



Federal Proceedings (Costs) Act Scheme

APPLICATION FOR GRANT OF FINANCIAL ASSISTANCE

Use this form if you wish to apply for reimbursement of costs under the *Federal Proceedings (Costs) Act 1981*.

1. Applicant's details:

Family Name: _____

Given Name(s) : _____

Unit/Street number: _____ Street name: _____

Suburb: _____ State: _____ Postcode: _____

Email: _____ Telephone: _____

2. Lawyer's details (if applicable):

Name of Firm: _____

ABN: _____ Is this business registered for GST: YES NO

Family Name of Lawyer: _____

Given Name(s) of Lawyer: _____

Unit/Street number: _____ Street name: _____

Suburb: _____ State: _____ Postcode: _____

Email: _____ Telephone: _____

3. Indicate the section under which you are applying for reimbursement (please tick):

6 7 7A 8 9 10 10A

4. Did Legal Aid fund the proceedings to which the certificate relates?

YES NO

Application for Grant of Financial Assistance CONTINUED

5. Have you provided the following information in line with the Department's Assessment Policy?

Required Information	Sections 6, 7 & 9	Section 8	Section 10
Sealed costs certificate	✓	✓	✓
Copy of the orders	✓	✓	✓
A statement, as a paragraph for the purpose of section 15 and 17 of the Costs Act, that there has been no appeal from the orders issuing a costs certificate	✓		
Indicate the date of the initial trial and the date of the appeal	✓		
Indicate the date of appeal, the court which heard the new trial and the date of the new trial		✓	
Provide a short account of all the circumstances surrounding the issue of the costs certificate including: how many days the hearing was set down for, how many days into the hearing was the matter aborted and the date of the new hearing			✓
An itemised account in accordance with the relevant costs scale of the court for which the hearing took place	✓	✓	
An itemised account for costs thrown away as a result of the aborted/ discontinued hearing			✓
A tax invoice addressed to the Attorney-General's Department clearly showing the firm's ABN and the amount of GST payable if applicable	✓	✓	✓
Copies of receipts/vouchers for disbursements/outlays	✓	✓	✓
Completed direct credit application form (attached)	✓	✓	✓

Application for Grant of Financial Assistance CONTINUED

Declaration:

I, _____ (applicant/solicitor) declare that the information provided in this application is true and correct to the best of my knowledge and belief.

Signed: _____

Dated: _____

Please submit this application including scanned copies of relevant supporting documents via email to finass@dag.gov.au.

The Department does not require a hard copy.

Please advise the Department on (02) 6141 4770 if you do not have access to email. Only complete applications will be accepted and processed. Your application will be deemed incomplete if:

- any of the above questions are not answered, or are only partially answered, and/or
- the required supporting documentation is not provided.

Application for Grant of Financial Assistance CONTINUED

DIRECT CREDIT APPLICATION

Payments are made by direct credit. Please complete this form and submit with your application.

Business Name: _____

Postal Address: _____

Contact Name: _____

Telephone Number: _____ Facsimile Contact: _____

Email address (for Remittance Advice): _____

Registered for GST: YES NO

If yes, please provide ABN Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Bank Name and Branch: _____

Bank No (BSB):

--	--	--	--	--	--

 Bank Account No:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please note direct credit application must be signed by the bank account holder. In the case of the bank account belonging to a company, the form should be signed by two authorised signatories of the relevant company.

Signature 1: _____

Signature 2: _____

Name: _____

Name: _____

Please indicate if your business is a Small, Medium or Large Enterprise:

Small - =< 20 employees

Medium - =< 200 employees

Large - > 200 employees

Financial Assistance Section
Attorney-General's Department
3-5 National Circuit
BARTON ACT 2600
Ph (02) 6141 4770 Fax (02) 6141 4926