

**DIRECT MEDIATION
SERVICES**



Making a Legal Aid application – Passporting Benefits



FACTSHEET 1

FACTSHEET 1: Making a Legal Aid application – Passporting Benefits

DOCUMENTS NEEDED TO MAKE A LEGAL AID APPLICATION

You will be given only **one** opportunity to present all documents needed for your application. A decision on your application will be provided within 10 working days. **Do not contact Direct Mediation Services within this period.**

What is a Passporting Benefit?

If you are on one of the benefits listed below, it means that you will automatically receive Legal Aid to fund your mediation case:

- Universal Credit
- Income Support
- Guaranteed Pension Credit
- Income-related Job Seekers Allowance*
- Income-related Employment & Support Allowance*

*Please note that if you are on contribution-based benefit, you do not automatically qualify for Legal Aid. You will need to ask for **FACTSHEET 2 – Making a Legal Aid application – Low Income & Non-passporting Benefits.**

Evidence

You need to send evidence to show you are on one of these benefits. Here are the different documents you can provide:

1. **Universal Credit** – You will need to take a screenshot showing the words “Universal Credit”, your name, address, payment date and amount to be paid. (See **Photo A** for an example.)

2. **Other benefits listed above** – Award/entitlement letter from DWP confirming your benefit. This needs to be **less than 6 months** old. If you don't have one, you can call DWP and they will send you one in the post. (See **Photo B** for an example.)
3. **DWP Letter** – If your DWP letter is **older than 6 months** you can submit it, but we will need the **last four weeks'** bank statements showing your benefit going into your bank account. (See **Photo C** for an example.)

There are only **four ways** to submit your evidence

You can send your evidence in three ways:

1. **WhatsApp** – This is our secure and dedicated Legal Aid WhatsApp number: **07477 867736**. Send a clear photo with one full page per image. This number does not accept calls
2. **Email** – This email address is only for submitting your evidence: **legalaid@directmediationservices.co.uk** (Please provide your telephone number, so we can call you back)
3. **Online** – We have an electronic form below, which you can complete. This is the only page on the website that you can submit your application for Legal Aid:
www.directmediationservices.co.uk/legalaid
4. **Post** – Make sure all post is addressed to: Direct Mediation Services, 5 Carla Beck House, Carla Beck Lane, Carleton-in-Craven, Skipton, BD23 3BQ. Please ensure the correct postage is paid. We do not accept Legal Aid applications at any other address

Photo A – Screenshot of Universal Credit

On your photo we need to see:

1. The name of the benefit – Universal Credit
2. Your full name
3. Your full address
4. The amount and date of your last payment (within the last month)

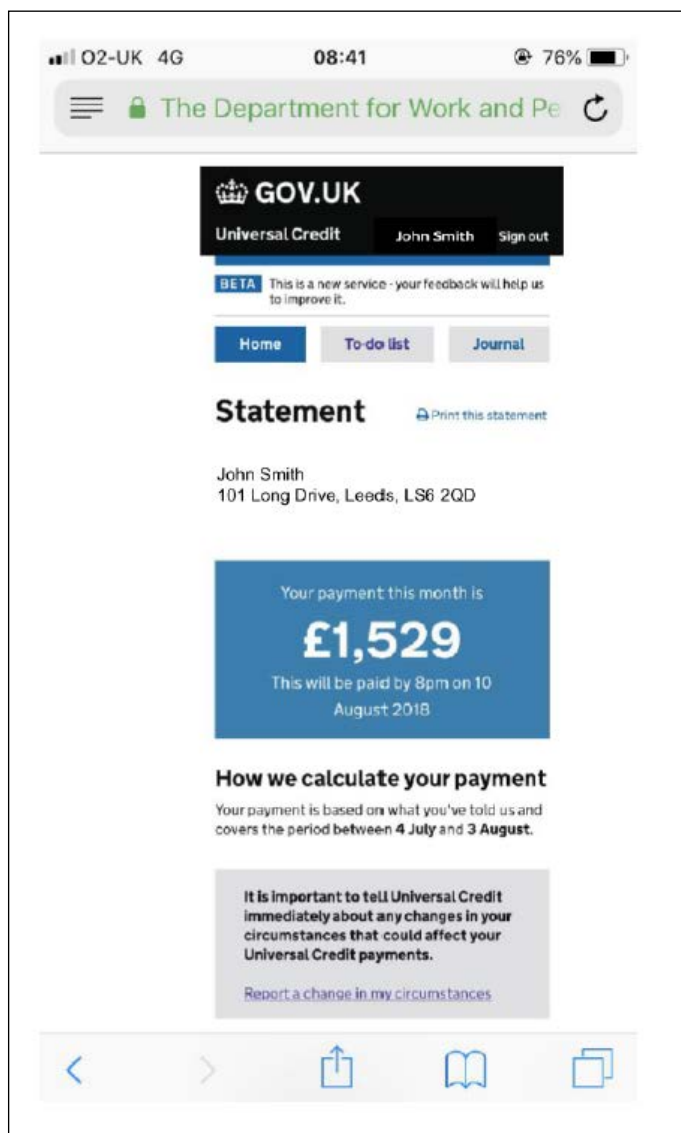


Photo B – Award/Entitlement Letter

On your photo we need to see:

1. The name of the benefit
2. Your full name
3. Your full address
4. Date of letter (within the last 6 months)



Photo C – Bank statements

The easiest way to get your bank statements for the last four weeks is to go to your bank and ask them to print them out. If you have more than one bank and/or building society account, we need statements for all of these as well. This includes joint accounts

You may also be able to download them as a PDF

We need to see clearly:

1. The four edges of the page
2. Full pages
3. Your full name
4. Your full address
5. Account number
6. Period covering the last four weeks
7. Page number sequence 1, 2, 3 ...

DO NOT SEND SCREENSHOTS OF YOUR ONLINE ACCOUNT FROM YOUR MOBILE

Flex Plus Account Statement

Account no: 34534536
Statement date: 4 July 2014
Statement no: 173

On your side

Arranged overdraft limit: £3,000.00
Annual overdraft interest rate: 1.452% per month

Your FlexAccount transactions

Date	Description	£ Out	£ In	£ Balance
2014	Balance from statement 172 dated 05/06/2014			4,763.89
6 Jun	Bank Credit N BELLETT		520.00	5,283.89
8 Jun	Cash machine w/d Link	200.00		5,083.89
10 Jun	Bank Credit N BELLETT		540.00	5,623.89
11 Jun	Direct Debit SOUTHERN WATER	35.47		5,588.42
15 Jun	Cheque Deposit		1,255.42	6,843.84
14 Jun	CAPITAL ONE EUROPE	200.00		6,743.84
	Direct Debit VIFON MEDIA PYMTS	85.40		6,658.44
16 Jun	MATALAN 000002	319.67		6,438.77
18 Jun	Bank Credit N BELLETT		495.00	6,933.77
19 Jun	MORRISONS 0452	210.76		6,723.01
20 Jun	JOHN LEWIS 3452	190.37		6,532.64
23 Jun	ARMANI STORE 3452	303.79		6,228.85
24 Jun	PARKING PLUS 0000	3.62		6,225.23
26 Jun	Bank Credit N BELLETT		500.00	6,725.23
27 Jun	Cheque Deposit		1,255.02	8,080.25
	Direct Debit LEGAL & GEN M/CL	126.25		7,954.00
29 Jun	Direct Debit VISION EXPRESS	18.80		7,935.20
30 Jun	Direct Debit MUSHROOM WOOLWICH	1,385.86		6,549.34
1 Jul	Direct Debit PORTSMOUTH CITY COO	127.80		6,421.54
	MCDONALDS TEST	8.27		6,413.27
2 Jul	MINA LTD CS CHESTER	198.37		6,214.90
	Cash machine w/d Link	150.00		6,064.90
	CARLUTO REPAIR ONE	210.78		5,854.12
	BARCLAYCARD BILL PAYMENT	210.00		5,644.12
3 Jul	Bank Credit N BELLETT		610.00	6,254.12
	PC WORLD 0043	217.89		6,036.23
4 Jul	CLIFFENS 0325	80.37		5,955.86
	Cash machine w/d Link	250.00		5,705.86

We're here to help
We're happy to help however you choose to contact us.
Phone 08457 302010
Visit us in branch

Helping you to manage your money
You can use our range of Internet/Telephone Banking, Mobile Banking app, ATMs, free balance text alerts (current account only) and branches to easily and conveniently keep track of your money.
For more information visit nationwide.co.uk/managingyourmoney

directmediationservices.co.uk
info@directmediationservices.co.uk
0113 468 9593