



Legal Aid
Agency

Financial Assessment Form

"CIVMEANS1 - The Guide" - explains why we ask for each piece of information.

PLEASE NOTE:

Legal Aid is not always free.

You may have to pay back your legal costs from money or property, kept or gained, as a result of your case.

Making a false declaration is an offence. If you are found doing so, you may be prosecuted and asked to repay your costs in full.

If this form is not fully completed, we may return it to you which could result in a delay in your application. This form must be completed in ink.

Reporting a change in circumstances

If you are reporting a change in circumstances, you must tell us straight away.

If you already have legal aid and are reporting a change in your financial circumstances you should use this form to tell us:

Your legal aid reference number _____

What the change is _____

The date the change took place _____

Do you think this is a permanent change? or a temporary change?

If temporary please indicate how long you think the change will last? _____

4 Please now complete the rest of this form

If you are applying on behalf of someone else, please ensure that you complete this form giving the details of the person you are applying for.

About you

Title: _____ First name: _____ Surname: _____

1. Are you? Male Female Prefer not to say
Please tick one box:

2. Are you?
Please tick one box: Single Married/Civil Partner Cohabiting
 Separated Divorced/dissolved CP Widowed

Your [and your partner's] details.

A1

1. If you are separated, please tell us the date of separation: _____
2. Is your partner the opponent in the case you are applying for legal aid for? No Yes
- 4 We use the word partner to mean a person you are married/civil partner to or a person you normally live with as a couple
- 4 If you have a partner who is not your opponent, please fill in the rest of this form giving details of both you and your partner. If you are living apart due to, for example, illness, imprisonment or working away (and not because the relationship has broken down) then we will still need your and your partner's details.
- 4 If you are separated from your partner and living as a couple with someone else, give details of the person you are living with now.
- 4 If your partner is your opponent, please fill in the rest of the form giving details about yourself only.

3. Please give the following details:

A2

You

Your partner

Surname:	_____	_____
Surname at birth:	_____	_____
Other Names:	_____	_____
Date of birth:	_____	_____
Home address: (This must be the place where you usually live)	_____ _____ _____	_____ _____ _____
Postcode:	_____	_____
Home phone number:	_____	_____
Work phone number:	_____	_____
Mobile phone number:	_____	_____
National Insurance No:	_____	_____
E mail address:	_____	_____

4. Address where we can contact you if you do not want us to use your home address:

5. Are you in prison? Yes No

If yes, please complete a supplementary form CIVMEANS1P unless you are being held under immigration powers (including post conviction) in a prison. The CIVMEANS1P is not required for immigration or asylum matters.

Income - employment

A3

1. Are you employed?

4 Please provide your last 3 wage slips if monthly paid, or last 6 wage slips if you are paid weekly/every two weeks. If you do not have them please ask your Payroll officer to complete the L17 form.

you

your partner

No: please go to question 2

No: please go to question 2

Yes: please tell us

Yes: please tell us

Employer's Name: _____

Employer's address: _____

What is your job? _____

When did the job start? _____

How many hours do you normally work? _____

I am paid: weekly monthly other period please state: _____

Method of payment: cash cheque BACS automated transfer

2. Do you have any other jobs?

you

your partner

No: please go to question 3

No: please go to question 3

Yes: follow the instruction below

Yes: follow the instruction below

4 Write the names and addresses of these employers in the Extra Information section on page 17 and attach your last 3 wage slips if monthly paid, or last 6 wage slips if you are paid weekly/every two weeks. If you do not have them please ask your payroll officer to complete the L17 form. Wage slips or L17 forms are required for each job.

3. Do you pay out for child care because of your work, self employment or course of study outside the home?

A4

you

your partner

No: please go to question 4

No: please go to question 4

Yes: please tell us

Yes: please tell us

How much each month? £ _____

£ _____

How many hours do you usually pay for? _____

Students only:

My course of study is: full time part time

full time part time

Number of hours per week? _____

Number of hours per week? _____

4 Please highlight these payments on your bank statement, or, if you are unable to do that, send some other form of evidence to show payments e.g. recent receipts.

4. If you are off work at the moment (including on maternity leave) please tell us the date when you expect to return

A5

4 Please do not include short term sickness absence (less than 28 days)

you
_____/_____/_____

your partner
_____/_____/_____

Income - benefit in kind

A6

5. Do you get benefits from work that are not money?

4 For example company car, luncheon vouchers, free health insurance

you
 No: please go to page 5
 Yes: please tell us what benefits in kind

your partner
 No: please go to page 5
 Yes: please tell us what benefits in kind

4 Please provide tax form P11D (benefits in kind).

Income - State Benefits and Tax Credits

A7

1. If you are not working, what was your last job? _____

2. When did you leave? _____

3. Do you or your partner receive any of the following benefits, Tax Credits or other allowances?

4 Please tick relevant box ('no' or 'yes') for each benefit stated below and complete the details.

	No	Yes		How much?	How often?	Date first received
		You	Your partner			
Child Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	___ / ___ / ___
Child Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	___ / ___ / ___
Working Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	___ / ___ / ___
Contribution based JSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	___ / ___ / ___
Contribution based ESA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	___ / ___ / ___
Incapacity Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	___ / ___ / ___
In Work Credit / Return to Work Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	___ / ___ / ___
State Pension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	___ / ___ / ___
Savings Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	___ / ___ / ___
Other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	___ / ___ / ___

Please give details

Name of benefit or allowance received. _____

4. Are these payments made into your bank account? Yes No

5. If No, how do you receive your money? _____

4 Please highlight these payments on your bank statement. If these payments aren't shown it may speed up your application if you provide other evidence of entitlement e.g. recent notification letter (no more than six months old).

Self-employment, partnerships and directorships

A8

**You must answer all the questions in this section.
Do not strike through or write 'not applicable'.**

1. Are you self employed?

4 By self employed we mean anyone who is engaged in a trade, profession or vocation as a sole trader (i.e. you have sole ownership of the business and its profits). This includes anyone who is required to complete a self-assessment tax return as a self employed person. If you operate in partnership with someone else (i.e. you share the ownership of the business and its profits with one or more other person) you should answer no to this question and refer to question 2 below.

you

- No: please go to question 2
 Yes: please tell us

How many different forms of self employment do you have? _____

your partner

- No: please go to question 2
 Yes: please tell us

How many different forms of self employment do you have? _____

4 Please complete a supplementary form CIVMEANS1A for each trade, profession or vocation which you are involved in and attach it to this form. A CIVMEANS1A is required even if you are not currently trading, unless you have wound the business up.

2. Are you a partner in a business partnership?

4 By business partnership we mean anyone who is engaged in a trade, profession or vocation which is operated in partnership with someone else (i.e. you share the ownership of the business and its profits with one or more other person) but the business is not incorporated as a company. This includes anyone who is required to complete a self-assessment tax return as a partner.

You should answer yes to this question even if you are a sleeping partner (i.e. you are not actively involved in the partnership, but you are entitled to a share of the business and its profits).

you

- No: please go to question 3
 Yes: please tell us

How many partnerships you have? _____

your partner

- No: please go to question 3
 Yes: please tell us

How many partnerships you have? _____

4 Please also complete a supplementary form CIVMEANS1B (available from your solicitor) for each partnership you are involved with and attach it to this form. A CIVMEANS1B should be completed even if the partnership is not currently trading, unless the partnership has been dissolved.

Self-employment, partnerships and directorships continued

3. Are you a shareholder in a private limited company and/or a company director?

4 By company director we mean anyone registered as a director of an incorporated body/company (excluding charities), whether or not they hold shares in that body/company.

you

No: please go to question 4

Yes: please tell us

How many companies are you a director or shareholder of? _____

your partner

No: please go to question 4

Yes: please tell us

How many companies are you a director or shareholder of? _____

4 You will need to ask the company accountant to complete a supplementary form **CIVMEANS1C** (available from your solicitor) for each directorship you hold. A **CIVMEANS1C** should be completed even if the company is dormant (i.e. it has no significant accounting transactions). The completed **CIVMEANS1C(s)** and associated accounts should be attached to this form.

4. Have you submitted any self assessment tax return in respect of your income since you commenced your self employment, partnership, directorship and/or shareholding?

you

No: please tell us when you expect to make a return / / (go on to the "Income - other money" section on page 8).

Yes: please tell us

Date of most recent submission / /

Name of Tax Office _____

Date when next return due / /

your partner

No: please tell us when you expect to make a return / / (go on to the "Income - other money" section on page 8).

Yes: please tell us

Date of most recent submission / /

Name of Tax Office _____

Date when next return due / /

5. Have you received any Calculation sheet from HM Revenue and Customs notifying you of your tax liability?

you

No: please tell us when you expect to receive this / /

Yes: please attach a copy of your most recent notification to this form

your partner

No: please tell us when you expect to receive this / /

Yes: please attach a copy of your most recent notification to this form

Income - other money

B1

1. Do you or your partner or any of the children who live with you get any maintenance payments?

No: please go to question 2 Yes: please give the details below

Who is the maintenance paid to?	How much?	How often?
_____	_____	_____
_____	_____	_____

2. Do you or your partner receive any income from:

4 Please tick relevant box ('no' or 'yes') and complete the details.

B2

	No	Yes		How much?	How often?
		You	Your partner		
Private Pension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Pension from an employer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Student grant or loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Gross rental income from another property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Board or rent from family, lodgers or tenants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Any other money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

4 If you have answered yes to any of these questions and payment cannot be highlighted on your bank statement please provide other evidence e.g. maintenance receipt, pension statement, student grant/loan award letter etc.

4 If you declare rental income to HM Revenue and Customs, part of your income is considered to be business related. You need to complete the relevant forms (see pages 6&7).

Income - other money continued

B3

3. Does anyone else give you or your partner any financial help?

4 This might be someone (for example, a person, company or other body) paying your bills (including monthly credit card payments), school fees or someone allowing use of other assets/money, for example Trust Funds. You should include details of all assistance including loans. If you received support in the past but this has now stopped, please tick 'Yes' and provide details below.

No: please go to Outgoings Section (below).

Yes: please give the details below

Company or person	Type of support received	What has this been worth to you in each of the last 3 years? Starting with the last 12 months.		
		1.	2.	3.
_____	_____	1. _____	2. _____	3. _____
_____	_____	1. _____	2. _____	3. _____
_____	_____	1. _____	2. _____	3. _____

4 The financial resources of someone providing you or your partner with financial support may also be relevant to your application. Further information may be requested, including completion of a CIVMEANS 1 by the relevant individual/person.

Outgoings

B4

Other people

1. Give details of everyone who lives in your home other than you and your partner. Include your children and any other adults (even if they are not related).

Full name	Date of birth	Relationship to you	Do they work full time?		In full time education?		If in F/T education amount of any loan/grant received?
			Yes	No	Yes	No	
_____	___ / ___ / ___	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
_____	___ / ___ / ___	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
_____	___ / ___ / ___	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
_____	___ / ___ / ___	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ _____

Outgoings continued

2. Do you or your partner pay any maintenance for someone who does not live with you? B5

Yes please give details below.

No please go to question 3

Full name.	Their relationship to you or your partner.	Who pays	How much is paid?	How often?
_____	_____	_____	£ _____	_____
_____	_____	_____	£ _____	_____
_____	_____	_____	£ _____	_____
_____	_____	_____	£ _____	_____

4 Please highlight these payments on your bank statements. If the payments do not show on your bank statements, you will need to send some other evidence showing recent payments (e.g. receipts).

Living costs - housing

B6

If you/your partner are self employed and your home is your business address, do not include costs paid through the business accounts.

3. Do you or your partner own or have a financial interest in the property you live in?

No: please go to question 8 on page 11 Yes: please tell us

The current market value of the property you live in: £ _____

Please tick the box which applies to you or your partner:

The property is held in my or my partner's sole name. Please state who holds the legal title: _____

The property is held in our joint names. I own _____ % My partner owns _____ %

I have a charge on the property to secure my financial interest.

The current value of your charge £ _____

4 Please do not include here any details relating to property held by the opponent in the proceedings

4. How much do you or your partner actually pay for the mortgage, including any endowment policies linked to the mortgage?

£ _____ per month

Who pays it?

you

your partner

Living costs - housing - continued

5. What is the amount outstanding on any mortgage or loans secured on the house you live in?

£ _____

Are there any endowment policies linked to this mortgage? Yes No

4 Please highlight your mortgage payments on your bank statements. If they do not show on your bank statements you will need to provide some other evidence showing recent payments (e.g. mortgage statements).

6. Please tell us whether the property is

Detached Semi-detached Terraced Bungalow Flat/Maisonette

7. Number of bedrooms in the property _____

8. Do you or your partner pay rent for the place where you live?

No: please go to question 9 Yes: please answer the questions below about your rent.

How much is the rent that your landlord charges? £ _____ every _____

Who pays it? you your partner

Do you or your partner receive housing benefit? Yes No

If yes, how much do you or your partner receive? £ _____ every _____

4 Please provide evidence of your housing benefit award.

Do you pay anything toward your rent in addition to your housing benefit? Yes No

If yes, how much do you or your partner pay? £ _____ every _____

4 Please highlight your rent payments on your bank statements. If they do not show on your bank statements you will need to provide some other evidence (e.g. rent account statement).

9. Do you or your partner pay for your board and lodgings at the place where you live?

No: please go to page 12

Yes: please tell us how much you or your partner pay and how often

£ _____ every _____ Who pays it? you your partner

How much of the above is for food, utilities and other incidentals? £ _____

4 Please highlight payments on your bank statement. If you have a formal lodging agreement please provide a copy.

10. Please tell us about the person you pay lodgings to:

Name _____ Relationship _____

4 If you or your partner own or have an interest in another property, please put the details on page 13 question 4.

Capital and other assets.

C1

1. Do you or your partner have any of the following:-

Yes No

C2

Bank current accounts	<input type="checkbox"/>	<input type="checkbox"/>
Bank savings accounts	<input type="checkbox"/>	<input type="checkbox"/>
Building Society accounts	<input type="checkbox"/>	<input type="checkbox"/>
ISAs	<input type="checkbox"/>	<input type="checkbox"/>
National Savings/Post Office accounts	<input type="checkbox"/>	<input type="checkbox"/>
Other accounts	<input type="checkbox"/>	<input type="checkbox"/>
Cash at home	<input type="checkbox"/>	<input type="checkbox"/>

If YES to any of the above, please give details below:-

Bank/Building Society name	Name of account holder	Account number	Type of account e.g. current, deposit, ISA	Current balance
_____	_____	_____	_____	£ _____ <input type="checkbox"/>
_____	_____	_____	_____	£ _____ <input type="checkbox"/>
_____	_____	_____	_____	£ _____ <input type="checkbox"/>
_____	_____	_____	_____	£ _____ <input type="checkbox"/>

4 Please indicate into which account your wages, benefits or tax credits are paid by ticking the box at the end of the row.

4 Please include details of any savings accounts opened for your child dependants.

4 Please provide statements covering the last 3 months to date, for each bank/building society/other financial account held. The statements must be originals, photocopies certified by a solicitor or internet banking printouts (for "paperless" e-accounts) that show the name and account number.

C3

2. Do you or your partner have any of the following:-

	Yes	No	Current Value
National Savings Certificates	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
Premium Bonds	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
Capital Bonds	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
Stocks or Shares	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
Any other type of savings	<input type="checkbox"/>	<input type="checkbox"/>	£ _____

4 If you receive any income from these investments you must complete Q2 on page 8 of this form.

4 Please provide evidence for all investments shown above e.g. share certificates etc.

Capital and other assets continued

3. Do you have any valuable possessions (valued greater or equal to £500) e.g. jewellery, antiques, paintings, collectable items, horses or boats?

Yes No

If YES, please give details below:-

What these items are

The sale value of these items

_____	£ _____
_____	£ _____
_____	£ _____

4. Do you or your partner own or have a financial interest in any property, land or timeshare other than where you live now?

C4

4 Tick yes to this question if you retain an interest in a former matrimonial home but now live elsewhere.

Yes No

If YES, please give details below:-

Its address	Market value	Amount of any mortgage or loan	How do you use the property e.g. rent it out or live in it part time?	What share do you or your partner own?
_____	£ _____	£ _____	_____	_____
_____	£ _____	£ _____	_____	_____
_____	£ _____	£ _____	_____	_____

4 If you receive rental income from any of these properties you need to complete Q2 on page 8 of this form.

Capital and other assets continued

5. Do you or your partner have any life assurance or endowment policies that are **not linked** to a mortgage? Do not include policies that only pay out on death.

C5

Yes No

If YES, please give details below:-

When was the policy taken out?

What is the loan value?

What is the surrender value?

£ _____

£ _____

£ _____

£ _____

4 All endowment policies have a surrender value and a value that the company will loan against the policy. You will need to contact your policy provider for these values.

6. Do you or your partner have the use of a car or any other vehicle owned by someone else?

Yes No

If YES, please give details below:-

Who owns the car?

Their relationship to you?

7. Do you or your partner own a car or any other vehicle? Yes No

C6

If YES, please give details below:-

Make and model	Registration number	Purchase price	Loan outstanding	Date of purchase
_____	_____	£ _____	£ _____	___ / ___ / ___
_____	_____	£ _____	£ _____	___ / ___ / ___
_____	_____	£ _____	£ _____	___ / ___ / ___

Capital and other assets continued

8. Are you or your partner owed any money?

Yes No

9. Have you or your partner received or are you likely to receive anything from a will of someone who has died, or from a trust fund?

Yes No

C7

10. Have you or your partner transferred, sold, or given any money, property or possessions to anybody else (including any company or body) since you became aware that these proceedings were likely to take place?

Yes No

11. Have you made any purchases or paid out any sum of money, over £2,500, in the last 12 months?

Yes No

12. Do you or your partner have any other capital or other assets which have not been included in this section?

Yes No

If you have answered YES to any of the above questions please give full details below:-

13. Are you or your partner subject to a bankruptcy order?

Yes No

4 If YES, please attach a copy of the order and latest schedule of assets and liabilities. This will speed up the process of your application.

14. Do you or your partner have any income, capital or assets which are subject to a freezing order so that you cannot use them?

Yes No Please go to question 16.

4 If YES, please attach a copy of the order. This will speed up the process of your application.

Capital and other assets continued

15. Has an application been made to apply (or reapply) to discharge or vary the freezing order?

Yes

No

4 If YES, please provide a copy of the application and amended order as applicable.

16. Use this section to tell us anything we need to know that is not already on this form such as any likely changes.

Yes

No

If YES, please provide details below:-

About your case - What is the dispute about?

C8

Please consult your solicitor before answering these questions.

Please list any property, assets or possessions you or your opponent have made a claim to in your case.

4 Please include the address of any property and specific details of any other assets in dispute. We do not take account of property in dispute at the beginning of the case, where your interest in these assets does not exceed £100,000, but if you win or keep it, we may take the costs of your case out of it, with interest.

Insurance

1. Do you have contents / building / motor / other insurance?

Yes please go to question 2 No please go to next section

2. Does the policy include insurance in relation to legal fees?

Yes No

If YES, please provide details:

If you are not sure whether your policy covers legal fees, please refer it to your solicitor for checking.

Extra information not provided earlier in this form

D1

4 Use this space to include information not provided elsewhere e.g. names and addresses of employers.

4 If you know of an event that will change your financial circumstances in the next 12 months we need to know the date of that event and how it will change your circumstances. This might be that you are going to have a baby (we will need to know the expected date of birth) or that you will retire, or that you know that you will be starting a new job.

4 If you or your partner pay a contribution from your income towards a criminal legal aid case please give details below:-

Amount paid £_____ per month. Date of first payment ___/___/_____

Date of final payment (if known)___/___/_____

Authority by partner or Relevant Individual/Person providing financial support

- 4 If you have a partner whose details have been completed on this form then they must sign the authority below.
- 4 If you have been asked to complete this form as a relevant individual/person providing financial support to the legal aid applicant, please sign the authority below.
- 4 If you are applying for legal aid on behalf of someone else, please go directly to the following section 'Declaration and authority by applicant'.
 - This is a true statement of all my income and assets in the UK and abroad.
 - I agree to the Legal Aid Agency checking these facts with others such as credit reference agencies, the Department of Work and Pensions and HM Revenue and Customs and I authorise those people/organisations to provide the information they are asked for.

Signed: _____ Date: ____ / ____ / ____

Full name (in block capitals): _____

A: Declaration and authority by applicant

- 4 **If you are a solicitor acting for a child or are a professional guardian ad litem appointed by the court, do not sign this declaration. Sign declaration B overleaf.**

Please check that you have answered all the questions, as we will not be able to consider your application if you do not provide all the information needed. Please read each of the following statements carefully.

This is a true statement of all my and my partner's income and assets in the UK and abroad. I understand that if I tell you anything untrue in this form, or the documents I send with it, or leave anything out:

- I may be prosecuted.
- The Legal Aid Agency may take away my legal aid so I have to pay all my legal fees.

Signature.....

I agree to the Legal Aid Agency checking these facts with others such as credit reference agencies, the Department of Work and Pensions and HM Revenue and Customs and I authorise those people/organisations to provide the information they are asked for.

I will:

- Provide more evidence if the Legal Aid Agency ask.
- Tell the Legal Aid Agency if anything I have said here changes.

Signature.....

I understand:

- Legal aid is not always free. I may have to pay a contribution towards my legal costs from my income and / or capital. My legal aid may be withdrawn if I fall in arrears of payment and I will be responsible for the outstanding payments.
- The statutory charge may arise if I keep or gain money or assets as a result of my case.
- This means that I may have to pay back my legal costs at the end of my case from money or assets kept or gained, or costs awarded in my favour.
- The Legal Aid Agency may register an interest bearing charge against my property.
- The more work my solicitor does, the more I may have to pay back.

Signature.....

Date: ____ / ____ / ____

Full name (in block capitals): _____ **Please give this form to your solicitor.**

B: Declaration and authority
Professional guardian ad litem / or solicitor acting for a child

If you are completing this form on behalf of someone else for example as a litigation friend, or Guardian Ad Litem please fill in the following giving your details

Surname: _____ First Names: _____

Address: _____

Postcode: _____ Telephone number: _____

Please ensure that you have completed this form giving details of the person you are applying for.

I declare that as far as I know, the information I have given is true, based upon the reasonable enquiries which I have been able to make, exercising due care and diligence.

Signed: _____ Date: ____ / ____ / ____
(professional guardian ad litem/solicitor)

LEGAL AID AGENCY

PRIVACY NOTICE

Purpose

This privacy notice sets out the standards that you can expect from the Legal Aid Agency when we request or hold personal information ('personal data') about you; how you can get access to a copy of your personal data; and what you can do if you think the standards are not being met.

The Legal Aid Agency is an Executive Agency of the Ministry of Justice (MoJ). The MoJ is the data controller for the personal information we hold. The Legal Aid Agency collects and processes personal data for the exercise of its own and associated public functions. Our public function is to provide legal aid.

About personal information

Personal data is information about you as an individual. It can be your name, address or telephone number. It can also include the information that you have provided in a legal aid application such as your financial circumstances and information relating to any current or previous legal proceedings concerning you.

We know how important it is to protect customers' privacy and to comply with data protection laws. We will safeguard your personal data and will only disclose it where it is lawful to do so, or with your consent.

Types of personal data we process

We only process personal data that is relevant for the services we are providing to you. The personal data which you have provided in your legal aid application will only be used for the purposes set out below.

Purpose of processing and the lawful basis for the process

The purpose of the Legal Aid Agency collecting and processing the personal data which you have provided in a legal aid application is for the purposes of providing legal aid. Our lawful basis is 'the performance of a task carried out in the public interest or in the exercise of official authority' as set out in Article 6(1)(e) of UK GDPR. The tasks are those set out in the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Specifically, we will use this personal data in the following ways:

- In deciding whether you are eligible for legal aid, whether you are required to make a contribution towards the costs of this legal aid and to assist the Legal Aid Agency in collecting those contributions, if appropriate.
- In assessing claims from your legal aid Provider(s) for payment from the legal aid fund for the work that they have conducted on your behalf.
- In conducting periodic assurance audits on legal aid files to ensure that decisions have been made correctly and accurately.
- In producing statistics and information on our processes to enable us to improve our processes and to assist us in carrying out our functions.

Were the Legal Aid Agency unable to collect this personal information, we would not be able to conduct the activities above, which would prevent us from providing legal aid.

We collect 'special categories of personal data'. This data is collected where necessary for the purposes set out above. The condition under which we process this data is Article 9(g) of UK GDPR – Reasons of substantial public interest. Our associated Schedule 1 condition is Statutory and Government purposes. We also collect this data for the purposes of monitoring equality, this is a legal requirement for public authorities under the Equality Act 2010. Special categories of personal data will be treated with the strictest confidence and any information published under the Equality Act will not identify you or anyone else associated with your legal aid application.

We collect 'personal data relating to criminal convictions and offences or related security measures'. This data is collected where relevant for the purposes set out above. The Legal Aid Agency is an Executive Agency of the MoJ, an Official Authority for the purposes of Article 10 of UK GDPR.

Who the information may be shared with

We sometimes need to share the personal information we process with other organisations. When this is necessary, we will comply with all aspects of the relevant data protection laws. The organisations we may share your personal information include:

- Your instructed legal aid Provider(s), including any advocate instructed by a legal aid solicitor;
- Public authorities such as: HM Courts and Tribunals Service (HMCTS), HM Revenue and Customs (HMRC), Department of Work and Pensions (DWP), Home Office and HM Land Registry;
- Non-public authorities such as: Credit reference agencies Equifax and TransUnion and our debt collection partners Marston Holdings
- If false or inaccurate information is provided or fraud identified, the Legal Aid Agency can lawfully share your personal information with fraud prevention agencies to detect and to prevent fraud and money laundering. We may specifically share data with HMRC and DWP for fraud prevention, investigation and prosecution purposes; and
- Where a debt is owed to the Legal Aid Agency, we may share your data with public authorities such as HMRC and DWP and with debt collection partners such as Marston Holdings for the purposes of tracing, debt collection and enforcement.

You can contact our Data Protection Officer for further information on the organisations we may share your personal information with.

Data Processors

We may contract with third party data processors to provide email, system administration, document management and IT storage services. Any personal data shared with a data processor for this purpose will be governed by model contract clauses under data protection law.

We contract with Marston Holdings as a data processor for the collection and enforcement of criminal legal aid contributions. Any personal data shared with the data processor for this purpose is governed by model contract clauses under data protection law.

Automated decision making

We do not use solely automated decision making within the definition of Article 22(1) of UK GDPR. The overall decision on an application for legal aid or a claim for costs in a legal aid case will always be made by a human decision maker. This could be a member of our staff, or a staff member of a legal aid Provider acting under delegated authority from the Legal Aid Agency.

Details of transfers to third country and safeguards

Personal data may be transferred to locations in the European Economic Area (EEA) where required by our data processors for hosting, storage and secure backup of our IT services. Such transfers are made on the basis of Adequacy decisions between the UK and EEA in accordance with Article 45 of UK GDPR.

In limited and exceptional circumstances, where required for the provision of technical support, personal data stored in our call centre software may be accessed by support staff located in USA, Romania, Philippines, Singapore or Australia. Where transfers for this purpose are made to locations without Adequacy decisions the transfer is made on the basis of exceptions under Article 49 of UK GDPR and is required for the legitimate interests of the Ministry of Justice. The software provider maintains the same standards of IT and personnel security for its services overseas as it does for services in the UK.

Retention period for information collected

Your personal information will not be retained for any longer than is necessary for the lawful purposes for which it has been collected and processed. This is to ensure that your personal information does not become inaccurate, out of date or irrelevant. The Legal Aid Agency have set retention periods for the personal information that we collect, this can be accessed via our website:

<https://www.gov.uk/government/publications/record-retention-and-disposition-schedules>

You can also contact our Data Protection Officer for a copy of our retention policies.

While we retain your personal data, we will ensure that it is kept securely and protected from loss, misuse or unauthorised access and disclosure. Once the retention period has been reached, your personal data will be permanently and securely deleted and destroyed.

Access to personal information

You can find out if we hold any personal data about you by making a 'subject access request'. If you wish to make a subject access request please contact:

Disclosure Team - Post point 10.25
Ministry of Justice
102 Petty France
London
SW1H 9AJ

Data.access@justice.gov.uk

When we ask you for personal data

We promise to inform you why we need your personal data and ask only for the personal data we need and not collect information that is irrelevant or excessive.

When we collect your personal data, we have responsibilities, and you have rights, these include:

- That you can withdraw consent at any time, where relevant;
- That you can lodge a complaint with the supervisory authority;
- That we will protect and ensure that no unauthorised person has access to it;
- That your personal data is shared with other organisations only for legitimate purposes;
- That we don't keep it longer than is necessary;
- That we will not make your personal data available for commercial use without your consent; and
- That we will consider your request to correct, stop processing or erase your personal data.

You can get more details on:

- Agreements we have with other organisations for sharing information;
- Circumstances where we can pass on personal information without telling you, for example, to help with the prevention or detection of crime or to produce anonymised statistics;
- Our instructions to staff on how to collect, use or delete your personal information;
- How we check that the information we hold is accurate and up-to-date; and
- How to make a complaint.

For more information about the above issues, please contact the;

The Data Protection Officer
Ministry of Justice
102 Petty France
London
SW1H 9AJ

dataprotection@justice.gov.uk

Complaints

When we ask you for information, we will comply with the law. If you consider that your information has been handled incorrectly, you can contact the Information Commissioner for independent advice about data protection. You can contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
www.ico.org.uk

Evidence Checklist

All financial assessment forms must be sent to the LAA with supporting evidence for the circumstances declared. Please use the following checklist to ensure you submit the correct information with the CIVMEANS1.

If the correct information is not enclosed it could lead to rejection of the application or delays while we request further evidence in support of the means assessment.

Page 3 Income - Employment

- Wage slips - if the client and/or their partner is employed send the following from each employer:
- = Paid monthly - last three wage slips.
 - = Paid weekly or fortnightly - last six wage slips.

The wage slips must be originals or photocopies certified by a solicitor. If they are unable to send wage slips each employer can fill out an L17 form for each job.

- Child care costs** - if the client and/or their partner are paying child care costs and these can't be highlighted clearly on a bank statement, please submit evidence to show payments eg. recent receipts.

Page 4 Income - Benefit in Kind

- If the client and/or their partner is in receipt of any benefits from work that are not money eg. company car, please provide tax form P11D (benefits in kind).

Page 5 Income - State Benefits and Tax Credits

- If the client and/or their partner is in receipt of tax credits or a state benefit, and these can't easily be highlighted on a bank statement, it may speed up processing of the application if evidence is provided of entitlement eg. recent notification letter (no more than 6 months old).

Page 6 Self employment, partnerships and directorships

- If the client and/or their partner is self employed please send:
- = their latest trading accounts
 - = their latest HMRC income tax calculations
 - = bank statements for any account for which they are an authorised signatory

Form CIVMEANS1A must be completed for each trade, profession or vocation with which the client is involved and must be attached to the CIVMEANS1 form.

If the client and/or their partner is a Partner in a business, a supplementary form CIVMEANS1B must be completed for each partnership they are involved in.

If the client and/or their partner is a shareholder in a private limited company and/or company director, the company accountant needs to complete a supplementary form CIVMEANS1C for each directorship held.

Page 8 Income - other money

- Maintenance payments - if the client and/or their partner is receiving maintenance payments and these can't be highlighted clearly on a bank statement, please submit other evidence in support eg. recent receipt.
- If the client and/or their partner has answered 'yes' to any part of question 2, and the details aren't evidenced within their bank statements, please submit evidence in support of the figures declared eg. copy of student grant award letter, receipts etc.

Evidence Checklist continued

Page 10 Outgoings

- Maintenance payments** - if the client and/or their partner is making maintenance payments and these can't be highlighted clearly on a bank statement, please submit other evidence in support eg. recent receipts.

Page 10/11 Living costs - housing

- Rent/mortgage payments** - if the client and/or their partner are making payments for rent or mortgage and these can't be highlighted clearly on a bank statement, please submit other evidence in support eg. rent account statement, receipts, mortgage statement.
- If the client and/or their partner is in receipt of housing benefit, please submit a copy of their housing benefit award.
- If the client and/or their partner has a formal lodging agreement, please submit a copy.

Page 12 Capital and other assets

- Bank statements** - please ensure you send three months statements for all bank/building society/ other financial accounts held in the client and/or their partner's name. These need to be for the three consecutive months prior to the date of submission of the application. The statements must be originals, photocopies certified by a solicitor or internet banking printouts (for "paperless" e-accounts) that show the name and account number.
- If the client and/or their partner have investments, please send copies of the certificates they hold for them.

Pages 15 & 16 Capital and other assets

- Where the client and/or their partner has answered 'yes' to any of questions 8 to 12, please ensure that full details are provided in the space available on page 15.
- Bankruptcy order - please ensure you submit a copy of the Bankruptcy order and latest schedule of assets and liabilities /statement of affairs.
- Freezing order - please ensure you submit a copy of the Order, copy of application to vary order and amended order as appropriate

Page 18 Declaration

- Has the form been signed and dated? All signatures must be original.
- Have **all** of the questions been answered? Answers such as 'not known' will not be accepted when asked for full amounts and dates must be given. The form will be rejected if any questions are missed.

For official use only

OCC	season	<input type="checkbox"/>	prof	<input type="checkbox"/>	self	<input type="checkbox"/>	salary	<input type="checkbox"/>		
EX	school	<input type="checkbox"/>	2nd prop	<input type="checkbox"/>	mort	<input type="checkbox"/>	trust	<input type="checkbox"/>	share	<input type="checkbox"/>
AW	highp	<input type="checkbox"/>	mrva	<input type="checkbox"/>	smod100k	<input type="checkbox"/>				
CID	rvk	<input type="checkbox"/>	cost	<input type="checkbox"/>	ndi	<input type="checkbox"/>				
ANALYSIS	HR	<input type="checkbox"/>	LR	<input type="checkbox"/>						

BF Date / /