

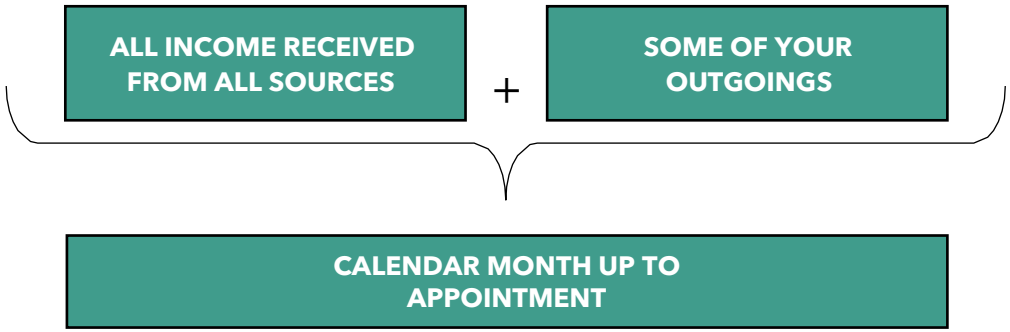
Legal Aid Evidence Checklist

Please read all pages of this guide. Legal Aid is available for family mediation. If you are eligible mediation is completely free for you. More details about Legal Aid can be found on the GOV.UK [website](#) and information about our charges can be found on our [website](#).

If you have any questions about the evidence required, contact us at admin@paxmediation.co.uk

Applying for Legal Aid

To apply for Legal Aid you **MUST** provide evidence for the calendar month up to **AND INCLUDING** the day of your appointment. You must provide evidence of:



- **Evidence must cover the month up to and including the date of the appointment.**
 - For example: Appointment on 20th March - evidence must cover 21st February to 20th March
- **If you are living with a new partner**, they must also provide satisfactory evidence.

WE WILL CONFIRM YOUR APPOINTMENT ONCE YOU HAVE PROVIDED SATISFACTORY EVIDENCE

Evidence Required for an Assessment

Use the following pages to determine what you need to provide. An index is below:

Information Required	Evidence of Income	Evidence of Expenditure
<ul style="list-style-type: none"> • If you own property • If you have savings • Everyone 	<ul style="list-style-type: none"> • If you are employed • If you are self-employed • If you receive state benefits • If you receive tax credits • If you have no income • If you receive a Pension • If you receive student finance, grants or loans 	<ul style="list-style-type: none"> • If you pay rent • If you pay a mortgage • If you are paying board • If you have childcare costs • If you pay maintenance

	Information Required
If you own any Property	Email admin@paxmediation.co.uk to confirm: <ul style="list-style-type: none"> • whether it is owned with anyone else • how much it is worth • if there is an outstanding mortgage, how much is outstanding

	Information Required
If you have any Savings	Email admin@paxmediation.co.uk to confirm: <ul style="list-style-type: none"> • your total savings

	Information Required
Everyone	Email admin@paxmediation.co.uk to confirm: <ul style="list-style-type: none"> • your date of birth • your surname at birth • your national insurance number • whether you have a new partner with whom you live

	Evidence Required		
If you are Employed	If you are paid monthly <ul style="list-style-type: none"> • email your most recent payslip 	If you are paid fortnightly <ul style="list-style-type: none"> • email your two most recent payslips 	If you are paid weekly <ul style="list-style-type: none"> • email your four most recent payslips

	Evidence Required	
If you are Self-Employed	Evidence of your drawings: <ul style="list-style-type: none"> • email your business account and personal account statement for the month up to, and including the day of, your appointment OR <ul style="list-style-type: none"> • email your Cash Book for the month up to, and including the day of, your appointment 	Your latest tax self-assessment <ul style="list-style-type: none"> • email a copy of your latest tax self- assessment AND <ul style="list-style-type: none"> • email a copy of the business accounts submitted with it

	Evidence Required
If you receive Benefits	<p>If you receive:</p> <ul style="list-style-type: none"> • Universal Credit (UC) <p>Then email admin@paxmediation.co.uk a copy of a Universal Credit statement from your Online Journal. See the examples [here].</p> <p>You can access the statements by:</p> <ul style="list-style-type: none"> • Selecting Payments • Selecting the Payment received in the month up to, or day of, the appointment • Selecting Print in the top right • Selecting "print to pdf" from the printer options <p>OR</p> <ul style="list-style-type: none"> • Screenshot the ENTIRE statement then send the images by email
	<p>If you receive:</p> <ul style="list-style-type: none"> • Income Support (IS) • Employment and Support Allowance (ESA) • Job Seekers Allowance (JSA) • Guaranteed Pension Credit (PC) <p>Or another benefit email a copy of:</p> <ul style="list-style-type: none"> • an award letter received in the last six months, confirming the amount that you receive <p>OR</p> <ul style="list-style-type: none"> • a copy of your bank account statement covering the month up to and including the day of your appointment showing the benefit payments

	Evidence Required
If you receive Tax Credits	<p>Email admin@paxmediation.co.uk a copy of:</p> <ul style="list-style-type: none"> • the most recent award letter confirming the amount that you receive <p>OR</p> <ul style="list-style-type: none"> • a copy of your bank account statement covering the month up to and including the day of your appointment

	Evidence and Information Required
If you have NO Income	<p>Complete and email the document available here to info@familymediation-northeast.com.</p>

	Evidence and Information Required	
If you receive a Pension	For State Pensions	For Other Pensions
	<ul style="list-style-type: none"> email your bank statement showing the payment for the month up to and including the day of the appointment. 	<ul style="list-style-type: none"> email your bank statement showing the payment for the month up to and including the day of the appointment. <p>AND</p> <ul style="list-style-type: none"> email your most recent pension statement.

	Evidence and Information Required
If you receive Student Finance, Grants or Loans	Email admin@paxmediation.co.uk a copy of: <ul style="list-style-type: none"> all award letters received for the relevant support, for example, the whole statement for a maintenance loan received from Student Finance England for your academic year

	Evidence and Information Required
If you pay Rent	Email admin@paxmediation.co.uk a copy of: <ul style="list-style-type: none"> your tenancy agreement, showing the amount paid (if covered by the tenancy agreement) <p>AND</p> <ul style="list-style-type: none"> a bank statement for the month up to and including the date of appointment showing the rent payment made. The payments must be clearly identifiable as rent payments.

	Evidence and Information Required
If you have a Mortgage	Email admin@paxmediation.co.uk a copy of: <ul style="list-style-type: none"> your mortgage statement, showing the payment made <p>AND</p> <ul style="list-style-type: none"> a bank statement for the month up to and including the date of appointment showing the mortgage payment made. The payments must be clearly identifiable as mortgage payments.

	Evidence and Information Required
If you pay Board	Complete and email the document available here to info@familymediation-northeast.com .

	Evidence and Information Required
<p>If you pay for Childcare due to Work</p>	<p>Email admin@paxmediation.co.uk a copy of:</p> <ul style="list-style-type: none"> • your childcare contract OR • the six most recent weekly invoices, up and including to the date of the appointment. AND • a bank statement for the month up to and including the date of appointment showing the childcare payments made. The payments must be clearly identifiable as childcare payments.

	Evidence and Information Required
<p>If you pay Child Maintenance</p>	<p>Email admin@paxmediation.co.uk a copy of:</p> <ul style="list-style-type: none"> • a letter from the Child Maintenance Service, less than six months old, that confirms the payments made OR • Receipts specifying the dates and amounts for the last 6 weeks before the date of your appointment OR • a copy of a Child Maintenance Order AND • a bank statement for the month up to and including the date of appointment showing the maintenance payments made. The payments must be clearly identifiable as maintenance payments.