



Southern Family Mediation has a contract to provide Legal Aid, providing FREE mediation for those clients who are eligible. To complete your eligibility test please follow the directions below. For clients who are not eligible, their assessment meeting and first mediation will be FREE *if* the other party is eligible.

Checklist for Legal Aid applicants

The documents and information (including online) that **MUST** be brought to the first meeting/sent into us at least 24 hours in advance of your initial meeting for the mediator to assess eligibility for Legal Aid.

*Free mediation **cannot** start if the relevant information in respect of yourself - plus that of any new partner who lives with you – is not produced. If you are without some or all of these documents, please contact us to discuss how to deal with that.*

Documents required from you and your current partner to complete a Legal Aid assessment

1. Your National Insurance number
2. Your latest payslip or last 4 if paid weekly
3. If self employed your trading accounts or business bank statement for the last 30 days, last years accounts and tax return
4. Confirmation of any other income, e.g. child support or rent received in the last 30 days
5. An award letter less than 6 months old from Job Centre Plus or HMRC confirming that you are in receipt of any of the following state benefits
 - Jobseeker's allowance (and whether Income or Contribution based)
 - Income Support
 - Universal Credit
 - ESA (and whether Income or Contribution based)
 - Working Tax Credit / Child Tax Credit
 - Pension Credit
 - Child Benefit
 - Incapacity benefit/statutory sick pay
6. A bank statement (current and any savings accounts) for the last 30 days confirming that you are in receipt of any of the above income/state benefits. If you receive paper statements please bring your most recent and include a printout to cover the period between your that statement and the day before your appointment
7. Documents confirming your housing costs in the last month Rent (less any Housing Benefit you receive)
Mortgage repayments /endowment premiums
Proof of cost of board and lodging
8. Documents confirming childcare costs you have paid in the last calendar month relating to your going to work.



9. Details of any maintenance or child support you are paying direct to a former partner or to the CSA/CMS

10. Documents confirming your capital position including:

1. (i) Market value of your house or other property owned as included in a Legal Aid application)
2. (ii) Details of the mortgage outstanding on your property
3. (iii) Savings in bank/building society
4. (iv) Investments including shares/ISAs/insurance policies
5. (v) Valuable items e.g. boat, caravan
6. (vi) Other capital such as money due to you

Costs of Mediation for clients not eligible for legal aid are as follows:

Individual assessment meetings cost £90 plus vat (£108).

Joint assessment meetings and on-going Mediation costs vary, please contact us for details.