

Assessing you for legally aided mediation

In order to complete your legal aid assessment the mediator will need to see information that confirms all your income. If you have a partner, we will also need information about their income too. We will keep a copy of these documents on file. Without the proper evidence your legal aid application will not be valid and we will have to charge you as a fee paying client.

In all cases we will ask for a copy of your most recent bank statement. We may also need information about the rent / mortgage payments you are making and about any payments you are making for child care.

Other information we will need is as follows

SOURCE OF INCOME	EVIDENCE
Employed	Most recent payslip. If you are paid weekly you should bring payslips showing your income over the last month.
Self Employed	<ol style="list-style-type: none">1. Bank statements or working accounts/cash book showing drawings. and2. Most recent tax assessment or set of accounts.
State Benefits	<ol style="list-style-type: none">1. original benefit notification or2. most recent letter notifying a change in benefit amount or3. letter from DWP or Jobcentre Plus confirming you are in receipt of benefit at the time of your legal aid application
We cannot accept:	Payslips that are more than a month old Bank statements that are more than a month old Signing on card or jobseekers agreement The debit card of a Post Office card account

Please note that if you wish to apply for legally aided mediation we will need to have completed the forms before you begin mediation. If the forms are not complete we will either delay the start of mediation or apply our usual fee paying rate.

If you have any questions please contact us:

Email: enquiries@bdfm.org.uk

Phone: 0121 233 1999

Web: www.bdfm.org.uk