





APPLICATION FORM FOR FACULTY OF ADVOCATES FREE LEGAL SERVICES UNIT

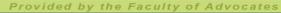
All applications for free legal help from the faculty of advocates should be made on this form. We will review all applications: assistance in some employment tribunal cases will be provided by trainee advocates (devils), in other cases which we take, we will aim to secure assistance from a practising advocate. Legal assistance can take the form of advice, a written opinion, help with mediation or representation at a court or tribunal.

- We can only assist those who cannot reasonably afford the legal help which they need, and who cannot obtain that help from other sources, such as legal aid, insurance or their trade union. Please see the note overleaf on the issue of legal aid.
- Applications are assessed for alternative sources of funding and on the merits of the case.
- Please read the unit's information leaflet carefully before completing both this form and the financial information form.
- Please complete all sections and sign both forms. Failure to do so may delay consideration of your application.
- Please ensure that a copy of the completed application form and financial information form are retained for your records.
- Please send the following (in hard copy or electronically) to the unit:
- (1) this application form;
- (2) the case summary form;
- (3) copies of supporting documents (do not send originals as documents cannot be returned)

Our contact details are as follows: The Faculty of Advocates Free Legal Services Unit Advocates Library, Parliament House Edinburgh EH1 1RF

flsu@advocates.org.uk

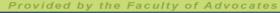
APPLICATION FORM FOR FACULTY OF ADVOCATES FREE LEGAL SERVICES UNIT				
APPLICANT INFORMATION				
Name:				
Date of birth:	Email:			
Current address:				
City:	Postcode:		Phone:	
AGENCY INFORMATION				
Referral Agency:		Name of Adviso	or:	
Agency Address:				
City:	Advisor E-mail:			
Phone:	Postcode:			
Agency please confirm if applicant will be charged for any aspect of your assistance:				







COURT/HEARING INFORMATION				
Have court proceedings already started: Yes/No	Next Deadline:			
Court/Tribunal Proceedings				
When:	Where:			
Case Reference:				
LEG	AL AID INFORMATION			
Have you been assessed for, or made an application	for Legal Aid: Yes/No			
Please note that these options <u>must</u> be explored before the FLSU can assist you.				
More information on whether you might qualify can found <u>here</u> .	be found <u>here</u> . More information on how to apply for legal aid can be			
A solicitor or advice agency such as a Law centre or	<u>Citizens Advice Bureau</u> will also be able to help you with this.			
Please provide details of your Legal Aid situation:				
Have you received any advice/assistance for this case	e through legal aid? If so, please provide details:			
If you have received legal aid but are required to ma please explain why.	ke some contributions to your legal costs that you are unable to pay			
OTHER INFORMATION				
Are you a member of a trade union? If so, have you	sought legal assistance from them?			
Have you checked whether you have legal expenses	insurance under any insurance policy (e.g. household or motor)?			
Have you requested or received assistance with this of the so, please provide full details and a contact name.	case in the past from a solicitor or advice agency?			
Is your case already under consideration by a court of If so, please provide details of where, and please provide details of where details of which details of which details of which details of where details of which de				
When is the next deadline in the case?				







OTHER INFORMATION (CONT)

What help would you like? *Delete as appropriate

*Written Advice Advice and Representation Assistance with Mediation

What would be your preferred outcome for your case?

FINANCIAL INFORMATION				
What is your occupation?				
Please provide details of your employment status e.g. unemployed, retired, self-employed, student.				
· · · · · · · · · · · · · · · · · · ·	What total income do you receive each month?:			
If you answer <u>yes</u> to any of the following questions	· · · · · · · · · · · · · · · · · · ·			
Do you receive any means tested benefits? If so, please state which one(s).				
Do you have any savings?				
Do you own any property? If so please provide details and approximate value?				
What monthly expenses do you have?				
Do you owe any money?: £	Is any money owed to you?: £			
Do you live with anyone else? If so please provide names, ages, and details of relationship to you.				
What other income is brought into your home on a monthly basis?				
Are any of the people that you live with financially dependent on you?				
Do you expect to receive any other income within the next six months which you have not already provided details of?				







DATA PROTECTION NOTICE

The Faculty of Advocates Free Legal Services Unit will process your information (whether provided by you or by a third party) for the purposes of administering your application and your case. Processing may include disclosure of your information to third parties such as other advice agencies, voluntary organisations, the Court, legal expenses insurers, trades unions and legal advisers. By making this application and signing below you confirm that you consent to such processing. Your information will not be sold to any third party nor used for the purpose of direct marketing. By signing below, you certify that the information in this application to the best of your knowledge is true, complete and accurate.

SIGNATURES			
I authorise this completed application form to be submitted to the Free Legal Services Unit.			
Signature of Applicant:	Date:		
Signature of Advisor:	Date:		

! Have you completed the case summary on the following sheet, signed and dated the statement and attached any relevant supporting evidence?



CASE SUMMARY (continue on a separate sheet if necessary)

<u>Please give us a summary of your case. This is an important section. Please note the following points:</u>

- You should set out the facts of your case, so that we can understand what it is about.
- The easiest way to do this is often to go through in date order explaining briefly what has happened at each stage
- It is not enough just to say 'see the attached documents'. You should tell us about what happened, any financial loss or injury, or anything you are entitled to that you have not received.
- You should give details of any court or tribunal hearings which have already happened.
- If you want advice or representation in connection with an appeal, you MUST include a copy of the judgement appealed from
- If you are seeking advice (including advice with representation) you should set out exactly what help you think you need