, if known Time

Which court or tribunal?

Magistrates Court District Court Mental Health Court

Court of Appeal Childrens Court Family Court of Australia

Supreme Court Federal Circuit Court

Tribunal ► Give details

Not sure ► Suburb/town

What is your next court date for? (eg mention, committal, trial)

Not sure



Do you have a lawyer representing you? No Yes ▼ Give details

Lawyer's name

Law firm

Address

Suburb/town

State

Postcode

Application/legal problem details

What type of legal problem do you need assistance with?

Motor vehicle personal injury claim

Other personal injury claim

Professional negligence claim (non-medical)

Will/estate/survivorship claim

Occupier liability claim

Public interest/test case claim

Property dispute claim

Medical negligence claim

Other civil law claim *(briefly explain type of claim)*

Please tell us more about your problem

(provide an explanation of the claim and attach copies of any evidence you have to support your claim):

Other party details *(the person/organisation/business you are in dispute with)*

Given names

Family name

Business name

Address where we can contact the other party

Suburb/town

Postcode



If you are not sure what your application is about and would like to talk to a lawyer, call 1300 65 11 88 to arrange legal advice.



Applicant's declaration

All applicants (or their litigation guardian/next friend) must sign the following declaration.

I (your name)
of (your address)

acknowledge it is an offence to:

- fail to provide information required of me and that is relevant to this application
- provide a document to the Civil Law Legal Aid Scheme in connection with this application that is false or misleading
- make a false or misleading statement either orally or in writing in relation to this application.

I declare all information I have given is true and correct.

Signature Date

Applicant Litigation guardian Next friend Other

Lawyer's certificate

If this application is made through a lawyer, this certificate must be completed. If not, it may be interpreted as an expression of opinion that the application has no merit.

I (your name)
from (Legal practice name)
of (Legal practice address)

certify the applicant has consulted me and I am of the opinion this application has legal merit and/or is otherwise deserving of aid.

Lawyer's signature Date

Check if this supporting documentation is attached to your application:

- Legal advice Checklist Centrelink income statement Bank statements
 Pay slips Legal documents Health care or pension card Other documents

PRINT FORM

You can submit your application to:

Civil Law Legal Aid Scheme
Legal Aid Queensland
GPO Box 2449 Brisbane Qld 4001
Email: cllas@legalaid.qld.gov.au



Funded by The Public Trustee of Queensland
Administered by Legal Aid Queensland

This application must be completed in full, signed and dated before being submitted to the Civil Law Legal Aid Scheme

Information Privacy

The Civil Law Legal Aid Scheme (CLLAS) is funded by The Public Trustee of Queensland (PTQ) and administered by Legal Aid Queensland (LAQ).

Personal information supplied by you will be used:

- by LAQ and the PTQ to assess eligibility under the CLLAS and to administer the CLLAS in accordance with the CLLAS guidelines;
- to update your personal details in LAQ's records;
- to respond to any complaints made by you; and
- to evaluate the CLLAS services.

Your personal information will not be given to any other person or agency unless you give consent or we are required to do so by law.

LAQ and the PTQ acknowledges:

- that documents provided by you directly and/or by your legal practice under the CLLAS:
 - are subject to legal professional privilege and confidentiality; and
 - do not constitute a waiver of privilege and confidentiality; and
- that the CLLAS has a common interest in the litigation given that the CLLAS is considering funding for the purpose of the litigation.

LAQ is required to provide statistical information (including court and settlement outcomes) to the PTQ. All information provided to the PTQ for this purpose is de-identified to ensure your confidentiality and confidentiality of court and settlement outcomes. By submitting an application you are agreeing to de-identified information relating to your claim being provided to the PTQ:

- for auditing purposes;
- for evaluation of the CLLAS; and
- to demonstrate the appropriate use of public funds and community benefit.

You can also get information about LAQ's privacy policy by visiting www.legal.qld.gov.au or contacting LAQ's privacy contact officer on (07) 3238 3500.

