Legal Aid Agency

Civil Representation

Financial Assessment Forms Checklist

Relevant to forms CIVMEANS1, CIVMEANS2, CIVMEANS3, AND CIVMEANS5

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Version History

Version:	Date	Reason
9	Aug 2023	Form changes – phase 1, Means Test Review
8	Apr 2013	Form changes
7	Feb 2012	Clarification
6	Oct 2011	Form changes

Contents

1. Overview

This Checklist gives information about completing assessment forms. It should be referred to when checking that the client has correctly completed the forms.

If a form is rejected, the reason will fall into one of three categories:

Category A
If this information is missing or completed incorrectly, we cannot process the application and it will be rejected. This will be counted as a reject under contract monitoring if it fails within a category which is monitored.

Category B
If this information is missing from the financial assessment form it will usually be rejected. In some cases the information may be obtained from accompanying documents or by phoning the solicitor or the client. If the application is returned, this will NOT be counted as a reject under contract monitoring.

Category C
These notes are for guidance only. Observing this guidance will help staff in the area office process the application and the means assessment as quickly as possible.

2. CIVMEANS1- Initial assessment and further assessment

Category A

1. The client must sign and date the form. (All signatures must be original).

2. No changes or additions must be made to the declaration.

3. **Initial assessments only:** The form must be dated no more than 2 months before the date the application was received unless it is a resubmitted form.

4. **Employed clients:** Wage slips (originals or certified copies) or Form L17 must be sent for each job held by the client (and, if relevant, for each job held by their partner), as indicated on the CIVMEANS1. If it is an emergency application they must send at least their latest wage slip. Form L17 must be signed by the employer, not by the client or their partner. New wage slips or form L17 (not a copy of the original form) must be sent when reporting a change in income. Attach form P11D (benefits in kind).

5. Company directors: a Form CIVMEANS1C must be completed for each directorship held by the client and their partner.

6. Self-employed / Partnerships: a form CIVMEANS1A (Self-employed) and/or CIVMEANS1B (Partnerships) must be completed for each self employment and partnership held by the client and their partner. All enclosures indicated on those forms must also be submitted.

7. Questions 1 and 2 (page 1) and Questions 1,2 3 and 4 (page 2) client's details must be completed in full.

8. Attach bank/financial statements (originals or certified copies) for each account held by the client and partner as indicated on the CIVMEANS1.

9. All other appropriate evidence (as seen in the evidence checklist) must be submitted with the application.

Category B

10. Questions must be ticked 'Yes' or 'No'. Answers such as 'not known' will not be accepted. Full amounts and dates must be given when asked for. In some cases where the omission relates to a deduction claim by the client, further enquiries may be made or the deduction may not be allowed, rather than the form being rejected.

Category C

11. In spouse/partner cases where there is no contrary interest, and both spouses/partners are applying, one form is acceptable as long as it has the original signatures and the financial information of both people.

3. CIVMEANS2 – Initial assessments and further assessments People who receive Income Support/income-based Jobseeker's Allowance/income-related Employment and Support Allowance/Guarantee Credit/Universal Credit (pathfinder).

Category A

1. The client must sign and date the form. (All signatures must be originals).

2. The name of the person who receives the benefit, if different to the client, must be declared and that person must sign the 'declaration and authority by person receiving the benefit.

3. A national insurance number for the client, and the person who receives the benefit if different, and full address of the local Jobcentre plus office or pension centre must be given. Exceptionally, where the client states that they do not have a National Insurance number then the form shall be accepted.

4. No changes or additions must be made to the declaration.

5. The client's details must be completed in full.

6. **Initial assessments only**: The form must be dated no more than 2 months before the date the application was received unless it is a resubmitted form.

7. Attach bank/financial statements (originals or certified copies) for each account held by the client and partner as indicated on the CIVMEANS2.

8. All other appropriate evidence (as seen in the evidence checklist) must be submitted with the application.

9. Company directors: a Form CIVMEANS1C must be completed for each directorship held by the client and their partner.

10. Self-employed / Partnerships: a form CIVMEANS2A must be completed for each self employment and partnership held by the client and their partner. All enclosures indicated on those forms must also be submitted.

Category B

11. The type of benefit received must be confirmed.

12. Questions must be answered in full. Answers such as 'not known' will not be accepted. Dates must be given when asked for.

4. CIVMEANS3 – Initial assessments and further assessments People whose main home is outside the United Kingdom

Category A

1. The client must sign and date the form. (All signatures must be originals).

2. Initial assessments only: The form must be dated no more than 2 months before the date the application was received unless it is a resubmitted form.

3. Employed clients: A written statement from the client's employer (and if relevant, their partner's employer) must be attached for each job held.

4. Company directors: a Form CIVMEANS1C must be completed for each directorship held by the client and their partner.

5. Self-employed / Partnerships: a form CIVMEANS1A (Self-employed) and/or CIVMEANS1B (Partnerships) must be completed for each self employment and partnership held by the client and their partner. All enclosures indicated on those forms must also be submitted.

6. Questions 1, 2, 3, 4, 5 and 7 on pages 3 and 4 (client's details) must be completed in full.

7. No changes or additions must be made to the declaration.

8. Attach bank/financial statements (originals or certified copies) for each account held by the client and partner as indicated on the CIVMEANS1.

Category B

9. Questions must be ticked 'Yes' or 'No'. Answers such as 'not known' will not be accepted. Full amounts and dates must be given when asked for. In some cases where the omission relates to a deduction claim by the client, further enquiries may be made or the deduction may not be allowed, rather than the form being rejected.

5. CIVMEANS5 – Increase in capital

Category A

a. The client must sign and date the form.

b. Questions 1 to 6 must be completed.

c. All documents (e.g. savings books or bank statements) listed as being sent must be attached to the form.

d. If question 2 or question 3 is answered 'yes', written proof (e.g. receipts or bills) must be attached.

e. No changes or additions must be made to the declaration.

Category B

f. The client's details must be fully completed.

g. Questions must be ticked 'Yes' or 'No'. Answers such as 'not known' will not be accepted. Full amounts and dates must be given when asked for.

h. The solicitor's details must be given.

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