

Applying for Legal Aid for Mediation?

If you think you might be eligible for Legal Aid you will need to bring certain information with you to your first appointment. You **must** bring this information or the meeting may need to be postponed or you may be charged. If you have a partner living with you we also need to see evidence of their income.

How it works

At the beginning of the meeting the mediator will assess you to see if you are eligible for Legal Aid.

Being assessed for Legal Aid does not guarantee that you will be eligible.

To be eligible for Legal Aid you must meet certain criteria based on your income. The decision is not a personal one. Our mediators assess your situation based on the evidence you bring and the legal requirements of Legal Aid.

If you are eligible, your assessment appointment and any further mediation sessions will be free of charge.

If you think you may be eligible for Legal Aid, please use the tick boxes below to ensure you have all the evidence you need to be assessed.

If you have any questions please call 01603 620588 or email admin@norfolkmediation.co.uk

A) Are you receiving benefits?

If you are in receipt of one of the following benefits...

- Income support
- Income based Job Seeker's Allowance (JSA)
- Income related Employment and Support Allowance (ESA)
- Guarantee Credit
- Universal Credit

Then you need to bring **both**

- The original notification letter or a recent change in benefit letter
- Your most recent bank statement

B) Are you in paid work?

If you are in paid work you need to bring **all** of the following:

- Your most recent bank statement
- Payslip(s) for the past month (i.e. if paid monthly, your last pay slip, if paid weekly your last 4 pay slips)
- If you receive tax credits, the most recent award notice
- Evidence of rent or mortgage payments
- Evidence of any housing benefit
- Evidence of child care costs if over £600 per month (e.g. copy of the agreement/ contract)

I am receiving one of the above benefits...	Tick
Yes I have my notification letter or a recent change in benefit letter	
Yes I have my most recent bank statement	

I am in paid work...	Tick
Yes I have my most recent bank statement	
Yes I have my payslips for the past month	
Yes I have my tax credit notice award	
Yes I have evidence of my rent or mortgage payments	
Yes I have evidence of my housing benefit	
Yes I have evidence of my child care costs	

C) Are you self-employed?

If you are self-employed you need to bring **all** of the following:

- Recent bank statements
- Last year’s complete accounts
- Self-assessment tax return for the last tax year

D) Are you retired?

If you are retired you need to bring **all** of the following:

- Evidence of your gross pension income
- Your most recent bank statement

	Tick
Yes I have my recent bank statements	
Yes I have last year’s complete accounts	
Yes I have my self-assessment tax return for the last tax year	

	Tick
Yes I have evidence of my gross pension income	
Yes I have my most recent bank statement	

Norfolk Family Mediation Service will process your data in line with our Data Protection Policy and in accordance with UK data protection regulation.

For more information about how we will use your data please see our Privacy Policy at www.norfolkmediation.co.uk or request a copy from us by calling 01603 620588 or emailing admin@norfolkmediation.co.uk

Norfolk Family Mediation Service
Registered Charity No. **1092200**.
Registered in England and Wales No. 4201725.

Did you know?

Norfolk Family Mediation Service is a registered charity. As a not for profit organisation we rely on donations and grants to subsidise our services so that we can keep our charges as low as possible. We aim to provide a welcoming and accessible service to all our clients, whether they are fee paying or funded by Legal Aid.

