



**DIRECT MEDIATION
SERVICES**



Making a Legal Aid application – Low Income & Non-Passporting Benefits



FACTSHEET 2

DOCUMENTS NEEDED TO MAKE A LEGAL AID APPLICATION

You will be given only **one** opportunity to present all documents needed for your application. A decision on your application will be provided within 10 working days. **Do not contact Direct Mediation Services within this period.**

What is Low Income?

- A combined household income, from work, benefits or any other source, of less than £2657 per month
- This means that if you are living with a new partner, we will need to make an assessment of their income
- Just because you get less than £2657 a month, you do not automatically qualify for Legal Aid
- Capital and savings will also be taken into account – if you have more than £8000 in savings, you will not qualify

Evidence

You need to send the following evidence for your Legal Aid application:

1. **Bank statements** – the **last four weeks'** If you have other individual or joint bank accounts, you will also need to provide statements for these for the same period. (See **Photo A** for an example.)
2. **In employment** – payslips for the **last four weeks or one month.** (See **Photo B** for an example.)

There are only four ways to submit your evidence

You can send your evidence in three ways:

1. **WhatsApp** – This is our secure and dedicated Legal Aid WhatsApp number: **07477 867736**. Send a clear photo with one full page per image. This number does not accept calls
2. **Email** – This email address is only for submitting your evidence: **referrals@directmediationservices.co.uk** (Please provide your telephone number, so we can call you back)
3. **Online** – We have an electronic form below, which you can complete. This is the only page on the website that you can submit your application for Legal Aid:
www.directmediationservices.co.uk/legalaid
4. **Post** – Make sure all post is addressed to: Direct Mediation Services, 5 Carla Beck House, Carla Beck Lane, Carleton-in-Craven, Skipton, BD23 3BQ. Please ensure the correct postage is paid. We do not accept Legal Aid applications at any other address

Photo A – Bank statements

The easiest way to get your bank statements for the last four weeks is to go to your bank and ask them to print them out. If you have more than one bank and/or building society account, we need statements for all of these as well. This includes joint accounts

You may also be able to download them as a PDF

We need to see clearly:

1. The four edges of the page
2. Full pages
3. Your full name
4. Your full address
5. Account number
6. Period covering the last four weeks
7. Page number sequence 1, 2, 3 ...

DO NOT SEND SCREENSHOTS OF YOUR ONLINE ACCOUNT FROM YOUR MOBILE

Flex Plus Account Statement

Statement date: 4 July 2014
Statement no: 173

Name: [Redacted]
Address: [Redacted]
Address: [Redacted]

Sort code: 11-11-11
Account no: 34534536
Start balance: £4,763.89
End balance: £5,806.66
Average credit: £753.83
Average debit: £211.08

Date	Description	£ Out	£ In	£ Balance
2014	Balance from statement 172 dated 05/06/2014			4,763.89
6 Jun	Bank Credit N BELLETT		520.00	5,283.89
8 Jun	Cash machine wdl Link	200.00		5,083.89
10 Jun	Bank Credit N BELLETT		540.00	5,623.89
11 Jun	Direct Debit SOUTHERN WATER	35.47		5,588.42
15 Jun	Cheque Deposit		1,255.42	6,843.84
14 Jun	CAPITAL ONE EUROPE	200.00		6,743.84
	Direct Debit VIFON MEDIA PYMTS	85.40		6,658.44
16 Jun	MATALAN 000002	319.67		6,438.77
18 Jun	Bank Credit N BELLETT		495.00	6,933.77
19 Jun	MORRISONS 0452	210.76		6,723.01
20 Jun	JOHN LEWIS 3452	190.37		6,532.64
23 Jun	ARMANI STORE 3452	303.79		6,228.85
24 Jun	PARKING PLUS 0000	3.62		6,225.23
26 Jun	Bank Credit N BELLETT		500.00	6,725.23
27 Jun	Cheque Deposit		1,255.02	8,080.25
	Direct Debit LEGAL & GEN M/CL	126.25		7,954.00
29 Jun	Direct Debit VISION EXPRESS	18.80		7,935.20
30 Jun	Direct Debit MUSHROOM WOOLWICH	1,385.86		6,549.34
1 Jul	Direct Debit POKRSMOUTH CITYCO	127.80		6,421.54
	MCDONALDS TEST	8.27		6,413.27
2 Jul	MINA LTD CS OESTER	198.37		6,225.70
	Cash machine wdl Link	150.00		6,075.70
	CAR/AUTO REPAIR ONE	210.78		5,864.92
	BARCLAYCARD BILL PAYMENT	210.00		5,654.92
3 Jul	Bank Credit N BELLETT		610.00	6,264.92
	PC WORLD 0043	217.89		6,047.03
4 Jul	CLIFFERS 0325	80.37		5,966.66
	Cash machine wdl Link	250.00		5,806.66

We're here to help
We're happy to help however you choose to contact us.
Phone 08457 302010
Visit us in branch

Helping you to manage your money
You can use our range of Internet/Telephone Banking, Mobile Banking app, ATMs, free balance text alerts (current account only) and branches to easily and conveniently keep track of your money.
For more information visit nationwide.co.uk/makingyourmoney

Photo B – Payslips

We need to see clearly:

1. The four edges of the page
2. Full pages
3. Your full name
4. Your national insurance number
5. Period covering the last four weeks or one month

Company Name					
Jolly Little Co Limited, Unit 12, The Industrial Estate, Nice Town, PE77 9HJ					
Employee No	Employee Name	Process Date	Insurance Number		
12345	Sally James	30/04/2017	NH000000F		
Payments	Line Units	Line Rate	Amount		
Salary	1	2500.00	2500.00		
Deductions			Amount		
PAYE Tax			308.33		
Nat Insurance			218.36		
Sally James Flat 5, The Big House Long Street Nice Town Georgous County PE77 1PQ		This Period	Year To Date		
		Pay 2500.00	Pay 2500.00		
		PAYE Tax 308.33	PAYE Tax 308.33		
		Nat Insurance 218.36	Nat Insurance 218.36		
Pay Method	Period No	Dept	Tax Code	Pay Period	Net Pay
Bank	1	01	1150L	Month	1973.31