



# 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 this form.
- Please complete all sections and sign the form. Failure to do so may delay consideration of your application.
- Please ensure that a copy of the completed application form is retained for your records.
- Please send the following (in hard copy or electronically) to the unit:
  - this application form;
  - the case summary form;
  - 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 [flsu@advocates.org.uk](mailto:flsu@advocates.org.uk)

Case files/documents will be retained for no longer than a period of 10 years following the conclusion of each accepted case (subject to review) and no longer than 6 months should a volunteer not be found. Cases which are not accepted by the Unit will not be retained following that decision.

## APPLICANT INFORMATION

Full Name:		Date of Birth:	
Current Address:			
Postcode:			
Email Address:		Phone Number:	

## AGENCY INFORMATION

Referral Agency:		Name of Advisor:	
Agency Address:			
Postcode:			
Advisor Email:		Phone Number:	
Agency please check box to confirm that the applicant will not 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:		

## LEGAL AID INFORMATION

Have you been assessed for, or made an application for Legal Aid: Yes	No
Please note that these options must be explored before the FLSU can assist you. More information on whether you might qualify can be found here: <a href="http://www.slab.org.uk/public/civil/calculator/index.html">http://www.slab.org.uk/public/civil/calculator/index.html</a>	
More information on how to apply for legal aid can be found here: <a href="http://www.slab.org.uk/public/civil/HowDoIFindaSolicitor/">http://www.slab.org.uk/public/civil/HowDoIFindaSolicitor/</a>	
A solicitor or advice agency such as a Law centre or <a href="https://www.citizensadvice.org.uk/scotland/">https://www.citizensadvice.org.uk/scotland/</a> 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 through legal aid? If so, please provide details:	
If you have received legal aid but are required to make some contributions to your legal costs that you are unable to pay please explain why.	



## 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)?

Yes          No

Have you requested or received assistance with this case in the past from a solicitor or advice agency?

Yes          No

If so, please provide full details and a contact name.

What help would you like?

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 is your salary?:

What total income do you receive each month?:

**If you answer yes to any of the following questions, please provide full details and amounts**

Do you receive any means tested benefits?

Yes          No

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?    Yes                  No	
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?	
Yes	No
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. The FLSU considers itself to be a Data Processor for these purposes, on behalf of any Advocate taking on this case. On accepting the case, the Advocate will become the Data Controller for this information. 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. Case files/documents will be retained for no longer than a period of 10 years following the conclusion of each accepted case (subject to review) and no longer than 6 months should a volunteer not be found. Cases which are not accepted by the Unit will not be retained following that decision. By signing below, you certify that the information in this application to the best of your knowledge is true, complete and accurate.

**Signatures**

Signature of Applicant:	Signature of Advisor:
Date:	Date:

**CASE SUMMARY** (continue on a separate sheet if necessary)



FREE LEGAL SERVICES UNIT

Please give us a summary of your case. This is an important section, please note the following points:

- 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