



To be signed in all non-passported cases (including clients living outside the UK) except where the client is a child under 16 or a protected party.

**Applicant / Client Details**

<b>Name:</b>	<b>Date of Birth (DD/MM/YYYY):</b>
<b>NINO or Home Office Number:</b>	<b>Provider Reference Number:</b>

This declaration applies to all the information I have given in instructions to my solicitor and to any evidence provided in support of my application for legal aid. I now authorise my solicitor to transpose the details of my instructions into the online application form and accept that this declaration shall be held as applying to the legal aid application my solicitor shall submit on my behalf and under my authority. My solicitor shall forward me a copy of the online application on submission to the Legal Aid Agency. I understand that I must notify my solicitor of any part of the application with which I disagree within 14 days from the date of the letter forwarding me the copy of the online application form. If I do not do so, I understand that I will be deemed to have confirmed the application [to the extent laid out in this declaration].

My solicitor has informed me that I have the right to refuse to authorise him/her to transpose the application and that I have the right to review the application before signing this declaration.

My solicitor has given me a copy of this declaration.

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

- I may be prosecuted.
- The Legal Aid Agency may take away my legal aid so I will have to pay back all my legal fees.
- 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 understand that I must co-operate fully and immediately with any enquiry into my financial circumstances. I will:

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

If I fail to notify the Legal Aid Agency of any change in my financial circumstances:

- I may be prosecuted.
- The Legal Aid Agency may cancel my legal aid and I will have to pay back all my legal fees.

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.
- I may have to pay back all or part of my legal costs at the end of my case.
- The more work my solicitor does, the more I may have to pay back.
- The Legal Aid Agency may register an interest-bearing charge against my property.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how the information held by fraud prevention agencies may be used can be obtained by reading the fair processing notice at <http://www.justice.gov.uk/legal-aid/make-an-application> or by calling the Counter Fraud and Investigations team on 0203 334 5881.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Full Name (in Block Capitals):** \_\_\_\_\_



*To be signed in all non-passported cases where the partner's details have been provided*

**Applicant / Client Details**

**Name:**

**Date of Birth (DD/MM/YYYY):**

**NINO or Home Office Number:**

**Provider Reference Number:**

This declaration applies to all the information I have given in instructions to my solicitor and to any evidence provided in support of my application for legal aid. I now authorise my solicitor to transpose the details of my instructions into the online application form and accept that this declaration shall be held as applying to the legal aid application my solicitor shall submit on my behalf and under my authority. My solicitor shall forward me a copy of the online application on submission to the Legal Aid Agency. I understand that I must notify my solicitor of any part of the application with which I disagree within 14 days from the date of the letter forwarding me the copy of the online application form. If I do not do so, I understand that I will be deemed to have confirmed the application [to the extent laid out in this declaration].

My partner's solicitor has informed me that I have the right to refuse to authorise him/her to transpose the application and that I have the right to review the application before signing this declaration.

My partner's solicitor has given me a copy of this declaration.

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.

I understand that if I tell you anything untrue, or leave anything out:

- The Legal Aid Agency may cancel my partner's legal aid and my partner will have to pay back all the legal fees.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how the information held by fraud prevention agencies may be used can be obtained by reading the fair processing notice at <http://www.justice.gov.uk/legal-aid/make-an-application> or by calling the Counter Fraud and Investigations team on 0203 334 5881.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Full Name (in Block Capitals):** \_\_\_\_\_



*To be signed where the client is in receipt of a passported benefit except where the client is a protected party.*

**Applicant / Client Details**

**Name:**

**Date of Birth (DD/MM/YYYY):**

**NINO or Home Office Number:**

**Provider Reference Number:**

This declaration applies to all the information I have given in instructions to my solicitor and to any evidence provided in support of my application for legal aid. I now authorise my solicitor to transpose the details of my instructions into the online application form and accept that this declaration shall be held as applying to the legal aid application my solicitor shall submit on my behalf and under my authority. My solicitor shall forward me a copy of the online application on submission to the Legal Aid Agency. I understand that I must notify my solicitor of any part of the application with which I disagree within 14 days from the date of the letter forwarding me the copy of the online application form. If I do not do so, I understand that I will be deemed to have confirmed the application [to the extent laid out in this declaration].

My solicitor has informed me that I have the right to refuse to authorise him/her to transpose the application and that I have the right to review the application before signing this declaration.

My solicitor has given me a copy of this declaration.

I, my partner, the person I am applying for or their partner get Income Support income-based Jobseeker’s Allowance, income-related Employment and Support Allowance , Guarantee Credit or Universal Credit (path finder).

This is a true statement of all my and my partner’s (if applicable) assets in the UK and abroad. I understand that if I am found to have knowingly made a false declaration about my assets or the benefit I receive, or to be dishonestly claiming benefits or not properly entitled to benefits, my legal aid may be revoked i.e. cancelled, at which point I will become liable to pay all the costs that have been incurred and may be prosecuted.

I understand that the Legal Aid Agency or my solicitor on behalf of the Legal Aid Agency will regularly undertake checks to confirm my and/or my partner’s receipt of and continuing entitlement to benefits with the Department of Work and Pension or their agents.

I understand that I must tell you immediately if there are any changes in my or my partner’s (if applicable) financial circumstances including a change in benefits. Failure to notify changes may lead to my legal aid being revoked and I may be prosecuted.

I understand the Legal Aid Agency can make any enquiries and get any information it needs to deal with this application. 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 understand that I must co-operate fully and immediately with any enquiry into my financial circumstances by the Legal Aid Agency; if I do not, my legal aid certificate may be revoked.

I understand that legal aid is not always free. I may have to pay a contribution towards my legal costs from my capital.

I understand that 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.

I understand that the LAA may register an interest bearing charge against my property.

The more work my solicitor does, the more I may have to pay back.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how the information held by fraud prevention agencies may be used can be obtained by reading the fair processing notice at <http://www.justice.gov.uk/legal-aid/make-an-application> or by calling the Counter Fraud and Investigations team on 0203 334 5881.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Full Name (in Block Capitals):** \_\_\_\_\_



*To be signed where the person receiving the benefit is not the client*

**Applicant / Client Details**

**Name:**

**Date of Birth (DD/MM/YYYY):**

**NINO or Home Office Number:**

**Provider Reference Number:**

This declaration applies to all the information I have given in instructions to my solicitor and to any evidence provided in support of my application for legal aid. I now authorise my solicitor to transpose the details of my instructions into the online application form and accept that this declaration shall be held as applying to the legal aid application my solicitor shall submit on my behalf and under my authority. My solicitor shall forward me a copy of the online application on submission to the Legal Aid Agency. I understand that I must notify my solicitor of any part of the application with which I disagree within 14 days from the date of the letter forwarding me the copy of the online application form. If I do not do so, I understand that I will be deemed to have confirmed the application [to the extent laid out in this declaration].

The applicant's solicitor has informed me that I have the right to refuse to authorise him/her to transpose the application and that I have the right to review the application before signing this declaration.

The applicant's solicitor has given me a copy of this declaration.

I consent to the Legal Aid Agency or a solicitor on behalf of the Legal Aid Agency disclosing information about me to the Department for Work and Pensions and making such enquiries as may be necessary to check the information provided in this application. The Department for Work and Pensions may carry out such processing as is necessary to check this information remains correct and may inform the Legal Aid Agency of any relevant changes.

I understand that the Legal Aid Agency can make any enquiries and get any information it needs to deal with this application. 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 Customers and I authorise those people/organizations to provide the information they are asked for.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how the information held by fraud prevention agencies may be used can be obtained by reading the fair processing notice at <http://www.justice.gov.uk/legal-aid/make-an-application> or by calling the Counter Fraud and Investigations team on 0203 334 5881.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Full Name (in Block Capitals):** \_\_\_\_\_



*To be signed in all passported cases where the partner's details have been provided*

**Applicant / Client Details**

**Name:**

**Date of Birth (DD/MM/YYYY):**

**NINO or Home Office Number:**

**Provider Reference Number:**

This declaration applies to all the information I have given in instructions to my solicitor and to any evidence provided in support of my application for legal aid. I now authorise my solicitor to transpose the details of my instructions into the online application form and accept that this declaration shall be held as applying to the legal aid application my solicitor shall submit on my behalf and under my authority. My solicitor shall forward me a copy of the online application on submission to the Legal Aid Agency. I understand that I must notify my solicitor of any part of the application with which I disagree within 14 days from the date of the letter forwarding me the copy of the online application form. If I do not do so, I understand that I will be deemed to have confirmed the application [to the extent laid out in this declaration].

My partner's solicitor has informed me that I have the right to refuse to authorise him/her to transpose the application and that I have the right to review the application before signing this declaration.

My partner's solicitor has given me a copy of this declaration.

This is a true statement of all my 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.

I understand that if I tell you anything untrue, or leave anything out:

- The Legal Aid Agency may cancel my partner's legal aid and my partner will have to pay back all the legal fees.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how the information held by fraud prevention agencies may be used can be obtained by reading the fair processing notice at <http://www.justice.gov.uk/legal-aid/make-an-application> or by calling the Counter Fraud and Investigations team on 0203 334 5881.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Full Name (in Block Capitals):** \_\_\_\_\_



**MEANS INSTRUCTIONS DECLARATION OF PERSON ACTING ON BEHALF OF CHILD OR PROTECTED PARTY.**

*To be signed where the application has been completed on behalf of the client by someone else acting on their behalf, for example a litigation friend, guardian ad litem, parent, friend or relative. To be signed where the client is not passported.*

**Applicant / Client Details**

**Name:**

**Date of Birth (DD/MM/YYYY):**

**NINO or Home Office Number:**

**Provider Reference Number:**

This declaration applies to all the information I have given in instructions to my solicitor and to any evidence provided in support of my application for legal aid. I now authorise my solicitor to transpose the details of my instructions into the online application form and accept that this declaration shall be held as applying to the legal aid application my solicitor shall submit on my behalf and under my authority. My solicitor shall forward me a copy of the online application on submission to the Legal Aid Agency. I understand that I must notify my solicitor of any part of the application with which I disagree within 14 days from the date of the letter forwarding me the copy of the online application form. If I do not do so, I understand that I will be deemed to have confirmed the application [to the extent laid out in this declaration].

The applicant's solicitor has informed me that I have the right to refuse to authorise him/her to transpose the application and that I have the right to review the application before signing this declaration.

The applicant's solicitor has given me a copy of this declaration.

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

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

- I may be prosecuted.
- The Legal Aid Agency may cancel the legally funded party's legal aid and they will have to pay back all the legal fees.

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

I understand that I must co-operate fully and immediately with any enquiry into the legally funded party's financial circumstances. I will:

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

If I or the funded party fail to notify Legal Aid Agency of any change in the legally funded party's financial circumstances:

- I and/or the funded party may be prosecuted.
- The Legal Aid Agency may cancel the legally funded party's legal aid and they will have to pay back all legal fees.



I understand:

- Legal aid is not always free. The funded party may have to pay a contribution towards their legal costs from their income and/or capital. Their legal aid may be withdrawn if they fall in arrears of payment and they will be responsible for the outstanding payments.
- The legally funded party may have to pay back all or part of the legal costs at the end of the case.
- The more work the solicitor does, the more the legally funded party may have to pay back.
- The Legal Aid Agency may register an interest-bearing charge against the legally funded party's property.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how the information held by fraud prevention agencies may be used can be obtained by reading the fair processing notice at <http://www.justice.gov.uk/legal-aid/make-an-application> or by calling the Counter Fraud and Investigations team on 0203 334 5881.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Full Name (in Block Capitals):** \_\_\_\_\_



**MEANS INSTRUCTIONS DECLARATION OF PERSON CONDUCTING PROCEEDINGS ON BEHALF OF CHILD OR PROTECTED PARTY.**

*To be signed where the application has been completed on behalf of the client by someone else acting on their behalf, for example a litigation friend, guardian ad litem, parent, friend or relative. To be signed where the client is passported.*

**Applicant / Client Details**

**Name:**

**Date of Birth (DD/MM/YYYY):**

**NINO or Home Office Number:**

**Provider Reference Number:**

This declaration applies to all the information I have given in instructions to my solicitor and to any evidence provided in support of my application for legal aid. I now authorise my solicitor to transpose the details of my instructions into the online application form and accept that this declaration shall be held as applying to the legal aid application my solicitor shall submit on my behalf and under my authority. My solicitor shall forward me a copy of the online application on submission to the Legal Aid Agency. I understand that I must notify my solicitor of any part of the application with which I disagree within 14 days from the date of the letter forwarding me the copy of the online application form. If I do not do so, I understand that I will be deemed to have confirmed the application [to the extent laid out in this declaration].

The applicant's solicitor has informed me that I have the right to refuse to authorise him/her to transpose the application and that I have the right to review the application before signing this declaration.

The applicant's solicitor has given me a copy of this declaration.

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

This is a true statement of the legally funded party and their partner's assets in the UK and abroad. I understand that if I tell you anything untrue in this application, or the documents I send with it, or if I leave anything out:

- I may be prosecuted.
- The Legal Aid Agency may cancel the legally funded party's legal aid and they will have to pay back all the legal fees.

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

I understand that I must co-operate fully and immediately with any enquiry into the legally funded party's financial circumstances. I will:

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

If I or the funded party fail to notify Legal Aid Agency of any change in the legally funded party's financial circumstances:

- I and/or the funded party may be prosecuted.
- The Legal Aid Agency may cancel the legally funded party's legal aid and they will have to pay back all legal fees.

I understand:

- Legal aid is not always free. The funded party may have to pay a contribution towards their legal costs from their income and/or capital. Their legal aid may be withdrawn if they fall in arrears of payment and they will be responsible for the outstanding payments.
- The legally funded party may have to pay back all or part of the legal costs at the end of the case.
- The more work the solicitor does, the more the legally funded party may have to pay back.
- The Legal Aid Agency may register an interest-bearing charge against the legally funded party's property.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how the information held by fraud prevention agencies may be used can be obtained by reading the fair processing notice at <http://www.justice.gov.uk/legal-aid/make-an-application> or by calling the Counter Fraud and Investigations team on 0203 334 5881.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Full Name (in Block Capitals):** \_\_\_\_\_



**Applicant / Client Details**

<b>Name:</b>	<b>Date of Birth (DD/MM/YYYY):</b>
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<b>NINO or Home Office Number:</b>	<b>Provider Reference Number:</b>
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This declaration applies to all the information I have given in instructions to my solicitor and to any evidence provided in support of my application for legal aid. I now authorise my solicitor to transpose the details of my instructions into the online application form and accept that this declaration shall be held as applying to the legal aid application my solicitor shall submit on my behalf and under my authority. My solicitor shall forward me a copy of the online application on submission to the Legal Aid Agency. I understand that I must notify my solicitor of any part of the application with which I disagree within 14 days from the date of the letter forwarding me the copy of the online application form. If I do not do so, I understand that I will be deemed to have confirmed the application [to the extent laid out in this declaration].

My solicitor has informed me that I have the right to refuse to authorise him/her to transpose the application and that I have the right to review the application before signing this declaration.

My solicitor has given me a copy of this declaration.

My solicitors have given me to keep:

- the Legal Aid Agency’s leaflet about Legal Aid (the Direct Services Information Guide ‘Paying for your Legal Aid’ available at <http://www.justice.gov.uk/downloads/legal-aid/funding-code/paying-for-your-civil-legal-aid-leaflet.pdf>);
- the Legal Aid Agency’s leaflet explaining the statutory charge.

My solicitors have explained the LAA Statutory Charge to me. **In particular, my solicitors have advised that if I recover or retain any property or asset, the Statutory Charge may arise, which could be payable immediately or postponed and registered as an interest - bearing charge on my home at the Legal Aid Agency’s discretion.**

I understand:

- Legal aid is not always free.
- The Legal Aid Agency may register an interest-bearing charge against my property.
- I may have to pay back all or part of my legal costs at the end of my case.
- The more work my solicitor does, the more I may have to pay back.

As far as I know, all the information I have given is true and I have not withheld any relevant information. I understand that if I knowingly give false information or withhold relevant information or fail to disclose any change in circumstances for the duration of my funding that my Legal Aid may be stopped and criminal proceedings may be taken against me.

I give my permission for the Legal Aid Agency to make any enquiries of third parties and I authorise those third parties to give any information necessary to deal with this.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how the information held by fraud prevention agencies may be used can be obtained by reading the fair processing notice at <http://www.justice.gov.uk/legal-aid/make-an-application> or by calling the Counter Fraud and Investigations team on 0203 334 5881.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Full Name (in Block Capitals):** \_\_\_\_\_



**MERITS INSTUCTIONS DECLARATION OF PERSON CONDUCTING PROCEEDINGS ON BEHALF OF A CHILD OR A PROTECTED PARTY. .**

*To be signed where the application has been completed on behalf of the client by someone else acting on their behalf, for example a litigation friend, guardian ad litem, parent, friend or relative.*

**Applicant / Client Details**

**Name:**

**Date of Birth (DD/MM/YYYY):**

**NINO or Home Office Number:**

**Provider Reference Number:**

This declaration applies to all the information I have given in instructions to my solicitor and to any evidence provided in support of my application for legal aid. I now authorise my solicitor to transpose the details of my instructions into the online application form and accept that this declaration shall be held as applying to the legal aid application my solicitor shall submit on my behalf and under my authority. My solicitor shall forward me a copy of the online application on submission to the Legal Aid Agency. I understand that I must notify my solicitor of any part of the application with which I disagree within 14 days from the date of the letter forwarding me the copy of the online application form. If I do not do so, I understand that I will be deemed to have confirmed the application [to the extent laid out in this declaration].

The applicant’s solicitor has informed me that I have the right to refuse to authorise him/her to transpose the application and that I have the right to review the application before signing this declaration.

The applicant’s solicitor has given me a copy of this declaration.

The solicitor has given me to keep:

- the Legal Aid Agency’s leaflet about Legal Aid (the Direct Services Information Guide ‘Paying for your Legal Aid’ available at <http://www.justice.gov.uk/downloads/legal-aid/funding-code/paying-for-your-civil-legal-aid-leaflet.pdf>);
- the Legal Aid Agency’s leaflet explaining the statutory charge.

The solicitors have explained the LAA Statutory Charge to me. **In particular, they have advised that if any property or asset is recovered or preserved, the Statutory Charge may arise, which could be payable immediately or postponed and registered as an interest - bearing charge on the legally funded party’s home at the Legal Aid Agency’s discretion.**

I understand:

- Legal aid is not always free.
- The Legal Aid Agency may register an interest-bearing charge against the legally funded party’s property.
- Legal costs may have to be paid back in full or part at the end of the case.
- The more work the solicitor does, the more may have to be paid back.

As far as I know, all the information I have given is true and I have not withheld any relevant information. I understand that if I knowingly give false information or withhold relevant information or fail to disclose any change in circumstances for the duration of funding, that the legally funded party's Legal Aid may be stopped and criminal proceedings may be taken against me.

I give my permission for the Legal Aid Agency to make any enquiries of third parties and I authorise those third parties to give any information necessary to deal with this.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how the information held by fraud prevention agencies may be used can be obtained by reading the fair processing notice at <http://www.justice.gov.uk/legal-aid/make-an-application> or by calling the Counter Fraud and Investigations team on 0203 334 5881.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Full Name (in Block Capitals):** \_\_\_\_\_