Osprey Approach: Immigration

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The latest version is always online at
https://support.ospreyapproach.com/?p=35701

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Osprey™ Approach

CLIENT DETAILS FW_IMM

Client Salutation

Client 1 date of birth

Select a date

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

NEW MATTER DETAILS FW_IMM

Matter Type

Please select

- Please select
- Citizenship
- Detention
- Employed Spouse
- Entry Clearance
- Family reunion
- Immigration

Is the client detained?

Please Select

- Please Select
- Yes
- No

Date client's leave expires

Select a date

Home Office

0 - None selected (-),

None selected

Home Office Number

Port Reference

Does the client have a previous representative?

Please Select

- Please Select
- Yes
- No

PREVIOUS REPRESENTATIVE FW_IMM

Previous Representative Firm

(None selected)

None selected

Previous Representative Contact

None selected

None selected

Previous Representative Reference

PREVIOUS REPRESENTATIVE FW_IMM

Previous Representative Firm

(None selected)

None selected

Previous Representative Contact

None selected

None selected

Previous Representative Reference

CIV EFC1

Application for Exceptional Case Funding

Legal Aid Agency

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 { FORMCHECKBOX } No { FORMCHECKBOX }

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: { MERGEFIELD LINKNAME_TITLE_1 }

Initials: { MERGEFIELD LINKNAME_INITIALS_1 }

Surname: { MERGEFIELD LINKNAME_SURNAME_1 }

First name: { MERGEFIELD LINKNAME_FORENAME_1 }

Surname at Birth (If different): { MERGEFIELD FW_IMM_1_FW_IMM_CDIFSURN }

Date of Birth: { MERGEFIELD CLI1_ADD_INFO_FW_CLI1_DOB }

Contact Details: { MERGEFIELD CLIENT_HOUSE \f", " }{ MERGEFIELD CLIENT_AREA \f", " }{ MERGEFIELD CLIENT_POSTAL_TOWN \f", " }{ MERGEFIELD CLIENT_COUNTY \f" " }{ MERGEFIELD CLIENT_POSTCODE }
{ MERGEFIELD LINKNAME_EMAIL_ADDRESS_1 }
{ MERGEFIELD CALCULATION_PHONE }

Provider details *Not Required for direct applicants.

Name of provider: { MERGEFIELD PRACTICEINFO_PRACTICE_NAME }

Account number: (if appropriate)							
*Solicitors Roll number: (where applicable)							

*Address: { MERGEFIELD BRANCHINFO_HOUSE \f", " }{ MERGEFIELD BRANCHINFO_AREA }

*Town: { MERGEFIELD BRANCHINFO_POSTAL_TOWN }

*County: { MERGEFIELD BRANCHINFO_COUNTY } Postcode { MERGEFIELD BRANCHINFO_POSTCODE }

*DX (with exchange): { MERGEFIELD BRANCHINFO_DX_NO }

*Telephone number: { MERGEFIELD BRANCHINFO_PHONE_NO }

*Your case reference: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

*Contact name for enquiries: { MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }

*Email details: { MERGEFIELD 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?
If yes, enter date of hearing / /

Yes **{** FORMCHECKBOX **}** No **{** FORMCHECKBOX **}**

b) a hearing in existing proceedings?
If yes, enter date of hearing / /

Yes **{** FORMCHECKBOX **}** No **{** FORMCHECKBOX **}**

c) a limitation period that is about to expire?
If yes, enter date of hearing / /

Yes **{** FORMCHECKBOX **}** No **{** FORMCHECKBOX **}**

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 **{** FORMCHECKBOX **}** No **{** FORMCHECKBOX **}**

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: { FORMTEXT }/{ FORMTEXT }/{ FORMTEXT }

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: { FORMTEXT }/{ FORMTEXT }/{ FORMTEXT }

authorised litigator

Name:

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Client Authority

{INCLUDETEXT
"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\2d1c6123-c9a7-4fc4-9993-e39a3f3c764d\\header.doc"}

Client Authority

I, { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 } of { MERGEFIELD CLIENT_HOUSE \f", " }{ MERGEFIELD CLIENT_AREA \f", " }{ MERGEFIELD CLIENT_POSTAL_TOWN \f", " }{ MERGEFIELD CLIENT_COUNTY \f" " }{ MERGEFIELD CLIENT_POSTCODE }, hereby give you authority to provide a copy of my previous file to my new solicitors, Messrs. { MERGEFIELD PRACTICEINFO_PRACTICE_NAME } of { MERGEFIELD BRANCHINFO_HOUSE \f", " }{ MERGEFIELD BRANCHINFO_AREA \f", " }{ MERGEFIELD BRANCHINFO_POSTAL_TOWN \f", " }{ MERGEFIELD BRANCHINFO_COUNTY \f" " }{ MERGEFIELD BRANCHINFO_POSTCODE }.

Signed ……
{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Dated ……

Client Care Letter

{INCLUDETEXT
"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\b8b84758-3fe3-4757-8454-5cafb3dc9107\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy"} }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_IMM_1_FW_SALUTATION }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I am { MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }, a { MERGEFIELD CALCULATION_STATUS_DESCRIPTION }, in the Immigration Department. I will have conduct of your matter throughout. I am supervised by { MERGEFIELD CALCULATION_EXECUTIVE_NAME } who will also be aware of your matter.

Your Instructions

Our Advice

{ IF { MERGEFIELD FW_IMM_1_FW_IMM_MATTERT } = "Citizenship" " In order to become a British citizen, you must provide evidence that you have lived in the UK for a period of five years and you have been free from immigration control for a 12 month period.

You must be able to show that you have not left the UK for more than 450 days in the last five years, and not more than 90 days in the last 12 months. Before you submit your application you must also be able to show that exactly 12 months ago to the day you were in the UK.

The Home Office guidance states that you must be of good character and it is important to notify me immediately of any issues or concerns which may go against your good character.

You are required to have a level B2 or higher English language qualification or taught a degree in English. You must also have passed the Life in the UK test.

You must have two referees who will support your application. One person must be the holder of a British passport and either a professional or over 25 years of age. The other should be any person who has a professional standing, such as a doctor or accountant.

It is important that neither referee are related to you or to each other, they are not employed by the Home Office and do not have an imprisonable conviction within the last 10 years. Please note that I cannot be a referee for you, nor can any other member of staff at this office.

At the conclusion of this matter you will be required to attend a ceremony at your local Town Hall." "**{** IF **{** MERGEFIELD FW_IMM_1_FW_IMM_MATTERT **}** = "Detention" "You fall within the automatic deportation provisions contained within section 32 UK Borders Act 2007, due to the length of your sentence. The Home Office can hold you under section 36 of the Act. You do, however, have the right to apply for bail." "**{** IF **{** MERGEFIELD FW_IMM_1_FW_IMM_MATTERT **}** = "Employed Spouse" "You must provide your marriage certificate and evidence that you and your partner have been in contact with each other regularly, showing the relationship is genuine. You can do this for example by providing photos of you both together, or text/phone contact.

You will also need to provide evidence of your income, in the form of six months' payslips (or 12 if you have not been with your current employer for six months). You will also need to provide a letter from your employer confirming your gross annual salary, the length of your employment with them and type of employment, and the period you have earnt the salary with which you are relying on. You should also provide original bank statements which show your salary being paid into your account. Please ensure your bank statements are dated within 28 days of the date of your application.

You will also need to provide evidence that the home you and your partner will occupy is big enough for both of you and will not be overcrowded. You may evidence this by providing pictures of the property, sales particulars or an estate agent's report. If you are living with family/friends who own the property you reside in, you will need written evidence from them that they agree to you and your partner living in the house, in addition to the evidence required above.

Finally, your partner must have passed an A1 language test or have been taught, in English, a course equivalent to a UK Bachelor's or Master's degree or PhD.

Please note that I will be unable to prepare your application without sight of all of the above-named documents and so I should be grateful if you would please provide them to me as soon as possible." "**{** IF **{** MERGEFIELD FW_IMM_1_FW_IMM_MATTERT **}** = "Entry Clearance" "Entry Clearance" "**{** IF **{** MERGEFIELD FW_IMM_1_FW_IMM_MATTERT **}** = "Family reunion" "Family reunion" "**{** IF **{** MERGEFIELD FW_IMM_1_FW_IMM_MATTERT **}** = "Immigration" "Immigration" "**{** IF **{** MERGEFIELD FW_IMM_1_FW_IMM_MATTERT **}** = "Please select" "Please select the correct matter type from the questionnaire within the Task" "" **}**" **}**" **}**" **}**" **}**" **}**

Next Steps

I will also require you to sign and return the enclosed copy of this client care letter as soon as possible. **{** IF **{** MERGEFIELD FW_IMM_1_FW_IMM_ **}** = "Yes" "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

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Signed ……
{ MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}**

Date: ……

CW1

Legal Aid Agency

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

Is this an application for Exceptional Case Funding? Yes { FORMCHECKBOX } No { FORMCHECKBOX } 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	**Mixed**	**Asian or Asian British**
{ FORMCHECKBOX } (a) British	{ FORMCHECKBOX } (a) White and Black Caribbean	{ FORMCHECKBOX } (a) Indian
{ FORMCHECKBOX } (b) Irish	{ FORMCHECKBOX } (b) White and Black African	{ FORMCHECKBOX } (b) Pakistani
{ FORMCHECKBOX } (c) White Other	{ FORMCHECKBOX } (c) White and Asian	{ FORMCHECKBOX } (c) Bangladeshi
	{ FORMCHECKBOX } (d) Mixed Other	{ FORMCHECKBOX } (d) Asian Other
Black or Black British		
{ FORMCHECKBOX } (a) Black Caribbean	{ FORMCHECKBOX } **Chinese**	{ FORMCHECKBOX } **Other**
{ FORMCHECKBOX } (b) Black African	{ FORMCHECKBOX } **Gypsy/Traveller**	{ FORMCHECKBOX } Prefer not to say
{ FORMCHECKBOX } (c) Black Other		

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 { FORMCHECKBOX }

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

Definitions:

Mental health condition	{ FORMCHECKBOX }	Blind	{ FORMCHECKBOX }
Learning disability/difficulty	{ FORMCHECKBOX }	Long-standing physical illness or health condition	{ FORMCHECKBOX }
Mobility impairment	{ FORMCHECKBOX }	Other	{ FORMCHECKBOX }
Deaf	{	Unknown	{

	FORMCHECKBOX }		FORMCHECKBOX }
Hearing impaired	{ FORMCHECKBOX }	Prefer not to say	{ FORMCHECKBOX }
Visually impaired	{ FORMCHECKBOX }		

► Completion of his 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: { MERGEFIELD LINKNAME_TITLE_1 } Initials: { MERGEFIELD LINKNAME_INITIALS_1 }
Surname: { MERGEFIELD LINKNAME_SURNAME_1 }

First name: { MERGEFIELD LINKNAME_FORENAME_1 }

Surname at birth: { MERGEFIELD FW_IMM_1_FW_IMM_CDIFSURN }
(if different)

Date of birth: { MERGEFIELD CLI1_ADD_INFO_FW_CLI1_DOB } National Insurance no: { MERGEFIELD CLI1_ADD_INFO_FW_CLI1_NI }

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

Place of birth: { MERGEFIELD FW_IMM_1_FW_IMM_CBRTHTWN } Job: { MERGEFIELD CLI1_ADD_INFO_FW_CLI1_OCC }
(town)

Current address: { MERGEFIELD CLIENT_HOUSE \f", " }{ MERGEFIELD CLIENT_AREA \f", " }{ MERGEFIELD CLIENT_POSTAL_TOWN \f", " }{ MERGEFIELD CLIENT_COUNTY }
Postcode: { MERGEFIELD 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: { MERGEFIELD PRACTICEINFO_PRACTICE_NAME }

Address of provider: { MERGEFIELD BRANCHINFO_HOUSE \f", " }{ MERGEFIELD BRANCHINFO_AREA \f", " }{ MERGEFIELD BRANCHINFO_POSTAL_TOWN \f", " }{ MERGEFIELD BRANCHINFO_COUNTY } Postcode: { MERGEFIELD BRANCHINFO_POSTCODE }

DX (with exchange): { MERGEFIELD BRANCHINFO_DX_NO }

Telephone number: { MERGEFIELD 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):

    { FORMCHECKBOX **}** Yes Go directly to the Evidence section on page 7.

    { FORMCHECKBOX **}** No Go to question 2.

2. The client have a partner whose means are to be aggregated:

    { FORMCHECKBOX **}** Yes Please provide details of both client's and partner's means.

    { FORMCHECKBOX **}** No Please provide details of client's means only.

3. Type of case (e.g. family): **{** FORMTEXT **}**

4. The case is about ownership or possession of assets and / or financial provision:

    { FORMCHECKBOX **}** Yes Go to question 5.

    { FORMCHECKBOX **}** 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:

    { FORMCHECKBOX **}** Yes Please complete Part A Capital - Subject matter of dispute.

    { FORMCHECKBOX **}** 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:

	Main home	**Other property**
1. Property:		
Current market value	£**{** FORMTEXT **}**	**{** FORMTEXT **}**
Outstanding Mortgage/secured loan	£**{** FORMTEXT **}**	**{** FORMTEXT **}**
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.	**{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No	**{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** 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.	**{** FORMTEXT **}**%	**{** FORMTEXT **}**%

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.	£{ FORMTEXT }	{ FORMTEXT }
5. Client's share of Total Net Equity: ► Multiply answer to question 4 by answer to question 3.	£{ FORMTEXT }	{ FORMTEXT }
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**	£{ FORMTEXT }	{ FORMTEXT }

7. Other assets and possessions claimed by the opponent:	**Client and Partner**
Savings (bank, building society, etc)	£{ FORMTEXT }
Investments (shares, insurance policies, etc)	£{ FORMTEXT }
Valuable items (boat, caravan, jewellery, etc)	£{ FORMTEXT }
Other capital (including money due to the client)	£{ FORMTEXT }
Total capital Part A	£{ FORMTEXT }

► 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.

	Main home	Other property
1. Property:		
Current market value	£{ FORMTEXT }	{ FORMTEXT }
Outstanding Mortgage/secured loan	£{ FORMTEXT }	{ FORMTEXT }
2. Is property held in joint names with the opponent?	{ FORMCHECKBOX } Yes	{ FORMCHECKBOX } Yes
► If property is held in joint names with the opponent, equal shares will be assumed for assessment purposes.	{ FORMCHECKBOX } No	{ FORMCHECKBOX } No
3. Client's share of property for assessment?	{ FORMTEXT }%	{ FORMTEXT }%
► 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.		
	Main home	**Other property**
4. Total Net Equity (i.e. current market value minus mortgage disregard):	£{ FORMTEXT }	{ FORMTEXT }
► Deduct the full amount of any debt secured by a mortgage or charge on the property.		
5. Client's share of Total Net Equity:	£{ FORMTEXT }	{ FORMTEXT }
► Multiply answer to question 4 by answer to question 3.		
6. Final assessed amount of Client's equity:	£{ FORMTEXT }	{ FORMTEXT }
► 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)	£{ FORMTEXT }	£{ FORMTEXT }
Investments (shares, insurance policies, etc)	£{ FORMTEXT }	£{ FORMTEXT }
Valuable items (boat, caravan, jewellery, etc)	£{ FORMTEXT }	£{ FORMTEXT }
Other capital (including money due to the client)	£{ FORMTEXT }	£{ FORMTEXT }
Total capital Part B	£{ FORMTEXT }	
Total of all capital assets (Part A and Part B)	£{ FORMTEXT }	

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:

{ FORMCHECKBOX **}** Yes Go directly to the Evidence section on page 7.

{ FORMCHECKBOX **}** 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:	**Client**	**Partner**
► Gross monthly earnings	£**{** FORMTEXT **}**	£**{** FORMTEXT **}**
► Other income (including child benefit, pensions, maintenance, dividends, tax credits, benefits in kind, etc)	£**{** FORMTEXT **}**	£**{** FORMTEXT **}**
Total gross income	£**{** FORMTEXT **}**	£**{** FORMTEXT **}**
Total gross income (Client and Partner)	£**{** FORMTEXT **}**	

Less monthly allowances:

► Housing costs, including:		
Mortgage instalment* (capped if client has no dependents)	£**{** FORMTEXT **}**	£**{** FORMTEXT **}**
Rent* (capped if client has no dependents)	£**{** FORMTEXT **}**	£**{** FORMTEXT **}**
* amounts should be net of housing benefit		
► Dependant's allowances:		
Partner	£**{** FORMTEXT **}**	
Dependants Aged 15 and under	£**{** FORMTEXT **}**	
Aged 16 or over	£**{** FORMTEXT **}**	
► Tax and National Insurance	£**{** FORMTEXT **}**	£**{** FORMTEXT **}**
► Standard allowance for employment expenses	£**{** FORMTEXT **}**	£**{** FORMTEXT **}**
► Maintenance payments actually being made (eg for children and/or a former/separated spouse)	£**{** FORMTEXT **}**	£**{** FORMTEXT **}**
► Childcare costs because of work/self employment	£**{** FORMTEXT **}**	
► Payment of income contribution order (criminal legal aid).	£**{** FORMTEXT **}**	£**{** FORMTEXT **}**
Total allowances	£**{** FORMTEXT **}**	£**{** FORMTEXT **}**
Total monthly disposable income	£**{**	£**{**

Total monthly disposable income (Client and Partner)	FORMTEXT } FORMTEXT } £{ FORMTEXT }

Evidence

Evidence given in support of means Yes **{** FORMCHECKBOX **}** you will need to complete
No **{** FORMCHECKBOX **}**

the evidence checklist on page 12.

If no, please record justification or exceptional circumstance.

{ FORMTEXT **}**

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:-

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

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

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: **{** FORMTEXT **}**

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: **{** FORMTEXT **}**

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. **{** FORMCHECKBOX **}**

Accepted an application from a child or patient or someone on their behalf. **{** FORMCHECKBOX **}**

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

Given telephone advice by you or your firm before the signature of the form. **{** FORMCHECKBOX **}**

Claimed for outward travel before the signature of the form. **{** FORMCHECKBOX **}**

Accepted a postal or application. **{** FORMCHECKBOX **}**

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.

{ FORMTEXT **}**

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? **{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** 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? **{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

Was an application for Legal Representation made in this matter? **{** FORMCHECKBOX **}** Yes **{** FORMCHECKBOX **}** No

Time spent and costs

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

Item	Number
1. Letters written	{ FORMTEXT }
2. Phone calls	{ FORMTEXT }

Total Profit Costs £{ FORMTEXT } Vat £{ FORMTEXT }

Value or amount of contractual or statutory charge £{ FORMTEXT }

Disbursements	Amount	Vat
Mileage	£ { FORMTEXT }	£ { FORMTEXT }
Other disbursements	£ { FORMTEXT }	£ { FORMTEXT }
Total	£ { FORMTEXT }	£ { FORMTEXT }
Counsel's fees	£ { FORMTEXT }	£ { FORMTEXT }

Dated { FORMTEXT }

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: { FORMTEXT }/{ FORMTEXT }/{ FORMTEXT }

(Authorised litigator)

Name: { FORMTEXT }

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:
{ FORMCHECKBOX **}** Wage slips

Self Employed Income:
{ FORMCHECKBOX **}** Recent Bank statements
{ FORMCHECKBOX **}** Complete financial accounts
{ FORMCHECKBOX **}** Self Assessment Tax Return
{ FORMCHECKBOX **}** Cash Book

Benefits in Kind
{ FORMCHECKBOX **}** P11D tax form (benefits in kind)

Other Income:
{ FORMCHECKBOX **}** Private /Occupational Pension documents
{ FORMCHECKBOX **}** Evidence of Rental income (bank statement or tenancy agreement)
{ FORMCHECKBOX **}** Trust income (bank statement or letter from trustees)
{ FORMCHECKBOX **}** Letter from friend/family providing support
{ FORMCHECKBOX **}** student grant/loan letter
{ FORMCHECKBOX } Other: **{** FORMTEXT **}** (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):
{ FORMCHECKBOX **}** 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.
{ FORMCHECKBOX **}** Original notification letter (for passporting benefit, please refer to the table providing examples of acceptable and unacceptable evidence in volume 2 part E).
{ FORMCHECKBOX **}** Latest letter advising change in benefit amount
{ FORMCHECKBOX **}** 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):
{ FORMCHECKBOX **}** Letter from AS or Local Authority that the individual is in receipt of support.
► Letter must be less than 6 months old.

Tax Credits:
{ FORMCHECKBOX **}** Tax Credit Award Notice (most recent).
Other recent HMRC letter confirming
{ FORMCHECKBOX **}** amount received.
► Letter must be less than 6 months old.

Expenditure (refer to guidance on risk-based evidence):

Income Tax and National Insurance:
{ FORMCHECKBOX **}** Wage slips (employees P.A.Y.E.)
{ FORMCHECKBOX **}** Tax calculation sheet form SA302 (self employed)

Housing costs (where amount exceeds one-third of client's gross income):
{ FORMCHECKBOX **}** Rent Book/Tenancy Agreement
{ FORMCHECKBOX **}** Mortgage statement
{ FORMCHECKBOX **}** Bank statement

Child Care costs in excess of £600 per month
{ FORMCHECKBOX **}** Copy of agreement/contract
{ FORMCHECKBOX **}** Bank statement

Maintenance (see guidance)
{ FORMCHECKBOX **}** Receipts
{ FORMCHECKBOX **}** Bank statement
{ FORMCHECKBOX **}** Copy of Maintenance Order

Capital (refer to guidance on risk-based evidence):

{ FORMCHECKBOX **}** Bank statement	**{** FORMCHECKBOX **}** Other
{ FORMCHECKBOX **}** Share certificate	**{** FORMTEXT **}**
{ FORMCHECKBOX **}** National savings certificate/passbook	
{ FORMCHECKBOX **}** Premium Savings Bonds or Bond Record (summary)	

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Letter Client - Biometrics Invitation

{INCLUDETEXT
"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\ad7668aa-62e2-4553-8d13-1173439b46e2\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ QUOTE **{** DATE \@ "d MMMM yyyy"**} }**

{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_IMM_1_FW_SALUTATION **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Please find enclosed correspondence which I have received from the Home Office regarding your matter.

The Home Office have requested that you attend a Post Office to provide your biometric information. Please take the enclosed letters with you when you attend the Post Office.

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Letter client - chase prev file

{INCLUDETEXT
"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\4b4e19dc-ddf4-4eec-a081-1bf03ed03963\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ QUOTE **{** DATE \@ "d MMMM yyyy"**} }**

{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD FW_IMM_1_FW_SALUTATION **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I am writing to let you know that I have not yet received a copy of your file from **{** MERGEFIELD FW_IMM_1_FW_IMM_PREV_REP_name **}**. I have chased again and hope to receive the file soon. It may be helpful if you also contact **{** MERGEFIELD FW_IMM_1_FW_IMM_PREV_REP_name **}** 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

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Letter client confirm receipt of

prev file

{INCLUDETEXT
"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\955f2f9e-5623-4cbf-9fb0-31f924ab4079\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy"} }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_IMM_1_FW_SALUTATION }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I am pleased to confirm that I have now received a copy of your file from { MERGEFIELD FW_IMM_1_FW_IMM_PREV_REP_name }. 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

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Letter prev rep - received file

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_IMM_1_FW_IMM_REP_REF }

{ QUOTE { DATE \@ "d MMMM yyyy"} }

{ MERGEFIELD FW_IMM_1_FW_IMM_PREV_REP_name }
{ MERGEFIELD FW_IMM_1_FW_IMM_PREV_REP_address }

Dear Sirs

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

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

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Letter previous rep - chase file

{INCLUDETEXT
"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\67d6e3c2-4e0e-4133-a15c-ca8a798e9873\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref: **{** MERGEFIELD FW_IMM_1_FW_IMM_REP_REF **}**

{ QUOTE **{** DATE \@ "d MMMM yyyy"**} }**

{ MERGEFIELD FW_IMM_1_FW_IMM_PREV_REP_name **}**
{ MERGEFIELD FW_IMM_1_FW_IMM_PREV_REP_address **}**

Dear Sirs

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

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

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Letter to Client RE Lodging Appeal

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Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy"} }

{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } { MERGEFIELD LINKNAME_SURNAME_1 }
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { MERGEFIELD FW_IMM_1_FW_SALUTATION }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I am pleased to confirm that I have now submitted your appeal to the First-tier Tribunal. Once the Tribunal have processed your application they will confirm when the first hearing is due to take place. I will of course notify you of this date as soon as I am made aware.

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

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Letter Previous Rep - Request File

{INCLUDETEXT
"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\ba389b60-5532-441d-a1e5-edb1345385cf\\header.doc"}

Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref: { MERGEFIELD FW_IMM_1_FW_IMM_REP_REF }

{ QUOTE { DATE \@ "d MMMM yyyy"} }

{ MERGEFIELD FW_IMM_1_FW_IMM_PREV_REP_name }
{ MERGEFIELD FW_IMM_1_FW_IMM_PREV_REP_address }

Dear Sirs

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }
{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

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

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

Letter to Home Office - Subject

Access Req

{INCLUDETEXT
"C:\\Users\\rebecca\\AppData\\Local\\Packages\\PraccticeLimited.OspreyApproachSupervisorApp_expxx2x1s6rv4\\LocalState\\OspreyDocuments\\8ce48b83-ed06-49b4-9e8a-12088a8b6db3\\header.doc"**}**

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref: **{** MERGEFIELD FW_IMM_1_FW_IMM_HOMOFNO **}**

{ QUOTE **{** DATE \@ "d MMMM yyyy"**} }**

{ MERGEFIELD FW_IMM_1_FW_IMM_HO_name **}**
{ MERGEFIELD FW_IMM_1_FW_IMM_HO_address **}**

Dear Sirs

Re:	**{ MERGEFIELD MATTER_MATTER_DESCRIPTION }**
Our Client:	**{ MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }**
DOB:	**{ MERGEFIELD CLI1_ADD_INFO_FW_CLI1_DOB }**
Nationality:	**{ MERGEFIELD FW_IMM_1_FW_IMM_NATIONAL }**
Home Office No:	**{ MERGEFIELD FW_IMM_1_FW_IMM_HOMOFNO }**

We act for the above-named client in relation to their immigration 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

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }