



Legal Aid Agency

To ensure your application is processed wherever possible on first receipt, please bear in mind the following evidential requirements for civil means assessment:

Evidential requirements for means assessment – certificated work only.	Comments
Bank statements	3 months' worth on a full assessment (for all accounts held by client/partner or that the client has access to including children's accounts) and a month's statements for Capital assessments (note however that the Agency may ask for more than one month's statements if certain higher-risk features are present e.g. a client is on the verge of having to pay a capital contribution). The latest transaction on the bank statements should ideally be within one month of the date of application.
Wage slips	3 wage slips if paid monthly/four-weekly and 6 if paid weekly/fortnightly.
Evidence of state benefits	This can usually be gleaned from the bank statements but we can ask for eligibility letters as and when that is deemed necessary by caseworkers (the HM Revenue and Customs tax credits eligibility letter being the most likely piece of evidence we will ask for).
Letters in relation to financial support	If the client/partner are receiving financial support from a third party and it cannot be gleaned easily from the means report/bank statements what the level of that support is then evidence of the amount provided will

	be sought e.g. a letter from the third party.
Evidence of mortgage/rent payments	Bank statements will likely highlight mortgage payments but in terms of rent payments these are often made in cash so receipts for payment/copy of rent book can be requested. If client pays cash the relevant cash withdrawals should be highlighted on the bank statements.
Evidence of maintenance payments	If a client and/or their partner pay maintenance then those payments need to be evidenced (bank statements/receipts etc)
Evidence of childcare payments	If a client and/or their partner pay childcare costs they must be evidenced by receipts or by highlighting the standing order on their bank statement. If they pay cash they will need to highlight the relevant cash withdrawals on their bank statements (as well as providing the receipts for the payments).
Evidence of board/lodgings payments	If a client indicates that they pay board and lodgings then they will be asked to provide a letter from the person they are making the payments to breaking down how much of the payment is for food, how much is for utility bills and how much is for food (an allowance for food/utility bills is built into the assessment process so caseworkers need to avoid effectively giving a second allowance for these items).
Mortgage statements	If a client declares that they own a property that is mortgaged then the client needs to provide a copy of their latest mortgage statement outlining the amount left to pay.
Property valuations	Clients aren't expected to provide these in every case but if circumstances dictate

	caseworkers can request them.
Trading accounts	The self-employed/company directors are expected to provide trading accounts if they have been trading for more than one year. If they have been trading for less than a year then cash books or any other documentation showing their business-related incomings and outgoings may need to be submitted. Any documentation they have from HM Revenue and Customs will also be useful for caseworkers to see.
CIV Means1C	If a client and/or their partner are company directors then they have to provide form CIV Means1C on application which should be signed by their accountant.
Inland Revenue tax calculation documentation.	If the self-employed want an allowance for income tax payments in their assessments then they will need to provide evidence of liability.
Share certificates	Share certificates will need to be provided if a client declares that they own shares.
Premium Bonds	Evidence of amount held
Valuations	Valuations sought if a client declares that they own items of value (asked to declare if they own anything worth more than £500 e.g. Jewellery, Paintings).
Life Assurance policies	If the client indicates that they have a life assurance policy with a loan value or surrender value they will be asked to obtain a letter from the provide evidencing this.
Copy of trust documentation.	If a client stands to benefit from a trust fund then a copy of the trust can be sought.

Will	If a client indicates that they are likely to benefit from the proceeds of a Will then they will be asked to provide evidence to show the amount received.
Copy of Bankruptcy order	If a client declares that they are bankrupt they will be asked to submit a copy of the order.
Copy of Freezing order	If a client declares that some or all of their assets have been frozen they will be asked to provide a copy of the order.
Copy of insurance policies	In certain circumstances a client/their partner may be asked to provide a copy of an insurance policy particularly if there is the possibility that it the insurance company may fund the costs of the case for which the client has applied for legal aid.
Prisoner Income and Expenditure Statements (PIES) –	Prisoners are expected to provide three months' worth of PIES detailing any income/financial support they have/receive in prison.
NASS eligibility letter	If a client receives NASS support than some evidence as to the level of that support will usually be requested.