

BAR OF NORTHERN IRELAND
APPLICATION FORM FOR ASSISTANCE FROM
THE BAR OF NORTHERN IRELAND PRO BONO UNIT

All applications for free legal help from the Bar of Northern Ireland should be made on this form. We will review all applications: assistance **with some forms of advice and representation** in some tribunal cases may be provided by trainee Barristers (pupils), in other cases which we take, we will aim to secure assistance from a practising Barrister. Legal assistance can take the form of advice, a written opinion, help with mediation or representation at a court or tribunal.

- We can only assist those who cannot reasonably afford the legal help which they need, and who cannot obtain that help from other sources, such as legal aid, insurance or their trade union. Please see the note overleaf on the issue of legal aid.
- Applications are assessed on the basis of the non-availability of alternative sources of funding and on the merits of the case.
- Please read the Unit's information leaflet carefully before completing both this form and the financial information form.
- Please complete all sections and sign both forms. Failure to do so may delay consideration of your application.
- Please ensure that a copy of the completed application form and financial information form are retained for your records.
- Please send the following (in hard copy or electronically) to the Unit:

(1) this application form;

(2) the case summary form;

(3) copies of supporting documents (DO NOT send originals as documents cannot be returned)

Our contact details are as follows:

The Bar of Northern Ireland Pro Bono Unit

Lisa.Mayes@barofni.org

Bar Library,
91 Chichester Street,
Belfast BT1 3JQ.

Legal Aid Notice

You must find out if you are eligible for legal aid before applying to the Unit. A solicitor/advice agency such as a Law centre or Citizens' Advice Bureau will be able to help you with this. The Unit will not be able to process the application until we know why you have not obtained public funding. We cannot assist you if you can obtain legal aid unless you are required to make contributions and cannot afford to pay them. If this is the case, please provide the relevant details on a separate sheet

Further information and helpful legal aid calculators can be found at:
<http://www.dojni.gov.uk/index/legalservices/legal-services-members-of-the-public.htm>

1.	Have court or tribunal proceedings already started? *Delete as appropriate	*Yes/No
2.	Urgent Cases: Is there a deadline in this case within the next month?	
3.	If there are court or tribunal proceedings pending, where are they and what is the case reference number?	
4.	Name of Referring Agency/Pro Bono Solicitor.	
5.	Name of Advisor (and details of availability if part-time)	
6.	Agency/Pro Bono Solicitor Address	
7.	Agency/Pro Bono Solicitor Telephone Number	

8.	Agency/Pro Bono Solicitor Email Address.		
9.	Your Full Name		
10.	Your Date of Birth		
11.	Your full Postal Address		
12.	Your Contact Telephone Number		
13.	Your Email Address		
14.	Have you been assessed to see if you qualify for legal aid or made an application for legal aid (please tick and provide details as appropriate)?	No, I have not been assessed to see if I qualify for legal aid.	Please note that these options <u>must</u> be explored before the Pro Bono can assist you.
		No, I have not applied for legal aid.	More information on whether you might qualify can be found here . More information on how to apply for legal aid can be found here . A solicitor or advice agency such as a Law centre or Citizens Advice Bureau will also be able to help you with this.
		Yes, I have applied for legal aid (please enclose details).	
		Yes, I have been assessed to see if I qualify for legal aid and think I qualify, but cannot find a solicitor to act (please provide details):	
		Other (please provide details) :	

15.	<p>Have you received any advice/assistance for this case through legal aid? If so, please provide details.</p> <p>If you have received legal aid but are required to make some contributions to your legal costs that you are unable to pay please explain why.</p>		
16.	Are you a member of a trade union? If so, have you sought legal assistance from them?		
17.	Have you checked whether you have legal expenses insurance under any insurance policy (e.g. household or motor)?		
18.	<p>Have you requested or received assistance with this case in the past from a solicitor or advice agency?</p> <p>If so, please provide full details and a contact name.</p>		
19.	<p>Is your case already under consideration by a court or tribunal?</p> <p>If so, please provide details of where, and please provide copies of any court or tribunal papers.</p>		
20.	When is the next deadline in the case?		
21.	<p>What help would you like?</p> <p><i>*Delete as appropriate</i></p>	<p>*Written Advice Advice and Representation Assistance with Mediation</p>	
22.	What would be your preferred outcome for your case?		
23.	What is your occupation?		
24.	Are you currently employed?		
25.	If you are not employed please provide details of your employment status e.g.		

	unemployed, retired, self employed, student.	
26.	What is your salary?	
27.	What income do you receive each month?	

If you answer yes to any of the following questions, please provide full details and amounts		
28.	Do you receive any means tested benefits? If so, please state which one(s).	
29.	Do you have any savings?	
30.	Do you own any property? If so please provide details and approximate value?	
31.	What monthly expenses do you have?	
32.	Do you owe any money?	
33.	Is any money owed to you?	
34.	Do you live with anyone else? If so please provide names, ages, and details of relationship to you.	
35.	What other income is brought into your home on a monthly basis?	
36.	Are any of the people that you live with financially dependent on you?	
37.	Do you expect to receive any other income within the next six months which you have not already provided details of?	

DATA PROTECTION NOTICE

The Bar of Northern Ireland Pro Bono Unit will process your information (whether provided by you or by a third party) for the purposes of administering your application and your case. Processing may include disclosure of your information to third parties such as other advice agencies, voluntary organisations, the Court, legal expenses insurers, trades unions and legal advisers. By making this application and signing below you confirm that you consent to such processing. Your information will not be sold to any third party nor used for the purpose of direct marketing. By signing below, you certify that the information in this application to the best of your knowledge is true, complete and accurate.

Signature:

Date:

Signed for and on behalf of Advice Agency/Pro Bono Solicitor:

Date:

Have you completed the case summary on the following sheet, signed and dated the statement and attached any relevant supporting evidence?

CASE SUMMARY (continue on a separate sheet if necessary)

Please give us a summary of your case. This is an important section. Please note the following points:

- You should set out the facts of your case, so that we can understand what it is about.
- The easiest way to do this is often to go through in date order explaining briefly what has happened at each stage
- It is not enough just to say 'see the attached documents'. You should tell us about what happened, any financial loss or injury, or anything you are entitled to that you have not received.
- You should give details of any court or tribunal hearings which have already happened.
- If you want advice or representation in connection with an appeal, you MUST include a copy of the judgement appealed from
- If you are seeking advice (including advice with representation) you should set out exactly what help you think you need

Signature:

Date: