



LEGAL AID
WESTERN AUSTRALIA

CRIMINAL LAW

APPLICATION

FOR LEGAL

REPRESENTATION

WHERE IS MY LOCAL LEGAL AID OFFICE

Perth Office

55 St Georges Terrace
Perth WA 6000

Tel (08) 9261 6222
Fax (08) 9325 5430

Fremantle Office

Shop 7, Queensgate Arcade
William Street
Fremantle WA 6160

Tel (08) 9336 9100
Fax (08) 9335 1338

Midland Office

Landgate Building, 1 Midland Square
Cnr The Avenue & Old Great Northern
Highway
Midland WA 6056

Tel (08) 9274 3327
Fax (08) 9274 3595

West Kimberley Office

Upper Level, Woody's Arcade
15-17 Dampier Terrace
Broome WA 6725

Tel (08) 9195 5888
Fax (08) 9192 1520

Pilbara Office

28 Throssell Road
South Hedland WA 6722

Tel (08) 9172 3733
Fax (08) 9172 2061

Southwest Office

Koombana Court
141 Victoria Street
Bunbury WA 6230

Tel (08) 9721 2277
Fax (08) 9721 2060

Midwest Office

Unit 7, The Boardwalk
273 Foreshore Drive
Geraldton WA 6530

Tel (08) 9921 0200
Fax (08) 9921 0255

Goldfields Office

Suite 3, 120 Egan Street
Kalgoorlie WA 6430

Tel (08) 9025 1300
Fax (08) 9091 2077

Great Southern Office

Unit 3, 43-47 Duke Street
Albany WA 6330

Tel (08) 9892 9700
Fax (08) 9892 9777

East Kimberley Office

98 Konkerberry Drive
Kununurra WA 6743

Tel (08) 9166 5800
Fax (08) 9166 5888

INFOLINE

1300 650 579

NATIONAL RELAY SERVICE

(for hearing and speech
impaired)
133 677

INTERPRETER ASSISTANCE

OnCall – (08) 9225 7700
TIS National – 131 450

YOUR APPLICATION FOR LEGAL REPRESENTATION

Completing your application form

Fill in the form, answering all questions truthfully. You must tell us everything you know about your case in order for us to decide if we can assist you. It is a serious offence to make a false or misleading statement or not tell us something you know. You do not need a lawyer to apply for a Grant of Aid.

What if you disagree with the decision.

If you are unhappy with our decision you can write to us within 28 days, providing any additional information, to ask for a reconsideration. We will write to let you know our decision.

If you are still unhappy with the decision on reconsideration you should write to us within 28 days to ask for your application to be reviewed by an independent Review Committee. You may attend this review, and bring a friend, if you wish. It may take a number of weeks before your application will be reviewed. We will write to let you know the date and time of the review.

File storage and destruction policy

Legal Aid's file storage and destruction policy is in keeping with the State Records Management Practices. In the normal course, client files are kept for 7 years and then destroyed

CONDITIONS OF A GRANT OF AID

Payment by you

Legal aid is not always free of charge. You may be asked to pay in full (or in part) your legal costs. The decision whether you can afford to pay for your legal help may be made at any time during your grant of aid (ie at the beginning, during or end of your matter).

If you and/or a financially associated person owns property, we may require a security over the property. The security makes sure that you pay back part or all of the costs of your case. We do not normally ask or force you to sell your house, but rather will wait until you decide to sell, transfer or refinance. At the end of your matter, we will write to you and advise the amount of your final contribution.

Debt Management Fee

A debt management fee will apply to all final contributions outstanding at 30 June each financial year. The debt management fee is calculated at 5% of the debt to Legal Aid WA. There is a minimum fee of \$27 and a maximum fee of \$270 per annum (these figures will be CPI indexed each year).

Money received on your behalf

If your lawyer receives any money on your behalf he/she must keep enough money to cover the cost of your grant of aid.

Change in circumstances

You or your lawyer must tell Legal Aid straight away of any change in your address, financial circumstances or any change in your circumstances that may affect your case.

Change of lawyer

You must get Legal Aid's permission to change your lawyer. A change is unlikely to be granted without good reason. If permission is granted you may have to pay the increase in costs resulting from changing your lawyer.

Legal costs

Your lawyer must bill Legal Aid (and not you) for all work covered by the grant of aid.

Non-acceptance of advice

You must follow the advice of your lawyer, otherwise your grant of aid may be terminated.

Failure to comply

Your grant of aid may be terminated if you do not comply with the conditions of a grant of aid.

Complaints

If you are concerned about any aspect of the work done on your behalf, please contact your assigned lawyer for assistance. He or she will be able to resolve most difficulties. If you need to make a formal complaint, this should be put in writing and addressed to the Director of Legal Aid. Nothing in the terms of this grant of aid affects any right to redress under the Legal Practitioners' Act.

FINANCIAL DETAILS

F1. Do you receive a pension or benefit, excluding family payments?

- No
- Yes – Which one (go to question F3)

Centrelink Number

F2. Are you employed?

- Yes – what is your Occupation?

- No – when did you last do paid work?

F3. Do you have someone who supports you financially?

- No (if on Centrelink benefit go to question F9)
- Yes – What is your relationship with that person?

F4. Please list all weekly income (after tax) received by you or any person who supports you financially.

Type	You	Other person
Commonwealth/Pension	\$	\$
Wage/salary	\$	\$
Business Income	\$	\$
Workers Compensation	\$	\$
Superannuation	\$	\$
Maintenance (child or spouse)	\$	\$
Rental assistance	\$	\$
Rental Income	\$	\$
Other (board, overtime, trust income etc)	\$	\$

F5. Do any of the following apply to you or any person who supports you financially?

- Self employed
- Primary producer (farmer)
- Director/shareholder
- Partner in a business
- Receiving money from a trust, business or company

F6. What are your weekly housing costs?

Rent	\$
Mortgage	\$
Board	\$
Rates	\$

F7. Do you have any dependants (children, spouse, relatives) that live with you?

- No
- Yes – How many?

F8. Do you or any person who supports you financially pay any of the following:

Child support or child maintenance?

- No
- Yes – Weekly amount & number of maintenance dependants

Amount

Dependants

Spousal maintenance?

- No
- Yes – Weekly amount

Child care fees so you can attend work/study?

- No
- Yes – Weekly amount

F9. What assets do you or any person who supports you financially have?

Asset	Value	Owing
Home	\$	\$
Other Real Estate	\$	\$
Motor Vehicle	\$	\$
Bank Account	\$	\$
Other (shares, boats etc)	\$	\$

F10. Have you or any person who supports you financially received or expect to receive any lump sums of money greater than \$500 in the last (next) 12 months

- No
- Yes – Amount

YOUR DECLARATION

All applicants must sign the declaration.

I (name)

of (address)

Acknowledge that it is an offence to:

- Fail to provide information required of me and which is relevant to this application for legal aid
- Provide a document to the Commission in connection with this application for legal aid that is false or misleading
- Make a false or misleading statement either orally or in writing in relation to this application for legal aid.

I therefore declare that all the information I have given is true and correct.

Applicants (your) signature

Date

SOLICITOR CERTIFICATION

NOTE: If this application is made through a solicitor, this certificate MUST be completed. If not, it may be interpreted as an expression of opinion that the application has no merit.

I (name)

of (firm and address)

CERTIFY that the applicant has consulted me and I am of the opinion that this application has legal merit and/or otherwise deserving of aid.

Solicitor's signature

Date

