



Commonwealth of Australia

**APPLICATION FOR ASSISTANCE BY THE COMMONWEALTH  
FOR LEGAL AND RELATED EXPENSES FOR SCHEMES  
ADMINISTERED BY THE ATTORNEY-GENERAL**

This form is to be completed by applicants seeking assistance for legal and related expenses from the Commonwealth under statutory and non-statutory schemes administered by the Attorney-General.

**The form is to be fully completed. Please type or print neatly and answer ALL questions. Assistance may be refused if all information (including attachments) is not provided. If space provided is insufficient, include additional material on a separate page and attach to the form.**

The information provided on this form is required to assess your eligibility for financial assistance. It may be necessary to disclose some or all of the information on the form to Government agencies and departments, in order to seek further information relevant to that assessment.

☞ This form must be signed in the presence of a Justice of the Peace, Commissioner for Declarations or other authorised person in your State or Territory before whom a declaration may be made.

This form and all attachments should be sent to:

Assistant Secretary  
Legal Assistance Branch  
Attorney-General's Department  
National Circuit  
BARTON ACT 2600

Phone: (02) 6250 6770  
Fax: (02) 6250 5934

July 2000

**A. PARTICULARS OF APPLICANT**

SURNAME	GIVEN NAME
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NAME OF ORGANISATION	
Applicant's position in organisation:	
Number on members (approximate)	
ADDRESS	
	Postcode
TELEPHONE NO Home	Work

DATE OF BIRTH (if applicable)	PLACE OF BIRTH
/ /19	Australia <input type="checkbox"/> Overseas <input type="checkbox"/>

IF BORN OVERSEAS:
What country were you born in?
What year did you arrive in Australia?

ARE YOU AN ABORIGINAL OR TORRES STRAIT ISLANDER?
YES <input type="checkbox"/> NO <input type="checkbox"/>

EMPLOYMENT STATUS
Employed <input type="checkbox"/> Self Employed <input type="checkbox"/>
Unemployed <input type="checkbox"/> Not Applicable <input type="checkbox"/>

ARE YOU IN RECEIPT OF SOCIAL SECURITY BENEFITS (other than the family allowance)
YES <input type="checkbox"/> NO <input type="checkbox"/>



**3.** What are the legal questions to be decided?

**4.** Does the case involve an issue of Commonwealth law? (Give details of the Commonwealth law involved)

**5.** Explain how the case is of general importance.

**6.** What are the legal arguments in support of your case?

**7.** What evidence or witnesses do you have to support your case?

8. What do you stand to gain/lose by the case? (eg interest in land, loss of job, custody of children, compensation for injury etc)

9. At what stage is the case? (State the court and court reference, if any)

10. What is the next stage?

11. How much do you think it will cost you to resolve the case?

12. Give details of how you have calculated your costs for each stage of the case.

**E. DEPENDANTS** (not applicable if applicant is an organisation)  
List husband/wife/partner and dependant children

Name	Date of Birth	Relationship to you	Living with?

**F. OCCUPATION**

Applicant	Financially associated person

**G. INCOME AND COMMITMENTS DETAILS: APPLICANT AND FINANCIALLY ASSOCIATED PERSON**

- If **employed**, attach a copy of latest **tax return** and a copy of latest **pay slip**.
- If **self-employed**, attach a copy of latest **financial statements** or **tax return**.
- If your business is **incorporated**, attach a copy of the company's latest **financial statements**, and copies of **financial statements for all related companies**.
- If **unemployed**, attach a copy of latest **tax return** and a copy of latest **benefit statement**.
- If applying on behalf of an **organisation**, do not complete the following section but provide a copy of the organisation's latest **financial statements**.



**WEEKLY COMMITMENTS**

	Applicant \$	Financially associated person \$
Tax (incl Medicare)		
Rent		
Mortgage payments on dwelling in which applicant lives		
Board or lodging		
Maintenance payments to spouse and/or children of applicant		
Payments under hire-purchase and credit sales agreements, loan agreements for motor vehicle(s), household goods and furniture (identify each item)		
Superannuation and life insurance: Other insurance (give details):		
Child minding fees paid to enable income to be earned		
Garnishee or other court orders (give details)		
Other commitments (eg business expenses)		

**H. ASSETS**

	Applicant \$	Financially associated person \$
<p><b>RESIDENCE</b> Address:</p> <p>Market value:</p> <p>If mortgaged, amount still owing on mortgage(s):</p> <p><b>OTHER REAL ESTATE</b> House and/or land other than residence - give details as above</p>		
<p><b>HOUSEHOLD GOODS, FURNITURE, AND PERSONAL EFFECTS</b> Approximate value:</p> <p>Amount owing (if any):</p>		
<p><b>MOTOR VEHICLE</b> Year, model and type:</p> <p>Market value:</p> <p>Amount owing, if any:</p>		
Savings held either solely or jointly with any other person		
Shares, debentures etc (give details)		
All money owing to you, and who owes it to you (give details)		
All other assets (eg surrender value of life insurance policies)		

**I. LIABILITIES**

	Applicant \$	Financially associated person \$
Any liabilities you consider should be taken into account showing hardship eg accumulated debts (specify)		

**J. CONTRIBUTION**

Are you able to contribute towards the expected cost of the proceedings

YES  NO

If yes, how much? \$

**CHECK LIST**

**HAVE YOU**

- completed all parts of the form?
- attached copies of letters of refusal from other bodies you have applied to for assistance, if any?
- attached copies of relevant court documents and any correspondence from your solicitor?
- if applying on behalf of an organisation, attached a copy of its latest financial statements?
- attached a copy of your latest tax return (and of any financially associated person)?
- attached a copy of your latest pay clip (and of any financially associated person), or if you are unemployed, a copy of your latest benefit statement (and of any financially associated person)?
- attached a copy of your company's financial statements (including related companies), if any?

**STATUTORY DECLARATION BY APPLICANT**

I, .....  
(full name) ..... (occupation)  
of .....  
(address)

do solemnly and sincerely declare as follows:

1. I have not disposed of any assets for the purpose of qualifying for assistance;
2. the information given in this application is true and correct to the best of my knowledge and belief.
3. I believe that [cross out whichever does not apply]

I am, personally liable/the organisation is  
- liable for the legal costs and expenses of the proceedings described in this application; and

4. I am/the organisation is  
- not indemnified by any person or organisation for those legal costs and expenses.
5. I give officers of the Legal Assistance Branch, Attorney-General’s Department, permission to seek information regarding this application from other government departments and agencies, including legal aid commissions; and
6. I undertake to notify the Legal Assistance Branch, Attorney-General’s Department, of any change in my financial circumstances which could affect my eligibility for continuing financial assistance.

I make this solemn declaration by virtue of the *Statutory Declarations Act 1959* and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

✍ .....  
(Signature of applicant)

DECLARED AT .....

THE ..... DAY OF ..... 20.....

BEFORE ME .....

(JP, Commissioner for Declarations or other authorised person before whom a declaration may be made)

.....  
(name)

.....  
(qualifications)

.....  
(address)

**REPORT BY SOLICITOR ABOUT THE APPLICATION (if this form is completed with the help of a solicitor)**

[Cross out whichever does not apply]:

1. I am the solicitor for the applicant.

Although I do not represent the applicant, I have helped the applicant to complete this Form.

2. It is my opinion, for the reasons set out below:

- that the applicant has reasonable prospects of success
- that the applicant has good grounds for being represented
- that there is a point of general importance under Commonwealth law involved in the proceedings described in this application
- that there is a point under State or common law involved which has importance beyond the State or Territory where the case arises.

3. My reasons for these opinions are:

4. I estimate the applicant's legal costs and expenses of the proceedings, at local legal aid rates, at \$.....

DATED THIS ..... DAY OF ..... 20....

.....  
(Signature of solicitor)

.....  
(Name of solicitor)

.....  
(Name of firm)