

Need help?



If you need help filling out this form, call our grants inquiry line on (07) 3238 3900. For general administrative inquiries call (07) 3238 3500. For legal information, referrals and advice bookings, call 1300 65 11 88.



If you need an interpreter call the Translating and Interpreting Service on 13 14 50. Ask them to connect you to Legal Aid Queensland. This is a free service.



Post your completed form to any of our offices (see page 16 for details).



LAQAPP

Contents

- 2 Personal details
- 3 Address details
- 3 Financial details
- 6 Court details
- 7 Criminal law problem
- 9 Family or relationship problem
- 12 Civil law problem
- 13 Details about your application
- 14 Declaration and authority to release information and Privacy statement
- 15 About legal aid and How legal aid works
- 16 Office locations and addresses

Checklist

Before you send the application, check you have attached:

Financial details

- a copy of your health care or pension card (page 4)
- your pay slips or proof of income (page 4)
- a copy of your bank statement/s (page 5)
- a copy of your self-employment details (page 4)

Court details

- your court documents, eg Notice to appear, court order (page 6)

Criminal law problem

- a copy of your proceeds of crime order and your QP9 (page 8)

Family or relationship problem

- any previous orders (page 10)
- a copy of your family dispute resolution certificate (page 11)

Also check you have:

- answered all relevant questions including question 18 (page 13)
- read and signed the “Declaration and authority to release information” (page 14)

OFFICE USE ONLY

Client ID File number

Health care or pension card sighted Documents attached

Application taken by Date

Application entered by Date

Personal details

1. Name

Title Mr Mrs Ms Miss Other ► **Give details**

Family name

First name

Middle name(s)

Do you have, or have you ever used any other names?

(eg maiden name or previous married name)

No Yes ▼ **List your other names**

Family name

First name

Type of name

Birth date

Gender

Male Female Other ▼ **Give details** (eg group or organisation)

What is your marital status?

Married Divorced
 Defacto Single
 Separated (married/defacto) Other ▼ **Give details**

Do you need an interpreter to help you fill out this form?

No Yes ▼ **Which language and dialect?**

Do you have a disability that affects how you access our services?

No Yes ▼ **Which disability?**

Intellectual
 Psychological/psychiatric
 Sensory (including speech)
 Physical ▼ **Give details**

Do you need extra or practical help to access our services?

(eg do you need help to read or write)

No Yes ▼ **Give details**

Were you born in another country?

No Yes ▼ **Which country?**

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.

Do you have any special circumstances?

(eg long-standing ill health, can't read or write, can't access assets or money, unable to work)

No Yes ► **List details at question 18**

! We may be able to take your special circumstances into account when considering your application.

Address details

2. Home address

Address

Suburb/town

State

Postcode

Address where we can contact you (eg postal address)

If same as above, leave blank

Address

Suburb/town

State

Postcode

Contact details

Home phone

Mobile phone

Work phone

Email

Other

Are you in prison?

No

Yes

▼ List prison/detention centre

! If you're in prison, you still need to complete the financial details below.

Financial details

3. Are you 17 years or younger? No Yes ► You don't need to complete this section Go to question 10

! 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 at question 18.

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 health care or pension card and copies of bank account statements for the past three months from all financial institutions where you have accounts with balances of more than \$500 (use an official bank statement or print one from your online bank account. You can't use ATM receipts)
- details of any financial help you get from another person
- details of assets you own or the assets of a person who gives you financial help, for example copies of statements for shares, bonds and superannuation.

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.

4. Do you get financial help from another person?

No Yes

! What does 'financial help' mean?

Financial help is where another person (eg a relative or partner) regularly gives you money, helps pay your bills or shares living expenses.

Are you, or someone who financially helps you, self-employed, a small business owner or a farmer?

No Yes ▼ **Give details** **Attach details of self employment (see page 3 for examples)**

5. Do you, or a person who helps you financially, receive a Centrelink or Veterans' Affairs payment?

No ► **Go to question 6**

Yes ▼ **Which payment?**

Full Part

Disability support pension

Mature age allowance/pension benefit

Newstart allowance

Parenting payment partnered

Sickness allowance

Single parenting payment

Special benefit

Veterans and war services

Widow allowance

Youth allowance

Other ▼ **Give details**

Current health care or pension card details

Office use only – check card(s)

You

Card number

Expiry date | Type of card Health care Pension

Other person

Card number

Expiry date | Type of card Health care Pension

► **Attach a copy of health care or pension card**

6. Which describes your living and employment situation?

Couple one working both working both not working
Single person working not working

Total weekly gross income (before tax) for the household

\$ /week ► **Attach a copy of pay slips or proof of income**

! What is 'income'?

Income is money you receive from all sources, including any pensions or benefits, child support or maintenance payments, rent received etc.

Number of dependent children under 18

(including children you pay child support or maintenance for)

NOTE: YOU MUST ANSWER parts a), b) and c) of Question 7

7. Do you, or a person who helps you financially, own or are you or they paying off:

! What is 'equity'?

Equity is the asset's value less any money owing on that asset (eg Mary's house is worth \$400,000 and her mortgage is \$290,000. Mary's equity in the property is \$110,000).

Office use only – check equity if applicant is 60 years or older.

! How do I work out how much equity I have in my vehicle?

You will need to work out the value of your vehicle. Websites like RedBook (www.redbook.com.au) can help you work out the value of your vehicle. Your equity is the value of the car less any money you owe on your car loan.

a) the home you live in? No Yes ▼ **Give details**

What is the current value of the home? \$

What is the total mortgage on the home? \$

How much equity do you have in the home? \$

When did you buy the home?

How long have you lived there?

If you are 60 years or older, have you had to move out of the home or buy another home because of a disability or health problem?

No Yes ▼ **Give details of disability or health problem**

Give details of your current living arrangements (eg moved in with a relative, moved to a nursing home, moved to a lowset house).

► List extra details at question 18

If you still own the property you've moved out of, give details of any income you receive from the property (eg rent).

\$ /week

b) any other real estate apart from the home you live in? (eg house or land)

No Yes ▼ **Give details**

What is the value of your real estate? \$

What is the total mortgage on this real estate? \$

How much equity do you have in this real estate? \$

c) a motor vehicle(s)? No Yes ▼ **Give details**

How much equity do you have in the vehicle(s)? \$

8. Do you, or a person who helps you financially, have money in the bank?

No Yes ▼ **Give details**

\$ Bank account ►  **Attach a copy of bank statements**

9. Do you, or a person who helps you financially, have any valuable assets you can sell or use now?

\$ Shares or bonds


\$ Recreation vehicles (boats/caravans etc)

\$ Superannuation you can access now/insurance payments or any other valuable items you can sell

\$ Other ▼ **Give details**

Court details

10. Do you have to go to court or a tribunal?

No Yes ▼ Give details and  attach documents (eg Notice to appear, court order)

Date, if known | | Time

Which court or tribunal?

Magistrates Court

District Court

Tribunal ► Give details

Court of Appeal

Childrens Court

Family Court of Australia

Federal Magistrates Court

Supreme Court

Mental Health Court

Drug Court

Not sure

Suburb/town

What is your next court date for?

(eg mention, committal, trial)

Not sure

Do you have a lawyer representing you?

No Yes ▼ Give details

Lawyer's name

Law firm

Address

Suburb/town

State Postcode

Your legal problem

This section is divided into:

Criminal law problem

Family or relationship problem

Civil law problem

Complete each section that relates to your legal problem(s). Then complete the following sections:

Extra details

Applicant declaration

Criminal law problem

11. Have you been charged with an offence?

No ► Go to question 13 Yes ▼ List your charges

Date charged	Charges

► List extra details at question 18

Who made the complaint(s) against you?

(eg child, partner, victim of crime – do not include the police or the Department of Child Safety)

Family name

First name

Not sure

Office use only – check to see if a conflict exists

► List extra details at question 18

Are you involved in any other legal matters?

(eg child protection, criminal injuries compensation, family law)

No Yes ▼ Give details Not sure

Was anyone else charged with you?

No ► Go to question 12 Yes ▼ Give details Not sure

First person charged: Family name

First name

Middle name(s)

Street address

Suburb/town

State Postcode

Birth date DAY | MONTH | YEAR

Do they have a lawyer? No
 Yes ▼ Give details below, if known
 Don't know

Lawyer's name

Law firm

Address

Suburb/town

State Postcode

Criminal law problem continued

Second person charged: Family name
First name
Middle name(s)
Street address
Suburb/town
State Postcode
Birth date DAY | MONTH | YEAR
Do they have a lawyer? No
 Yes ▼ **Give details below, if known**
 Don't know
Lawyer's name
Law firm
Address
Suburb/town
State Postcode

► **If more than two people were charged with you, give details at question 18**

12. Have you pleaded guilty in court to these charges? No Yes

! You may be able to change your plea.
Call 1300 65 11 88 to arrange legal advice.


How do you want to plead? Guilty Not guilty Not sure


If you are in custody, do you want to apply for bail? No Yes

Do you have a criminal record? No Not sure
 Yes ▼ **Either attach a copy of your criminal record or list your criminal record, including matters where no conviction was recorded**

Year	Offence	Penalty

► **List extra details at question 18**

 **If you have been given your QP9 form, please attach a copy**

Have the police taken any of your belongings under a proceeds of crime order? No Yes ►  **Attach a copy of your order**

! **If you don't have any family/relationship or civil law problems, go to question 18 on page 13 and tell us more about your criminal law problem. Then sign the declaration on page 14.**

Family or relationship problem

13. 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 65 11 88 to arrange legal advice.

No ► **Go to question 17**

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 ▼ **Tick the items that are part of your settlement**

- | | |
|--|--|
| <input type="checkbox"/> The home you live in | <input type="checkbox"/> A motor vehicle |
| <input type="checkbox"/> Any other real estate (<i>apart from the home you live in</i>) | <input type="checkbox"/> Recreation vehicles (<i>boats/caravans etc</i>) |
| <input type="checkbox"/> Savings | <input type="checkbox"/> Shares or bonds |
| <input type="checkbox"/> Superannuation you can access now/insurance payments or any other valuable items you can sell | |
| <input type="checkbox"/> Other ▼ Give details | |

- Spousal maintenance
- Divorce
- Enforcing a court order or advising an order has been breached
- Child protection (including family group meeting)
- Domestic/family violence ▼ **Give details**

- Applying for a protection order
- Responding to a protection order application
- Change of family court orders due to violence


What type of relationship describes the situation you are in with the person?

- A family relationship with the other person (*relative or extended family*)
- A spousal relationship with the other person (*including de facto relationships*)
- An informal care relationship with the other person
- An intimate personal relationship with the other person
- Not applicable

Have the police applied for a domestic and family violence protection order about this matter?

- No Yes ► **When?** | | Not sure

Has an application for a domestic and family violence protection order been lodged in court?

- No Yes ►  **Attach a copy of any application(s)**


Not sure ► **Get legal advice**

Other

Family or relationship problem continued

14. Do you have any current orders about this family matter (including domestic violence protection orders, child protection orders, family law court orders)?

No Yes ►  Attach a copy of any order(s)

 If you don't have copies, contact the court or the lawyer who helped you get the orders.

15. Who is your legal issue with?

If this is a child protection matter, you do not have to include the Department of Child Safety in this section. Please include details of other people involved in the proceedings.

Family name	<input type="text"/>		
First name	<input type="text"/>		
Middle name(s)	<input type="text"/>		
Street address	<input type="text"/>		
Suburb/town	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
Birth date	<input type="text" value="DAY MONTH YEAR"/>		
Phone number	<input type="text"/>		
Relationship to you	<input type="text"/>		
Do they have a lawyer?	<input type="checkbox"/> No <input type="checkbox"/> Don't know		
	<input type="checkbox"/> Yes ▼ Give details below, if known		
Lawyer's name	<input type="text"/>		
Law firm	<input type="text"/>		
Address	<input type="text"/>		
Suburb/town	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>

► If more than one person was involved give details at question 18

16. Do you have any children under 18?

No Yes ▼ **Give details**

Family Name	First and middle name(s)	Birth Date	Relationship to you	Who do they live with?	Involved in this matter?

► **List extra details at question 18**

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**

Were you married to the person you are in dispute with?

No Yes ▼ **Give details**

Marriage date

DAY	MONTH	YEAR
-----	-------	------

Separation date

DAY	MONTH	YEAR
-----	-------	------

Divorce date

DAY	MONTH	YEAR
-----	-------	------

Were you in a defacto relationship with the person you are in dispute with?

No Yes ▼ **Give details**

Relationship date

DAY	MONTH	YEAR
-----	-------	------

Separation date

DAY	MONTH	YEAR
-----	-------	------

! If you don't have any civil law problems, go to question 18 on page 13 and tell us more about your family or relationship problem. Then sign the declaration on page 14.

Civil law problem

17. Are you applying for aid for a civil law problem?

No ► **Go to question 18** Yes ▼ **Which problem?**

! If you are not sure what your application is about and would like to talk to a lawyer, call 1300 65 11 88 to arrange legal advice.

- Administrative Appeals Tribunal
- Anti-discrimination
- Child protection ► **Go to question 13 on page 9**
- Criminal injuries compensation
- Dangerous prisoners
- Domestic/family violence ► **Go to question 13 on page 9**
- Inquest
- Mental health
- Migration
- Peace and good behaviour
- Veteran's appeal (war caused) or other defence appeal
- Workers' compensation
- Not sure ► **Get legal advice**
- Other

► **Please tell us more about your problem under question 18 on page 13 and then sign the declaration on page 14**

Declaration and authority to release information

Are you completing this application for yourself?

Yes ▼ **Read and sign declaration below**

No ► **What authority do you have to complete this application for someone else?** (eg power of attorney, GAAT order, parent, guardian)

Applicants or authorised people must sign this authority

I (name) _____

consent and authorise Centrelink to give Legal Aid Queensland (LAQ):

- a current status of my Commonwealth benefit and other details about my entitlement to legal aid
 No Yes
- an electronic statement of information, including current or historical details of payments received, dependants, Centrelink deductions, income, assets and confirmation of my current address.
 No Yes

By ticking yes, I understand:

- LAQ may ask Centrelink for information to decide my legal aid application and to consider any further requests for aid
- I can get a written copy of statements at any time from either LAQ or Centrelink
- this consent is ongoing when I have an active legal aid file but I can stop it at any time by writing to LAQ.

I acknowledge it is an offence to:

- make a false or misleading statement when applying for legal aid
- give a false or misleading document when applying for legal aid
- refuse to give information requested by LAQ with the intent to deceive or mislead LAQ.

Legal Aid Queensland is required to manage documents in line with the *Legal Aid Queensland Act 1997*, *Public Records Act 2002*, *Information Privacy Act 2009* and *Right to Information Act 2009*. Where legal representation is provided by a Legal Aid lawyer, documents must also be managed in line with legal professional and ethical duties.

Legal Aid Queensland retains a client's legal files for a minimum of seven years. Before the destruction of their file, clients can seek a copy of their file under Legal Aid Queensland's administrative access scheme.

By signing below, I authorise Legal Aid Queensland to destroy my legal file seven years after the date of the last action on my file.

I have read the privacy statement and conditions below. All the information I have given is true and correct.

Applicant's or authorised person's signature

Date

DAY | MONTH | YEAR

Privacy statement

The information you give us in your application form will be used to:

- assess your eligibility for legal aid
- help your lawyer with your legal representation
- update your personal details in our records
- evaluate our services.

LAQ also gives statistical information, after removing names of applicants, to the Australian Government Attorney-General's Department.

Under section 75 of the *Legal Aid Queensland Act 1997*, the information remains confidential in most cases.

Your information will not be given to any other person or agency unless you give us permission or we are required by law.

You can get information about our privacy policy by visiting www.legalaid.qld.gov.au or contacting our privacy contact officer on (07) 3238 3500.

About legal aid

It is important you understand the terms and conditions of legal aid that apply to you, if you are granted aid.

Conditions

- Legal aid is granted according to the *Legal Aid Queensland Act 1997* and guidelines set by the state and federal governments, and other conditions you and your lawyer will be told about.
- We can stop or change your grant of aid if you do not meet these conditions.

Financial contributions

- You may have to pay some money towards your legal costs.
- You may have to pay some or all the costs we incur on your behalf if you keep property or you get money or property because of your grant of aid.

Legal costs

- You may have to pay any legal costs the court orders against you. You can ask us to pay the costs ordered against you.
- It is your responsibility to pay any legal costs you may owe to anyone who has done legal work for you before your grant of aid starts.
- If you are awarded any money because of the legal work we do for you (eg a compensation or settlement payment), it will be held in your lawyer's trust account until we assess if you owe Legal Aid Queensland any money.

Your lawyer

- You cannot change your lawyer without our agreement. If we agree, you may have to pay any costs involved with changing lawyers.
- If your application is approved you cannot choose your own lawyer.
- We can stop your grant of aid if you do not follow your lawyer's advice.
- We can ask any lawyer acting for you, or who has acted for you before, to give us information relevant to your grant of aid.

Providing information

You must tell us immediately if:

- you change your address while you are getting legal aid
- financial or other details set out in your application change
- you become aware of information likely to affect your eligibility to get legal aid or the conditions on which legal aid is granted.

It is an offence to make a false or misleading statement or fail to give information about your application. You may be fined or imprisoned for doing so.

How legal aid works


After you submit your legal aid application, you will be sent a letter telling you:

- if you have been granted legal aid
- what the grant is for
- any conditions on the grant.

If you are granted legal aid, you will also be sent an information sheet explaining how your grant works and how you can make the most of it. Please read it carefully.

If a Legal Aid Queensland lawyer is handling your case, you will be told who is managing your file. You should ask your file manager any questions you have.

If a private lawyer is handling your case, you should ask that lawyer any questions you have. If you still have concerns after talking to your lawyer, call the Legal Aid Queensland information service on 1300 65 11 88, or for more detailed information about your grant of aid, call the grants inquiry line on (07) 3238 3900.

 Please tear off this page and keep for your records.

Office use only (for in-person applications)

Application taken by

Date

DAY

MONTH

YEAR



Please post your form to your nearest Legal Aid Queensland office's PO Box

Legal information and referrals 1300 65 11 88

General inquiries (07) 3238 3500

Grants inquiries (07) 3238 3900

Office locations and postal addresses

BRISBANE

44 Herschel Street
BRISBANE Q 4000

GPO Box 2449
BRISBANE Q 4001

BUNDABERG

2nd Floor, WIN Tower
Cnr Quay & Barolin Streets
BUNDABERG Q 4670

PO Box 967
BUNDABERG Q 4670

CABOOLTURE

Ground Floor, Kingsgate
42 King Street
CABOOLTURE Q 4510

PO Box 1322
CABOOLTURE Q 4510

CAIRNS

Level 2, Cairns Square Complex
Cnr Abbott and Shields Streets
CAIRNS Q 4870

PO Box 1692
CAIRNS Q 4870

INALA

Level 1
Inala Commonwealth Offices
20 Wirraway Parade
INALA Q 4077

PO Box 37
INALA Q 4077

IPSWICH

97 Brisbane Street
IPSWICH Q 4305

PO Box 466
IPSWICH Q 4305

MACKAY

Ground Floor
17 Brisbane Street
MACKAY Q 4740

PO Box 1062
MACKAY Q 4740

MAROOCHYDORE

Ground Floor, M1 building
1 Duporth Avenue
MAROOCHYDORE Q 4558

PO Box 364
MAROOCHYDORE Q 4558

MOUNT ISA

6 Miles Street
MOUNT ISA Q 4825

PO Box 1692
MOUNT ISA Q 4825

ROCKHAMPTON

Ground Floor
35 Fitzroy Street
ROCKHAMPTON Q 4700

PO Box 442
ROCKHAMPTON Q 4700

SOUTHPORT

1st Floor
100 Scarborough Street
SOUTHPORT Q 4215

PO Box 1275
SOUTHPORT Q 4215

TOOWOOMBA

1st Floor
154 Hume Street
TOOWOOMBA Q 4350

PO Box 620
TOOWOOMBA Q 4350

TOWNSVILLE

3rd Floor, Northtown
280 Flinders Street Mall
TOWNSVILLE Q 4810

PO Box 1337
TOWNSVILLE Q 4810

WOODRIDGE

1st Floor, Woodridge Place
Cnr Ewing Road & Carmody Street
WOODRIDGE Q 4114

PO Box 395
WOODRIDGE Q 4114

Visit www.legalaid.qld.gov.au for more information