

### Please read these notes before completing the form



You **should not** complete this form if you receive or are included in your partner's award of any of the four benefits listed below. Instead, please contact your solicitor to complete a Financial Form 1 for you.

- Income Support
- Income Based Job Seeker's Allowance
- Universal Credit
- Income Related Employment and Support Allowance

### Information to help you complete this form

- This form asks about money you and your partner receive, what you pay for your housing, debts etc. and asks about any capital you and your partner may have such as savings, investments, property etc.
- You should have documents such as you and your partner's bank statements to hand when completing this form.
- Complete the form in **CAPITAL LETTERS using black ink** and put an 'x' in the relevant box(es).

### Why do we need all this information?

We need this information to decide if you qualify financially for legal aid. If you do qualify, we will calculate if you can afford to pay anything towards the cost of your case, if legal aid is granted. Our calculation is based on the information you tell us about in this form and the evidence you provide. It is very important that we have full details of your financial circumstances to make our decision.

### What documents do you need to send and how do you send them?

Each section of this form tells you what documents you need to send us. If you have a partner, you need to send us these documents about your partners finances too. Generally, the documents we need to see are:

- statements for the last three months for all bank/building society accounts
- up to date statements for any savings/investments, credit/store card statements
- payslips for the last three earnings periods for people in employment.

Please send copies of your documents and not originals, as we do not return these documents to you. Do not use a highlighter on any documents. When we scan your documents to your application highlighted sections cannot be read.

We cannot look at your application if you do not send us the documents we ask for. Our decision will be delayed if we need to write to you for this evidence.

### Returning your form

If your solicitor gave you this form, please return it to them along with the documents requested.

If we asked you to complete it, please send it to: Scottish Legal Aid Board, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE.

Please make sure your legal aid reference number is on the form. We suggest that you have the Post Office weigh your package to ensure you have paid enough for delivery. If you haven't paid enough there will be a delay on this being delivered to us.

You can also send this form and documents by email to [financial@slab.org.uk](mailto:financial@slab.org.uk).





Read these notes as you fill out the form.

You will only have this if you've already been granted legal aid.

Find this on your most recent P60 or other forms from Her Majesty's Revenue and Customs.

If you have a middle name enter it here too.

We need a telephone number where you can usually be contacted between 9am and 5pm.

Tick Yes if you usually live together but you and your partner are often separated because of working away from home or one of you are currently in prison.

## Section A - About you

If you are filling in this form for someone else, please give their details and not your own.



A1. Legal aid reference number

C	I											
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A2. National Insurance number

LETTERS		NUMBERS						LETTER

A3. Are you  Male  Female

A4. Forenames

A5. Surname

A6. Date of birth

D	D	M	M	Y	Y	Y	Y

A7. Address

Post code

Email is not a secure method of communication. However, if you are happy for us to deal with your application by email, please provide your email address:

A8. Email address

A9. Applicant's contact

telephone number(s)

Home

Mobile

## Section B - About your relationship status

Look at the following statements and 'x' the box that accurately describes your circumstances.



B1. Are you in a relationship with someone?

- Yes - go to question B2
- No - go straight to Section C.

B2. Are you in a civil partnership or married to your partner?

- Yes - go to section B4
- No - go to question B3.

B3. Do you live with your partner?

- Yes - go to section B4
- No - go to Section C.

B4. Please enter your partner's details below.

Partner's Name

Partner's date of birth

D	D	M	M	Y	Y	Y	Y

Partner's National Insurance

LETTERS		NUMBERS						LETTER

If your partner has legal aid, please tell us their Legal Aid reference number(s)

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**Note:** You must also complete Sections E, G & H telling us about your partner's income, outgoings and capital. They then need to sign and date the declaration at the end of this form.



Read these notes as you fill out the form.

## Section C - Your household

**C1.** Are there other people living with you, or with you and your partner?

- Yes - go to question C2
- No - go straight to Section D.

**C2.** Please give details of everyone who lives in your household with you, or with you and your partner. Include your children, your partner's children, and any other adults, even if they are not related to you.

Full Name	Date of Relationship to birth you	Is the person attending college or university?	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>

**C3.** If children only live with you part-time, how many days of the week?

## Section D - Your income

**D1.** Are you:

- Employed (complete D2 to D9)
- Self-employed (go to D6)
- Unemployed (go to D6)
- Company director (go to D6)
- Full time student (D5 to D9)
- Retired (go to D6)
- Prisoner (go to D11)
- Hospital or care home resident.

You need to attach Evidence of your earnings: your 3 most recent payslips (3 weeks or months in a row with no gaps). For example, send June, July & August. Alternatively, ask your employer to complete a Statement of Earnings form CIV/FIN/3 from [www.slab.org.uk](http://www.slab.org.uk) or from your solicitor.

Please tell us about the money you receive here. You can tell us about money your partner receives in section E.

**D2.** What is your job?

**D3.** When did you start?

**D4.** What are your employer's contact details?

Company name & address  Post code

Telephone number  Fax number

Email

**D5.** Do you have any other job(s)  Yes  No If you have other jobs you need to attach three payslips for them too.

**D6.** Do you receive any of these benefits, tax credits or other allowances?

	Yes	How much?	How often?	Date first received
Contribution-based Jobseeker's allowance	<input type="checkbox"/>			
Contribution-based Employment and support allowance	<input type="checkbox"/>			

If you are self-employed or a company director you will need to complete an additional form.

This is called a CIV/FIN/4 and can be downloaded from [www.slab.org.uk](http://www.slab.org.uk), or get one by calling the number on the front page.

If you have any other jobs you need to give us the same details asked for in questions D2 to D4. Do this in Section I - Other information.

If you receive the benefit, please 'x' the 'Yes' box and give more details.

Continues over...



Read these notes as you fill out the form.

Write the type of benefit, such as Armed Forces Independence Payment or Industrial Injuries Disablement Benefit.

Maintenance is money paid by a spouse or partner you are divorced or separated from for their children. It can be paid voluntarily, or because of a court order, or through the Child Support Agency (CSA). If you should receive maintenance but are not being paid, please tell us about this, including the date you last received payment, in Section I - Other information.

If you receive the form of income listed, please 'x' the 'Yes' box and give more details and provide evidence.

Tell us about any other kind of income here, such as Bursaries or Education Maintenance Payments.

Tell us about any other money you receive, such as regular support from family members or a charity and provide evidence. If you don't receive financial help, please 'x' the 'No' box.

Yes

How much?

How often?

Child benefit	<input type="checkbox"/>		
Child tax credit	<input type="checkbox"/>		
Incapacity benefit	<input type="checkbox"/>		
Working tax credit	<input type="checkbox"/>		
State pension	<input type="checkbox"/>		
Pension credit	<input type="checkbox"/>		
Disability living allowance	<input type="checkbox"/>		
Personal Independence Payment	<input type="checkbox"/>		

Other benefits	How much?	How often?

You need to send us evidence of your state benefits and tax credit entitlements. This could be a notification letter you received in the last six months. If this is shown in bank statements you are enclosing, no further evidence is needed.



D7. Do you or any of the children who live with you get any maintenance payments?

Yes, give details below.

Send evidence of maintenance payments. If this is shown in enclosed bank statements, no further evidence needed. Tell us in 'Section I - Other information' if you are paid in cash.

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

D8. How is the maintenance paid?

Standing Order into my bank	Yes <input type="checkbox"/>	Account number	
Deposit into my account	Yes <input type="checkbox"/>	Account number	
Cash	Yes <input type="checkbox"/>		
Other	Yes <input type="checkbox"/>	Please specify	

D9. Do you receive any other form of income?

	Yes	How much?	How often?	Date first received
Private pension	<input type="checkbox"/>			
Pension from an employer	<input type="checkbox"/>			
Student grant	<input type="checkbox"/>			
Student loan	<input type="checkbox"/>			
Rental income from another property	<input type="checkbox"/>			
Board/rent from family, lodgers or boarders	<input type="checkbox"/>			
Interest from bank or building society deposit	<input type="checkbox"/>			
Dividends from shares	<input type="checkbox"/>			

Other type of income	How much	How often	Date first received

D10. Does anyone else give you financial help?

No.  
 Yes. Give details below and provide evidence.

Company or person	Type of support given	How much?	How often?

D11. If you are now in prison, please give:

Date you expect to be released:

d d m m y y

Scottish Prison Identification Number:



Read these notes as you fill out the form.

If your partner is self-employed or a company director, they will need to complete an additional form. This is called a CIV/FIN/4 and can be downloaded from [www.slub.org.uk](http://www.slub.org.uk), or by calling the number on the front page.

If your spouse or partner has any other jobs you need to give us the same details asked for in questions E2 to E4. Do this in Section I - Other information.

If your partner receives the benefit listed, please 'x' the 'Yes' box. Tell us if the benefit your partner receives is based on National Insurance contributions or on income. You will find this information on the fourth page of their letter of award or ask at the Jobcentre.

Write the type of benefit, such as Armed Forces Independence Payment or Industrial Injuries Disablement Benefit and tell us how much and how often.

## Section E - Your spouse or partner's income

If you said you have a spouse or partner in section B1, please tell us about the money they receive here. If you tell us about a spouse or partner, they need to sign and date the declaration in Section J2 of this form.

### E1. Is your partner:

1.  Employed (complete E2 - E9)
2.  Self-employed (go to E6)
3.  Unemployed (go to E6)
4.  Company director (go to E6)
5.  Full time student (E5 to E9)
6.  Retired (go to E6)
7.  Prisoner (go to E10)
8.  Hospital or care home resident.

You need to attach evidence of your earnings:

your three most recent payslips (three weeks/months in a row with no gaps). For example, send June, July & August. Alternatively, ask your employer to complete a Statement of Earnings form CIV/FIN/3 from [www.slub.org.uk](http://www.slub.org.uk) or from your solicitor.

E2. What is your partner's job?

E3. When did they start?

### E4. What are your partner's employer's contact details?

Company name & address  Post code   
 Telephone number  Fax number   
 Email

E5. Does your partner have any other job(s)  Yes  No

Attach evidence for your partner's additional jobs too.

### E6. Does your partner receive any of these benefits, tax credits or other allowances?

	Yes	How much?	How often?	Date first received
Contribution-based Jobseeker's allowance	<input type="checkbox"/>			
Contribution-based Employment and support allowance	<input type="checkbox"/>			

	Yes	How much?	How often?
Incapacity benefit	<input type="checkbox"/>		
Child benefit	<input type="checkbox"/>		
Child tax credit	<input type="checkbox"/>		
Working tax credit	<input type="checkbox"/>		
State pension	<input type="checkbox"/>		
Pension credit	<input type="checkbox"/>		
Disability living allowance	<input type="checkbox"/>		
Personal Independence Payment	<input type="checkbox"/>		

Other benefits	How much?	How often?
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		

You need to send us evidence of your partner's state benefits and tax credit entitlements. This could be a notification letter received in the last six months or if this is shown in the bank statements you are enclosing no further evidence is needed.





Read these notes as you fill out the form.

Maintenance is money paid to your partner by their former spouse or partner for their children. It can be paid voluntarily, because

of a court order, or through the Child Support Agency (CSA). If they should receive maintenance but are not being paid, please tell us about this, including the date they last received payment, in Section I - Other information.

If your partner receives the form of income listed, please 'x' the 'Yes' box.

Tell us about any other kind of income here, such as Bursaries or Education Maintenance Payments.

Tell us about any other money your partner receives, such as regular support from family members or a charity.

If they don't receive financial help, please 'x' the 'No' box.

If you use your own vehicle to travel to work/further education, please tell us about this below. We will calculate a deduction for this cost based on the mileage rate set by HMRC. If you are unsure of the number of miles you travel, there are mileage calculators online.

Include any miles taking children to school and/or childcare.

**E7. Does your partner get any maintenance payments?**

Yes, give details below.  No

You need to send us evidence of your partner's maintenance payments. Or if this is shown in the bank statements you are enclosing no further evidence is needed. Please tell us in Section I - Other information if they are paid in cash.



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

**E8. Does your partner receive any other form of income?**

	Yes	How much?	How often?	Date first received
Private pension	<input type="checkbox"/>			
Pension from an employer	<input type="checkbox"/>			
Student grant	<input type="checkbox"/>			
Student loan	<input type="checkbox"/>			
Rental income from another property	<input type="checkbox"/>			
Board/rent from family, lodgers or boarders	<input type="checkbox"/>			
Interest from bank or building society deposit	<input type="checkbox"/>			
Dividends from shares	<input type="checkbox"/>			

Other type of income	How much	How often	Date first received

**E9. Does anyone else give your partner financial help?**

Company or person	Type of support given	How much?	How often?

No, my partner doesn't receive financial help from anyone.

**E10. If your partner is now in prison, what date do you expect them to be released?**

Scottish Prison Identification Number

D	D	M	M	Y	Y	Y	Y						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section F - Your outgoings

This section gives you the chance to tell us about your housing costs, work related expenses, childcare, debts and other outgoings. You can tell us about your partner's outgoings in Section G. We deduct a set amount from your income for general living costs for your food, gas/electricity, clothing etc, so you don't need to tell us about these payments in this form.



**F1. Tell us what you pay for work related costs or further education below.**

Travel costs - public transport	How much?	How often?
Public transport - home to workplace		
Public transport - home to college/university		

Travel costs - personal vehicle	How many miles per day?	How many days per week?	Vehicle type? (Car, Van, Motorcycle, Bicycle)
Home to workplace			
Home to college/university			



Read these notes as you fill out the form.



You need to send evidence of the housing costs you tell us about, unless the payments can be seen on the bank statements you send to us with this form.



If you are paying maintenance, you need to show evidence unless the payments can be seen on the bank statements you send to us with this form.



Other work, college or university related costs	How much?	How often?
Trade union dues		
Subscriptions to professional body		
Superannuation/Employment related pension scheme		
Childcare		

You need to send evidence of the expenses you pay for childcare costs, subscriptions, and private pension/Additional Voluntary Contribution payments. This could be three payment receipts or if this is shown in the bank statements you are enclosing no further evidence is needed.



**F2.** Tell us what you are **liable** to pay for your housing costs. We deduct what you are liable to pay for your primary home, even if you cannot afford to pay the full amount at the moment.

	How much?	How often?
Mortgage repayments		
Mortgage-linked policies		
Rent (council/social/private tenants)		
Council tax		

If you live in someone else's household, for example with family or friends, tell us what you pay below.

	How much?	How often?
Rent/Board		

If you pay rent/board, do your payments to the householder cover any of the following?

Electricity/Heat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Food	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**F3.** Tell us what you **pay** for any of the following housing costs:

	How much?	How often?
Buildings insurance		
Contents insurance		
Factor fees		

**F4.** Do you get housing benefit?  Yes  No  
If yes, please give us details below

Who is it paid to?	How much?	How often?
<input type="checkbox"/> You <input type="checkbox"/> Your landlord		

If you are receiving help towards your housing costs you need to show us evidence. This could be a recent notification or Housing Benefit Award letter.



**F5.** If you and/or any dependent adults/children living with you have additional or specific costs related to a disability, please give us details here:

What is the cost for?	How much?	How often?

**F6.** Tell us what maintenance you pay for someone who doesn't live with you

	How much?	How often?	How is payment made? (Cash or bank transfer)
Former spouse/partner			
Children			
Other relative			

## F7. Are you making payments towards debts?

	Yes	How much?	How often?	When did this start?	Outstanding balance
Bank loans	<input type="checkbox"/>				
Credit cards	<input type="checkbox"/>				
Store cards	<input type="checkbox"/>				
Fines	<input type="checkbox"/>				
Legal fees	<input type="checkbox"/>				
Council tax arrears	<input type="checkbox"/>				
Rent arrears	<input type="checkbox"/>				

Other debt	How much?	How often?	When did this start?	Outstanding balance

If you are making payments towards debts, you need to show us evidence. This could be a statement from the lender or creditor. If this is shown in the bank statements you are enclosing, no further evidence of payment is needed. Please also provide evidence of the balance left to pay, three months' credit card statements or catalogue statements.



## Section G - Your partner's outgoings

If you said you have a spouse or partner in section B1, please tell us about their expenses here. They need to sign and date the declaration in Section J2.



### G1. Tell us what your partner pays for work related costs or further education below

Travel costs - public transport	How much?	How often?
Public transport - home to workplace		
Public transport - home to college/university		

Travel costs - personal vehicle	How many miles per day?	How many days per week?	Vehicle type? (Car, Van, Motorcycle, Bicycle)
Home to workplace			
Home to college/university			
Other work, college or university related costs	How much?	How often?	
Trade union dues			
Subscriptions to professional body			
Superannuation/Employment related pension scheme			
Childcare			

You need to send us evidence of the expenses your partner pays for childcare costs, subscriptions, and private pension/AVC payments declared. This could be three receipts. If shown in the bank statements you are enclosing no further evidence is needed.



### G2. Tell us what your partner is liable to pay for their housing costs. We deduct what they are liable to pay for their primary home, even if they cannot afford to pay the full amount at the moment.

	How much?	How often?
Mortgage repayments		
Mortgage-linked life assurance		
Mortgage protection life assurance		
Rent		
Council tax		

If your partner uses their **own vehicle** to travel to work/further education, please tell us about this here. We will calculate a deduction for this cost based on the **mileage rate set by HMRC**.



Include any miles taking children to school and/or childcare.

You need to send us evidence of the housing costs you tell us about, unless the payments can be seen on the bank statements you send to us with this form.





If your partner lives in someone else's household, for example with friends or family, tell us what they pay below.

	How much?	How often?
Rent/Board		

If your partner pays rent/board, do their payments to the householder cover any of the following?

Electricity/Heat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Food	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**G3.** Tell us what your partner pays for any of the following housing costs:

	How much?	How often?
Buildings Insurance		
Contents Insurance		
Factor Fees		

**G4.** Does your partner get housing benefit?  Yes  No

Who is it paid to?	How much?	How often?
<input type="checkbox"/> Your partner		
<input type="checkbox"/> Your partner's landlord		

**G5.** If your partner and/or any dependent adults/children living with you have additional or specific costs related to a disability, please give us details here.

What is the cost for?	How much?	How often?

If your partner is paying maintenance, you need to show evidence of this. Attach a copy of a recent assessment or if this is shown in the bank statements you are enclosing no further evidence is needed.



**G6.** Tell us what maintenance your partner pays for someone who doesn't live with you.

	How much?	How often?	How is payment made? (Cash or bank transfer)
Former spouse/partner			
Children			
Other relative			

**G7.** Is your partner making payments towards debts?

	Yes	How much?	How often?	When did this start?	Outstanding balance
Bank loans	<input type="checkbox"/>				
Credit cards	<input type="checkbox"/>				
Store cards	<input type="checkbox"/>				
Fines	<input type="checkbox"/>				
Legal fees	<input type="checkbox"/>				
Council tax arrears	<input type="checkbox"/>				
Rent arrears	<input type="checkbox"/>				

Other debt	How much?	How often?	When did this start?	Outstanding balance

You need to show us evidence of your accounts. Please attach your statements for the last three months. These need to be three months in a row. For example, send June, July and August's statements, rather than June, July and September's.



If you don't send evidence for three months in a row, we won't be able to process your application.

## Section H - Bank accounts and assets

Use this section to tell us about capital and assets held by you, AND capital and assets held by your spouse or partner.



You must tell us about **all** accounts you have and all those held jointly and/or accounts you hold in trust for another person.



If your children have accounts which you hold in trust you need to tell us about them too.

If you run out of space, you can tell us more in Section I - Other information.

**H1. Do you or your partner have any of the following:**

Bank current accounts	<input type="checkbox"/> Yes	Bank savings accounts	<input type="checkbox"/> Yes
Building society accounts	<input type="checkbox"/> Yes	ISAs	<input type="checkbox"/> Yes
Post Office accounts	<input type="checkbox"/> Yes	Other accounts	<input type="checkbox"/> Yes
Cash	<input type="checkbox"/> Yes	<i>If you have cash, how much?</i>	

If you said Yes above, give details of **all** your accounts:

Bank or building society name	Name of account holder	Account number	Type of account - e.g. current, deposit, ISA	Current balance

You need to send us statements for the last three months for all accounts declared above. These need to be three months in a row.



For example, June, July and August **not** June, July and then September. These statements need to show all transactions credited and debited and the balances during these periods. We won't be able to consider your application without this evidence.

**H2. Do you or your partner have any of the following:**

National Savings Certificates	<input type="checkbox"/> Yes	Premium bonds	<input type="checkbox"/> Yes
Capital bonds	<input type="checkbox"/> Yes	Stocks or shares	<input type="checkbox"/> Yes
Any other type of savings		<input type="checkbox"/> Yes	

If you said Yes above, give details of your savings:

Type of savings or investment	Current value	Do you receive an income from it?	If you receive income, how much?
		<input type="checkbox"/> Yes	
		<input type="checkbox"/> Yes	
		<input type="checkbox"/> Yes	

**H3. Do you or your partner have any valuable possessions?**

Yes  No

These are belongings valued at more than £500 such as boats, caravans, second cars, jewellery (but not wedding or engagement rings), antiques or items bought for investment purposes.

Tell us about any valuable possessions in Section I - Other information.



You need to show us evidence of the value of your possessions. Please attach a recent valuation.



**H4. Do you or your partner own or part-own any property, land or timeshare other than the property you live in now?**  Yes  No

You need to show us evidence of the value of the property and any loans secured over it.



If you said Yes above, give details of the property:

Address	Market value	Amount of any loan/mortgage	What share do you or partner own?	How do you use it? (rent it out/holidays)	Who lives there?

You need to show us evidence of any savings and investments you have. Please attach statements showing your current balances. These need to be your most recent annual statement(s).



If you are in prison and have a financial interest in any property, you must declare this, even if the property was your main dwelling before your imprisonment.



Please give your best estimate of the market value of your property. Don't worry if you don't think this is exact.



All endowment policies have a value that the company will lend against the policy. We will let you know if you need to contact your policy provider for this information.



H5. Do you or your partner have life assurance or endowment policies not linked to your mortgage?  Yes  No

If you said Yes above, give details:

When was the policy taken out?	What is the annual premium?

H6. Does anyone, other than your opponent in the case, owe you or your partner any money?  Yes  No

H7. Have you or your partner received, or are you likely to receive, anything from the will of someone who has died recently?  Yes  No

H8. Are you or your partner entitled to any money from a trust fund?  Yes  No

H9. Have you or your partner been made redundant, or are you or your partner about to be made redundant?  Yes  No

H10. Have you or your partner transferred, sold or given any money, property or possessions to anybody, including any company or body, since you became aware these proceedings were likely to take place?  Yes  No

H11. Have you or your partner bought anything costing more than £2,000, or paid out more than this for anything in the last 12 months?  Yes  No

H12. Do you or your partner have any other capital or other assets which have not been included in this section?  Yes  No

If you answered Yes to any of the questions above, please give details:

Question number	Details

You need to show us evidence of the value of any other capital or other assets you tell us about here.



The date you realised you would need civil legal aid to raise or defend a court action is, for example, the date you separated from your partner or spouse.



H13. When did you first realise you should consult a solicitor about this matter?

H14. Have you reduced your income or capital, including transferring money or property into someone else's ownership or control, since the date you have given above in H.13?  Yes  No


H15. If so, how much?

H16. If so, what did you or your partner use this money for?

## Section I - Other information

If you ran out of space elsewhere in the form you can continue your answer here. You can also tell us anything else you'd like us to know about you.



Please use this space to: 

Give us any further information or continue an answer you haven't had enough room for.

If you are continuing an answer, please tell us the number of the question you're giving more information for.

Give us any other information you feel we should know about your financial circumstances.

Tell us about any changes that may affect you soon, for example, if you are about to lose your job or you only receive an income sometimes.

Tell us if you are expecting a child when your due date is and when you will start any maternity leave.

## Section J - Declarations

You and your spouse or partner must sign these declarations to say the information you've provided is true and correct. If you're filling out the form on a computer type your name.



### J1. Your declaration

#### For applicants:

- a) I certify that the information I have given in this application form is a true statement of my personal and financial circumstances.

#### For representatives:

- a) 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.

#### For applicants and representatives:

- b) I consent to SLAB seeking and obtaining information about me for the purpose of my application from others, including but not limited to my solicitor, my employer, banks, credit reference agencies, Department for Work and Pensions and HM Revenue and Customs. I authorise these persons or bodies to provide the information they are asked for.
- c) I consent to the disclosure of this application, associated documentation and my case file held by my solicitor for quality assurance purposes including peer review and reporting progress to SLAB.
- d) I agree that the above consents will be effective for a period of no less than five years from the date of my signature, and thereafter for any further period SLAB reasonably requires in relation to the administration of my application for legal aid and all related or consequential purposes
- e) I understand that I should not spend or dispose of capital available to me whilst SLAB is considering my financial eligibility and any contribution I may be due to pay. I understand SLAB can still include money or capital I have spent or disposed of in their calculation, even where this is no longer available to me.
- f) I understand that I must tell the Civil Finance team at SLAB immediately if: 1. my income changes, including a change in benefits, during the twelve month period of assessment which starts from the date of my application, 2. my capital increases by £750 or more during the lifetime of the court case, 3. I move address and/or start living with a partner during the twelve month period of assessment or the lifetime of the court case - whichever is the longer. I understand that I must also provide this information about changes in my partner's financial circumstances where their details have been given in this application.
- g) I agree that I have been given a copy of the booklet "Civil legal aid - information for applicants".

Your signature →

Print name →

Date

<sup>d</sup> <sup>d</sup>  
□ □

<sup>m</sup> <sup>m</sup>  
□ □

<sup>y</sup> <sup>y</sup> <sup>y</sup> <sup>y</sup>  
□ □ □ □

### Important information about your personal data

The Scottish Legal Aid Board (SLAB) is a data controller. The personal information provided by you will be used in accordance with the General Data Protection Regulation 2016 and for our functions under the Legal Aid (Scotland) Act 1986. SLAB may receive information about you from certain third parties (for example, some government departments and agencies), or give information to them. However, we will not pass on information about you unless the law allows or requires us to do so. We will retain the personal information we hold about you in accordance with the requirements of our retention schedule then destroy or delete it in a secure manner. Under the General Data Protection Regulation 2016 you have the right to make a formal request in writing to see the personal information we hold about you, to inspect it and to have it corrected if it is wrong. In addition, you may also have rights to have your data erased or have your data moved. You may be able to object to processing if you believe it to be unlawful and subject to lawful restrictions. Where SLAB is responsible for unlawfully processing or disclosing your personal data and it is likely to cause a high risk to your rights and freedoms, we will make you aware of this. To request your personal data, you should write to SLAB's Data Protection Officer. If you are unhappy with the response you get from the Data Protection Officer and wish to complain you should write to the Director of Corporate Services and Accounts.

### J2. Your partner's declaration

If you said you had a spouse or partner in Section B, and gave information about them throughout this application, they need to sign this declaration.

Print name →

Your partner's signature →

- a) I certify the information given in this application form is a true statement of my personal and financial circumstances.
- b) I consent to SLAB seeking and obtaining information about me from others, including but not limited to my employer, banks, credit reference agencies, Department for Work and Pensions and HM Revenue and Customs. I authorise these other persons or bodies to provide the information they are asked for. I agree that this consent will be effective for a period of not less than five years from the date of my signature, and any further reasonable period thereafter, as SLAB considers appropriate for their requirements.

Date

<sup>d</sup> <sup>d</sup>  
□ □

<sup>m</sup> <sup>m</sup>  
□ □

<sup>y</sup> <sup>y</sup> <sup>y</sup> <sup>y</sup>  
□ □ □ □



Please refer to the information box above about your personal data and rights before signing this declaration.

## Attachments checklist

Use this section to check you have completed the form and have all the documents you need to.



**We cannot deal with your application without the information detailed below. Our decision on your application will be delayed if we need to write to you to ask for these.**



### FORM

- You and your partner have signed and dated the form.
- You have completed all the relevant questions.



### INCOME

- You have enclosed three recent consecutive payslips (if employed).
- You have completed the Civ/Fin/4 form and enclosed copy of latest SA302 Tax calculation (if self-employed or company director).



### OUTGOINGS/EXPENDITURE

- Evidence of your housing costs.
- Evidence of all outstanding debts.



### CAPITAL

- You have enclosed three consecutive copies of statements for all bank, building society or other accounts for you and your partner, and any accounts managed on behalf of children.
- You have enclosed evidence of savings, investments, properties, or other assets.

YOU	PARTNER	NOT NEEDED
<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"/>
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