

Financial Statement for Legal Aid in Criminal Proceedings

*Before completing this form, please refer to the guidance notes at the back.

Your first name:

Your surname:

Your date of birth: / /

Part A

Income

See Notes 1, 2 & 3

1 Employment details

<p>1a Are you employed?</p> <p style="text-align: center;">You</p> <p>No <input type="checkbox"/> Go to question 2</p> <p>Yes <input type="checkbox"/></p>	<p style="text-align: center;">Your partner</p> <p>No <input type="checkbox"/> Go to question 2</p> <p>Yes <input type="checkbox"/></p>	
<p>Please provide evidence of income for each job you are employed in</p> <p>Tick this box if you have attached evidence <input type="checkbox"/></p>		
<p>1b Do you get benefits from work that are not money?</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>	<p>See Note 4</p>
<p>These can include a company car, luncheon vouchers and free health insurance.</p>		
<p>Type of work benefit</p>	<p>.....</p> <p>.....</p> <p>To the value of £</p>	<p>.....</p> <p>.....</p> <p>To the value of £</p>
<p>Received every:</p>		

2 Other benefits

See Note 5

<p>2 Do you or your partner receive any of the following benefits:</p> <p>Child Benefit, Tax Credits, Incapacity Benefit, Retirement Pension, Industrial Injuries Disablement Benefit or any other benefit?</p>	<p style="text-align: center;">You</p> <p>No <input type="checkbox"/> Go to question 3</p> <p>Yes <input type="checkbox"/> Give details below</p>	<p style="text-align: center;">Your partner</p> <p>No <input type="checkbox"/> Go to question 3</p> <p>Yes <input type="checkbox"/> Give details below</p>
<p>Add together the total amount you receive from the above benefits.</p>	<p>Total £ every</p>	<p>£ every</p>

3 Private pension

See Note 6

	You	Your partner
3 Do you receive a private pension or a pension from an employer?	No <input type="checkbox"/> Go to question 4 Yes <input type="checkbox"/>	No <input type="checkbox"/> Go to question 4 Yes <input type="checkbox"/>
Please provide the total amount you receive for pensions.	Total £ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>

4 Maintenance income

	You	Your partner
4 Do you or your partner receive maintenance payments for anyone in your household?	No <input type="checkbox"/> Go to question 5 Yes <input type="checkbox"/>	No <input type="checkbox"/> Go to question 5 Yes <input type="checkbox"/>
If 'Yes', please say how much.	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>

5 Other income

5a Do you or your partner receive any of the following:		No <input type="checkbox"/> Go to question 5b Yes <input type="checkbox"/>
<ul style="list-style-type: none"> • Student grant or loan • board or rent from family, lodger or tenants • financial support from anyone else or someone allowing you to use other assets or money e.g. trust funds. 	<ul style="list-style-type: none"> • rent from another property • income from any other source 	
Add together the total amount you receive from the above sources of income.	You £ <input type="text"/> every <input type="text"/>	Your partner £ <input type="text"/> every <input type="text"/>
5b Do you or your partner receive interest from savings?	No <input type="checkbox"/> Go to question 5c Yes <input type="checkbox"/> Give details below	No <input type="checkbox"/> Go to question 5c Yes <input type="checkbox"/> Give details below
If 'Yes', please say how much.	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
5c Do you or your partner withdraw a regular amount from your savings to meet your monthly outgoings?	No <input type="checkbox"/> Go to question 6 Yes <input type="checkbox"/> Give details below	No <input type="checkbox"/> Go to question 6 Yes <input type="checkbox"/> Give details below
If 'Yes', please say how much.	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>

5 Other income (cont)

If you or your partner have answered 'Yes' to 5b or 5c , please give details of the savings and investments that this is based on below.

Bank or building society	Account number	Type of account
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of account holder	Sort code	Current balance
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank or building society	Account number	Type of account
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of account holder	Sort code	Current balance
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank or building society	Account number	Type of account
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of account holder	Sort code	Current balance
<input type="text"/>	<input type="text"/>	<input type="text"/>

6 Children

6a Do you have any children of the family living with you?

No Go to question 7
 Yes

6b How old will they be at their next birthday?

Number of children aged 1	<input type="checkbox"/>	Number of children aged 11 to 12	<input type="checkbox"/>
Number of children aged 2 to 4	<input type="checkbox"/>	Number of children aged 13 to 15	<input type="checkbox"/>
Number of children aged 5 to 7	<input type="checkbox"/>	Number of children aged 16 to 18	<input type="checkbox"/>
Number of children aged 8 to 10	<input type="checkbox"/>		

Outgoings

7 Housing

See Note 7 & 8

	You		Your partner	
7a Do you or your partner pay rent or a mortgage for the property where you live?	No <input type="checkbox"/>	Go to question 7b	No <input type="checkbox"/>	Go to question 7b
	Yes <input type="checkbox"/>		Yes <input type="checkbox"/>	

If 'Yes', please say how much. £ every £ every

If your housing costs are over £500 per month you must provide evidence.

7 Housing cont

	You	Your partner
7b How much Council Tax do you or your partner pay per year?	£ <input style="width: 80%;" type="text"/> per year	£ <input style="width: 80%;" type="text"/> per year
7c Do you or your partner pay for your keep ('board and lodgings') at the property where you live?	No <input type="checkbox"/> Go to question 7d Yes <input type="checkbox"/>	No <input type="checkbox"/> Go to question 7d Yes <input type="checkbox"/>
If 'Yes', please say how much.	£ <input style="width: 80%;" type="text"/> every	£ <input style="width: 80%;" type="text"/> every
If your housing costs are over £500 per month you must provide evidence.		
7d If you answered 'Yes' to question 7c, how much of the above is for food?	£ <input style="width: 80%;" type="text"/> every	£ <input style="width: 80%;" type="text"/> every
7e Please give the name of the person you pay board to and your relationship to them.		
Name	<input style="width: 100%;" type="text"/>	Relationship <input style="width: 100%;" type="text"/>

8 Childcare costs

See Note 8

	You	Your partner
8 Do you pay childcare costs (to a registered childcare provider)?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	£ <input style="width: 80%;" type="text"/> every	£ <input style="width: 80%;" type="text"/> every
If your child care costs are over £500 per month you must provide evidence.		

9 Maintenance outgoings

	You	Your partner
9 Do you pay maintenance for any children who do not live with you or any ex-partners?	Children <input type="checkbox"/> Ex-partners <input type="checkbox"/>	Children <input type="checkbox"/> Ex-partners <input type="checkbox"/>
Tick the boxes that apply.		
Add together the maintenance you pay for any children or ex-partners.	£ <input style="width: 80%;" type="text"/> every	£ <input style="width: 80%;" type="text"/> every

10 Other questions

	You	Your partner
10a Do you have any income, savings or assets which are under restraint or freezing order?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
You must provide a copy of the order.		
10b In the last two years, have you been taxed within the 40% income-tax bracket?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
You must provide a copy of your tax calculation sheet (showing your tax liability).		
10c In the last two years, have you filled in a self-assessment tax form?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
You must provide a copy of your tax return.		

Further information

See Note 9

Part B

1 Self-employment, partnerships and directorships

See Note 10

Are you or your partner self-employed, in a partnership, a company director or shareholder in a private company?

No Go to Part C on page 8.

Yes Go to question 1a.

	You	Your partner
1a Are you self-employed?	No <input type="checkbox"/> Go to question 1f. Yes <input type="checkbox"/> Give details below	No <input type="checkbox"/> Go to question 1f Yes <input type="checkbox"/> Give details below
1b How many forms of self-employment do you have?	<input type="text"/>	<input type="text"/>
1c Trading name of business	Business A: Business B: Business C:
1d Address where the business trades from	A: B: C:	A: B: C:
1e How much money do you take from the business as your personal income (you may refer to this as drawings)?	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
1f Are you a partner in a business partnership?	No <input type="checkbox"/> Go to question 1m Yes <input type="checkbox"/> Give details below	No <input type="checkbox"/> Go to question 1m Yes <input type="checkbox"/> Give details below
1g How many partnerships do you have?	<input type="text"/>	<input type="text"/>
1h Trading name of partnership	Partnership A: Partnership B: Partnership C:
1i Address where the partnership works from	A: B: C:	A: B: C:

1 Self-employment, partnerships and directorships (cont)

	You	Your partner
1j What is your percentage share of the partnership profit?	A: % B: % C: %	A: % B: % C: %
1k How much money do you take from the business as your personal income (you may refer to this as drawings)?	£ every	£ every
1l Please give the names of the other partners	A: B: C:	A: B: C:
1m Are you a shareholder in a private limited company or a company director?	No <input type="checkbox"/> Go to question 1s Yes <input type="checkbox"/> Give details below	No <input type="checkbox"/> Go to question 1s Yes <input type="checkbox"/> Give details below
I am a director	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
I am a shareholder	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
1n How many companies are you a director or shareholder of?		
1o Trading name of the company	Company A: Company B: Company C:
1p Registered office or business address of the company	A: B: C:	A: B: C:
1q What is your percentage share of the company profit?	A: % B: % C: %	A: % B: % C: %
1r How much did you receive in dividends in the last financial year?	£ every	£ every
1s Have you filled in a self-assessment tax return for HM Revenue & Customs (the Inland Revenue) for your income since you started your self-employment, partnership, directorship or shareholding? See Note 11	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If 'Yes', please say how much you earn	£ every	£ every

1 Self-employment, partnerships and directorships (cont)

	You	Your partner
1t Have you received a self-assessment tax calculation sheet from HM Revenue & Customs (the Inland Revenue) telling you about your tax liability?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If 'Yes' please say how much.	£ <input style="width: 100px;" type="text"/> every	£ <input style="width: 100px;" type="text"/> every

Part C

Checklist

	You	Your partner
Have you attached the following supporting documents with your application? Tick as appropriate.		
• Wage slips	<input type="checkbox"/>	<input type="checkbox"/>
• P2 form (benefits-in-kind)	<input type="checkbox"/>	<input type="checkbox"/>
• Completed financial accounts	<input type="checkbox"/>	<input type="checkbox"/>
• Self-assessment tax form (SA100)	<input type="checkbox"/>	<input type="checkbox"/>
• Tax calculation sheet (SA302)	<input type="checkbox"/>	<input type="checkbox"/>
• Bank statements	<input type="checkbox"/>	<input type="checkbox"/>
• Rental, tenancy agreement or mortgage statement	<input type="checkbox"/>	<input type="checkbox"/>
• Proof of childcare costs	<input type="checkbox"/>	<input type="checkbox"/>
• Restraint or freezing order	<input type="checkbox"/>	<input type="checkbox"/>
• Evidence where partner is unable to sign	<input type="checkbox"/>	<input type="checkbox"/>
• Statement of Truth	<input type="checkbox"/>	<input type="checkbox"/>

Data Protection Act - Access to personal information

We will use the information you provide in this form, and any other information we may receive, to process your application for legal aid. We will keep it in line with the principles of the Data Protection Act 1998 and any relevant confidentiality arrangements.

The Legal Services Commission is the data controller. If necessary, we may check or share the information you provide with other organisations, such as:

- the Department for Work and Pensions;
- HM Revenue & Customs;
- the Land Registry;
- Companies House;
- credit reference agencies

We will only share the information if it is necessary to protect the public funds or where we have to do so by law.

We or HM Courts Service may also process your information to produce management or research information. The results of our research will only be published in a statistical or anonymous form.

We will keep information for as long as is necessary to fulfil our duties under the Access to Justice Act 1999. You have the right to look at the personal information held about you, to inspect it, and have it corrected if it is wrong.

DECLARATION

Authority by your partner

See Note 12

If you have a partner whose details have been completed on this form, they must sign the authority below, unless your partner is aboard, in hospital or otherwise unable to sign.

This is a true statement of all my income.

I agree to the Legal Services Commission and HM Courts Service checking these facts with others such as the Department for Work and Pensions and HM Revenue & Customs. I authorise those people or organisations to provide the information that we may request.

Signature..... Date...../...../.....

Full name (in BLOCK CAPITALS).....

Your declaration

This is a true statement of all my and my partner's income. I understand that if I tell you anything untrue on this form, or the documents I send with it, or leave anything out:

- a I may be taken to court; or
- b the Legal Services Commission may take away my legal aid so I have to pay all my legal fees.

I understand that if I have made a statement which is false; or I knowingly withhold information, I may be prosecuted, which may result in a prison sentence or a fine.

I agree to the Legal Services Commission and HM Courts Service checking these facts with others such as the Department for Work and Pensions and HM Revenue & Customs. I authorise those people or organisations to provide the information that we may request.

I agree to the Legal Services Commission contacting my partner to check the information I have given about their means.

I will:

- a provide more evidence if the Legal Services Commission or HM Courts Service ask; and
- b tell the Legal Services Commission or HM Courts Service of anything I have said here changes.

I agree to the Legal Services Commission or, HM Courts Service contacting my partner, where he or she is unable to fill in the form, to verify his or her financial information. I understand that if the information is incorrect or my partner refuses to provide information my legal aid may be withdrawn.

I understand that if my case goes to the Crown Court or any higher court, the court may order that I pay some or all of the costs of the proceedings through a Recovery of Defence Costs Order should be made and I may be required to give details of my means to the court or LSC.

I understand that if my case goes to the Crown Court or any higher court, I will have to tell the Legal Services Commission or HM Courts Service (or both) details of my financial circumstances.

Signature..... Date...../...../.....

Full name (in BLOCK CAPITALS).....

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INC	self/share	salary	other prop	trust
EX	childcare	other prop	mort	
AW	highp	freezing order	tax 40%	SA form
ANALYSIS	HR	LR		

Give any other factors considered when deciding the application, including any information given orally.

Decision on financial assessment:

Signature..... Name of appropriate officer

Date...../...../.....

Case number:

Representation order number:

Notes on how to fill in the form

CDS15: Financial Statement for Legal Aid in Criminal Proceedings

General

You must also fill in Form CDS14 and submit it with this form.

The form must be filled in BLOCK CAPITALS and black or blue ink.

We need to determine whether you are financially eligible. Full information must be given about your own means, and if relevant, your partner's means. Your application will be accepted if your partner is abroad, in hospital or otherwise unable to sign, but you must provide evidence of this.

If you do not provide supporting evidence where we ask, your application will be returned as incomplete.

To find out more about our financial assessment, you can read our guidance. This can be found in the office of any firm of solicitors involved in criminal defence work or online at www.legalservices.gov.uk.

Part A

Note 1 How will you know how much I earn and how much tax and National Insurance I pay?

We will look at the evidence you provide (e.g. your payslip) to see how much you earn and how much you pay for tax and National Insurance.

Note 2 Which sections do I fill in if I am self-employed?

If you are self-employed you must fill in all sections including **PART B**.

Note 3 What kind of evidence do I provide to prove my income in question 1?

You must provide your most recent available pay slip or slips. If you are employed and in custody but are unable to provide a pay slip, you must fill in Form CDS17: Statement of Truth.

Note 4 What evidence should I provide if I receive 'benefits-in-kind' for question 1b?

You must provide your last P2 form.

Note 5 Do I include the amount I receive from housing benefit as part of my answer to question 2?

No, you do not add the amount you receive for housing benefit. This is deducted later in the form in question 7a.

Note 6 What kind of evidence do I provide to prove any income I receive from a private pension in question 3?

You must provide a recent bank statement to show the amount you receive from a private pension.

Note 7 What should I consider when adding-up how much rent or mortgage I pay in question 7a?

The amount of rent or mortgage you give must be after deducting housing benefit and must not include arrears.

Note 8 How do I prove that my housing or childcare costs are particularly high?

If your housing costs are more than £500 each month, you must provide a copy of your tenancy or rental agreement or mortgage statement. If your child-care costs are more than £500 each month, you must provide a receipt of payment or bank statement

Note 9 What further information can I add on page 5?

The 'Further Information' box on page 5 can be used to clarify any information you have provided elsewhere on the form.

Part B

Note 10 I'm not sure if I am self-employed, in a partnership, or in a directorship.

'Self-employed' means anyone who is involved in a trade, profession or vocation as a sole trader (that is, you alone own the business and its profits). This includes anyone who has to fill in an Inland Revenue self-assessment tax return as a self-employed person.

'Business partnership' means anyone who is involved in a trade, profession or vocation which is run with someone else (that is, you share the ownership of the business and its profits with one or more other person), but the business is not incorporated as a company. This includes anyone who has to fill in an Inland Revenue self-assessment tax return as a partner. You should answer 'Yes' to this question even if you are a sleeping partner (that is, you are not involved in the partnership, but you are entitled to a share of the business and its profits).

'Company director' means anyone registered as a director of an incorporated body or company (not including charities), whether or not they hold shares in that body or company.

For the purposes of this form 'Shareholder' means anyone who holds a number of shares in a private limited company.

Note 11 What evidence should I provide for question 1s if I have filled in a self-assessment tax return?

You must provide the most recent copy of your completed financial accounts and self-assessment tax return.

Note 12 What should I do if my partner is unable to sign the declaration at the end of the form?

If your partner is abroad, in hospital or otherwise unable to sign, please set out the reasons they are unable to sign and their contact details in question 18 on Form CDS14. By signing the declaration in this form you are giving the Legal Services Commission your consent to approach and check the information where your partner is contactable.