



# CIVIL LEGAL AID - Data capture form

Revised March 2011

This is not a mandate form. There are no declarations and you do not need to sign it or keep a copy. It has been produced so that you can record the information you intend to provide in the online application, before completing it online or passing it to someone else in your firm to complete online on your behalf.

## FINANCIAL DETAILS (ONLY COMPLETE THIS SECTION IF THIS IS THE FIRST SPECIAL URGENCY SUBMISSION)

For detailed information and correct allowances, use the current Keycard - available on our website [www.slab.org.uk](http://www.slab.org.uk).

For ease of calculation, round figures up or down to the nearest pound. You do not have to complete the mandate where the case covers any of the following categories: AISAW, CHAG (where applicant is the petitioner), CONV, RENF or where the applicant has a NASS (National Asylum Support Service) number.

Does the applicant directly or indirectly receive

- Income Support
- Income-related Employment and Support Allowance
- Income-based Jobseeker's Allowance

If you select any of the above you do not need to complete the rest of this form

Does the applicant live as a couple (married or unmarried) with someone (of either sex), who does not have a contrary interest in this case?

- Yes  No

If yes, take the partner's resources into account

Income	Applicant	Partner	Deductions from income	Applicant	Partner
Net annual wage/salary, or net drawing or profits from own business	£	£	Annual rent or mortgage for main or only dwelling	£	£
Maintenance payments - either from an individual or through the CSA	£	£	Annual council tax, water charges	£	£
Child benefit	£	£	Dependant's allowance for partner living with applicant (see keycard)	£	£
Other state benefits or tax credits (list)			Dependants' allowance for children living with applicant (see keycard)	£	£
	£	£	Maintenance payments for separated partner or children living apart	£	£
	£	£			
	£	£			
Other sources of income (such as pension, housekeeping, maintenance, student grants - state what income is from and amount).			Annual work expenses (such as travel or childcare)	£	£
	£	£	Other expenses (such as legal fees already incurred and fines)		
	£	£		££	££
	£	£			
<b>Totals</b>	£	£	<b>Totals</b>	£	£
<b>Total income (A)</b>	£		<b>Total deductions (B)</b>	£	

Capital (Exclude any capital which could be described as forming part of the subject of dispute)	Applicant	Partner
Money in the bank, building society, national savings certificates etc <i>Include the balance in any bank account the applicant has on the application date. Take care if taking figures from a bank statement to exclude any payment of income which may be inflating the credit balance. If income is included, take the balance on the date before the last income was credited.</i>	£	£
House (other than main dwelling) Market value	£	£
Less mortgage	£	£
Items of value (see handbook for guidance)	£	£
<b>Totals</b>	£	£
<b>Total disposable capital (X)</b>	£	£

Calculation	Income	Capital
Total (aggregated income (A))	£	
Less total deduction from income (B)	£	
<b>Total disposable income (C)</b>	<b>£</b>	
<b>Total disposable capital (X)</b>		<b>£</b>

If these figures exceed the current upper limits, it is unlikely your client will qualify financially. If you have any doubts about your assessment, consider discussing it with a member of our staff. If you do work under regulation 18, you run the risk that the Board will not be able to pay you for that work. An application for civil legal aid can still be made. If these figures are lower than the current upper limits you need to tell your client what their total probable contribution will be.

#### **SPECIAL URGENCY (IF FIRST SUBMISSION SEE FINANCIAL DETAILS) (SEE PREVIOUS SECTION)**

18 (1)(a) <input type="checkbox"/> 18 (1)(b) <input type="checkbox"/> CODE	When did the special urgency work start? Is this the first special urgency submission? <input type="checkbox"/> Yes <input type="checkbox"/> No
Work done and reason for urgency for regulation 18(1)(b) work	

#### **NATURE OF THE CASE WHICH APPLICANT IS SEEKING LEGAL AID FOR (SEE ATTACHED SHEET)**

Code	Ancillary code(s)	
What is the applicant's interest in the proceedings?	Is applicant concerned in the proceedings in a representative, fiduciary, official or other capacity? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Court type	Have the proceedings already been raised by the applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No	

#### **INTERESTED PARTIES/OPPONENTS**

(For more than one, note on a separate sheet) Where we refer to "opponent" below, read "opponent or other interested party". Where the applicant is a third party minuter, you must provide details of the pursuer and defender.

Number of opponents

Full name	Opponent's reference (if applicable)
Address	
Solicitor's name	Firm's name
Address	
Opponent's solicitor's reference	What is the opponent's interest in the proceedings?
	Opponent applied for/granted legal aid? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known <input type="checkbox"/> Not applicable
	Previous LARN number (if known)

#### **DETERMINATION OF STATUTORY TESTS**

Is the applicant a party to any connected civil proceedings in the UK or elsewhere? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, details	Has the applicant been given Advice and Assistance for this matter? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, AA Ref No (if known)
<b>Person/body jointly concerned</b> Is there any other person or body jointly concerned with or having the same interest in these proceedings as the applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, details	
<b>Settlement</b> Has your client made any attempts so far to settle the matter through negotiation, mediation or otherwise? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please state what attempts have been made and the outcomes of these. If no, please explain why no attempts to settle have been made.	
<b>Offer to resolve by other party</b> Has the other party made any offer in an attempt to resolve the matter? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give us details of the offer made, and explain why your client is not prepared to accept it. If the other party has not made an offer, explain why not and what their current position is on the dispute, if known.	

**Assessment of prospects**

What do you assess as the prospect of achieving a satisfactory outcome for the client? Excellent  Good  Fair  Poor   
 Explain your assessment

**Estimated costs**

Estimate of costs of any proceedings, including fees, outlays and counsel's fees  
 If the estimated costs are over £3,000 please identify the main areas of expenditure e.g. court report, counsel's fees, experts involvement

**Property/money claim**

Does the case include a claim for money or property?  
 Yes  No

What is the value of the money or property claimed?

How will any claim for money or property be met?

If the claim is for money, is it worth less than £3,000?  
 Yes  No  
 Is this an application for damages for personal injuries?  
 Yes  No

**Applicant's resources**

Do you consider that we should disregard any of the applicant's resources in our financial assessment because they form the subject matter of dispute between the parties?  Yes  No  
 If yes, give details

**ATTACHMENTS INFORMATION****Formal Case**

Statutory statement if not completed below

Applicant's supplementary statement

Supporting documentation

Copy writ - defending cases only

Other - please specify below

None - please specify below

Details of other documentation or reasons why there are no supporting documents

Register Form 1 Application Online

**Statutory statement**