

**REMOVE, READ AND KEEP
THIS COVER SHEET FOR YOUR
OWN INFORMATION**



**Legal Services
Commission**
OF SOUTH AUSTRALIA

Application for Legal Aid

Complete the Application Form inside and deliver or send it to the Commission's Adelaide office, whenever possible or if you prefer deliver or send it to your local Legal Services Commission (LSC) office (addresses and phone numbers on the back of this cover sheet).

If you are applying for legal aid through a private solicitor, you should ask your solicitor to send the form to us with a covering letter, and also get that solicitor to sign the Solicitor's Certificate on page 10 of the Application Form.

IMPORTANT INFORMATION ABOUT LEGAL AID

1. PROOF OF MEANS

Before we can process your application we need copies of your:

- (a) Bank statements or passbooks for the last two months,
- (b) Centrelink Income Statement,
- (c) Payslips for the last four weeks (if working),
- (d) Last tax return and last profit & loss statement (if self-employed).

We **must** also have copies of these documents from a financially associated person. A *financially associated person* includes a spouse, de facto, company, trust, partnership or other financial entity. (For full definition of the term please see page 3 of the Application Form under the bold heading: "Means Test-Income and Assets".)

2. OTHER DOCUMENTS

You must also provide copies of relevant court orders, proceedings, summons, bail agreements etc., which relate to the application for legal aid, and which will assist our assessment.

3. CHOICE OF LAWYER

If there is a particular lawyer whom you want to handle your case, write his or her name on the form. If you do not have a particular lawyer in mind, we will choose one for you. If you prefer to see a male or female lawyer, please write this on the form too. We will take your choice into account when assessing the application, but we are unable to guarantee your choice of lawyer.

4. IMPORTANT CONDITIONS

If you accept legal aid, you accept the conditions in this document. If you do not want legal aid on these conditions, tell us now.

LEGAL AID IS NOT FREE

There are several ways in which you will be asked to pay money towards your legal aid:

(a) Contribution

We will work out how much you can afford to pay towards your case (a contribution). If you are in custody until your case is over, you may not be required to pay a contribution. If you are required to pay a contribution and do not pay, your lawyer does not have to do any work for you. We may change the amount you have to pay as your case progresses.

(b) Charge Over Your Real Estate

If you and/or a financially associated person own or are buying real estate we will take a charge over that real estate if your case costs exceed \$2,280.00. The charge makes sure that you pay back the whole cost of your case eventually. We do not sell your real estate but when you decide to sell, transfer or refinance it, or if you die, we collect the money from your estate. Most cases, apart from simple guilty pleas or very short criminal trials, cost more than \$2,280.00. Read our charge brochure and ask your lawyer about this.

5. PAYING BACK YOUR COSTS

- (a) If you get money from your legal case, such as compensation, damages or property settlement, you will have to pay back your legal aid in full.
- (b) If we take a charge, the charge makes sure that you pay back your legal aid in full.

6. COST OF YOUR CASE

If you need to know the cost of your case from time to time, ask your lawyer. This is your responsibility, not ours. If you do not agree with your lawyer's bill, you can have it checked by the Court, although you may have to pay for this.

Application for Legal Aid

Complete all questions on the form and give us the financial information where asked. If you need help filling out this form call 1300 366 424 or go to one of the offices listed on the back of this form.

1 Have you applied for legal aid before?

No ☐

Yes ☐ What year?

2 How did you find out about legal aid?

Child support agency ☐

Community legal centre ☐

Private lawyer ☐

Duty lawyer ☐

Court general staff ☐

Legal aid commission ☐

Other ☐ Give details:

3 Is this application being made for someone else?

No ☐ Go to question 4

Yes ☐ Is it for:

Separate representative ☐

Child in criminal matter ☐

Child in welfare matter ☐

Mental health matter ☐

Next friend ☐

Request by Court/Tribunal ☐

Other ☐ Give details:

Please tell us **your** details so we can contact you about this application:

Name

Address

 Postcode

Telephone

 ()

4 Title

Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Master ☐ Mx ☐

Other ☐ Give details:

5 Family name

First names

6 Do you use or have you used other names?

No ☐

Yes ☐ Please give other name:

Family name

First names

Type (eg maiden name, previous or traditional name)

7 Your date of birth

day / month / year

Unknown ☐

8 Your gender

Male ☐

Female ☐

Transgender ☐

Intersex or indeterminate ☐

Other ☐ Give details:

9 What are your current living arrangements?

Married ☐

Married but separated ☐

Widowed ☐

Living in a de facto relationship ☐

Single ☐

De facto but separated ☐

Divorced ☐

Other ☐ Give details:

Office Use Only (June 2021)

Application No.

Law Type

Source of Application

Client No.

File No.

10 Main language spoken at home is not English?

No ☐

Yes ☐ Which language?

11 Is an interpreter required?

No ☐

Yes ☐ (spoken language other than English)

Yes ☐ (non-spoken communication)

Which language?

12 Do you have a disability?

No ☐

Yes ☐ Intellectual ☐
Psychological/psychiatric ☐
Sensory (including speech) ☐
Head injury, stroke, brain damage ☐
Physical ☐ Give details:

13 Do you require extra or practical help to access our services?

No ☐

Yes ☐ Give details:

If insufficient space continue on page 12.

14 Were you born overseas?

No ☐

Yes ☐ Give details:

What country were you born in?

What year did you arrive in Australia?

15 Do you identify as Aboriginal or Torres Strait Islander?

No ☐

Yes ☐ Aboriginal

Yes ☐ Torres Strait Islander

If you identify as Aboriginal and Torres Strait Islander, tick both boxes.

16 Do you have any special circumstances?

(eg long standing ill health, literacy problems, can't access assets or money, unable to work)

No ☐

Yes ☐ Give details: (We may be able to take your special circumstances into account when considering your application)

If insufficient space continue on page 12.

17 Are you in prison or detention?

No ☐

Yes ☐ Where?

Section	Identification number
<input type="text"/>	<input type="text"/>

18 Are you homeless?

No ☐

Yes ☐ Where can we send mail to you?

<input type="text"/>
Postcode

19 Your home address (even if you are in custody)

<input type="text"/>
Postcode

20 Should we send mail to you at your home address?

Yes ☐

No ☐ Where can we send mail to you?

<input type="text"/>
Postcode

21 Your phone numbers and email

Home

Mobile

Work

Email

This email address may be used for correspondence from us.

22 Are you experiencing or at risk of family violence?

Yes ☐

No ☐

Has an allegation of family violence been made against you?

Yes ☐

No ☐

23 Are you experiencing or at risk of elder abuse?

(Elder abuse is any act occurring within a relationship where there is an implication of trust, which results in harm to an older person (65 or over). Abuse can include physical, sexual, financial, psychological or social abuse and can include neglect.)

Yes ☐

No ☐

Has an allegation of elder abuse been made against you?

Yes ☐


No ☐

24 Are you under the age of 18 and subject to a Guardianship order of the Minister?

No ☐ go to next question

Yes ☐ attach order if available and go to Question 49

Means Test - Income and Assets

 Attach a copy of your financial information

Your financial circumstances

You must give us all relevant information about your financial circumstances, including any income and assets you own. We also need information about anyone who helps you financially.

If you don't receive any income, give details of how you are supported on page 12.

The term **'financially associated person'** is used in this form. This includes any person:

- from whom you usually receive financial help
- to whom you usually provide financial help
- who could reasonably be expected to financially help you in obtaining legal services.

A financially associated person may include a parent, relative, partner, husband, wife, trust, corporation, group.

Documents

Please give us the following documents so we can assess your financial eligibility for aid (attach these documents to the application form):

Copies of your pay slips, or pay slips for anyone who helps you financially, for the last four weeks (or a letter from your employer saying how much you are paid), copies of your Centrelink Income Statement and copies of your bank account statements from all financial institutions where you have accounts (use an official bank statement or print one from your online bank account. You can't use ATM receipts).

25 Do you get financial help from another person?

No ☐

Yes ☐

If you or a person who helps you financially is self-employed, a small business owner or a farmer, you both must provide:

- Individual and business tax returns for two years
- Personal and business bank statements for the last three months
- The most recent income (or profit and loss) statement
- The most recent balance sheet
- Details of any financial help you get from another person

26 List your dependants, include spouse/de facto/partner/children

Given names Family name Date of birth Relationship to you Who do they live with?

		day / month / year		
		day / month / year		
		day / month / year		
		day / month / year		
		day / month / year		
		day / month / year		
		day / month / year		

27 Are you or your financially associated person:

- Self-employed ☐
A primary producer (farmer, grazier) ☐

(Please provide your most recent tax return and profit and loss statement).

28 Are you employed?

No ☐ When did you last do paid work?

day / month / year

Yes ☐ What is your usual job?

29 Do you get a pension or benefit or allowance?

No ☐

Yes ☐ Which one?

Card number

- | | | |
|-----------------------------------|-------------------------------------|-------------------------------------|
| Age <input type="checkbox"/> | Disability <input type="checkbox"/> | Family Tax <input type="checkbox"/> |
| Newstart <input type="checkbox"/> | Parenting <input type="checkbox"/> | Special <input type="checkbox"/> |
| Sickness <input type="checkbox"/> | Veterans <input type="checkbox"/> | Widow <input type="checkbox"/> |
| Youth <input type="checkbox"/> | Abstudy <input type="checkbox"/> | Austudy <input type="checkbox"/> |
| Other <input type="checkbox"/> | Give details: | |

30 Does your financially associated person get a pension, benefit or allowance?

No ☐

Yes ☐ Which one?

Card number

- | | | |
|-----------------------------------|-------------------------------------|-------------------------------------|
| Age <input type="checkbox"/> | Disability <input type="checkbox"/> | Family Tax <input type="checkbox"/> |
| Newstart <input type="checkbox"/> | Parenting <input type="checkbox"/> | Special <input type="checkbox"/> |
| Sickness <input type="checkbox"/> | Veterans <input type="checkbox"/> | Widow <input type="checkbox"/> |
| Youth <input type="checkbox"/> | Abstudy <input type="checkbox"/> | Austudy <input type="checkbox"/> |
| Other <input type="checkbox"/> | Give details: | |

31 How much do you or any financially associated person get from any pension, benefit or allowance?

Your weekly amount Financially associated person's weekly amount

\$	\$
\$	\$

You must give us copies of the Centrelink Income Statement.

32 Do you or your financially associated person receive a wage or salary?

No ☐

Yes ☐ Please detail the amount of income per week:

	Your income	Financially associated person's income
Gross wage	\$	\$
Tax inc. Medicare	\$	\$

You must give us copies of recent payslips or letters from employers setting out weekly income and tax paid.

33 Do you or your financially associated person receive any other income or benefit?

No ☐

Yes ☐ Please give type of income or benefit and amount you receive weekly:

Type	You	Financially associated person
Spouse Maintenance	\$ per wk	\$ per wk
Rent received	\$ per wk	\$ per wk
Income from trusts	\$ per wk	\$ per wk
Worker's comp.	\$ per wk	\$ per wk
Child Maintenance	\$ per wk	\$ per wk
Superannuation	\$ per wk	\$ per wk
Business/Partnership	\$ per wk	\$ per wk
Other income	\$ per wk	\$ per wk

34 What sort of housing payments do you make or are made on your behalf by a financially associated person?

Type Paid by You Financially associated person

Rent	\$ per wk	\$ per wk
Mortgage	\$ per wk	\$ per wk
Board & Lodgings	\$ per wk	\$ per wk
Rates	\$ per wk	\$ per wk

Do not pay housing costs ☐ Give details why not:

If insufficient space continue on page 12.

35 Do you or your financially associated person pay child care fees or spouse maintenance each week?

No ☐

Yes ☐ Give details:

Expense	You	Financially associated person
Child Care Fees	\$ per wk	\$ per wk
Spouse Maintenance	\$ per wk	\$ per wk

36 Do you or your financially associated person pay any child support payments or spouse maintenance?

No ☐

Yes ☐ Give details:

Your amount per week

\$

Number of children payment is for

Other person's amount per week

\$

Number of children payment is for

37 Do you or your financially associated person own or are paying off a home in Australia or elsewhere?

No ☐

Yes ☐ Give details:

Address (if different to your home address)

How much would the home sell for?

\$

Mortgages or amount still owing on the home you own

\$

Please let us know if you are not living in your home and the reasons why.

If insufficient space continue on page 12.

38 Do you or your financially associated person own or are paying off any other real estate in Australia or elsewhere? (eg house or land)

No ☐

Yes ☐ Give details:

How much would it sell for?

\$

Mortgages or amount still owing on this property:

\$

Address

Postcode

39 Do you or your financially associated person own any motor vehicles? Including motor vehicles you are paying off

No ☐

Yes ☐ Give details:

Year	Model	Market Value	Money Owing
		\$	\$
		\$	\$

Financially associated person's vehicles

Year	Model	Market Value	Money Owing
		\$	\$
		\$	\$

40 Do you or your financially associated person have an account with a bank, building society or credit union in Australia or elsewhere, or have money invested with other persons?

No ☐

Yes ☐ Give details of your account:

Your accounts

Bank/building society/credit union	Amount
	\$
	\$

Financially associated person's accounts

Bank/building society/credit union	Amount
	\$
	\$

41 Do you or your financially associated person have any cash?

No ☐

Yes ☐ Give details:

Your cash

\$

Financially associated person's cash

\$

42 Do you or your financially associated person own anything else of value in Australia or elsewhere?

For example, shares, bonds, boats, caravans and jewellery, superannuation you can access now, insurance payments or any other valuable items you can sell

No ☐

Yes ☐ Give details:

Your property

Item	Value
	\$
	\$

Financially associated person's property

Item	Value
	\$
	\$

43 Does anyone owe money to you or your financially associated person?

No ☐

Yes ☐ Give details:

Money owed to you

From who	Amount
	\$
	\$

Money owed to your financially associated person

From who	Amount
	\$
	\$

44 During the last 12 months, have you or your financially associated person sold or given away any money or property in Australia or elsewhere worth more than \$1,000?

No ☐

Yes ☐ Give details:

What	Date	Value
		\$
		\$
		\$

45 Did you or your financially associated person get any lump sum amount(s) of money greater than \$1,000 in the last 12 months? For example, a loan, gift, compensation, redundancy, award from a court case

No ☐

Yes ☐ Give details:

What	When	How much
		\$


46 Are you or your financially associated person likely to get any lump sum amount(s) of money in the next 12 months? Like a loan, gift, compensation, redundancy, award from a court case

No ☐

Yes ☐ What?

47 Have you or any other person or group paid any of your legal fees for this case?

No ☐

Yes ☐ Give details and attach copies of receipts 

Who	Amount
	\$


48 Can any person or group pay for your legal fees?

No ☐

Yes ☐ Give details:

Who?

Outline of Your Legal Problem

 Use page 12 if you do not have enough room. Please attach copy of any documents, summonses or charge sheets relating to this matter.

49 Do you have to go to court or a tribunal?

No ☐

Yes ☐ Give details:

When is the next court/tribunal date?

day / month / year

Which court or tribunal do you have to appear in

- ☐ Youth Court
☐ Magistrates Court
☐ District Court
☐ Supreme Court
☐ Mental Health Court
☐ Drug Court
☐ Court of Appeal
☐ Family Court of Australia
☐ Federal Magistrates Court
☐ Tribunal ▼ Give details:

☐ Not Sure

Suburb/town

☐ Not Sure

What is your next court date for?

(eg mention, committal, trial)

☐ Not Sure

50 Are you applying for legal aid to appeal against a decision of a court or tribunal?

No ☐

Yes ☐ Give details:

Which court or tribunal made the decision?

Where is that court or tribunal? Town and State

What was the date of the original decision?

day / month / year

51 In respect of this application, who do you want your lawyer to be?

In some cases, you may not get the lawyer you choose

A Legal Aid lawyer ☐ Name if known:

No preference ☐

A private lawyer ☐ Give details:

Name

Firm

Address

Postcode


Telephone

If your legal problem is:

- Criminal Law ☐ Go to question 52
 Family Law ☐ Go to question 58
 Civil/General Law ☐ Go to question 65
 (including child protection)

? If you are not sure what your application is about and would like to talk to a lawyer, call 1300 366 424 to arrange free legal advice.

Criminal Law Only

 Please attach a copy of your complaint/summons - you can obtain a copy of this from police prosecution.

52 Have you been charged with an offence?

No ☐ Go to question 58

Yes ☐ List your charges

Date charged	Charges

► List extra details on page 12.

53 Please provide the name of any alleged victim/s?

54 Was anyone else charged with you for these offences?

No ☐

Yes ☐ Please give their names

55 Have you pleaded guilty in court to these charges?

No ☐

Yes ☐

How do you want to plead?

Please note that you may receive a reduction in your sentence if you enter an early guilty plead to these charges. The maximum potential reduction will generally only be available for a plea of guilty entered within 4 weeks of your first court appearance. Ask your solicitor as soon as possible to explain this to you.

Guilty ☐

Not guilty ☐

Not sure ☐

Criminal Law Only

56 Do you have a criminal record/previous conviction?

No ☐

Yes ☐

Not sure ☐



List your criminal record, previous convictions; including matters where no conviction was recorded

Year	Offence	Penalty

► List extra details on page 12.

57 Have the police taken any of your belongings under a proceeds of crime order?


No ☐

Yes ☐   Attach a copy of your order.

Family Law Only

58 Are you applying for aid for a family or relationship problem?

? If you are not sure what your application is about and would like to talk to a lawyer, call **1300 366 424** to arrange free legal advice.

No  Go to question 65

Yes ☐ Which problem?

☐ Who my children live with (residence/custody)

☐ How much time my children spend with me or the other parent (contact/access)

☐ Decisions about how my children are raised
(eg schooling, health, religion)

☐ Child support/maintenance/paternity☐ Property settlement

☐ Spousal maintenance

☐ Divorce

☐ Enforcing a court order or advising an order has been breached

☐ Child protection (including family group meeting)

☐ Not Sure  **Get legal advice by calling
1300 366 424**

Are you applying for an intervention order?

Yes ☐ No ☐

Are you responding to an intervention order?

Yes ☐ No ☐

Are you seeking to change family court orders due to violence?

Yes ☐ No ☐

Have the police applied for an intervention order about this matter?

☐ No

☐ Yes ► **When ?**

☐ Not sure

☐ Tell us more about your problem

[illegible]

If insufficient space continue on page 12.

59 Do you have any Family Court documents about this family matter, including domestic violence protection orders, child protection orders, family court orders?

No ☐

Yes ☐  Attach a copy of any documents

! If you don't have copies, contact the court or the lawyer who helped you get the orders, and ask them to provide you with a copy.

60 Who is the person you are in dispute with?

Full name

Address

Postcode

Date of birth

day / month / year

Phone number

()

Relationship to you

Do they have a lawyer?

☐ No

☐ Yes  Give details below, if known

☐ Don't know

Lawyer's name

Law firm

Address

Postcode

62 Have you been to counselling/mediation or any family dispute resolution sessions with the person you are in dispute with?

No ☐

Yes ☐  Attach a copy of the family dispute resolution certificate

63 Are you or were you married to the person you are in dispute with?

No ☐

Yes ☐  Give details

Marriage date

Separation date

Divorce date

64 Were you in a de facto relationship with the person you are in dispute with?

No ☐

Yes ☐  Give details

Relationship date

Separation date

61 Do you have any children under 18?

No ☐

Yes ☐  Give details

Family name	First and middle name	Date of birth	Relationship to you	Who do they live with?	Involved in this matter?
		day / month / year			<input type="checkbox"/>
		day / month / year			<input type="checkbox"/>
		day / month / year			<input type="checkbox"/>
		day / month / year			<input type="checkbox"/>

 List extra details on page 12.

Civil or General Law Only

65 Are you applying for aid for a civil law problem?

? If you are not sure what your application is about and would like to talk to a lawyer, call **1300 366 424** to arrange free legal advice.

Describe your civil law problem

- ☐ Administrative Appeals Tribunal
- ☐ Child protection
- ☐ Migration
- ☐ Service and ex-service personnel appeal
- ☐ Not sure **▶ Get legal advice by calling 1300 366 424**
- ☐ Other **▶ Give details**

▶ If insufficient space continue on page 12.

Confidentiality

Under s31A of the *Legal Services Commission Act 1977*, the information provided in your application form remains confidential in most cases.

Your information will be used to:

- assess your eligibility for legal aid
- help your lawyer with your legal representation
- update your personal details in our records
- compile statistical information for use by us and our funders.

In order to evaluate our service, your name and telephone number may be provided to an organisation to undertake a client survey. If you object, please tick ☐

Declaration

66 Are you completing this application for yourself?

- Yes ☐ Read and sign the declaration below
- No ☐ What authority do you have to complete this application for someone else? (eg power of attorney, parent, guardian)

I acknowledge it is an offence to:

- Make a false or misleading statement when applying for legal aid
- Give a false or misleading statement when applying for legal aid
- Refuse to give information requested by LSC with the intent to deceive or mislead LSC.

I have read the confidentiality statement and conditions of legal aid. All the information I have given is true and correct.

Applicant's or authorised person's signature

--

Date

day / month / year

Solicitor's Certificate

NOTE: If this application is made through a solicitor, this certificate **MUST** be completed. If not, it may be interpreted as an expression of opinion that the application has no merit.

I (name):

--

of the firm of:

--

of (address):

Postcode

CERTIFY that the applicant has consulted me and I am of the opinion that this application has legal merit and/or is otherwise deserving of aid.

Solicitor's Signature

--

Date

day / month / year

Authority to release information

VERY URGENT CASES MAY BE PROCESSED WITHOUT THE PROOF OF MEANS NORMALLY REQUIRED IF YOU SIGN AND DATE THIS AUTHORITY.

PLEASE NOTE MOST CASES ARE NOT REGARDED BY THE COMMISSION AS VERY URGENT SO PROOF OF MEANS IS STILL REQUIRED OR YOUR APPLICATION FOR AID MAY BE REFUSED.

I (name):

Your Centrelink Reference Number (CRN)

<input type="text"/>	–	<input type="text"/>	–	<input type="text"/>	–	<input type="text"/>
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consent and authorise:

- the Legal Services Commission (LSC) to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my Centrelink Customer details and concession card status in order to enable LSC to determine if I qualify for a grant of aid.
- the Australian Government Department of Human Services (the department) to provide the results of that enquiry to LSC.

I understand that:

- the department will disclose to LSC my personal information including my name, address, concession card status, payment type, payment status, income, assets, one-off payments, deduction and shared care arrangements for LSC to confirm my eligibility for legal aid.
- this consent, once signed, remains valid while I have an active legal aid file, but I can stop it at any time by writing to LSC or the department.
- I can obtain proof of my means from the department and provide it to LSC so that my eligibility for legal aid can be determined.
- if I withdraw my consent or do not alternatively provide proof of my means, I may not be eligible for legal aid.

A brochure is available from Centrelink that provides more details about the Centrelink Confirmation eServices or on Centrelink's website at www.humanservices.gov.au

Applicant's or authorised person's signature



Date

day / month / year

7. OTHER COSTS YOU MAY HAVE TO PAY

- (a) If you receive more money, e.g., if you get a job, an inheritance or other payment, or if you become financially supported by someone else, this will affect your legal aid. You must tell us if this happens. We will then work out whether you can still have legal aid and whether you have to pay another contribution.
- (b) If you lose your case, you may have to pay the other side's costs. We cannot help you with these costs. You will have to pay them yourself.
- (c) If you get legal aid when you were not entitled to, we will require you to pay back the full amount. If you give us false, incomplete or misleading information, you could also be prosecuted.
- (d) We can change the conditions of legal aid at any time and this could mean that you have to pay more.
- (e) We cannot pay for any work your lawyer has already done without a grant of legal aid. This is your responsibility.

8. WHAT YOU MUST DO

- (a) You must tell us and your lawyer if you change address. If you are released from prison, you must tell us and your lawyer where you will be living. If we cannot contact you, legal aid can be stopped and your lawyer can stop work on your case.
- (b) You must tell us and your lawyer if your financial circumstances change. This includes if you get a job, enter a financially associated relationship, separate, receive money, etc.
- (c) You must follow your lawyer's advice. Legal aid can be stopped if you do not do this.
- (d) You must tell your lawyer everything he or she needs to know about your case.
- (e) You must tell us and your lawyer if you do not want legal aid. By accepting legal aid you accept these conditions. Ask your lawyer if you are unsure.

9. WHAT YOUR LAWYER MUST DO

- (a) Your lawyer should keep you informed of the costs of your case, particularly where a charge may be taken over your real estate.
- (b) Your lawyer must keep your case confidential, apart from some things which he or she must tell us, the other side and/or the Court.
- (c) Your lawyer is required to give us any information we need about your case whenever we ask for it. If your lawyer thinks that you are unlikely to win the case, he or she must tell us and legal aid can be stopped.
- (d) Your lawyer must tell us of any changes in your circumstances which could affect your legal aid.

- (e) Your lawyer cannot charge for work done while you are on a grant of legal aid. Your lawyer will bill us for that work

10. WHAT WE WILL DO

We will process your application once we receive the completed form and proof of means. This takes us about 7-14 days. You can ring us after this time if you have not heard. We will write to you telling you whether you are granted legal aid. The letter will tell you who your lawyer is and will ask you to contact them. It will also tell you about your contribution.

If you are refused legal aid, the letter will tell you why and will explain how you can appeal. We will keep your legal aid matters confidential except in the following circumstances:

- (a) If you ask us in writing to provide information to someone else, or, again in writing, you authorise someone else to get information from us.
- (b) If there is information which your lawyer needs from us.
- (c) If we are required by law, including a court order, to release the information.
- (d) If we take a charge over your real estate, we send a copy of the charge document to your other lender(s) and the charge is registered at the Lands Titles Office.

11. RIGHT TO APPEAL

If you do not agree with our decision on your application, or with a condition of legal aid, you can appeal. To appeal, write to us within fourteen (14) days of our letter, telling us why you think the decision is wrong. You do not need a lawyer's help to appeal. You can appeal by yourself, simply by writing a letter to us. Of course, you can pay a lawyer to appeal for you if you wish. We will write and let you know the result of your appeal.

12. IF YOU NEED MORE INFORMATION

Once you accept legal aid, the conditions of aid will apply to you whether or not you agree with them or understand them.

If you do not understand the conditions of aid or need more information about legal aid, you can:

- (a) ask your lawyer
- (b) write to us
- (c) attend one of our offices and speak to us about it, or,
- (d) access the Practitioners Guide to Legal Aid on www.lsc.sa.gov.au

The addresses of our offices are printed on the back of this form.



Legal Services Commission OF SOUTH AUSTRALIA

www.lsc.sa.gov.au

www.lawhandbook.sa.gov.au

All completed applications must be forwarded to the Commission's Adelaide Office.

POST TO:

LEGAL SERVICES COMMISSION

GPO BOX 1718

ADELAIDE 5001

OR EMAIL TO: lsc.correspondence@lsc.sa.gov.au

ADELAIDE OFFICE:

159 GAWLER PLACE,

ADELAIDE 5000

PHONE: (08) 8111 5555

ELIZABETH OFFICE:

GROUND FLOOR, WINDSOR BUILDING

1 WINDSOR SQUARE,

ELIZABETH SHOPPING CENTRE,

ELIZABETH 5112

PHONE: (08) 8111 5400

NOARLUNGA OFFICE:

GROUND FLOOR,

NOARLUNGA HOUSE,

COLONNADES SHOPPING CENTRE,

NOARLUNGA CENTRE 5168

PHONE: (08) 8111 5340

PORT ADELAIDE OFFICE:

ANL HOUSE,

306 ST. VINCENT STREET,

PORT ADELAIDE 5015

(Entry at rear of building off Baker Street)

PHONE: (08) 8111 5460

PORT AUGUSTA OFFICE:

34 FLINDERS TERRACE,

PORT AUGUSTA 5700

PHONE: (08) 8686 2200

WHYALLA OFFICE:

7/169 NICOLSON AVENUE,

WHYALLA NORRIE 5608

PHONE: (08) 8620 8500

English

If you do not understand English telephone the Translating and Interpreting Service on 131 450 to make an appointment for us to explain our documents in your language. We will arrange and pay for an interpreter.

Albanian

Në qoftë se ju nuk kuptoni Anglishtë, telefononi Shërbimin e Përkthimit dhe të Interpretimit në 131 450 që të lini takim që ne t'ju shpjegojmë dokumentat tona në gjuhën tuaj. Ne do të caktojmë dhe do të paguajmë për përkthyesin.

Arabic

إذا كنت لا تفهم اللغة الإنكليزية اتصل هاتفياً بخدمة الترجمة الخطية والشفهية Translating and Interpreting Service على الرقم 131 450 لتحديد موعد معنا كي نفسر لك مستنداتنا بلغتك الأم. سوف نؤمّن نحن المترجم الشفهي وندفع له أتعابه.

Chinese

如果您看不懂英语，请致电传译及翻译服务，电话号码：131 450。我们可以约定一个时间，用您的语言为您解释文件内容。传译员由我们安排和付费。

Croatian

Ako ne razumijete engleski jezik nazovite TIS prevodilačku službu na broj 131 450 da zakažete sastanak, kako bismo vam objasnili naša dokumenta na hrvatskom jeziku. Mi ćemo organizirati i platiti službu tumača.

Dari/Farsi

اگر انگلیسی نمی‌دانید لطفاً با سرویس ترجمه به شماره تلفن: ۱۳۱ ۴۵۰ تماس گرفته و قرار ملاقاتی را با ما مشخص نمایید تا ما مدارک خودتان را به زبان شما توضیح دهیم. ما مترجم گرفته و هزینه آن را پرداخت می‌کنیم.

Greek

Αν δεν καταλαβαίνετε Αγγλικά, τηλεφωνήστε στην Υπηρεσία Μετάφρασης και Διερμηνείας (TIS) στο 131 450. Κλείστε ραντεβού και θα σας εξηγήσουμε τις πληροφορίες μας στα Ελληνικά. Θα σας κλείσουμε διερμηνέα με δικά μας έξοδα.

Italian

Se non capite l'inglese, chiamate il Servizio Interpreti e Traduttori al 131 450 per fissare un appuntamento e farvi spiegare i nostri documenti nella vostra lingua. Faremo venire anche un interprete pagato da noi.

Khmer

ប្រសិនបើអ្នកមិនយល់ភាសាអង់គ្លេស សូមទូរស័ព្ទទៅក្រុមប្រឹក្សាប្រកាស លេខ 131 450 ដើម្បីធ្វើការណាត់ជួប ហើយយើងនឹងពន្យល់ឯកសាររបស់អ្នកដល់អ្នកជាភាសាខ្មែរ។ យើងនឹងរៀបចំបើប្រាក់ឆ្នោតអ្នកបង់ប្រាក់ឆ្នោត។

Polish

Jezeli nie rozumiesz angielskiego, zadzwoń do Służby Tłumaczy pod numerem 131 450 by ustalić termin wizyty, na której wyjaśnimy nasze dokumenty w Twoim języku. Zamówimy i zapłacimy za tłumacza.

Russian

Если вы не понимаете по-английски, позвоните нам через Службу Переводов по тел. 131 450 и назначьте прием, чтобы мы вам объяснили наши документы на вашем языке. Мы закажем и оплатим переводчика.

Serbian

Ako ne razumete engleski, nazovite službu tumača i prevodilača na tel. br. 131 450 da zakažete sastanak kod nas da vam objasnimo naše dokumente na vašem jeziku. Mi ćemo dovesti tumača i platiti za te usluge.

Spanish

Si no comprende el inglés, llame al Translating and Interpreting Service, en el 131 450, para organizar una cita en la que le explicaremos nuestros documentos en su idioma. Nosotros organizaremos un intérprete y cubriremos el costo.

Thai

ถ้าท่านไม่เข้าใจภาษาอังกฤษและต้องการล่ามไทย โทรศัทพ์ ๑๓๑ ๔๕๐ เพื่อใช้บริการล่ามโดยไม่เสียเงิน

Vietnamese

Nếu quý vị không hiểu tiếng Anh, xin điện thoại cho Sở Phiên và Thông Dịch qua số 131 450 để hẹn cho chúng tôi giải thích những văn kiện của chúng tôi bằng thứ tiếng của quý vị. Chúng tôi sẽ thu xếp và trả tiền cho thông dịch viên.

NEED LEGAL HELP CALL LEGAL AID



1300 366 424

Mon - Fri 9.00 am - 4.30 pm