

COMPLETE ALL QUESTIONS

What assistance are you seeking?

Legal assistance Social support

(if you would like both legal assistance and social support, please tick both boxes)

1. Name

Mr Ms Mrs Other

First Names

Family Name

Alias or other name

2. Age and gender

M F Not stated

Date of birth

Day Month Year

3. Address

Are you homeless? Yes No

Email:

4. Custody

Yes No

Location

MIN

5. Phone

Mobile

6. Background

Country of birth if not Australia

Year arrived in Australia

Do you identify as Aboriginal or Torres Strait Islander?

No Yes, Aboriginal Yes, Torres Strait Islander

(if you identify as Aboriginal and Torres Strait Island, please tick both 'yes' boxes)

Do you speak a language other than English at home?

Yes No If Yes, which language

Do you need an interpreter? Yes No

Are you in Australia on a visa? Yes No

If yes, what type of visa? Not sure

When does it expire? Not sure

7. Do you have a disability?

Yes No

If yes what is your disability:

- Acquired brain injury
- Autism spectrum
- Chronic health condition
- Cognitive/intellectual
- Hearing/speech impairment
- Mental Health Condition
- Physical impairment
- Vision impairment
- Other (Please specify)

Do you need disability support from us?

- Auslan interpreter
- Hearing loop
- Other (please specify)
- Wheelchair access
- Large print documents

Are you an NDIS (National Disability Insurance Scheme) participant?

Yes No

8. Are you experiencing or at risk of family violence (including from a former relationship?)

Yes No

Is there or has there been an AVO for:

Your protection? Yes No Not sure

Your child's protection? Yes No Not sure

If yes, when?

Is there or has there been an AVO against you for:

The other party's protection? Yes No Not sure

Your child's protection? Yes No Not sure

Is there anything we can do to keep you safe while we are working with you? Yes No

For example: is it safe for us to call you, send you mail, email or text you? Is it safe for your ex to know where you are living? Do you feel safe about going to court?

9. Are you employed?

Yes No Occupation

Full time Part time Casual

10. Centrelink

Do you receive a Centrelink benefit? Yes No

Type

Do you receive the maximum rate? Yes No

Card sighted and number

11. Details of person with whom you are in dispute

Mr Ms Mrs Date of Birth

Day Month Year

First names:

Day Month Year

Family names:

Address:

Details of any other interested parties

Legal and social support form

12. Dependants

Do you have dependants living with you? Yes No

Is your partner dependent on you? Yes No

How many dependant children?

Child's name	Date of Birth
	/ /
	/ /
	/ /
	/ /
	/ /

13. Do you pay child support? Yes No

For how many children?

14. Income

What is your total weekly income before tax?

	You	Spouse/partner
Pension/Benefit	\$	\$
Wages/Salary	\$	\$
Business/self employed	\$	\$
Child Support	\$	\$
Other	\$	\$

15. Assets

	You	Spouse/partner
Value of house/land	\$	\$
Less mortgage	\$	\$
Car	\$	\$
Cash, bank etc	\$	\$
Other	\$	\$

IMPORTANT INFORMATION

Legal Aid NSW sometimes provides legal services to both parties to a dispute. This means both you and the other party in your matter may be assisted by a Legal Aid NSW lawyer. The lawyers are from separate units of Legal Aid NSW which are separated by an information barrier. This means the lawyer assisting the other party cannot access your confidential information.

If you and the other party in your dispute are both provided with legal services by Legal Aid NSW lawyers:

- The lawyers are from separate units of Legal Aid NSW which are separated by an information barrier.
- The information barrier means that client information held by one unit cannot be accessed by the other unit.
- A Legal Aid NSW lawyer will not assist a client if they work in a unit that holds confidential information about the other party that is relevant to the current matter.
- A Legal Aid NSW lawyer will not assist a client if they have personal knowledge of any confidential information of the other party that is relevant to the current matter.

- A Legal Aid NSW lawyer will not disclose any confidential client information to the lawyer assisting the other party.
- A Legal Aid NSW Lawyer will act in the best interests of their client without regard to the fact that the other party is being assisted by a lawyer also employed by Legal Aid NSW.

CONSENT TO SHARE INFORMATION

At most Court locations, legal assistance and social support are available to people accessing the Court.

Should I choose to access both legal assistance and social support, then I authorise the lawyer and the support worker who are working on my matter to share information with one another about:

- a) referrals which are made for me to each other and other services which might assist me;
- b) information regarding whether those referrals have been acted upon;
- c) information from that service regarding the outcome of any such referral.

I also authorise my support worker to provide any information which I share with them to my lawyer for the purpose of assisting me with my legal matter, including but not limited to any Domestic Violence Safety Assessment Tool or any Safety Plan which has been developed.


This authority extends to hardcopy and electronic documents and also extends to discussing my matter, if necessary.

YOUR DECLARATION

I understand that it is an offence to give false information.

I declare that to the best of my knowledge the information

I have given is true and correct

Signature 

Date / /
Day Month Year

PRIVACY

Legal Aid NSW collects personal information from you to:

- Provide you with a legal service
- Ensure accountability for the assistance we have provided
- Plan and report on our services.

The information is stored by us in accordance with NSW privacy legislation. You have a right to apply to access and correct the information we hold about you. For more information on our privacy obligations contact Legal Aid NSW PO Box K847, Haymarket NSW 1240, phone (02) 9219 5000.

AUDIT

This fully completed form must be retained for Legal Aid NSW audit purposes

OFFICE USE ONLY

Cases matter number:

Date of next appearance

Day / Month / Year

LAWYER TO COMPLETE

Has the client applied for legal aid in this matter? Yes No

If yes, was legal aid refused? Yes No

Has the client had assistance from a duty lawyer before?

Yes No EIU FASS

Primary matter (please specify)

Additional matters (please select from below):

FAMILY LAW

Family Law Other

- ADVO (this includes advice to a protected person about their ADVO and a duty appearance on a private application for an ADVO and advocacy with police to obtain a police ADVO and about a property recovery order)
Divorce
Nullity
Family Law Other – Commonwealth (please specify) (this includes assistance about forced marriage)
Adoption

Children

- Live with (this includes assistance with a parenting plan subject to ADVO)
Spend time with
Location/ recovery
Hague convention (child abduction) (this includes assistance about an airport watch list order)
Contravention
Enforcement & Other
Independent Children’s Lawyer

Care & Protection

- Primary Care & Protection Order (this includes assistance where there is a risk of FACS intervention)
Variation/ Rescission
Parental Responsibility Contract
Temporary Care Agreement
Compulsory Schooling Order
Contact Care Section 86

Property & Maintenance

- Property Settlement (married)/ (defacto) (this includes advice about the possibility of an exclusion or sole occupation order)
Maintenance (spouse)/ (defacto)

Child Support

- Child Support Application (this includes assistance about the DFV exemption to a child support assessment)
Child Support Agreement
CSA – Change of Assessment
Child Support Declaration – Payee
Child Support Declaration – Payer
Enforcement, Stay & Other
Appeal to SSAT
Appeal from SSAT Decision

CRIMINAL LAW

AVO

- ADVO (this includes a duty appearance to defend an ADVO or cross application where LA is satisfied that the client is the primary victim)
Breach ADVO (this includes a duty appearance to defend a Breach ADVO where LA is satisfied that the client is the primary victim)

Assault

- Domestic Violence Related Assault (this includes a duty appearance to defend an assault charge where LA is satisfied that the client is the primary victim)

Damage/ Property

- Malicious Damage

Fraud/ Dishonesty

- Fraud/Dishonesty (State) (this includes advice about perjury or changing a statement)

CIVIL LAW

Immigration

- Other Immigration Matter

Personal Injury or Accident

- Crime (this includes assistance about victims support)

Human Rights

- Complaint against police (State)

Housing (loss of dwelling)

- Eviction public tenancy
Other loss of dwelling

Housing (not dwelling loss)

- Private tenancy
Public tenancy

Consumer

- Credit

Debts (Non Consumer)

- Money owed by applicant
Money owed to applicant

Social Security

- Benefits/ Pensions/ Allowances (this includes advice about Centrelink)

Civil matters arising from

- Sexual assault
communications privilege

Other (please specify)

Assistance Provided

- Adjournment/Mention
Urgent hearing
Information Only
Negotiations/Draft Terms
Advice Only
Conflict, info or refer

Outcome

- Finalised/Advised
Interim Order (by consent)
Final Order (by consent)
Withdrawn/Dismissed
Sentenced
Adjourned
Interim Order (contested)
Final Order (contested)
Referred
Other

Results:

Multiple horizontal lines for recording results.

Lawyer’s Name:

Date:

Day / Month / Year

Additional Minor assistance provided:

Date

Day / Month / Year

Legal Aid Office:

- EIU SWS DVU FASS Legal CS DVU
Other

Location:

Family Law Court-Location:

Local Court-Location:

Bench:

Other party/ lawyer:

Where was the client referred to?

- No referral necessary
Nowhere to refer client to
Another Legal Aid Office
ALS
CLC
Community Organisation
Court/Tribunal
Police
Dispute Resolution/ mediation eg. CJs, ombudsman, FRCS
DVU
Government Department
GP/health professional
Law Society/Private Prac
LawAccess NSW
Library
Merit
Pro bono

SOCIAL SUPPORT TO COMPLETE

CASES Client ID:

Contact type

- Face to Face
- Telephone
- Letter/email

Service provided

- Screening for social welfare issues
- Referral to Men's Behaviour Change Program
- Safer Pathways Referral
- Other referral(s)
- Referral(s)
- Risk assessment
- Safety plan
- Liaison with Court
- Court support
- Advocacy in relation to ADVO issues
- Advocacy in relation to other issues
- Assistance with victims support
- Pre Court information
- After Court information
- Case Management
- FaCS Mandatory Reporter Guide

When contact made

- Before Court proceedings initiated
- Before first court date
- On first court date
- After first court date
- After Final Orders

Reason for contact

FASS

Relationship of other party to client

- Partner
- Ex-Partner
- Same sex partner
- Same sex ex-partner
- Child
- Adult child
- Parent
- Grandparent
- Sibling
- Other relation

Other party history of violence

- No known history
- Prior AVOs
- Prior charges
- Prior AVOs and charges
- History of domestic violence

Our client history of violence

- No known history
- Prior AVOs
- Prior charges
- Prior AVOs and charges
- History of domestic violence

Weapons Use

- Weapon threatened
- Weapon used
- None
- Not known

Access to firearms

- Not known
- Yes
- No

Threat rating

- Threat
- Serious threat
- Not applicable – Reason:

Represented by

- FASS – Legal Service (duty)
- Early Intervention Unit (duty)
- Legal Aid NSW Lawyer
- Self
- Private Lawyer – paid by Legal Aid
- Private Lawyer – paid by client
- Private Lawyer – Pro Bono
- CLC Lawyer
- ALS Lawyer

Referred by

- FASS (this includes the Coordinator, FASS, DVU or EIU legal service)
- Your WDVCA
- Other WDVCA
- Court – Judicial Officer
- Court – Staff
- Self-referred
- Other part of Legal Aid NSW
- Other Legal Service
- Police
- SHLV
- Counselling/Welfare Service
- Accommodation Service
- Health Service
- Local Court
- Centrelink
- FaCS
- DV Hotline
- Mediation Service/FRC
- LawAccess NSW
- Other

Referral to another service

- FASS – Legal Service/ DVU
- Early Intervention Unit
- Other part of LA NSW
- Other legal service
- LA NSW Family Dispute Resolution Unit
- Other Family Dispute Resolution
- Your WDVCA
- Other WDVCA
- Police
- Counselling
- Accommodation Services
- Victims Services
- Family Support Services
- Mental Health Service
- Drug and Alcohol Services
- Centrelink
- Youth Service
- DV case management service
- SHLV
- ATSI services
- CALD services
- LGBTIQ services
- General Practitioner
- Safe Beds for Pets
- Local Court
- Ombudsmen
- FaCS
- Other

Location:

Family Law Court-Location:

Date: / /
Day Month Year

Next Court date: / /
Day Month Year