Application Check List.

1. Has the client provided their financial documents?

The financial document requirements for Centrelink recipients are a Centrelink statement and 3 months of recent bank statements for all accounts.

Clients who are employed need to supply 3 months of bank statements for all accounts and a recent pay slip or letter from their employer stating what their current salary is.

If the client is self employed a recent tax return and balance sheets are required.

These requirements also apply to any financially associated person.

2. Have you and your client signed a copy of the electronically lodged application form for your file?

You do not need to secure the clients signature if you are acting for a child or the client is in custody. If the requirement is waived for any other reason a file note must be kept on your file outlining why this requirement was waived.

3. Have you completed all necessary areas on the application for legal aid before submitting it?

If Legal Aid has to contact you for information that is missing from the application form the clients grant of aid may be delayed.

Further information about Legal Aid NSW's Means Test may be found on our web site under the Policy Online section.