

Osprey Approach: Asylum

This help guide was last updated on
Jul 11th, 2023


The latest version is always online at
<https://support.ospreyapproach.com/?p=35752>



CLIENT DETAILS

Client Salutation

Client 1 date of birth

Client 1 gender

Please select

Please select

Male

Female

Client 1 NI number

Client's surname at birth (if different)

Client 1 Occupation

Nationality

Client's place of birth (town)

Is an Interpreter required?

Please Select

Please Select

Yes

No

Client's language

Disability



Submit

Cancel

NEW MATTER DETAILS

Asylum Matter Type

Please select

Please select

Fresh Claim

NAM

SET(PR)

Trafficking

UASC

Is the client detained?

Please Select

Please Select

Yes

No




Date client's leave expires

Select a date

Home Office

None selected

None selected



Home Office Number

Port Reference

Does the client have a previous representative?

Please Select

Please Select

Yes

No




 Submit

Cancel

PREVIOUS REPRESENTATIVE

Previous Representative Firm




None selected

None selected

Previous Representative Contact

None selected

None selected

Previous Representative Reference


 Submit
 Cancel

HOME OFFICE INTERVIEW DATE

Home Office Interview Date

Select a date



 Submit
 Cancel

HOME OFFICE DECISION

Home Office Decision

Please select

Please select

Granted

Refused

Have you received the Biometric Card?

Please Select

Please Select

Yes

No


 Submit


Cancel

DATE LEAVE EXPIRES

Date client's leave expires

Select a date



 Submit

Cancel

Legal Help Letter



Legal Help, Help at Court and Family Help (Lower)

Is this an application for Exceptional Case Funding? ☐ Yes ☐ No If yes, you must supply an ECF1.

Any work carried out earlier than the date of the Exceptional Case Funding Certificate is done so at risk and may not be funded should the application be refused. Making a false declaration is an offence. If you are found doing so, you may be prosecuted and asked to repay your costs in full.

Equal Opportunities Monitoring

Please tick the boxes which your client would describe themselves as being:

Ethnicity

White

- ☐ (a) British
☐ (b) Irish
☐ (c) White Other

Mixed

- ☐ (a) White and Black Caribbean
☐ (b) White and Black African
☐ (c) White and Asian
☐ (d) Mixed Other

Asian or Asian British

- ☐ (a) Indian
☐ (b) Pakistani
☐ (c) Bangladeshi
☐ (d) Asian Other

Black or Black British

- ☐ (a) Black Caribbean
☐ (b) Black African
☐ (c) Black Other

Chinese

☐ Gypsy/Traveller

Other

☐ Prefer not to say

Disability

The Equality Act 2010 defines disability as: a physical or mental impairment which has a substantial and long-term adverse effect on a persons ability to carry out normal day-to-day activities.

Not Considered Disabled ☐

If a client considers himself or herself to have a disability please select the most appropriate definition.

Definitions:

- | | | | |
|--------------------------------|--------------------------|--|--------------------------|
| Mental health condition | <input type="checkbox"/> | Blind | <input type="checkbox"/> |
| Learning disability/difficulty | <input type="checkbox"/> | Long-standing physical illness or health condition | <input type="checkbox"/> |
| Mobility impairment | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Deaf | <input type="checkbox"/> | Unknown | <input type="checkbox"/> |
| Hearing impaired | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |
| Visually impaired | <input type="checkbox"/> | | |

► Completion of this section is voluntary. This will be treated in the strictest confidence and will be used purely for statistical monitoring and research.

Your client's details

Title: Miss Initials: A. Surname: Hiscutt

First name: Alex Surname at birth: Di Santo
(if different)

Date of birth: 04/05/1981 National Insurance no: SS673847H

Sex: ☐ Male ☐ Female ☐ Prefer not to say
Marital status: ☐ Single ☐ Married/Civil Partner ☐ Cohabiting
☐ Separated ☐ Divorced/dissolved CP ☐ Widowed

Place of birth: Tigwana Job: Nurse
(town)

Current address: 72 Stepton Close, Twickenham, Middx Postcode: TW12 2RE

Provider Details

(Only complete when submitting a copy of this page with an application for extension of a Cost Limit)

Name of provider:	<u>Pracctice Ltd</u>		
Address of provider:	<u>Suite 1, Falstaff House, Sandy Road, Malvern, Worcestershire</u>	Postcode:	<u>WR14 1JJ</u>
DX (with exchange):	<u>DX 72416 MALVERN 1</u>		
Telephone number:	<u>03300604940</u>	Contract number:	<u></u>

Financial Eligibility

1. The client is directly or indirectly in receipt of S.4 or S.95 Asylum Support (Immigration and Asylum category work only):
☐ Yes Go directly to the Evidence section on page 7.
☐ No Go to question 2.
2. The client have a partner whose means are to be aggregated:
☐ Yes Please provide details of both client's and partner's means.
☐ No Please provide details of client's means only.
3. Type of case (e.g. family):
4. The case is about ownership or possession of assets and / or financial provision:
☐ Yes Go to question 5.
☐ No Go directly to Part B Capital.
5. The client's assets (held in sole name or jointly held) have been claimed by the opponent:
☐ Yes Please complete Part A Capital - Subject matter of dispute.
☐ No Go directly to Part B Capital.

The subject matter of dispute disregard only applies to assets that are specifically claimed by the opponent. All assets that have not been specifically claimed by the opponent must be included in Part B Capital.

Part A: Capital - Subject matter of dispute (SMOD)

Please list any property, assets or possessions that the opponent has made a claim to in this case:

1. Property:

Current market value

Outstanding Mortgage/secured loan

Main home

£

£

Other property

2. Is property held in joint names with the opponent?

► If property is held in joint names with the opponent, equal shares will be assumed for assessment purposes.

☐ Yes

☐ No

☐ Yes

☐ No

3. Client's share of property for assessment?

► Enter 50% when property is jointly owned with opponent. Select 100% when property is solely owned by client or jointly with partner. Enter an appropriate % if another party has an interest.

___%

___%

Part A: Capital - Subject matter of dispute (SMOD) continued

	Main home	Other property
4. Total Net Equity (i.e. current market value minus mortgage disregard):	£	
▶ Deduct the full amount of any debt secured by a mortgage or charge on the property.		
5. Client's share of Total Net Equity:	£	
▶ Multiply answer to question 4 by answer to question 3.		
6. Final assessed amount of Client's equity:	£	
▶ Calculated by applying the SMOD disregard; followed by the equity disregard of £100,000 to the main home.		
▶ The maximum SMOD disregard is £100,000.		
▶ The SMOD disregard must be applied to the main home first (i.e. deducted from the client's share of total net equity shown as answer to question 5); any remainder (i.e. only if client's share of total net equity in main dwelling is less than £100,000) should then be applied to other property.		
▶ You must not reverse the order of the disregards		
7. Other assets and possessions claimed by the opponent:	Client and Partner	
Savings (bank, building society, etc)	£	
Investments (shares, insurance policies, etc)	£	
Valuable items (boat, caravan, jewellery, etc)	£	
Other capital (including money due to the client)	£	
Total capital Part A	£	
▶ This is the total capital amount after applying the SMOD disregard of £100,000 to the assets in this section.		
▶ If there are no SMOD property assets, apply the full £100,000 SMOD disregard to the assets set out in question 7 above.		

PLEASE DON'T STRIKE THROUGH THE ENTIRE PAGE TO INDICATE THAT THE QUESTIONS DO NOT APPLY - QUESTIONS MUST BE ANSWERED

Part B: Capital

- Please list all client's and partner's property, assets or possessions not included in Part A.
- Capital excludes household furniture and effects (unless exceptional value), clothes and tools of trade.

1. Property:	Main home	Other property
Current market value	£	
Outstanding Mortgage/secured loan	£	
2. Is property held in joint names with the opponent?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
► If property is held in joint names with the opponent, equal shares will be assumed for assessment purposes.	<input type="checkbox"/> No	<input type="checkbox"/> No
3. Client's share of property for assessment?	____%	____%
► Enter 50% when property is jointly owned with opponent. Select 100% when property is solely owned by client or jointly with partner. Enter an appropriate % if another party has an interest.		
4. Total Net Equity (i.e. current market value minus mortgage disregard):	Main home	Other property
► Deduct the full amount of any debt secured by a mortgage or charge on the property.	£	
5. Client's share of Total Net Equity:	£	
► Multiply answer to question 4 by answer to question 3.		
6. Final assessed amount of Client's equity:	£	
► After applying equity disregard of £100,000 to client's share of total net equity in main home (shown as answer to question 5).		
7. Other assets and possessions:	Client	Partner
Savings (bank, building society, etc)	£	£
Investments (shares, insurance policies, etc)	£	£
Valuable items (boat, caravan, jewellery, etc)	£	£
Other capital (including money due to the client)	£	£
Total capital Part B	£	
Total of all capital assets (Part A and Part B)	£	

Part C: Income

The client is directly or indirectly in receipt of Income Support, Income-based Jobseeker's Allowance, Income-related Employment and Support Allowance or Guarantee Credit:

☐ Yes Go directly to the Evidence section on page 7.

☐ No Continue with income details.

► Use monthly figures

(if paid weekly, multiply by 52 & divide by 12)

(if paid four weekly, multiply by 13 & divide by 12)

Income includes:

► Gross monthly earnings

► Other income

(including child benefit, pensions, maintenance, dividends, tax credits, benefits in kind, etc)

Client

Partner

£

£

£

£

Total gross income

£

£

Total gross income (Client and Partner)

£

Less monthly allowances:

► Housing costs, including:

Mortgage instalment* (capped if client has no dependents)

Rent* (capped if client has no dependents)

* amounts should be net of housing benefit

£

£

£

£

► Dependant's allowances:

Partner

£

Dependants Aged 15 and under

£

Aged 16 or over

£

► Tax and National Insurance

£

£

► Standard allowance for employment expenses

£

£

► Maintenance payments actually being made

£

£

(eg for children and/or a former/separated spouse)

► Childcare costs because of work/self employment

£

► Payment of income contribution order (criminal legal aid).

£

£

Total allowances

£

£

Total monthly disposable income

£

£

**Total monthly disposable income
(Client and Partner)**

£

Evidence

Evidence given in support of means Yes ☐ you will need to complete the evidence checklist on page 12. No ☐

If no, please record justification or exceptional circumstance.

LEGAL AID AGENCY

PRIVACY NOTICE

PURPOSE

This privacy notice sets out the standards that you can expect from the Legal Aid Agency when we request or hold personal information ('personal data') about you; how you can get access to a copy of your personal data; and what you can do if you think the standards are not being met.

The Legal Aid Agency is an Executive Agency of the Ministry of Justice (MoJ). The MoJ is the data controller for the personal information we hold. The Legal Aid Agency collects and processes personal data for the exercise of its own and associated public functions. Our public function is to provide legal aid.

About personal information

Personal data is information about you as an individual. It can be your name, address or telephone number. It can also include the information that you have provided in this form such as your financial circumstances and information relating to any current or previous legal proceedings concerning you.

We know how important it is to protect customers' privacy and to comply with data protection laws. We will safeguard your personal data and will only disclose it where it is lawful to do so, or with your consent.

Types of personal data we process

We only process personal data that is relevant for the services we are providing to you. The personal data which you have provided on this form will only be used for the purposes set out below.

Purpose of processing and the lawful basis for the process

The purpose of the Legal Aid Agency collecting and processing the personal data which you have provided on this form is for the purposes of providing legal aid. Specifically, we will use this personal data in the following ways:

- In deciding whether you are eligible for legal aid, whether you are required to make a contribution towards the costs of this legal aid and to assist the Legal Aid Agency in collecting those contributions, if appropriate.
- In assessing claims from your legal representative(s) for payment from the legal aid fund for the work that they have conducted on your behalf;
- In conducting periodic assurance audits on legal aid files to ensure that decisions have been made correctly and accurately;
- In producing statistics and information on our processes to enable us to improve our processes and to assist us in carrying out our functions.

Were the Legal Aid Agency unable to collect this personal information, we would not be able to conduct the activities above, which would prevent us from providing legal aid.

The lawful basis for the Legal Aid Agency collecting and processing your personal data is in the administration of justice and the result of the powers contained in Legal Aid, Sentencing and Punishment of Offenders Act 2012.

We also collect 'special categories of personal data' for the purposes of monitoring equality, this is a legal requirement for public authorities under the Equality Act 2010. Special categories of personal data obtained for equality monitoring will be treated with the strictest confidence and any information published will not identify you or anyone else associated with your legal aid application.

Who the information may be shared with

We sometimes need to share the personal information we process with other organisations. When this is necessary, we will comply with all aspects of the relevant data protection laws. The organisations we may share your personal information include:

- Public authorities such as: HM Courts and Tribunals Service (HMCTS), HM Revenue and Customs (HMRC), Department of Work and Pensions (DWP) and HM Land Registry;
- Non-public authorities such as: Credit reference agencies Equifax and TransUnion and our debt collection partners, Marston Holdings; and
- Fraud prevention agencies: if false or inaccurate information is provided or fraud identified, the Legal Aid Agency can lawfully share your personal information with fraud prevention agencies to detect and to prevent fraud and money laundering.

You can contact our Data Protection Officer for further information on the organisations we may share your personal information with.

Data Processors

The LAA may contract with third party data processors to provide email, system administration, document management and IT storage services.

Any personal data shared with a data processor for this purpose will be governed by model contract clauses under data protection law.

Details of transfers to third country and safeguards

It may sometimes be necessary to transfer personal information overseas. When this is needed, information may be transferred to: the European Economic Area (EEA)

Any transfers made will be in full compliance with all aspects of the data protection law.

Retention period for information collected

Your personal information will not be retained for any longer than is necessary for the lawful purposes for which it has been collected and processed. This is to ensure that your personal information does not become inaccurate, out of date or irrelevant. The Legal Aid Agency have set retention periods for the personal information that we collect, this can be accessed via our website:

<https://www.gov.uk/government/publications/record-retention-and-disposition-schedules>

You can also contact our Data Protection Officer for a copy of our retention policies.

While we retain your personal data, we will ensure that it is kept securely and protected from loss, misuse or unauthorised access and disclosure. Once the retention period has been reached, your personal data will be permanently and securely deleted and destroyed.

Access to personal information

You can find out if we hold any personal data about you by making a 'subject access request'. If you wish to make a subject access request please contact:

Disclosure Team - Post point 10.25
Ministry of Justice
102 Petty France
London
SW1H 9AJ

Data.access@justice.gov.uk

When we ask you for personal data

We promise to inform you why we need your personal data and ask only for the personal data we need and not collect information that is irrelevant or excessive.

When we collect your personal data, we have responsibilities, and you have rights, these include:

- That you can withdraw consent at any time, where relevant;
- That you can lodge a complaint with the supervisory authority;
- That we will protect and ensure that no unauthorised person has access to it;
- That your personal data is shared with other organisations only for legitimate purposes;
- That we don't keep it longer than is necessary;
- That we will not make your personal data available for commercial use without your consent; and
- That we will consider your request to correct, stop processing or erase your personal data.

You can get more details on:

- Agreements we have with other organisations for sharing information;
- Circumstances where we can pass on personal information without telling you, for example, to help with the prevention or detection of crime or to produce anonymised statistics;
- Our instructions to staff on how to collect, use or delete your personal information;
- How we check that the information we hold is accurate and up-to-date; and
- How to make a complaint.

For more information about the above issues, please contact:

The Data Protection Officer
Ministry of Justice
3rd Floor, Post Point 3.20
10 South Colonnades
Canary Wharf
London
E14 4PU

Privacy@justice.gov.uk

For more information on how and why your information is processed, please see the information provided when you accessed our services or were contacted by us.

Complaints

When we ask you for information, we will comply with the law. If you consider that your information has been handled incorrectly, you can contact the Information Commissioner for independent advice about data protection. You can contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
www.ico.org.uk

Client's Certification

Please tick the box below which applies to you:-

☐ I have not already received Legal Help or Family Help (Lower) from a solicitor or contracted provider on this matter.

☐ I have already received Legal Help or Family Help (Lower) from a solicitor or contracted provider on this matter. If so, please state when:

I agree to my solicitor or contracted provider having a first charge on any money or property (including costs) which I recover or preserve in or in relation to the matter for which I am being advised. (Family Help (Lower) cases which exceed the standard fee only).

This is a true statement of all my and my partner's income and assets in the UK and abroad.

I understand that I must tell you immediately if there are any changes in my or my partner's financial circumstances.

I agree that the Legal Aid Agency (LAA) can contact other parties to check these facts and I authorise those parties to provide the information they are asked for.

I understand that the LAA may check my income and capital status with Her Majesty's Revenue and Customs (HMRC) and authorise HMRC to carry out such checks as are necessary to verify my financial status and give that information to LAA.

I understand that the LAA may confirm my receipt of continuing benefit with the Department of Work and Pensions (DWP). The DWP may carry out such processing as is necessary to check this information remains correct and may inform the LAA of any relevant changes.

I understand that if I give false information or withhold any relevant information the services provided to me may be cancelled at which point I will become liable to pay all the costs that have been incurred and I may be prosecuted.

Signed: _____ Date: _____

Partner's declaration

If you have a partner whose details have been completed on this form then they must sign the authority below.

This is a true statement of all my income and assets in the UK and abroad.

I agree to the LAA checking these facts with other parties such as the Department of Work and Pensions (DWP) and the HM Revenue and Customs (HMRC) and I authorise those parties (including HMRC and DWP) to provide the information they are asked for.

Signed: _____ Date: _____

Note to solicitor: Please ensure you complete any relevant boxes on page 13.

Legal Help and Help at Court

Tick the relevant box below if you have:

Travelled out of the office to visit the client, other than at court. ☐

Accepted an application from a child or patient or someone on their behalf. ☐

Provided Legal Help to a client who has already received it on the same matter within the last 6 months. ☐

Given telephone advice by you or your firm before the signature of the form. ☐

Claimed for outward travel before the signature of the form. ☐

Accepted a postal or application. ☐

If you have ticked any of the above boxes, please provide the circumstances justifying this in accordance with the relevant Rule in the Contract Specification.

Legal aid is only available for these proceedings under paragraphs 12 and 13 of Part 1, Schedule 1 of the Legal Aid Sentencing and Punishment of Offenders Act 2012 if the evidence requirements set out in regulation 33 and 34 of the Civil Legal Aid (Procedures) Regulations and/or guidance are satisfied.

Evidence given? ☐ Yes ☐ No This evidence must be retained on the file.

Family Help (Lower) - **private law**

Are the relevant criteria in the Civil Legal Aid (Merits Criteria) Regulations 2012 for Family Help (Lower) met and does the case satisfy the conditions as set out in the Family Specification? ☐ Yes ☐ No

Was an application for Legal Representation made in this matter? ☐ Yes ☐ No

Time spent and costs

Item	Time Spent
1. Attendance	_____
2. Preparation	_____
3. Help at Court/Advocacy	_____
4. Travel and Waiting	_____
Total:	_____

Item	Number
1. Letters written	_____
2. Phone calls	_____

Total Profit Costs £___ Vat £

Value or amount of contractual or statutory charge £

Disbursements	Amount	Vat
Mileage	£ _____	£ _____
Other disbursements	£ _____	£ _____
Total	£ _____	£ _____
Counsel's fees	£ _____	£ _____

Dated

Note: When calculating profit costs, the time spent on each activity and the letters and telephone calls must be separated out according to the remuneration rate which applied at the time the work was carried out. Please see the Remuneration Regulations for the appropriate rates.

Remember that you may not charge separately for letters in.

The totals for profit costs, disbursements and counsel's fees from this form and the Controlled Legal Representation Form (if applicable) should be the same (after adding VAT and net of the amount of the statutory charge and any payment on account), as those reported by you in your online submission. Where a staged bill has been submitted in an Immigration matter a separate copy of this page should be completed for each stage reported.

Certification (to be completed for Exceptional Funding cases only)

I certify that:

- ▶ I have taken all reasonable steps to ensure my client has completed the Financial Eligibility questions on the accompanying Controlled Work Form fully and accurately. I have applied the [Financial Eligibility regulations] to the information supplied by my client and assessed my client as being eligible for Legal Aid in this matter.
- ▶ I am able to act in this matter under the competence standards set out in my firms Legal Aid contract; and my organization is currently trading and no Law Society intervention or other sanction prohibits me from acting in this matter (Legal Help only).
- ▶ Proof of means has been obtained.

Signed: _____ Date: / /
(Authorised litigator)

Name:

Evidence Checklist

- Please tick the relevant box(es) to indicate evidence collected.
- Please refer to the detailed financial eligibility guidance for controlled work.

Income	
Employed (P.A.Y.E.) Income: <input type="checkbox"/> Wage slips Self Employed Income: <input type="checkbox"/> Recent Bank statements <input type="checkbox"/> Complete financial accounts <input type="checkbox"/> Self Assessment Tax Return <input type="checkbox"/> Cash Book Benefits in Kind <input type="checkbox"/> P11D tax form (benefits in kind) Other Income: <input type="checkbox"/> Private /Occupational Pension documents <input type="checkbox"/> Evidence of Rental income (bank statement or tenancy agreement) <input type="checkbox"/> Trust income (bank statement or letter from trustees) <input type="checkbox"/> Letter from friend/family providing support <input type="checkbox"/> student grant/loan letter <input type="checkbox"/> Other: (e.g. bank statements) ► For pensions and any other income that is subject to income tax, evidence must show the gross amount before tax is deducted.	State benefits (including passporting benefits): <input type="checkbox"/> Bank statements ► Name and type of benefit e.g. Income-based Jobseekers Allowance must be specified on the statement or additional evidence will be required e.g. notification letter. <input type="checkbox"/> Original notification letter (for passporting benefit, please refer to the table providing examples of acceptable and unacceptable evidence in volume 2 part E). <input type="checkbox"/> Latest letter advising change in benefit amount <input type="checkbox"/> Letter from paying agency i.e. Department for Work and Pensions, Jobcentre Plus, Pension Service confirming receipt of the passporting benefit at the date of application. ► Letters must specify name and type of benefit. Letters over 6 months old must be supported by a recent bank statement. Asylum Support (AS): <input type="checkbox"/> Letter from AS or Local Authority that the individual is in receipt of support. ► Letter must be less than 6 months old. Tax Credits: <input type="checkbox"/> Tax Credit Award Notice (most recent). Other recent HMRC letter confirming <input type="checkbox"/> amount received. ► Letter must be less than 6 months old.
Expenditure (refer to guidance on risk-based evidence):	
Income Tax and National Insurance: <input type="checkbox"/> Wage slips (employees P.A.Y.E.) <input type="checkbox"/> Tax calculation sheet form SA302 (self employed) Housing costs (where amount exceeds one-third of client's gross income): <input type="checkbox"/> Rent Book/Tenancy Agreement <input type="checkbox"/> Mortgage statement <input type="checkbox"/> Bank statement	Child Care costs in excess of £600 per month <input type="checkbox"/> Copy of agreement/contract <input type="checkbox"/> Bank statement Maintenance (see guidance) <input type="checkbox"/> Receipts <input type="checkbox"/> Bank statement <input type="checkbox"/> Copy of Maintenance Order
Capital (refer to guidance on risk-based evidence):	
<input type="checkbox"/> Bank statement <input type="checkbox"/> Share certificate <input type="checkbox"/> National savings certificate/passbook <input type="checkbox"/> Premium Savings Bonds or Bond Record (summary) <div style="text-align: right;"><input type="checkbox"/> Other</div>	

Exceptional Funding



Legal Aid
Agency

Application for Exceptional Case Funding

CIV ECF1

This form should be supplemented by the appropriate application forms. These include both the [means form](#) and the [merits form](#) or [controlled work application forms](#).

Urgent application? Yes ☐
Complete page 6. No ☐

If you are applying for exceptional funding for your case please complete pages 1, 2 and 4 to 11. If you are applying for Legal Help to investigate the possibility of a further legal aid application for exceptional funding please complete pages 1 to 3 and 7 to 11 only.

Before completing this application you should refer to the Lord Chancellor's Exceptional Funding Guidance. An application for Exceptional Case funding should be sent by email to ContactECC@justice.gov.uk.

If you are a provider it must be submitted by e-mail only. If you are a provider with a legal aid contract and the application is for a certificate, it must be submitted via CCMS.

For an exceptional case determination the overarching question to consider is whether the withholding of legal aid would mean that the applicant is unable to present his/her case effectively and without obvious unfairness.

Applicant details

Please complete in Block Capitals

Title: Miss Initials: A.
Surname: Hiscutt
First name: Alex
Surname at Birth (If different): Di Santo
Date of Birth: 04/05/1981
Contact Details: 72 Stepton Close, Twickenham, Middx TW12 2RE
alexh@pracctice.net
01234 567890

Provider details *Not Required for direct applicants.

Name of provider: Pracctice Ltd
Account number: (if appropriate)

*Solicitors Roll number: (where applicable)
*Address: Suite 1, Falstaff House, Sandy Road
*Town: Malvern
*County: Worcestershire Postcode WR14 1JJ
*DX (with exchange): DX 72416 MALVERN 1
*Telephone number: 03300604940
*Your case reference: ALEXH/HIS001/42
*Contact name for enquiries: Alex Hiscutt
*Email details: alexh@pracctice.net

Type of case

Complete this section if either:

1. You are applying for Controlled Work services.
2. You have not completed type of case details on page 5 of CIVAPP1 or page 3 of CIVAPP3 or
3. The type of case is not listed on CIVAPP1 or CIVAPP3.

What category of law/contract category is relevant to the case?

Providers - Categories of Law for which Legal Aid Contracts are tendered.

Does your office have a contract that allows you to do Legal Aid work in this Category of law at the Form of Service for which you are applying?

If you are not a contract holder in the required category of law stated above, please explain why it is necessary for the effective administration of justice for you to conduct the matter pursuant to regulation 31(5) (a) -(d) of the Civil Legal Aid (Procedure) Regulations 2012:

Funding to apply for Legal Help to investigate the possibility of a further legal aid application

1. Briefly set out the basis of the main application for exceptional case funding you anticipate you/your client will make:

2. What legal work do you think you/your legal aid provider will need to do in order to make this application?

3. Why do you consider that there is a risk that failure to provide legal aid for this work will breach a convention right?

Additional Information

► Please provide the following additional information about the case that is not already in the attached legal aid forms.

1. Please provide us with brief details about the case if they are not already in the other forms/documents that you are supplying.

2. How important are the issues in the case for you/your client?

3. How complex are the proceedings, the area of law and the facts/evidence in the case?

Additional Information continued

4. For **direct applicants** - How capable are you of representing your case effectively?

For **Providers** - How capable is your client of representing his/her case effectively?

▶ Please provide information on what you/your client must do to present the case. You may also include information about your/your client's education or relevant skills/experience and any relevant disability or capacity issues (attaching a copy of any incapacity certificate where available).

5. Any additional information that is relevant to the determination:

Urgent Case Details

► Please complete this section if there is urgency in the case. We will use this section to prioritise exceptional case funding applications. We will tell you the timescale for the decision.

1. Is there an imminent date for:

a) an injunction or other emergency proceedings?

Yes ☐ No ☐

If yes, enter date of hearing / /

b) a hearing in existing proceedings?

Yes ☐ No ☐

If yes, enter date of hearing / /

c) a limitation period that is about to expire?

Yes ☐ No ☐

If yes, enter date of hearing / /

2. Would a delay cause risk to the life, liberty, or physical safety of you/your client or family, or the roof over their heads or cause unreasonable hardship or irretrievable problems in handling the case?

Yes ☐ No ☐

Please provide any further relevant information as to how the urgent situation has arisen that is not evident from the other information provided and why you consider that exceptional funding is necessary to deal with the urgent work.

LEGAL AID AGENCY

PRIVACY NOTICE

PURPOSE

This privacy notice sets out the standards that you can expect from the Legal Aid Agency when we request or hold personal information ('personal data') about you; how you can get access to a copy of your personal data; and what you can do if you think the standards are not being met.

The Legal Aid Agency is an Executive Agency of the Ministry of Justice (MoJ). The MoJ is the data controller for the personal information we hold. The Legal Aid Agency collects and processes personal data for the exercise of its own and associated public functions. Our public function is to provide legal aid.

About personal information

Personal data is information about you as an individual. It can be your name, address or telephone number. It can also include the information that you have provided in this form such as your financial circumstances and information relating to any current or previous legal proceedings concerning you. We know how important it is to protect customers' privacy and to comply with data protection laws. We will safeguard your personal data and will only disclose it where it is lawful to do so, or with your consent.

Types of personal data we process

We only process personal data that is relevant for the services we are providing to you. The personal data which you have provided on this form will only be used for the purposes set out below.

Purpose of processing and the lawful basis for the process

The purpose of the Legal Aid Agency collecting and processing the personal data which you have provided on this form is for the purposes of providing legal aid. Specifically, we will use this personal data in the following ways:

- In deciding whether you are eligible for legal aid, whether you are required to make a contribution towards the costs of this legal aid and to assist the Legal Aid Agency in collecting those contributions, if appropriate.
- In assessing claims from your legal representative(s) for payment from the legal aid fund for the work that they have conducted on your behalf;
- In conducting periodic assurance audits on legal aid files to ensure that decisions have been made correctly and accurately;
- In producing statistics and information on our processes to enable us to improve our processes and to assist us in carrying out our functions.

Were the Legal Aid Agency unable to collect this personal information, we would not be able to conduct the activities above, which would prevent us from providing legal aid.

The lawful basis for the Legal Aid Agency collecting and processing your personal data is in the administration of justice and the result of the powers contained in Legal Aid, Sentencing and Punishment of Offenders Act 2012.

We also collect 'special categories of personal data' for the purposes of monitoring equality, this is a legal requirement for public authorities under the Equality Act 2010. Special categories of personal data obtained for equality monitoring will be treated with the strictest confidence and any information published will not identify you or anyone else associated with your legal aid application.

Who the information may be shared with

We sometimes need to share the personal information we process with other organisations. When this is necessary, we will comply with all aspects of the relevant data protection laws. The organisations we may share your personal information include:

- Public authorities such as: HM Courts and Tribunals Service (HMCTS), HM Revenue and Customs (HMRC), Department of Work and Pensions (DWP) and HM Land Registry;
- Non-public authorities such as: Credit reference agencies Equifax and TransUnion and our debt collection partners, Marston Holdings; and
- Fraud prevention agencies: if false or inaccurate information is provided or fraud identified, the Legal Aid Agency can lawfully share your personal information with fraud prevention agencies to detect and to prevent fraud and money laundering.

You can contact our Data Protection Officer for further information on the organisations we may share your personal information with.

Data Processors

The LAA may contract with third party data processors to provide email, system administration, document management and IT storage services.

Any personal data shared with a data processor for this purpose will be governed by model contract clauses under data protection law.

Details of transfers to third country and safeguards

It may sometimes be necessary to transfer personal information overseas. When this is needed, information may be transferred to: the European Economic Area (EEA)

Any transfers made will be in full compliance with all aspects of the data protection law.

Retention period for information collected

Your personal information will not be retained for any longer than is necessary for the lawful purposes for which it has been collected and processed. This is to ensure that your personal information does not become inaccurate, out of date or irrelevant. The Legal Aid Agency have set retention periods for the personal information that we collect, this can be accessed via our website:

<https://www.gov.uk/government/publications/record-retention-and-disposition-schedules>

You can also contact our Data Protection Officer for a copy of our retention policies.

While we retain your personal data, we will ensure that it is kept securely and protected from loss, misuse or unauthorised access and disclosure. Once the retention period has been reached, your personal data will be permanently and securely deleted and destroyed.

Access to personal information

You can find out if we hold any personal data about you by making a 'subject access request'. If you wish to make a subject access request please contact:

Disclosure Team - Post point 10.25
Ministry of Justice
102 Petty France
London
SW1H 9AJ

Data.access@justice.gov.uk

When we ask you for personal data

We promise to inform you why we need your personal data and ask only for the personal data we need and not collect information that is irrelevant or excessive.

When we collect your personal data, we have responsibilities, and you have rights, these include:

- That you can withdraw consent at any time, where relevant;
- That you can lodge a complaint with the supervisory authority;
- That we will protect and ensure that no unauthorised person has access to it;
- That your personal data is shared with other organisations only for legitimate purposes;
- That we don't keep it longer than is necessary;
- That we will not make your personal data available for commercial use without your consent;
- and
- That we will consider your request to correct, stop processing or erase your personal data.

You can get more details on:

- Agreements we have with other organisations for sharing information;
- Circumstances where we can pass on personal information without telling you, for example, to help with the prevention or detection of crime or to produce anonymised statistics;
- Our instructions to staff on how to collect, use or delete your personal information;
- How we check that the information we hold is accurate and up-to-date; and
- How to make a complaint.

For more information about the above issues, please contact:

The Data Protection Officer
Ministry of Justice
3rd Floor, Post Point 3.20
10 South Colonnades
Canary Wharf
London
E14 4PU

Privacy@justice.gov.uk

For more information on how and why your information is processed, please see the information provided when you accessed our services or were contacted by us.

Complaints

When we ask you for information, we will comply with the law. If you consider that your information has been handled incorrectly, you can contact the Information Commissioner for independent advice about data protection. You can contact the Information Commissioner at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

www.ico.org.uk

Declaration to be signed by the applicant

To the best of my information, knowledge or belief, all the information I have given is true and I have not withheld any relevant information.

My solicitor has explained that if I am assessed as eligible for funding with a condition that I make a financial contribution towards the cost of my case I will be required to make payment of the contribution within 14 days or there is a risk that the certificate will be revoked and I will become liable to pay all the costs that have been incurred from the date of funding.

I understand that if I give false information or withhold any relevant information the services provided to me may be cancelled at which point I will become liable to pay all the costs that have been incurred from the effective date of the funding and I may be prosecuted.

Signed: _____ Date: ____/____/____

This declaration must be signed by the applicant

Certification

I certify that:

- ▶ I have explained to the client their obligations and the meaning of their declaration.
- ▶ I have provided as accurately as possible all the information requested on this form.
- ▶ I am able to act in this matter under the competence standards set out in my firm's Legal Aid contract; and my firm is currently trading and no Law Society intervention or other sanction prohibits me from acting in this matter. (Applies to Controlled Work services Only).
- ▶ I have taken all reasonable steps to ensure my client has completed the Financial Eligibility questions on the accompanying Controlled Work Form fully and accurately. I have applied the Financial Eligibility regulations to the information supplied by my client and assessed my client as being eligible for Legal Aid in this matter (Applies to Controlled Work services Only).

Signed: _____ Date: ____/____/____
authorised litigator

Name:

Client Care Letter

Our Ref: ALEXH/HIS001/42

Your Ref:

23 September 2021

Miss A. Hiscutt
72 Stepton Close
Twickenham
Middx
TW12 2RE

Dear Pedro

Re: Asylum test workflow

I am Alex Hiscutt, a Solicitor, in the Asylum Department. I will have conduct of your matter throughout. I am supervised by Ben Kellett who will also be aware of your matter.

Your Instructions

Our Advice

SET(PR) Advice

Next Steps

I will also require you to sign and return the enclosed copy of this client care letter as soon as possible. Please also sign and return the enclosed Authority so I may request a copy of your file from your previous representative.

If you have any questions, please do not hesitate to contact me. I would encourage you to send any responses via our secure online portal where you will also be able to check the progress of your case. If you have any trouble accessing the internet would you please let me know. We send documents out to you via our secure portal to protect your personal data, however if you are unable to access the internet easily, I can arrange for correspondence to be sent to you via post or another means.

I look forward to hearing from you.

Yours sincerely

Alex Hiscutt
PRACCTICE LTD

Signed
Alex Hiscutt

Date:

Client Authority



www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Client Authority

I, Alex Hiscutt of 72 Stepton Close, Twickenham, Middx TW12 2RE, hereby give you authority to provide a copy of my previous file to my new solicitors, Messrs. Pracctice Ltd of Suite 1, Falstaff House, Sandy Road, Malvern, Worcestershire WR14 1JJ.

Signed
Alex Hiscutt

Dated

Letter to the Home Office

Our Ref: ALEXH/HIS001/42

Your Ref: H123345

23 September 2021

Home Office
Home Office House
Area
Postal Town
County
NE1 1NH

Dear Sirs

Re: **Asylum test workflow**
Our Client: **Alex Hiscutt**
DOB: **04/05/1981**
Nationality: **Mexican**
Home **H123345**
Office No:

We represent the above-named client in relation to asylum matters. We enclose our client's signed Authority for your records.

We should be grateful if you would please confirm our client's history of claiming NASS.

If you require any additional information, please do not hesitate to contact us.

Yours faithfully

Alex Hiscutt
PRACCTICE LTD

Initial Letter to the Home Office

enclosing Letter of Authority

Our Ref: ALEXH/HIS001/42

Your Ref: H123345

23 September 2021

Home Office
Home Office House
Area
Postal Town
County
NE1 1NH

Dear Sirs

Re: **Asylum test workflow**
Our Client: **Alex Hiscutt**
DOB: **04/05/1981**
Nationality: **Mexican**
Home **H123345**
Office No:

We represent the above-named client in relation to asylum matters. We enclose our client's signed Authority for your records.

Please note that our client is currently living at the following address and we shall let you know if their address changes in the future:

72 Stepton Close
Twickenham
Middx
TW12 2RE

Our client has not yet been provided with a date for their asylum interview and we should be grateful if you would please notify us of the date as soon as possible.

Unfortunately, we will be unable to attend our client's interview and request that a recording is taken and made available to our client at the end of the meeting.

If you require any further information please do not hesitate to contact us.

Yours faithfully

Alex Hiscutt
PRACTICE LTD

Letter to the Home Office Subject

Access Request

Our Ref: ALEXH/HIS001/42

Your Ref: H123345

23 September 2021

Home Office
Home Office House
Area
Postal Town
County
NE1 1NH

Dear Sirs

Re: **Asylum test workflow**
Our Client: **Alex Hiscutt**
DOB: **04/05/1981**
Nationality: **Mexican**
Home **H123345**
Office No:

We act for the above-named client in relation to their asylum matters, and request that you provide us with a copy of our client's data which you currently hold. We enclose our client's authority for your records.

We look forward to hearing from you.

Yours faithfully

Alex Hiscutt
PRACTICE LTD

Letter to Previous Representatives

re File Request

Our Ref: ALEXH/HIS001/42

Your Ref: pr234

23 September 2021

Solicitors and Co
45
Jurisdiction Lane
Telford
Shropshire
TF10 8NJ

Dear Sirs

Re: Asylum test workflow
Alex Hiscutt

We represent the above client in ongoing immigration matters.

We should be grateful if you would please provide us with a copy of your file as soon as possible; our client's signed Authority is enclosed.

We look forward to hearing from you.

Yours faithfully

Alex Hiscutt
PRACCTICE LTD

Letter to Home Office re Chasing

Subject Access Request

Our Ref: ALEXH/HIS001/42

Your Ref: H123345

23 September 2021

Home Office
Home Office House
Area
Postal Town
County
NE1 1NH

Dear Sirs

Re: **Asylum test workflow**
Our Client: **Alex Hiscutt**
DOB: **04/05/1981**
Nationality: **Mexican**
Home **H123345**
Office No:

We represent the above-named client in relation to asylum matters. We wrote to you on DATE and note that we have not yet had a response. We should be grateful if you would please provide us with a response as soon as possible.

We look forward to hearing from you.

Yours faithfully

Alex Hiscutt
PRACTICE LTD

Letter to Previous Representatives

re Chasing File Request



www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: ALEXH/HIS001/42

Your Ref: pr234

23 September 2021

Solicitors and Co
45
Jurisdiction Lane
Telford
Shropshire
TF10 8NJ

Dear Sirs

Re: Asylum test workflow

We write further to our letter of DATE enclosing our client's signed Authority and should be grateful if you would please provide us with a copy of your file as soon as possible.

We look forward to hearing from you.

Yours faithfully

**Alex Hiscutt
PRACCTICE LTD**

Letter to Client re Chasing File

Request



www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: ALEXH/HIS001/42

Your Ref:

23 September 2021

Miss A. Hiscutt
72 Stepton Close
Twickenham
Middx
TW12 2RE

Dear Pedro

Re: Asylum test workflow

I am writing to let you know that I have not yet received a copy of your file from Solicitors and Co. I have chased again and hope to receive the file soon. It may be helpful if you also contact Solicitors and Co to ask them to send the file to me as soon as possible.

In the meantime, if you have any queries please do not hesitate to contact me.

Yours sincerely

**Alex Hiscutt
PRACCTICE LTD**

Letter to Previous Representatives

RE Acknowledgement of Receipt

of File



www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Enigma Business Park
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: ALEXH/HIS001/42

Your Ref: pr234

23 September 2021

Solicitors and Co
45
Jurisdiction Lane
Telford
Shropshire
TF10 8NJ

Dear Sirs

Re: Asylum test workflow

Thank you for sending a copy of your file; we acknowledge receipt of the same.

Yours faithfully

**Alex Hiscutt
PRACCTICE LTD**

Letter to Client RE

Acknowledgement of Receipt of

File

Our Ref: ALEXH/HIS001/42

Your Ref:

23 September 2021

Miss A. Hiscutt
72 Stepton Close
Twickenham
Middx
TW12 2RE

Dear Pedro

Re: Asylum test workflow

I am pleased to confirm that I have now received a copy of your file from Solicitors and Co. I shall contact you again once I have had the opportunity to review it.

In the meantime, if you have any queries please do not hesitate to contact me.

Yours sincerely

**Alex Hiscutt
PRACCTICE LTD**

Letter to Client RE Acknowledge

Receipt of Subject Access

Request

Our Ref: ALEXH/HIS001/42

Your Ref:

23 September 2021

Miss A. Hiscutt
72 Stepton Close
Twickenham
Middx
TW12 2RE

Dear Pedro

Re: Asylum test workflow

I am pleased to confirm that I have today received your Subject Access data from the Home Office. Once I have had the opportunity to review the information I shall be in touch with you.

If you have any questions in the meantime please do not hesitate to contact me.

Yours sincerely

Alex Hiscutt
PRACCTICE LTD

Letter to Client RE Acceptance of

Asylum

Our Ref: ALEXH/HIS001/42

Your Ref:

23 September 2021

Miss A. Hiscutt
72 Stepton Close
Twickenham
Middx
TW12 2RE

Dear Pedro

Re: Asylum test workflow

I am pleased to confirm that I have today received confirmation that the Home Office have granted you asylum.

I have received your Biometric Residence Card and should be grateful if you would please make an appointment to come to collect it from my office as soon as possible.

If you have any questions please do not hesitate to contact me.

Yours sincerely

Alex Hiscutt
PRACCTICE LTD

Letter to Client RE Refusal of

Asylum

Our Ref: ALEXH/HIS001/42

Your Ref:

23 September 2021

Miss A. Hiscutt
72 Stepton Close
Twickenham
Middx
TW12 2RE

Dear Pedro

Re: Asylum test workflow

I have now received the result of your application for asylum, and unfortunately your application has been refused.

Please find enclosed a copy of the decision for your records. In order to appeal the decision, and application must be made by DATE. I should be grateful if you would therefore contact me to make an appointment to discuss this matter further.

I look forward to hearing from you.

Yours sincerely

Alex Hiscutt
PRACTICE LTD

CW1



Legal Aid Agency

Legal Help, Help at Court and Family Help (Lower)

Is this an application for Exceptional Case Funding? ☐ Yes ☐ No If yes, you must supply an ECF1.

Any work carried out earlier than the date of the Exceptional Case Funding Certificate is done so at risk and may not be funded should the application be refused. Making a false declaration is an offence. If you are found doing so, you may be prosecuted and asked to repay your costs in full.

Equal Opportunities Monitoring

Please tick the boxes which your client would describe themselves as being:

Ethnicity

White

- ☐ (a) British
☐ (b) Irish
☐ (c) White Other

Mixed

- ☐ (a) White and Black Caribbean
☐ (b) White and Black African
☐ (c) White and Asian
☐ (d) Mixed Other

Asian or Asian British

- ☐ (a) Indian
☐ (b) Pakistani
☐ (c) Bangladeshi
☐ (d) Asian Other

Black or Black British

- ☐ (a) Black Caribbean
☐ (b) Black African
☐ (c) Black Other

Chinese

Gypsy/Traveller

Other

- ☐ Prefer not to say

Disability

The Equality Act 2010 defines disability as: a physical or mental impairment which has a substantial and long-term adverse effect on a persons ability to carry out normal day-to-day activities.

Not Considered Disabled ☐

If a client considers himself or herself to have a disability please select the most appropriate definition.

Definitions:

- | | | | |
|--------------------------------|--------------------------|--|--------------------------|
| Mental health condition | <input type="checkbox"/> | Blind | <input type="checkbox"/> |
| Learning disability/difficulty | <input type="checkbox"/> | Long-standing physical illness or health condition | <input type="checkbox"/> |
| Mobility impairment | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Deaf | <input type="checkbox"/> | Unknown | <input type="checkbox"/> |
| Hearing impaired | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |
| Visually impaired | <input type="checkbox"/> | | |

► Completion of this section is voluntary. This will be treated in the strictest confidence and will be used purely for statistical monitoring and research.

Your client's details

Title: «LINKNAME TITLE 1» Initials: «LINKNAME INITIALS 1» Surname:
«LINKNAME SURNAME 1»

First name: «LINKNAME FORENAME 1»

Surname at birth:
«FW IMM 1 FW IMM CDIFSURN»
(if different)

Date of birth: «CLI1 ADD INFO FW CLI1 DOB»
«CLI1 ADD INFO FW CLI1 NI»

National Insurance no:

Sex: ☐ Male ☐ Female ☐ Prefer not to say
Marital status: ☐ Single ☐ Married/Civil Partner ☐ Cohabiting
☐ Separated ☐ Divorced/dissolved CP ☐ Widowed

Place of birth: «FW IMM 1 FW IMM CBRHTWN» (town) Job: «CLI1 ADD INFO FW CLI1 OCC»

Current address: «CLIENT HOUSE», «CLIENT AREA», «CLIENT POSTAL TOWN».

«CLIENT COUNTY»

Postcode: «CLIENT POSTCODE»

Provider Details

(Only complete when submitting a copy of this page with an application for extension of a Cost Limit)

Name of provider:	«PRACTICEINFO_PRACTICE_NAME»		
Address of provider:	«BRANCHINFO_HOUSE», «BRANCHINFO_AREA», «BRANCHINFO_POSTAL_TOWN», «BRANCHINFO_COUNTY»		Postcode:
DX (with exchange):	«BRANCHINFO_POSTCODE»		
Telephone number:	«BRANCHINFO_DX_NO»		
	«BRANCHINFO_PHONE_NO»	Contract number:	

Financial Eligibility

1. The client is directly or indirectly in receipt of S.4 or S.95 Asylum Support (Immigration and Asylum category work only):
☐ Yes Go directly to the Evidence section on page 7.
☐ No Go to question 2.
2. The client have a partner whose means are to be aggregated:
☐ Yes Please provide details of both client's and partner's means.
☐ No Please provide details of client's means only.
3. Type of case (e.g. family): _____
4. The case is about ownership or possession of assets and / or financial provision:
☐ Yes Go to question 5.
☐ No Go directly to Part B Capital.
5. The client's assets (held in sole name or jointly held) have been claimed by the opponent:
☐ Yes Please complete Part A Capital - Subject matter of dispute.
☐ No Go directly to Part B Capital.

The subject matter of dispute disregard only applies to assets that are specifically claimed by the opponent. All assets that have not been specifically claimed by the opponent must be included in Part B Capital.

Part A: Capital - Subject matter of dispute (SMOD)

Please list any property, assets or possessions that the opponent has made a claim to in this case:

1. Property:

Current market value

Outstanding Mortgage/secured loan

Main home

£ _____

£ _____

Other property

2. Is property held in joint names with the opponent?

► If property is held in joint names with the opponent, equal shares will be assumed for assessment purposes.

☐ Yes

☐ No

☐ Yes

☐ No

3. Client's share of property for assessment?

► Enter 50% when property is jointly owned with opponent.
Select 100% when property is solely owned by client or jointly with partner. Enter an appropriate % if another party has an interest.

_____ %

_____ %

Part A: Capital - Subject matter of dispute (SMOD) continued

	Main home	Other property
4. Total Net Equity (i.e. current market value minus mortgage disregard):	£ _____	_____
▶ Deduct the full amount of any debt secured by a mortgage or charge on the property.		
5. Client's share of Total Net Equity:	£ _____	_____
▶ Multiply answer to question 4 by answer to question 3.		
6. Final assessed amount of Client's equity:	£ _____	_____
▶ Calculated by applying the SMOD disregard; followed by the equity disregard of £100,000 to the main home.		
▶ The maximum SMOD disregard is £100,000.		
▶ The SMOD disregard must be applied to the main home first (i.e. deducted from the client's share of total net equity shown as answer to question 5); any remainder (i.e. only if client's share of total net equity in main dwelling is less than £100,000) should then be applied to other property.		
▶ You must not reverse the order of the disregards		
7. Other assets and possessions claimed by the opponent:	Client and Partner	
Savings (bank, building society, etc)	£ _____	
Investments (shares, insurance policies, etc)	£ _____	
Valuable items (boat, caravan, jewellery, etc)	£ _____	
Other capital (including money due to the client)	£ _____	
Total capital Part A	£ _____	
▶ This is the total capital amount after applying the SMOD disregard of £100,000 to the assets in this section.		
▶ If there are no SMOD property assets, apply the full £100,000 SMOD disregard to the assets set out in question 7 above.		

PLEASE DON'T STRIKE THROUGH THE ENTIRE PAGE TO INDICATE THAT THE QUESTIONS DO NOT APPLY - QUESTIONS MUST BE ANSWERED

Part B: Capital

- Please list all client's and partner's property, assets or possessions not included in Part A.
- Capital excludes household furniture and effects (unless exceptional value), clothes and tools of trade.

1. Property:

Current market value

Outstanding Mortgage/secured loan

Main home

£ _____

£ _____

Other property

2. Is property held in joint names with the opponent?

- If property is held in joint names with the opponent, equal shares will be assumed for assessment purposes.

☐ Yes

☐ No

☐ Yes

☐ No

3. Client's share of property for assessment?

- Enter 50% when property is jointly owned with opponent. Select 100% when property is solely owned by client or jointly with partner. Enter an appropriate % if another party has an interest.

_____ %

_____ %

4. Total Net Equity (i.e. current market value minus mortgage disregard):

- Deduct the full amount of any debt secured by a mortgage or charge on the property.

Main home

£ _____

Other property

5. Client's share of Total Net Equity:

- Multiply answer to question 4 by answer to question 3.

£ _____

6. Final assessed amount of Client's equity:

- After applying equity disregard of £100,000 to client's share of total net equity in main home (shown as answer to question 5).

£ _____

7. Other assets and possessions:

Savings (bank, building society, etc)

Investments (shares, insurance policies, etc)

Valuable items (boat, caravan, jewellery, etc)

Other capital (including money due to the client)

Client

£ _____

£ _____

£ _____

£ _____

£ _____

£ _____

Partner

£ _____

£ _____

£ _____

£ _____

£ _____

£ _____

Total capital Part B

Total of all capital assets (Part A and Part B)

Part C: Income

The client is directly or indirectly in receipt of Income Support, Income-based Jobseeker's Allowance, Income-related Employment and Support Allowance or Guarantee Credit:

☐ Yes Go directly to the Evidence section on page 7.

☐ No Continue with income details.

► Use monthly figures

(if paid weekly, multiply by 52 & divide by 12)

(if paid four weekly, multiply by 13 & divide by 12)

Income includes:

► Gross monthly earnings

Client

Partner

£_____

£_____

► Other income

£_____

£_____

(including child benefit, pensions, maintenance, dividends, tax credits, benefits in kind, etc)

Total gross income

£_____

£_____

Total gross income (Client and Partner)

£_____

Less monthly allowances:

► Housing costs, including:

Mortgage instalment* (capped if client has no dependents)

£_____

£_____

Rent* (capped if client has no dependents)

£_____

£_____

* amounts should be net of housing benefit

► Dependant's allowances:

Partner

£_____

Dependants Aged 15 and under

£_____

Aged 16 or over

£_____

► Tax and National Insurance

£_____

£_____

► Standard allowance for employment expenses

£_____

£_____

► Maintenance payments actually being made

£_____

£_____

(eg for children and/or a former/separated spouse)

► Childcare costs because of work/self employment

£_____

► Payment of income contribution order (criminal legal aid).

£_____

£_____

Total allowances

£_____

£_____

Total monthly disposable income

£_____

£_____

**Total monthly disposable income
(Client and Partner)**

£_____

Evidence

Evidence given in support of means Yes ☐ you will need to complete
the evidence checklist on
page 12. No ☐

If no, please record justification or exceptional circumstance.

LEGAL AID AGENCY

PRIVACY NOTICE

PURPOSE

This privacy notice sets out the standards that you can expect from the Legal Aid Agency when we request or hold personal information ('personal data') about you; how you can get access to a copy of your personal data; and what you can do if you think the standards are not being met.

The Legal Aid Agency is an Executive Agency of the Ministry of Justice (MoJ). The MoJ is the data controller for the personal information we hold. The Legal Aid Agency collects and processes personal data for the exercise of its own and associated public functions. Our public function is to provide legal aid.

About personal information

Personal data is information about you as an individual. It can be your name, address or telephone number. It can also include the information that you have provided in this form such as your financial circumstances and information relating to any current or previous legal proceedings concerning you.

We know how important it is to protect customers' privacy and to comply with data protection laws. We will safeguard your personal data and will only disclose it where it is lawful to do so, or with your consent.

Types of personal data we process

We only process personal data that is relevant for the services we are providing to you. The personal data which you have provided on this form will only be used for the purposes set out below.

Purpose of processing and the lawful basis for the process

The purpose of the Legal Aid Agency collecting and processing the personal data which you have provided on this form is for the purposes of providing legal aid. Specifically, we will use this personal data in the following ways:

- In deciding whether you are eligible for legal aid, whether you are required to make a contribution towards the costs of this legal aid and to assist the Legal Aid Agency in collecting those contributions, if appropriate.
- In assessing claims from your legal representative(s) for payment from the legal aid fund for the work that they have conducted on your behalf;
- In conducting periodic assurance audits on legal aid files to ensure that decisions have been made correctly and accurately;
- In producing statistics and information on our processes to enable us to improve our processes and to assist us in carrying out our functions.

Were the Legal Aid Agency unable to collect this personal information, we would not be able to conduct the activities above, which would prevent us from providing legal aid.

The lawful basis for the Legal Aid Agency collecting and processing your personal data is in the administration of justice and the result of the powers contained in Legal Aid, Sentencing and Punishment of Offenders Act 2012.

We also collect 'special categories of personal data' for the purposes of monitoring equality, this is a legal requirement for public authorities under the Equality Act 2010. Special categories of personal data obtained for equality monitoring will be treated with the strictest confidence and any information published will not identify you or anyone else associated with your legal aid application.

Who the information may be shared with

We sometimes need to share the personal information we process with other organisations. When this is necessary, we will comply with all aspects of the relevant data protection laws. The organisations we may share your personal information include:

- Public authorities such as: HM Courts and Tribunals Service (HMCTS), HM Revenue and Customs (HMRC), Department of Work and Pensions (DWP) and HM Land Registry;
- Non-public authorities such as: Credit reference agencies Equifax and TransUnion and our debt collection partners, Marston Holdings; and
- Fraud prevention agencies: if false or inaccurate information is provided or fraud identified, the Legal Aid Agency can lawfully share your personal information with fraud prevention agencies to detect and to prevent fraud and money laundering.

You can contact our Data Protection Officer for further information on the organisations we may share your personal information with.

Data Processors

The LAA may contract with third party data processors to provide email, system administration, document management and IT storage services.

Any personal data shared with a data processor for this purpose will be governed by model contract clauses under data protection law.

Details of transfers to third country and safeguards

It may sometimes be necessary to transfer personal information overseas. When this is needed, information may be transferred to: the European Economic Area (EEA)

Any transfers made will be in full compliance with all aspects of the data protection law.

Retention period for information collected

Your personal information will not be retained for any longer than is necessary for the lawful purposes for which it has been collected and processed. This is to ensure that your personal information does not become inaccurate, out of date or irrelevant. The Legal Aid Agency have set retention periods for the personal information that we collect, this can be accessed via our website:

<https://www.gov.uk/government/publications/record-retention-and-disposition-schedules>

You can also contact our Data Protection Officer for a copy of our retention policies.

While we retain your personal data, we will ensure that it is kept securely and protected from loss, misuse or unauthorised access and disclosure. Once the retention period has been reached, your personal data will be permanently and securely deleted and destroyed.

Access to personal information

You can find out if we hold any personal data about you by making a 'subject access request'. If you wish to make a subject access request please contact:

Disclosure Team - Post point 10.25
Ministry of Justice
102 Petty France
London
SW1H 9AJ

Data.access@justice.gov.uk

When we ask you for personal data

We promise to inform you why we need your personal data and ask only for the personal data we need and not collect information that is irrelevant or excessive.

When we collect your personal data, we have responsibilities, and you have rights, these include:

- That you can withdraw consent at any time, where relevant;
- That you can lodge a complaint with the supervisory authority;
- That we will protect and ensure that no unauthorised person has access to it;
- That your personal data is shared with other organisations only for legitimate purposes;
- That we don't keep it longer than is necessary;
- That we will not make your personal data available for commercial use without your consent; and
- That we will consider your request to correct, stop processing or erase your personal data.

You can get more details on:

- Agreements we have with other organisations for sharing information;
- Circumstances where we can pass on personal information without telling you, for example, to help with the prevention or detection of crime or to produce anonymised statistics;
- Our instructions to staff on how to collect, use or delete your personal information;
- How we check that the information we hold is accurate and up-to-date; and
- How to make a complaint.

For more information about the above issues, please contact:

The Data Protection Officer
Ministry of Justice
3rd Floor, Post Point 3.20
10 South Colonnades
Canary Wharf
London
E14 4PU

Privacy@justice.gov.uk

For more information on how and why your information is processed, please see the information provided when you accessed our services or were contacted by us.

Complaints

When we ask you for information, we will comply with the law. If you consider that your information has been handled incorrectly, you can contact the Information Commissioner for independent advice about data protection. You can contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
www.ico.org.uk

Client's Certification

Please tick the box below which applies to you:-

☐ I have not already received Legal Help or Family Help (Lower) from a solicitor or contracted provider on this matter.

☐ I have already received Legal Help or Family Help (Lower) from a solicitor or contracted provider on this matter. If so, please state when: _____

I agree to my solicitor or contracted provider having a first charge on any money or property (including costs) which I recover or preserve in or in relation to the matter for which I am being advised. (Family Help (Lower) cases which exceed the standard fee only).

This is a true statement of all my and my partner's income and assets in the UK and abroad.

I understand that I must tell you immediately if there are any changes in my or my partner's financial circumstances.

I agree that the Legal Aid Agency (LAA) can contact other parties to check these facts and I authorise those parties to provide the information they are asked for.

I understand that the LAA may check my income and capital status with Her Majesty's Revenue and Customs (HMRC) and authorise HMRC to carry out such checks as are necessary to verify my financial status and give that information to LAA.

I understand that the LAA may confirm my receipt of continuing benefit with the Department of Work and Pensions (DWP). The DWP may carry out such processing as is necessary to check this information remains correct and may inform the LAA of any relevant changes.

I understand that if I give false information or withhold any relevant information the services provided to me may be cancelled at which point I will become liable to pay all the costs that have been incurred and I may be prosecuted.

Signed: _____ Date: _____

Partner's declaration

If you have a partner whose details have been completed on this form then they must sign the authority below.

This is a true statement of all my income and assets in the UK and abroad.

I agree to the LAA checking these facts with other parties such as the Department of Work and Pensions (DWP) and the HM Revenue and Customs (HMRC) and I authorise those parties (including HMRC and DWP) to provide the information they are asked for.

Signed: _____ Date: _____

Note to solicitor: Please ensure you complete any relevant boxes on page 13.

Legal Help and Help at Court

Tick the relevant box below if you have:

Travelled out of the office to visit the client, other than at court. ☐

Accepted an application from a child or patient or someone on their behalf. ☐

Provided Legal Help to a client who has already received it on the same matter within the last 6 months. ☐

Given telephone advice by you or your firm before the signature of the form. ☐

Claimed for outward travel before the signature of the form. ☐

Accepted a postal or application. ☐

If you have ticked any of the above boxes, please provide the circumstances justifying this in accordance with the relevant Rule in the Contract Specification.

Legal aid is only available for these proceedings under paragraphs 12 and 13 of Part 1, Schedule 1 of the Legal Aid Sentencing and Punishment of Offenders Act 2012 if the evidence requirements set out in regulation 33 and 34 of the Civil Legal Aid (Procedures) Regulations and/or guidance are satisfied.

Evidence given? ☐ Yes ☐ No This evidence must be retained on the file.

Family Help (Lower) - **private law**

Are the relevant criteria in the Civil Legal Aid (Merits Criteria) Regulations 2012 for Family Help (Lower) met and does the case satisfy the conditions as set out in the Family Specification? ☐ Yes ☐ No

Was an application for Legal Representation made in this matter? ☐ Yes ☐ No

Time spent and costs

Item	Time Spent
1. Attendance	_____
2. Preparation	_____
3. Help at Court/Advocacy	_____
4. Travel and Waiting	_____
Total:	_____

Item	Number
1. Letters written	_____
2. Phone calls	_____

Total Profit Costs £_____ **Vat** £_____

Value or amount of contractual or statutory charge £_____

Disbursements	Amount	Vat
Mileage	£ _____	£ _____
Other disbursements	£ _____	£ _____
Total	£ _____	£ _____
Counsel's fees	£ _____	£ _____

Dated _____

Note: When calculating profit costs, the time spent on each activity and the letters and telephone calls must be separated out according to the remuneration rate which applied at the time the work was carried out. Please see the Remuneration Regulations for the appropriate rates.

Remember that you may not charge separately for letters in.

The totals for profit costs, disbursements and counsel's fees from this form and the Controlled Legal Representation Form (if applicable) should be the same (after adding VAT and net of the amount of the statutory charge and any payment on account), as those reported by you in your online submission. Where a staged bill has been submitted in an Immigration matter a separate copy of this page should be completed for each stage reported.

Certification (to be completed for Exceptional Funding cases only)

I certify that:

- ▶ I have taken all reasonable steps to ensure my client has completed the Financial Eligibility questions on the accompanying Controlled Work Form fully and accurately. I have applied the [Financial Eligibility regulations] to the information supplied by my client and assessed my client as being eligible for Legal Aid in this matter.
- ▶ I am able to act in this matter under the competence standards set out in my firms Legal Aid contract; and my organization is currently trading and no Law Society intervention or other sanction prohibits me from acting in this matter (Legal Help only).
- ▶ Proof of means has been obtained.

Signed: _____ Date: ____ / ____ / ____
(Authorised litigator)

Name: _____

Evidence Checklist

- Please tick the relevant box(es) to indicate evidence collected.
- Please refer to the detailed financial eligibility guidance for controlled work.

Income	
Employed (P.A.Y.E.) Income: <input type="checkbox"/> Wage slips Self Employed Income: <input type="checkbox"/> Recent Bank statements <input type="checkbox"/> Complete financial accounts <input type="checkbox"/> Self Assessment Tax Return <input type="checkbox"/> Cash Book Benefits in Kind <input type="checkbox"/> P11D tax form (benefits in kind) Other Income: <input type="checkbox"/> Private /Occupational Pension documents <input type="checkbox"/> Evidence of Rental income (bank statement or tenancy agreement) <input type="checkbox"/> Trust income (bank statement or letter from trustees) <input type="checkbox"/> Letter from friend/family providing support <input type="checkbox"/> student grant/loan letter <input type="checkbox"/> Other: _____ (e.g. bank statements) ► For pensions and any other income that is subject to income tax, evidence must show the gross amount before tax is deducted.	State benefits (including passporting benefits): <input type="checkbox"/> Bank statements ► Name and type of benefit e.g. Income-based Jobseekers Allowance must be specified on the statement or additional evidence will be required e.g. notification letter. <input type="checkbox"/> Original notification letter (for passporting benefit, please refer to the table providing examples of acceptable and unacceptable evidence in volume 2 part E). <input type="checkbox"/> Latest letter advising change in benefit amount <input type="checkbox"/> Letter from paying agency i.e. Department for Work and Pensions, Jobcentre Plus, Pension Service confirming receipt of the passporting benefit at the date of application. ► Letters must specify name and type of benefit. Letters over 6 months old must be supported by a recent bank statement. Asylum Support (AS): <input type="checkbox"/> Letter from AS or Local Authority that the individual is in receipt of support. ► Letter must be less than 6 months old. Tax Credits: <input type="checkbox"/> Tax Credit Award Notice (most recent). Other recent HMRC letter confirming <input type="checkbox"/> amount received. ► Letter must be less than 6 months old.
Expenditure (refer to guidance on risk-based evidence):	
Income Tax and National Insurance: <input type="checkbox"/> Wage slips (employees P.A.Y.E.) <input type="checkbox"/> Tax calculation sheet form SA302 (self employed) Housing costs (where amount exceeds one-third of client's gross income): <input type="checkbox"/> Rent Book/Tenancy Agreement <input type="checkbox"/> Mortgage statement <input type="checkbox"/> Bank statement	Child Care costs in excess of £600 per month <input type="checkbox"/> Copy of agreement/contract <input type="checkbox"/> Bank statement Maintenance (see guidance) <input type="checkbox"/> Receipts <input type="checkbox"/> Bank statement <input type="checkbox"/> Copy of Maintenance Order
Capital (refer to guidance on risk-based evidence):	
<input type="checkbox"/> Bank statement <input type="checkbox"/> Share certificate <input type="checkbox"/> National savings certificate/passbook <input type="checkbox"/> Premium Savings Bonds or Bond Record (summary)	<input type="checkbox"/> Other _____

CIV ECF1



Legal Aid
Agency

Application for Exceptional Case Funding

CIV
ECF1

This form should be supplemented by the appropriate application forms. These include both the [means form](#) and the [merits form](#) or [controlled work application forms](#).

Urgent application?
Complete page 6.

Yes ☐
No ☐

If you are applying for exceptional funding for your case please complete pages 1, 2 and 4 to 11. If you are applying for Legal Help to investigate the possibility of a further legal aid application for exceptional funding please complete pages 1 to 3 and 7 to 11 only.

Before completing this application you should refer to the Lord Chancellor's Exceptional Funding Guidance. An application for Exceptional Case funding should be sent by email to ContactECC@justice.gov.uk.

If you are a provider it must be submitted by e-mail only. If you are a provider with a legal aid contract and the application is for a certificate, it must be submitted via CCMS.

For an exceptional case determination the overarching question to consider is whether the withholding of legal aid would mean that the applicant is unable to present his/her case effectively and without obvious unfairness.

Applicant details

Please complete in Block Capitals

Title: «LINKNAME_TITLE_1» Initial S: «LINKNAME_INITIALS_1»
Surname: «LINKNAME_SURNAME_1»
First name: «LINKNAME_FORENAME_1»
Surname at Birth (If different): «FW_IMM_1_FW_IMM_CDIFSURN»
Date of Birth: «CLI1_ADD_INFO_FW_CLI1_DOB»
Contact Details: «CLIENT_HOUSE», «CLIENT_AREA», «CLIENT_POSTAL_TOWN»,
«CLIENT_COUNTY» «CLIENT_POSTCODE»
«LINKNAME_EMAIL_ADDRESS_1»
«CALCULATION_PHONE»

Provider details *Not Required for direct applicants.

Name of provider: «PRACTICEINFO_PRACTICE_NAME»
Account number: (if appropriate)

--	--	--	--	--	--	--	--

*Solicitors Roll number: (where applicable)

--	--	--	--	--	--	--	--

*Address: «BRANCHINFO_HOUSE», «BRANCHINFO_AREA»
*Town: «BRANCHINFO_POSTAL_TOWN»
*County: «BRANCHINFO_COUNTY» Postcode: «BRANCHINFO_POSTCODE»
*DX (with exchange): «BRANCHINFO_DX_NO»

*Telephone number: «BRANCHINFO_PHONE_NO»

*Your case reference: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

*Contact name for enquiries: «CALCULATION_FEE_EARNER_DESCRIPTION»

*Email details: «CALCULATION_FEE_EARNER_EMAIL»

Type of case

Complete this section if either:

1. You are applying for Controlled Work services.
2. You have not completed type of case details on page 5 of CIVAPP1 or page 3 of CIVAPP3 or
3. The type of case is not listed on CIVAPP1 or CIVAPP3.

What category of law/contract category is relevant to the case?

Providers - Categories of Law for which Legal Aid Contracts are tendered.

Does your office have a contract that allows you to do Legal Aid work in this Category of law at the Form of Service for which you are applying?

If you are not a contract holder in the required category of law stated above, please explain why it is necessary for the effective administration of justice for you to conduct the matter pursuant to regulation 31(5) (a) -(d) of the Civil Legal Aid (Procedure) Regulations 2012:

Funding to apply for Legal Help to investigate the possibility of a further legal aid application

1. Briefly set out the basis of the main application for exceptional case funding you anticipate you/your client will make:

2. What legal work do you think you/your legal aid provider will need to do in order to make this application?

3. Why do you consider that there is a risk that failure to provide legal aid for this work will breach a convention right?

Additional Information

► Please provide the following additional information about the case that is not already in the attached legal aid forms.

1. Please provide us with brief details about the case if they are not already in the other forms/documents that you are supplying.

2. How important are the issues in the case for you/your client?

3. How complex are the proceedings, the area of law and the facts/evidence in the case?

Additional Information continued

4. For **direct applicants** - How capable are you of representing your case effectively?

For **Providers** - How capable is your client of representing his/her case effectively?

▶ Please provide information on what you/your client must do to present the case. You may also include information about your/your client's education or relevant skills/experience and any relevant disability or capacity issues (attaching a copy of any incapacity certificate where available).

5. Any additional information that is relevant to the determination:

Urgent Case Details

► Please complete this section if there is urgency in the case. We will use this section to prioritise exceptional case funding applications. We will tell you the timescale for the decision.

1. Is there an imminent date for:

a) an injunction or other emergency proceedings?

Yes ☐ No ☐

If yes, enter date of hearing / /

b) a hearing in existing proceedings?

Yes ☐ No ☐

If yes, enter date of hearing / /

c) a limitation period that is about to expire?

Yes ☐ No ☐

If yes, enter date of hearing / /

2. Would a delay cause risk to the life, liberty, or physical safety of you/your client or family, or the roof over their heads or cause unreasonable hardship or irretrievable problems in handling the case?

Yes ☐ No ☐

Please provide any further relevant information as to how the urgent situation has arisen that is not evident from the other information provided and why you consider that exceptional funding is necessary to deal with the urgent work.

LEGAL AID AGENCY

PRIVACY NOTICE

PURPOSE

This privacy notice sets out the standards that you can expect from the Legal Aid Agency when we request or hold personal information ('personal data') about you; how you can get access to a copy of your personal data; and what you can do if you think the standards are not being met.

The Legal Aid Agency is an Executive Agency of the Ministry of Justice (MoJ). The MoJ is the data controller for the personal information we hold. The Legal Aid Agency collects and processes personal data for the exercise of its own and associated public functions. Our public function is to provide legal aid.

About personal information

Personal data is information about you as an individual. It can be your name, address or telephone number. It can also include the information that you have provided in this form such as your financial circumstances and information relating to any current or previous legal proceedings concerning you. We know how important it is to protect customers' privacy and to comply with data protection laws. We will safeguard your personal data and will only disclose it where it is lawful to do so, or with your consent.

Types of personal data we process

We only process personal data that is relevant for the services we are providing to you. The personal data which you have provided on this form will only be used for the purposes set out below.

Purpose of processing and the lawful basis for the process

The purpose of the Legal Aid Agency collecting and processing the personal data which you have provided on this form is for the purposes of providing legal aid. Specifically, we will use this personal data in the following ways:

- In deciding whether you are eligible for legal aid, whether you are required to make a contribution towards the costs of this legal aid and to assist the Legal Aid Agency in collecting those contributions, if appropriate.
- In assessing claims from your legal representative(s) for payment from the legal aid fund for the work that they have conducted on your behalf;
- In conducting periodic assurance audits on legal aid files to ensure that decisions have been made correctly and accurately;
- In producing statistics and information on our processes to enable us to improve our processes and to assist us in carrying out our functions.

Were the Legal Aid Agency unable to collect this personal information, we would not be able to conduct the activities above, which would prevent us from providing legal aid.

The lawful basis for the Legal Aid Agency collecting and processing your personal data is in the administration of justice and the result of the powers contained in Legal Aid, Sentencing and Punishment of Offenders Act 2012.

We also collect 'special categories of personal data' for the purposes of monitoring equality, this is a legal requirement for public authorities under the Equality Act 2010. Special categories of personal data obtained for equality monitoring will be treated with the strictest confidence and any information published will not identify you or anyone else associated with your legal aid application.

Who the information may be shared with

We sometimes need to share the personal information we process with other organisations. When this is necessary, we will comply with all aspects of the relevant data protection laws. The organisations we may share your personal information include:

- Public authorities such as: HM Courts and Tribunals Service (HMCTS), HM Revenue and Customs (HMRC), Department of Work and Pensions (DWP) and HM Land Registry;
- Non-public authorities such as: Credit reference agencies Equifax and TransUnion and our debt collection partners, Marston Holdings; and
- Fraud prevention agencies: if false or inaccurate information is provided or fraud identified, the Legal Aid Agency can lawfully share your personal information with fraud prevention agencies to detect and to prevent fraud and money laundering.

You can contact our Data Protection Officer for further information on the organisations we may share your personal information with.

Data Processors

The LAA may contract with third party data processors to provide email, system administration, document management and IT storage services.

Any personal data shared with a data processor for this purpose will be governed by model contract clauses under data protection law.

Details of transfers to third country and safeguards

It may sometimes be necessary to transfer personal information overseas. When this is needed, information may be transferred to: the European Economic Area (EEA)

Any transfers made will be in full compliance with all aspects of the data protection law.

Retention period for information collected

Your personal information will not be retained for any longer than is necessary for the lawful purposes for which it has been collected and processed. This is to ensure that your personal information does not become inaccurate, out of date or irrelevant. The Legal Aid Agency have set retention periods for the personal information that we collect, this can be accessed via our website:

<https://www.gov.uk/government/publications/record-retention-and-disposition-schedules>

You can also contact our Data Protection Officer for a copy of our retention policies.

While we retain your personal data, we will ensure that it is kept securely and protected from loss, misuse or unauthorised access and disclosure. Once the retention period has been reached, your personal data will be permanently and securely deleted and destroyed.

Access to personal information

You can find out if we hold any personal data about you by making a 'subject access request'. If you wish to make a subject access request please contact:

Disclosure Team - Post point 10.25
Ministry of Justice
102 Petty France
London
SW1H 9AJ

Data.access@justice.gov.uk

When we ask you for personal data

We promise to inform you why we need your personal data and ask only for the personal data we need and not collect information that is irrelevant or excessive.

When we collect your personal data, we have responsibilities, and you have rights, these include:

- That you can withdraw consent at any time, where relevant;
- That you can lodge a complaint with the supervisory authority;
- That we will protect and ensure that no unauthorised person has access to it;
- That your personal data is shared with other organisations only for legitimate purposes;
- That we don't keep it longer than is necessary;
- That we will not make your personal data available for commercial use without your consent;
- and
- That we will consider your request to correct, stop processing or erase your personal data.

You can get more details on:

- Agreements we have with other organisations for sharing information;
- Circumstances where we can pass on personal information without telling you, for example, to help with the prevention or detection of crime or to produce anonymised statistics;
- Our instructions to staff on how to collect, use or delete your personal information;
- How we check that the information we hold is accurate and up-to-date; and
- How to make a complaint.

For more information about the above issues, please contact:

The Data Protection Officer
Ministry of Justice
3rd Floor, Post Point 3.20
10 South Colonnades
Canary Wharf
London
E14 4PU

Privacy@justice.gov.uk

For more information on how and why your information is processed, please see the information provided when you accessed our services or were contacted by us.

Complaints

When we ask you for information, we will comply with the law. If you consider that your information has been handled incorrectly, you can contact the Information Commissioner for independent advice about data protection. You can contact the Information Commissioner at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

www.ico.org.uk

Declaration to be signed by the applicant

To the best of my information, knowledge or belief, all the information I have given is true and I have not withheld any relevant information.

My solicitor has explained that if I am assessed as eligible for funding with a condition that I make a financial contribution towards the cost of my case I will be required to make payment of the contribution within 14 days or there is a risk that the certificate will be revoked and I will become liable to pay all the costs that have been incurred from the date of funding.

I understand that if I give false information or withhold any relevant information the services provided to me may be cancelled at which point I will become liable to pay all the costs that have been incurred from the effective date of the funding and I may be prosecuted.

Signed: _____ Date: ____/____/____

This declaration must be signed by the applicant

Certification

I certify that:

- ▶ I have explained to the client their obligations and the meaning of their declaration.
- ▶ I have provided as accurately as possible all the information requested on this form.
- ▶ I am able to act in this matter under the competence standards set out in my firm's Legal Aid contract; and my firm is currently trading and no Law Society intervention or other sanction prohibits me from acting in this matter. (Applies to Controlled Work services Only).
- ▶ I have taken all reasonable steps to ensure my client has completed the Financial Eligibility questions on the accompanying Controlled Work Form fully and accurately. I have applied the Financial Eligibility regulations to the information supplied by my client and assessed my client as being eligible for Legal Aid in this matter (Applies to Controlled Work services Only).

Signed: _____ Date: ____/____/____
authorised litigator

Name: