

## **EVIDENCE REQUIRED FOR FREE MEDIATION**

### **For those who are in receipt of Income Support, Job Seekers Allowance (JSA) or Employment and Support Allowance (ESA) [Contribution based]**

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

laa@allisonmediation.co.uk

Contribution Based JSA and ESA are generally the higher level of these benefits, paid within the first six months based on your national insurance contributions paid through previous employments. Sometimes you may have been paid these benefits for longer than six months but are receiving additional payments for support groups.

- A current letter (dated within the last six months) advising you of your entitlement to this benefit.
- JSA or ESA letters must state whether Income based or Contribution based.

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

#### **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.

## **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.