

PRO BONO CLEARING HOUSE INDIVIDUALS



! Please ensure you have contact relevant legal aid or community legal centres before applying for pro bono assistance, otherwise your application may not be processed.

The information provided in this Pro Bono Clearing House (PBCH) application will be treated confidentially. Information will be provided to the panel for the purpose of assessing the application.

1. Personal details

Full name of applicant:

Are you applying for pro bono on behalf of another person? YES NO

Full name (if applicable):

Residential address:

Postal address:

Home telephone: Work telephone: Mobile:

Email address:

Occupation: Employer:

Relationship status? Single Married De facto

Number of dependants and age of each child:

2. Your family income

! Please provide your last 3 payslips or evidence of other financial assistance e.g. Centrelink.

Gross annual income (before tax):

Spouse / de facto gross annual income (before tax):

3. Your weekly expenditure

Examples may include: mortgage, rent, child support payments, child care fees, food etc.

Description	Cost
1:	\$
2:	\$
3:	\$
4:	\$
5:	\$
6:	\$
7:	\$
8:	\$
9:	\$
10:	\$
Total expenses:	
	\$

4. Asset details

Please complete the following table stating what assets you own and how much they are worth.

1:	House/unit:	\$
2:	Investment properties:	\$
3:	Cars:	\$
4:	Boats:	\$
5:	Caravans:	\$
6:	Stocks/shares:	\$
7:	Cash in bank accounts:	\$
8:	Other (please specify):	\$
Total assets:		\$

5. Other assets

5.1 Are you a beneficiary of any trusts?

YES – Please complete details below NO – Go to question 5.2

Details:

5.2 Have you commenced a court action against any person or organisation?

YES – Please complete details below NO – Go to section 6

Number and year of court action:

Court: Supreme Court Magistrates Court Federal Circuit Court

Other (please specify):

Name of the law firm/solicitor(s) representing you:

Next court date:

5.3 Are you likely to receive any money from the court action?

YES – Please complete details below NO – Go to section 6

Estimate the amount you will receive:

\$

6. Details of the help you are seeking

Please note that providing the following information and attaching explanatory or supporting documentation may assist the PBCH to assess your application. However, while the PBCH will treat the information you provide in, or attach to, this application as confidential; it is not able to claim legal professional privilege in relation to that information. This means that while the PBCH possesses your information it could be compelled to present some or all of your information to a court for use in legal proceedings against you or another person. The PBCH will possess your information until it has assessed your application and either referred your matter to a legal practitioner or returned the information to you.

6.1 Please provide a brief description of what legal representation or assistance you need:

6.2 Please provide details of all other person(s) or organisation(s) affected by, or involved with, the matter. Attach additional pages if required.

(6.2 continued)

Name of each other parties' solicitor (if known):

Name of any other person relevant to the matter (e.g. partner or spouse for family law matters):

Details of any insurance company involved (if any):

Court or tribunal in which action commenced or proposed (if applicable):

Any time limits for this matter of which you are aware?

7. Help you have already tried to obtain

7.1 Have you sought relief/advice from any other source? Please refer to list of *Where to get help*.

YES – Please complete details below NO – Go to question 7.2

Who did you seek assistance from?

What assistance did you seek?

7.2 Did you apply for a grant of Legal Aid in respect of this matter or any other current matter?

YES – Please complete details below NO – Go to question 8

Please provide details of the amounts of any grant received:

7.3 Have you been refused Legal Aid in relation to this matter?

YES – Please complete details below NO – Go to question 8

Please state the reason for Legal Aid's refusal:

If you have been granted Legal Aid for this matter, please state why you are also applying to the PBCH for assistance:

8. Checklist

Please ensure that you have:

- Completed this application
- Copied and attached your last 3 payslips or evidence of other financial income

If applicable, that you have attached:

- Copies of any Legal Aid documentation relevant to the matter
- Copies of any court documents filed to date in respect of the matter
- Copies of any other documents/correspondence relating to the matter

! Incomplete application will be sent back.

If you do not have access to a photocopier, the Law Society Northern Territory may be able to photocopy documents relevant to PBCH applications (subject to availability and resources at the time).

After examination of your application the assessing panel may ask you to provide further information before making a decision on the application.

Please ensure you complete the statutory declaration on the following page.

9. Quality assurance feedback

- Please check this box if you are happy for the PBCH to contact you to receive feedback on the operation of the clearing house. This will enable us to improve the service where necessary.

10. Acknowledgement and authorisation by applicant

I acknowledge that:

- The PBCH does not grant assistance to applicants but facilitates assistance between members of the public and the legal profession.
- While it is the intention of the PBCH that the legal practitioner to whom I am referred will conduct my matter on a pro bono basis, it is my responsibility to negotiate the precise terms (including any terms requiring payment by me for disbursements or other costs) upon which I engage any legal practitioner introduced to me by the PBCH.
- I shall have no right of action against the PBCH or the Law Society Northern Territory (Society) for any event arising from this application, its referral by the PBCH to a legal practitioner/law firm or an inability to provide pro bono legal assistance.
- While the PBCH possesses the information in, or attached to my pro bono application, the PBCH could be compelled to present some or all of that information to a court for use in legal proceedings against me or another person.
- The PBCH will retain my application once finalised and destroy in accordance with the Society's retention and destruction policy.

I hereby AUTHORISE the PBCH to provide any information set out in this application (including, any document provided to it with respect to my application) to:

- Any non-conflicted legal practitioner volunteering to assist the PBCH to assess my application for assistance; and
- Any legal practitioner that the PBCH considers may agree to act for me, to enable that legal practitioner to decide whether they will act for me.

Statutory declaration by applicant:

I know that it is an offence to make a false statement in or in connection with this application and that if I do I will be liable to prosecution.

I solemnly and sincerely declare that all the facts given in this application and supporting documentation are true and correct. I make this solemn declaration by virtue of the Oaths, Affidavits and Declarations Act (NT), and subject to the penalties provided by that Act for the making of false statements in statutory declaration, conscientiously believing the statements contained in this declaration to be true in every particular.

Name of applicant:

Signature of applicant:

Date:

Signature of witness:

Date:

Title/position of witness: