

EVIDENCE REQUIRED FOR FREE MEDIATION

For those who are Students and or not employed

Please provide the documents below, before your meeting via email to

laa@allisonmediation.co.uk

Students

- Income includes any amount received by way of a grant (this will therefore include any bursaries received from the university, college or from a national scheme such as Initial Teacher training or Nursing bursaries).
- Student loans, parental assistance or other income such as scholarships, sponsorships and access to learning funds.

Photos of documents, evidencing these monies above are required.

We are told to take the annual amounts received and divide by 12 to obtain the monthly figure.

Bank statements

In addition, your bank statement for you (and any partner, if you are living together) for any accounts in which you receive income paid into.

[This is not an exclusive list but to give you an idea the Legal Aid Agency treat wages, rental income, monies loaned from family, tax credits, child maintenance, child benefit, lottery / betting wins, bonuses, redundancy payments and sale of items as income if you use that money to help you meet your expenditure that month].

You [and any partner]

- Bank statements or from online accounts pdf or screen shots or photo's of
 - i.) Four week period before your meeting [so if your meeting is the 01.10.2020 the relevant period is 01.09.2020 to 01.10.2020]
 - ii.) If you emailing us photos of bank statements we understand you may only have part of this period. You could try to log onto online accounts to create a pdf of transactions for the relevant period or attend at your bank to ask for a 'banker's roll' for the full period.

For those who are employed, either full time or part time as well as being a student

Payslip

- If you are paid monthly: your Payslip issued within the four week period before your meeting with the mediator.

OR

- If you are paid weekly: five consecutive Payslips, for the period covering the four / five week period before your meeting with the mediator.

Photos of the above emailed to the above email address is sufficient.

Working and child tax credits [if relevant]

We require either a photo of the letter informing you of this benefit (which must be no more than 6 months old) [please note this will be every page – so if it consists of say 6 pages, we will need photos of pages 1 to 6] or can be evidenced in your bank statement.

Other points to remember

Housing costs

If your monthly housing cost (rent or mortgage payment) is more than one third of your pre tax monthly income, we will need you to send us evidence of this payment. This could be simply highlighting this on any bank statement.

There is a cap of £545 per calendar month for housing costs for those without dependent children living with them.

Childcare costs

If your childcare costs exceed £600 per month, we will need a receipt for these costs, dated within the last four weeks.

Capital

Please remember the Legal Aid financial assessment is assessing income, available savings and equity in your home.

It is possible you could be eligible on INCOME but OVER ON CAPITAL so therefore you will not qualify for legal aid.

If you have savings or equity in your property, please provide us with these details when you send your income details through.