



Legal Aid
Agency

Civil Representation

Checklist for new applications

August 2013 v2

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2	29/08/13	29/08/13	Case Management

Version History

Version:	Date	Reason
1	01/04/13	First release
2	29/08/13	Amended version

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Annex 1 - Checklist

1. Overview

Please use this guidance alongside forms CIVAPP1, CIVAPP3, CIVAPP8A, CIVAPP8, CIV APP6, CIVMEANS1 and CIVMEANS2 to ensure you submit the correct information and reduce the risk of rejection.

Checking work prior to submission against this will help us avoid unnecessary rejects and speed up our turnaround time for processing work.

2. Top reasons for rejection of Applications

- Incorrect version of the form is being used
- Forms not signed/dated
- Essential enclosures missing e.g. bank statements, wage slips, statement of case
- Forms not completed where marked – notably on means assessment forms
- Client isn't in receipt of passported benefit indicated on the form
- CIVAPP1 - the section relating to Conditional Fee Agreements asks you to confirm whether a case is unsuitable for a CFA
- Insufficient information on form CIVAPP8/8A

Please use this list to check your applications prior to submission

	Have you used the correct version of the form?
	Have all of the forms been signed and dated by the applicant and their solicitor?
	Are the signatures original and less than 2 months old?
	Have you submitted the relevant Means form?
	Has the applicant (and partner if appropriate) completed all sections of the Means form and signed/date it?
	Have you submitted the relevant evidence – e.g. bank statements for each account, wage slips, evidence of childcare costs? Please use the checklist contained within form CIVMEANS1 and CIVMEANS2
	If Form L17 is being submitted is it fully completed and signed/dated by the employer?
	Has the applicant provided evidence of the benefits they are in receipt of?
	Has a statement of case and relevant supporting documents been included?
	If the client or their partner is self employed please submit a CIVMEANS1 form together with: <ul style="list-style-type: none"> • CIVMEANS1A – if a sole trader • CIVMEANS1B – if in partnership • CIVMEANS1C – if a company director
	If your client is in prison, please submit a CIVMEANS1 form together with form CIVMEANS1P
	CIVAPP1 - the section relating to Conditional Fee Agreements asks you to confirm whether a case is unsuitable for a CFA. If you believe that it is unsuitable you should answer “yes” to this question and care should be taken to ensure that full reasons are given as to why this is the case.
	Where an application for amendment/prior authority has been submitted has the appropriate information been submitted e.g. evidence of costs, summary of work to date etc? Please use the checklist specific to forms CIVAPP8 and CIVAPP8A before submission.

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