

Application for Pro Bono Referral for Individuals



HOW TO APPLY

MAIL: Law Access
M249
The University of Western Australia
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ENQUIRIES: (08) 9324 8600

FAX: (08) 9324 8699

Please Note: We prefer to receive applications by post or email. We recognise that this is not always possible for everyone and we will accept hand-delivered applications through the Law Society's reception at Level 4, 160 St George's Terrace, Perth WA 6000

PERSONAL DETAILS

Title: _____ Mr _____ Mrs _____ Ms _____ Miss _____ Mx _____ N/A _____ Other (please specify) _____

Given Name: _____ Family Name: _____

Address: _____

Suburb: _____ Postcode: _____

Email Address: _____ Phone: _____

Mobile: _____ Work: _____

Relationship Status: _____

Number of Dependents: _____

Are you Aboriginal or Torres Strait Islander? _____ Yes _____ No _____

Your age bracket: _____ <15 _____ 15-24 _____ 25-39 _____ 40-54 _____ 55-69 _____ 70+ _____

Are there any circumstances facing you which make it more difficult for you to deal with this legal matter? (For example, a language barrier, a particular disability, experience of violence, diverse sexuality or gender) You do not need to disclose these, but it will make it easier for us to assist you if we understand any difficulties you are facing.

Would you like to nominate a contact person to deal with this matter on your behalf? This means we will contact the nominated person instead of contacting you directly. If so, please provide their details:

DETAILS OF MATTER

Please indicate the **type of legal problem(s)** from those listed below (please tick):

<input type="checkbox"/>	Administrative Law	<input type="checkbox"/>	Criminal Law
<input type="checkbox"/>	Banking and Finance	<input type="checkbox"/>	Employment Law
<input type="checkbox"/>	Bankruptcy and Insolvency	<input type="checkbox"/>	Family Law – Property
<input type="checkbox"/>	Breach of contract	<input type="checkbox"/>	Family law – Children
<input type="checkbox"/>	Commercial Law	<input type="checkbox"/>	Human Rights and Equal Opportunity Law
<input type="checkbox"/>	Consumer Law	<input type="checkbox"/>	Immigration (Including Refugee)
<input type="checkbox"/>	Contested Deceased Estate	<input type="checkbox"/>	Loans and Mortgage Agreements
<input type="checkbox"/>	Coronial Matters	<input type="checkbox"/>	Property Law
<input type="checkbox"/>	Corporate Law	<input type="checkbox"/>	Other

How did you find out about Law Access? _____

Has a solicitor previously assisted you with this matter? _____ Yes _____ No _____

If so, please provide their details: _____

Why are they no longer assisting you? _____

DETAILS OF OTHER PARTY

Name of the other party: _____

Name of other party's solicitor (if any): _____

COURT PROCEEDINGS

Are there any current court proceedings in relation to your matter? Yes No

If there are current court proceedings, please supply copies of the latest Court/Tribunal orders or directions which indicate the nature and date of the next hearing date and type.

Next court or tribunal date: _____

Court or tribunal name: _____

Type of proceeding (e.g. Hearing/Directions/Trial): _____

LEGAL AID

Have you contacted Legal Aid for assistance? Yes No

Have you been refused Legal Aid for this matter? Yes No

If so, why? Lack of merit Matter type not within Legal Aid's Guidelines Your financial situation

Have you appealed this decision? Yes No

What was the outcome? Granted Refused

*Where appropriate, please attach a copy of Legal Aid's refusal letter.

ASSISTANCE FROM OTHER LEGAL SERVICES

Have you sought assistance from other community legal services? Yes No

If so, please state which legal service: _____

What assistance did they provide you with? _____

Why are they unable to assist you further? Lack of merit Lack of resources Your financial situation

Other (please state) _____

LAW ACCESS

Have you made an application to Law Access before? Yes No

If so, does this Application concern the same issue? Yes No

YOUR FINANCIAL CIRCUMSTANCES

Are you currently employed? Yes No

If not, when did you last work in paid employment? _____

If yes, what capacity are you working? Casual / Full-Time Casual / Part-Time Permanent / Full-Time

Permanent / Part-Time Seasonal Other (please state)

Are you receiving any government benefits? _____

If yes, please specify the benefit you are receiving: _____

What was your taxable income in the last 12 months? _____

What is your current weekly income after tax? _____

Do you receive financial support from another person? e.g. If you are married Yes No

Please specify who you receive financial support from and their relationship to you: _____

What was their total taxable income in the last 12 months? _____

What is their current weekly income after tax? _____

YOUR ASSETS & LIABILITIES

Please ensure all items are filled in (if you don't own an asset e.g. a house put "nil").
Please also provide proof (e.g. a copy of the latest bank statement).

ASSET	Total value	Your share	Money owing	Monthly payments	Date payments will cease
House					
Other Land					
Bank/Building Society					
Stocks & Shares					
Car					
Other Cash Or Investments					
Other Assets (give details)					
Other Liabilities (give details)					

DETAILED STATEMENT REGARDING YOUR MATTER

Please include the following:

1. The **history** of the matter;
2. The **current situation**;
3. The **type of assistance** or outcome sought;
4. **Copies of relevant documentation** indexed in the following format:

Date created	Document name/Title	Written by	Written To

(If you prefer, write 'PLEASE SEE ATTACHED' in the space above and attach a separate statement)

PLEASE ALSO PROVIDE THE FOLLOWING:

- ____ Court or other relevant documents.
- ____ Reasons for Legal Aid refusing assistance.
- ____ Copy of pension card or most recent payslip.
- ____ Copy of most recent bank statement.

PERMISSION TO SHARE INFORMATION

In order to make the provision of pro-bono services more efficient, Law Access needs the ability to share information about your matter with other lawyers and legal organisations in some circumstances.

I, _____ (name) give my permission for Law Access to share with other lawyers, community legal centres and pro-bono organisations, my name and information about my case (including documents).

Signature:

Date:

PERMISSION TO OBTAIN INFORMATION

I/We hereby **AUTHORISE** and **REQUEST** any lawyer who has acted for me/us, the Legal Aid Commission, the Legal Profession Complaints Committee and any Court or Tribunal to provide Law Access any information and documents it may request in order to assist Law Access to assess this Application.

Signature:

Date:

ACKNOWLEDGMENT

I ACKNOWLEDGE that:

1. Law Access does not grant assistance to applicants but merely acts as an intermediary between the public and the legal profession;
2. Law Access does not act as my/our solicitor.
3. I remain responsible for meeting all Court commitments or commencing all legal action within the statutory limits.
4. It is my responsibility to negotiate the terms upon which I engage any firm introduced to me by Law Access;
5. I am not relying upon Law Access Limited (known as Law Access) or its Principal Lawyer to provide legal advice or legal representation and no cause of action in negligence in respect of the provision of legal advice or representation arises from the consideration or processing of this Application.
6. **It is an offence to make a false statement in or in connection with this Application and that if I do I will be liable to prosecution.**

Signature:

Date:

DECLARATION BY APPLICANT

I, _____ (Full Name)

of _____ (Address)

do solemnly and sincerely declare that all the facts given in this Application and supporting documents are true and correct to the best of my/our knowledge information and belief and I/we make this solemn declaration by virtue of section 12 of the *Oaths, Affidavits & Statutory Declarations Act 2005* (WA)

Applicant's signature

Declared at _____ (Suburb) on this _____ (Date) day of _____ (Month) 20 _____ (Year).

Before me

Signature, name and description of authorised witness – please see below for list of authorised witnesses for statutory declarations.

AUTHORISED WITNESSES

If the Application is signed in Western Australia:

Item	Formal description	Informal description
1.	A member of the academic staff of an institution established under any of the following Acts – <ul style="list-style-type: none">• Curtin University of Technology Act 1966;• Edith Cowan University Act 1984;• Murdoch University Act 1973;• University of Notre Dame Australia Act 1989;• University of Western Australia Act 1911;• Vocational Education and Training Act 1996.	Academic (post-secondary institution)
2.	A member of any of the following bodies – <ul style="list-style-type: none">• Association of Taxation and Management Accountants (ACN 002 876 208);• CPA Australia (ACN 008 392 452);• The Institute of Chartered Accountants in Australia (ARBN 084 642 571);• Institute of Public Accountants (ACN 004 130 643);• National Tax & Accountants' Association Limited (ACN 057 551 854).	Accountant
3.	A person who is registered under the <i>Architects Act 2004</i> .	Architect
4.	An Australian Consular Officer within the meaning of the <i>Consular Fees Act 1955</i> of the Commonwealth.	Australian Consular Officer
5.	An Australian Diplomatic Officer within the meaning of the <i>Consular Fees Act 1955</i> of the Commonwealth.	Australian Diplomatic Officer
6.	A bailiff appointed under the <i>Civil Judgments Enforcement Act 2004</i> .	Bailiff

Item	Formal description	Informal description
7.	A person appointed to be in charge of the head office or any branch office of an authorised deposit-taking institution carrying on business in the State under the <i>Banking Act 1959</i> of the Commonwealth.	Bank manager
8.	A member of Chartered Secretaries Australia Limited (ACN 008 615 950).	Chartered secretary
9.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the pharmacy profession.	Chemist
10.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the chiropractic profession.	Chiropractor
11.	A person registered as an auditor or a liquidator under the <i>Corporations Act 2001</i> of the Commonwealth.	Company auditor or liquidator
12.	A judge, master, magistrate, registrar or clerk, or the chief executive officer, of any court of the State or the Commonwealth.	Court officer
13.	A member of the Australian Defence Force who is – <ul style="list-style-type: none"> • an officer within the meaning of the <i>Defence Force Discipline Act 1982</i> of the Commonwealth; • a non-commissioned officer within the meaning of that Act with 5 or more years of continuous service; or • a warrant officer within the meaning of that Act. 	Defence force officer
14.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the dental profession whose name is entered on the Dentists Division of the Register of Dental Practitioners kept under that Law.	Dentist
15.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the medical profession	Doctor
15A.	A person appointed under the <i>Parliamentary and Electorate Staff (Employment) Act 1992</i> section 4(1)(b)(i) or (2)(b)(i)	Electorate officer of a member of State Parliament
16.	A member of the Institution of Engineers, Australia, other than at the grade of student.	Engineer
17.	The secretary of an organisation of employees or employers that is registered under one of the following Acts – <ul style="list-style-type: none"> • <i>Industrial Relations Act 1979</i>; • <i>Workplace Relations Act 1996</i> of the Commonwealth. 	Industrial organisation secretary
18.	A member of the National Insurance Brokers Association of Australia (ACN 006 093 849).	Insurance broker
19.	A Justice of the Peace.	Justice of the Peace
19A.	A person who is a member of the Authority's staff within the meaning given to that term by the <i>Land Information Authority Act 2006</i> section 3.	Landgate officer
20.	An Australian lawyer within the meaning of that term in the <i>Legal Profession Act 2008</i> section 3.	Lawyer
21.	The chief executive officer or deputy chief executive officer of a local government.	Local government CEO or deputy CEO
22.	A member of the council of a local government within the meaning of the <i>Local Government Act 1995</i> .	Local government councillor
23.	A member of the Australasian Institute of Chartered Loss Adjusters (ACN 074 804 167).	Loss adjuster
24.	An authorised celebrant within the meaning of the <i>Marriage Act 1961</i> of the Commonwealth.	Marriage celebrant
25.	A member of either House of Parliament of the State or of the Commonwealth.	Member of Parliament
26.	A minister of religion registered under Part IV Division 1 of the <i>Marriage Act 1961</i> of the Commonwealth.	Minister of religion
27.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the nursing and midwifery profession.	Nurse
28.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the optometry profession.	Optometrist
29.	A registered patent attorney under the <i>Patents Act 1990</i> of the Commonwealth.	Patent attorney
30.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the physiotherapy profession.	Physiotherapist
31.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the podiatry profession.	Podiatrist
32.	A police officer.	Police officer
33.	The person in charge of an office established by, or conducted by an agent of, Australia Post within the meaning of the <i>Australian Postal Corporation Act 1989</i> of the Commonwealth.	Post office manager
34.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the psychology profession.	Psychologist
35.	A public notary within the meaning of the <i>Public Notaries Act 1979</i> .	Public notary
36.	An officer of the Commonwealth public service.	Public servant (Commonwealth)
37.	A person who is employed under the <i>Public Sector Management Act 1994</i> Part 3.	Public servant (State)
38.	The holder of a licence under the <i>Real Estate and Business Agents Act 1978</i> .	Real estate agent
39.	The holder of a licence under the <i>Settlement Agents Act 1981</i> .	Settlement agent
40.	The Sheriff of Western Australia and any deputy sheriff appointed by the Sheriff of Western Australia.	Sheriff or deputy sheriff
41.	A licensed surveyor within the meaning of the <i>Licensed Surveyors Act 1909</i> .	Surveyor
42.	A person registered under the <i>Teacher Registration Act 2012</i> .	Registered teacher
43.	A member, registrar or clerk, or the chief executive officer, of any tribunal of the State or the Commonwealth.	Tribunal officer
44.	A registered veterinary surgeon within the meaning of the <i>Veterinary Surgeons Act 1960</i> .	Veterinary surgeon

NOTE

If the Application is signed in a place outside Western Australia but within Australia:

- (a) any person who, under the law of that place, has authority to take or receive a statutory, solemn or other declaration; or
(b) any person before whom, under the *Statutory Declarations Act 1959* (Cth), a statutory declaration may be made
– see <http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>