

**DIRECT MEDIATION
SERVICES**



Making a Legal Aid application – Other Situations



FACTSHEET 5

FACTSHEET 4: Making a Legal Aid application – Other Situations

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.**

This sheet gives you information on two situations:

- Not in receipt of any benefits or income
- Homeless

Evidence

You need to send the following evidence for your Legal Aid application:

1. **Bank statements** – the **last four weeks'** If you have other individual or joint bank accounts, you will also need to provide statements for these for the same period. This does not apply if you are homeless (See **Photo A** for an example.)
2. **Homeless** – if you are homeless, an email or a letter from a hostel or charity confirming their support for you would be sufficient (See **Photo B** 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 – 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

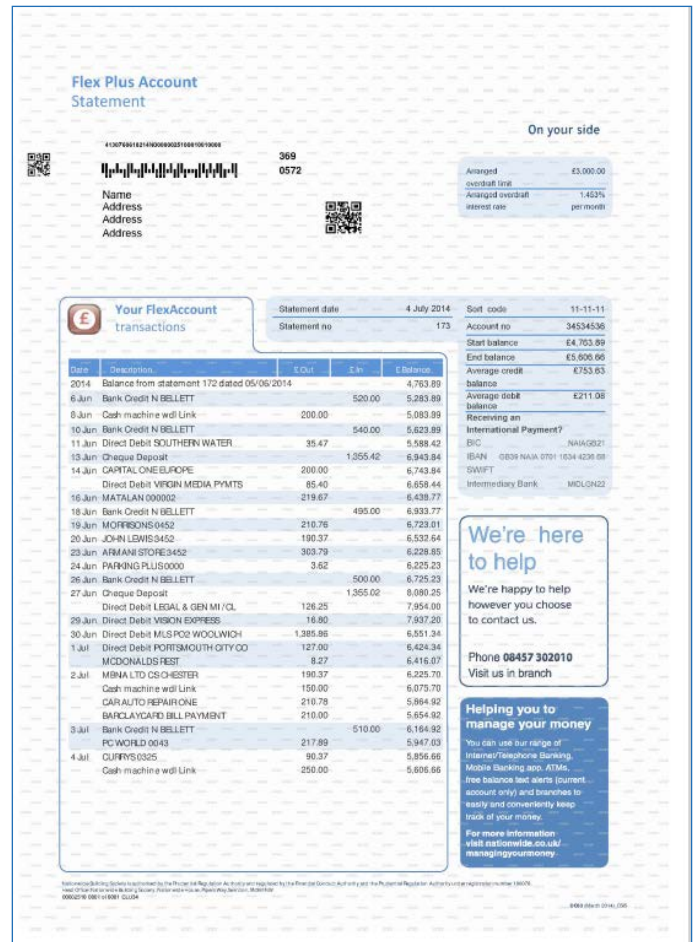


Photo B – Homeless (Supporting Letter)

The easiest way to get evidence is to present this Factsheet to the centre where you are staying. Below is a sample letter for them. Ask them to print it on their headed paper and sign it.

