



Financial assessment form

CLSMEANS3

Use this form if your main home is outside the United Kingdom

Please read the declaration on page 16 then answer all the questions on this form in ink. You must have the form witnessed on page 17. This form and any statements you send with it must be written in English or French. If you use another language, you must provide a translation into English or French. Show amounts of money in the currency in which they are paid or held, and tell us what this currency is.

If you are applying for Legal Aid, give the form to your solicitor once you have filled it in. Your solicitor will then send it to the relevant Legal Services Commission (LSC) regional office with your application. The LSC will consider your application and work out how much you will have to pay towards your costs.

If you need more space to answer any questions use the spaces for extra information on page 15.

If you have a partner

If you have a partner, we will need details of both of you. By 'partner' we mean someone you are married to or live with as a couple. If you are separated from your partner and living with someone else, give details of the person you are living with now.

If you have financial involvements in any other country

If you have financial involvements in any other country, you must provide information on all of your or your partner's finances, including any earnings, benefits, property, assets or company directorships held in any other country.

If you are applying for Legal Aid for a child under 16

If you are applying for public funding for a child under 16, do not fill in this form if:

- the child has savings, items of value or investment worth less than £2,500;
and
- the child does not have any regular money coming in.

Ask your solicitor for Form CLSMEANS 4.

By 'regular money' we do not mean earnings from part-time or holiday jobs, benefits or maintenance payments that you get for the child.

If you are employed

If you, and your partner if you have one, are employed, you must get a written statement from your employers and attach it to this form. The statement must show how much you earn before tax and other payments to the government, including overtime, bonuses and commission. It must also show how much tax and national insurance you pay. If you or your partner have more than one employer, please get a written statement from each one.

If you are self-employed

If you or your partner are self-employed, please ensure that you answer all of the questions on pages 5 to 7.

Note to the applicant

Please answer "Yes" or "No" questions by ticking the appropriate box; do not cross sections out or make other marks such as 'not applicable' or your application may be rejected.

Note to the solicitor

If the client is under 16 the form must be signed by the person applying for them. If the client is applying for public funding (not reporting a change in financial circumstances), you must send us this form and all the other documents we need within two months of the date the form is signed. Otherwise we will reject the application. Your client must report changes in their financial circumstances as soon as they happen.

Reporting a change in circumstances

You are required to notify the Commission immediately of any changes in your financial circumstances

If you already have Legal Aid and are reporting a change in your financial circumstances you should use this form to tell us:

Your Legal Aid Reference Number _____

What the change is _____

The date the change took place _____

Do you think this is a permanent change? or temporary change?

If temporary please indicate how long you think the change will last? _____

4 Please now complete the rest of this form

Applying for someone else

1. Are you applying for someone else?

No: please go to the next section

Yes: fill in the following giving your details

Surname: _____ First Names: _____

Address: _____

Postcode: _____ Telephone number: _____

4 Please now complete the form giving the details of the person you are applying for

About you

1. Are you? Male Female Prefer not to say
Please tick one box:

2. Are you? Single Married but Separated Divorced
Please tick one box:
 Widowed Married Cohabiting

3. If you are separated, please tell us the date of separation: _____

4. Is your partner the opponent in the case you are applying for public funding for? No Yes

4 We use the word partner to mean a person you are married to or a person you normally live with as a couple.

4 If you have a partner and you have answered 'No' to Question 4, please fill in the rest of this form giving details of both you and your partner. If you are living apart due to, for example, illness, imprisonment or working away (and not because the relationship has broken down) then we will still need you and your partner's details.

4 If you are separated from your partner and living with someone else, give details of the person you are living with now.

4 If your partner is your opponent, please fill in the rest of the form giving details about yourself only.

5. Please give the following details:

You

Your partner

Surname: _____

Surname at birth: _____

Other Names: _____

Date of birth: _____

Address: _____

Postcode: _____

If possible, give the name and phone number of a friend or relative in the UK, who we could contact for further information if needed: _____

6. Address where we can contact you if you do not want us to use the address above:

7. Do you or your partner reside in any other country during part of the year?

you

- No: please go to
Income-Employment
section
- Yes: please tell us

your partner

- No: please go to
Income-Employment
section
- Yes: please tell us

The name of the country(ies): _____

How long you are resident
there: _____

The reason you reside there
(for example, employment or
holiday): _____

Income - employment

1. Are you employed?

4 Please remember to get a written statement from your employer and your partner's employer if you have one. If you are employed and you do not send a written statement with this form, we will not be able to deal with your application and we may refuse public funding.

4 The written statement should state how much you normally earn before tax and other payments each month, the amount of tax and social security payments on that income, the annual value of any benefits in kind (e.g. accommodation), the details of any changes that will occur in the next month and the currency in which the payments have been made.

you

- No: please go to question 2
- Yes: please tell us

your partner

- No: please go to question 2
- Yes: please tell us

Employer's Name: _____

Employer's address: _____

What is your job? _____

When did the job start? _____

2. Do you have any other jobs?

you

- No: please go to question 3
- Yes: please tell us

your partner

- No: please go to question 3
- Yes: please tell us

4 Write the names and addresses of these employers in the Extra Information section on page 15 and attach a written statement from each employer to this form.

Income - employment - continued

3. Do you pay out for childcare (childminding) because of your work or self-employment?

you	your partner
<input type="checkbox"/> No: please go to question 4	<input type="checkbox"/> No: please go to question 4
<input type="checkbox"/> Yes: please tell us	<input type="checkbox"/> Yes: please tell us
How much each month? £ _____	£ _____

4. How much has been taken off your total income for things like Tax and Social Security in the last month?

£ _____	£ _____
How much and how often? _____ every _____	_____ every _____

5. If you are off work at the moment, please tell us the date when you expect to return.

you	your partner
_____/_____/_____	_____/_____/_____

Self-employment, partnerships and directorships

You must answer all the questions in this section

1. Are you self employed?

4 By self employed we mean anyone who is engaged in a trade, profession or vocation as a sole trader (i.e. you have sole ownership of the business and its profits). This includes anyone who is required to complete a tax return as a self employed person. If you operate in partnership with someone else (i.e. you share the ownership of the business and its profits with one or more other person) you should answer no to this question and refer to question 2.

you	your partner
<input type="checkbox"/> No: please go question 2	<input type="checkbox"/> No: please go to question 2
<input type="checkbox"/> Yes: please tell us	<input type="checkbox"/> Yes: please tell us
How many different forms of self employment do you have? _____	How many different forms of self employment do you have? _____

4 Please complete a supplementary form CLSMEANS1A for each trade, profession or vocation which you are involved in and attach it to this form. A CLSMEANS1A is required even if you are not currently trading, unless you have wound the business up.

Self-employment, partnerships and directorships - continued

2. Are you a partner in a business partnership?

4 By business partnership we mean anyone who is engaged in a trade, profession or vocation which is operated in partnership with someone else (i.e. 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 is required to complete a tax return as a partner.

4 You should answer yes to this question even if you are a sleeping partner (i.e. you are not actively involved in the partnership, but you are entitled to a share of the business and its profits).

you

No: please go to question 3

Yes: please tell us

How many partnerships you have? _____

your partner

No: please go to question 3

Yes: please tell us

How many partnerships you have? _____

4 Please also complete a supplementary form CLSMEANS1B (available from your solicitor) for each partnership you are involved with and attach it to this form. A CLSMEANS1B should be completed even if the partnership is not currently trading, unless the partnership has been dissolved.

3. Are you a shareholder in a private limited company and/or a company director?

4 By company director we mean anyone registered as a director of an incorporated body/company (excluding charities), whether or not they hold shares in that body/company.

you

No: please go to page 7

Yes: please tell us

How many companies are you a director or shareholder of? _____

your partner

No: please go to page 7

Yes: please tell us

How many companies are you a director or shareholder of? _____

4 You will need to ask the company accountant to complete a supplementary form CLSMEANS1C (available from your solicitor) for each directorship you hold. A CLSMEANS1C should be completed even if the company is dormant (i.e. it has no significant accounting transactions). The completed CLSMEANS1C(s) and associated accounts should be attached to this form.

Self-employment, partnerships and directorships - continued

4. Have you submitted a tax return in respect of your income since you commenced your self employment, partnership, directorship and/or shareholding?

you

No: please tell us when you expect to make a return _____
(go on to the "Income - other money" section below).

Yes: please tell us

Date of the most recent submission

Name of Tax Office _____

Date when next return due _____

your partner

No: please tell us when you expect to make a return _____
(go on to the "Income - other money" section below).

Yes: please tell us

Date of the most recent submission

Name of Tax Office _____

Date when next return due _____

5. Have you received a tax calculation sheet notifying you of your tax liability?

you

No: please tell us when you expect to receive this _____

Yes: please attach a copy of your most recent notification to this form

your partner

No: please tell us when you expect to receive this _____

Yes: please attach a copy of your most recent notification to this form

Income - other money

1. Do you, your partner or any of the children who live with you get any maintenance payments?

No: please go to question 2

Who is maintenance paid to?

Yes: please tell us

How much is paid and how often?

_____ every _____

_____ every _____

_____ every _____

2. Do you or your partner receive a private pension or a pension from an employer?

you

No: please go to question 3

Yes: please tell us

How much is the pension before tax is taken off?

_____ every _____

your partner

No: please go to question 3

Yes: please tell us

How much is the pension before tax is taken off?

_____ every _____

Income - other money continued

3. Do you or your partner get any money from anywhere else?

you

- No: please go to question 4
 Yes: please tell us

your partner

- No: please go to question 4
 Yes: please tell us

Where or who the money is from _____

What it is for _____

How much it is and how often _____ every _____

_____ every _____

4 If you declare this money for tax purposes, part of your income is considered to be self-employed, so you need to fill in form L31.

4. Is or has anybody else, including any company or other body, supporting you or your partner financially or making resources available to either of you?

4 This might be someone paying your bills, or someone allowing use of other assets or money from a Trust Fund

4 If you have received support in the past but this has now stopped, please tick "Yes" and provide details below.

you

- No: please go to page 9
 Yes: please tell us

your partner

- No: please go to page 9
 Yes: please tell us

(i) Your connection to this company or person

What types of support do you receive?

What has this been worth to you in each of the last 3 years, starting with the last 12 months?

(1)

(2)

(3)

(ii) Your connection to this company or person

What types of support do you receive?

What has this been worth to you in each of the last 3 years, starting with the last 12 months?

(1)

(2)

(3)

Other people

1. Does anyone apart from your partner live in your home?

4 For example, children or other adults whether related to you or not

No: please go to question 2 Yes: please tell us

Their name	Date of Birth	Relationship to you	Do they work full-time?		Are they in full-time education?		If in full-time education and they get a grant how much is it?	If in full-time education, when will they finish?
			Yes	No	Yes	No		
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

2. Do you or your partner pay any maintenance for someone who does not live with you?

No: please go to the next section Yes: please tell us

Their name	Their relationship to you or your partner	Who pays?		Is it paid voluntarily, by Court Order or through the Child Support Agency?	How much is paid and how often?
		you	your partner		
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____ every _____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____ every _____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____ every _____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____ every _____

Living costs - housing

4 If your home is also your business address please do not include any costs which have been put through the business accounts.

1. Do you or your partner own or have a financial interest in the property you live in?

No: please go to question 6 Yes: please tell us

The current market value of the property you live in: _____

Please tick the box which applies to you or your partner:

The property is held in my or my partner's sole name. Please state who holds the legal title: _____

The property is held in our joint names. We own _____ %

I have a charge on the property. The current value of your charge £ _____

2. How much do you or your partner actually pay for the mortgage, including any endowment policies linked to the mortgage?

£ _____ per month

Who pays it? you your partner

Living costs - housing continued

3. What is the total amount outstanding on any mortgage or loans secured on the house you live in?

4. Please tell us whether the property is

- Detached Semi-detached Terraced Bungalow Flat/Maisonette

5. Number of bedrooms in the property: _____

6. Do you or your partner pay rent for the place where you live?

No: please go to question 7

Yes: please tell us the amount of rent you or your partner pay and how often:

_____ every _____ Who pays it? you your partner

7. Do you or your partner pay for your board and lodgings at the place where you live?

No: please go to next section

Yes: please tell us how much you or your partner pay and how often

_____ every _____ Who pays it? you your partner

How much of this is for food? £ _____

Please tell us the name of the person you pay board to and your relationship to them.

Name: _____ Relationship: _____

4 If you or your partner own or have an interest in another property, please put the details on page 11 question 3

Capital and other assets

1. Do you or your partner have any of the following:-

	Yes	No
Bank current accounts	<input type="checkbox"/>	<input type="checkbox"/>
Bank savings accounts	<input type="checkbox"/>	<input type="checkbox"/>
Building Society accounts	<input type="checkbox"/>	<input type="checkbox"/>
ISAs	<input type="checkbox"/>	<input type="checkbox"/>
National Savings/Post Office Accounts	<input type="checkbox"/>	<input type="checkbox"/>
Other accounts	<input type="checkbox"/>	<input type="checkbox"/>
Cash at home	<input type="checkbox"/>	<input type="checkbox"/>

If YES to any of the above, please give details on the next page:-

Capital and other assets continued

Bank/Building Society name	Name of account holder	Account number	Type of account e.g. current, deposit, ISA	Current balance
_____	_____	_____	_____	£ _____
_____	_____	_____	_____	£ _____
_____	_____	_____	_____	£ _____
_____	_____	_____	_____	£ _____

4 Please provide bank/financial statements covering the last 3 months to date, for each account held.

2. Do you or your partner have any of the following:-

	Yes	No	Current Value
National Savings Certificates	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
Premium Bonds	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
Capital Bonds	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
Stocks or Shares	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
Any other type of savings	<input type="checkbox"/>	<input type="checkbox"/>	£ _____

4 If you receive any income from these investments you must complete question 3 on page 8 of this form.

3. Do you or your partner own or have a financial interest in any property, land or timeshare other than the place you live in now?

No: please go to question 4

Yes: please tell us

Its address	Its market value	The amount of any mortgage or loan	How do you use the property? Do you, for example, rent it out or live in it part of the time?	What share do you and your partner own?
i. _____ _____ _____	_____	_____	_____ _____ _____	_____
ii. _____ _____ _____	_____	_____	_____ _____ _____	_____

Capital and other assets continued

4. Do you or your partner have any life assurance or endowment policies that are not linked to a mortgage?

4 Do not include any policies that only pay out on death.

No: please go to question 5

Yes: please tell us

When was the policy taken out?

What is the loan value of the policy?

What type of policy is it?

5. Do you or your partner have use of a car owned by someone else?

No: please go to question 6

Yes: Please tell us the following then answer question 6 and give details at question 7

Who owns the car? _____ Their relationship to you _____

6. Do you or your partner own a car?

No: please go to question 7 if you answered 'yes' to question 5

Yes: please go to question 7

7. Please state

The make & model

The registration number

The purchase price

Loan outstanding

Date of purchase

8. Do you or your partner have any valuable possessions?

4 For example, jewellery, antiques or collections. Please do not include wedding, engagement or eternity rings, or any equipment or tools you use for work.

No: please go to question 9

Yes: please tell us

What these items are

The sale value of these things

Capital and other assets continued

9. Are you or your partner owed any money?

Yes No

10. Have you or your partner received or are you likely to receive anything from a will of someone who has died, or from a trust fund?

Yes No

11. Have you or your partner transferred, sold, or given any money, property or possessions to anybody else (including any company or body) since you became aware that these proceedings were likely to take place?

Yes No

12. Have you made any purchases or paid out any sum of money, over £2,500, in the last 12 months?

Yes No

13. Do you or your partner have any other capital or other assets which have not been included in this section?

Yes No

If you have answered **YES** to any of the above questions please give full details below:-

14. Are you or your partner subject to a bankruptcy order?

Yes No

If YES, please attach a copy of the order. This will speed up the process of your application.

15. Do you or your partner have any income, capital or assets which are subject to a freezing order so that you cannot use them?

Yes No

If YES, please attach a copy of the order. This will speed up the process of your application.

Capital and other assets continued

16. Has an application been made to apply (or reapply) to discharge or vary the freezing order?

Yes

No

If YES, please provide a copy of the application and amended order as applicable.

17. Use this section to tell us anything we need to know that is not already on this form such as any likely changes.

Yes

No

If YES, please provide details below:-

About your case - what is the dispute about ?

4 Please consult your Solicitor before answering these questions

1. Please list any property, possessions or assets that are being disputed in these proceedings
4 Please include the address of any property and specific details of any other assets in dispute

Insurance

1. Do you have contents / building / motor / other insurance?

Yes Go to question 2

No Go to next section

2. Does the policy include insurance in relation to legal fees?

Yes

No

If YES, please provide details:

4 If you are not sure whether your policy covers legal fees, please refer it to your solicitor for checking.

Extra information not provided earlier in this form

- 4 Use this space to include information not provided elsewhere e.g. names and addresses of employers where you have more than one job and to provide any other information or further details that you feel are relevant to your application
- 4 If you know of an event that will change your financial circumstances in the next 12 months we need to know the date of that event and how it will change your circumstances. This might be that you are going to have a baby (we will need to know the expected date of birth) or that you will retire, or that you know that you will be starting a new job.

- 4 If you or your partner pay a contribution from your income towards a criminal legal aid case please give details below:-

Amount paid £_____ per month. Date of first payment ____/____/_____

Date of final payment (if known)____/____/_____

Data Protection Act - access to personal data

The personal data provided by you will be processed in accordance with the principles of the Data Protection Act 1998 and for the purposes of the Legal Services Commission's functions under the Access to Justice Act 1999. You have the right to make a formal request in writing for access to personal data held about you to inspect it and have it corrected if it is wrong. The Legal Services Commission may receive information about you from certain third parties, or give information to them; these third parties include some government departments. However, we will not disclose information about you unless the law permits us to.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how the information held by fraud prevention agencies may be used can be found on the Legal Service Commission website: <http://www.legalservices.gov.uk/civil/forms.asp>

Authority by partner

If you have a partner whose details have been completed on this form then they must sign the authority below.

- 4 This is a true statement of all my income and assets in the UK and any other country.
- 4 I agree to the Legal Services Commission checking these facts with others such as the Department of Work and Pensions and the HM Revenue and Customs and I authorise those people/organisations to provide the information they are asked for.

Signed: _____ **Date:** ____/____/____

Full name (in block capitals): _____

Declaration and authority

Please check that you have answered all the questions, as there will be a delay in considering your application if all the information needed is not provided. Please read each of the following statements carefully.

- 4 I have given correct and complete information on this form and on any other accompanying form or documents.
- 4 I have given details of all my and my partner's income and capital assets held in the UK and in any other country, including income arising from capital and/or assets held abroad.
- 4 I understand that if the information I have provided is not correct and complete any certificate granted to me may be revoked i.e. cancelled at which point I will become liable to pay all the costs that have been incurred.
- 4 I understand that if I have failed to provide correct and complete information I may be prosecuted and, if convicted, receive a fine or a period of imprisonment.
- 4 I understand that complete checking of the information provided by applicants for public funding is regularly undertaken to ensure the information provided is correct and complete.
- 4 I understand that I may be required to provide evidence to support the information I have supplied on this form.
- 4 I understand that I must tell you immediately if there are any changes in my or my partner's financial circumstances.
- 4 I agree that the Legal Services Commission can contact other parties such as the Department of Work and Pensions and the HM Revenue and Customs to obtain information about my or my partner's financial circumstances and I authorise those parties to provide the information they are asked for.
- 4 I understand that I must co-operate fully and immediately with any enquiry into my financial circumstances by the Legal Services Commission and that, if I do not, any certificate granted to me may be revoked i.e. cancelled at which point I will become liable to pay all the legal costs that have been incurred.

Signed: _____ **Date:** ____/____/____

Certification of means

4 A responsible person, who knows your circumstances, must certify that the information given about your means is correct.

I know the applicant's financial circumstances and believe that the information they have given on this form is correct and complete.

Signed: _____ **Date:** ____ / ____ / ____

Name and address: _____

_____ Postcode _____

Occupation: _____

Relationship, if any,
to the applicant: _____

Signature of witness

This section is mandatory and your application cannot be considered without the relevant signatures.

If you live in a Commonwealth country or the Republic of Ireland, take this application to the offices of a Justice of the Peace, a Magistrate or anyone else with legal authority.

If you do not live in a Commonwealth country or Republic of Ireland, take this form to the UK Consulate, Embassy or anyone else who has the legal authority to witness it.

Address where this document was witnessed:

Signature of witness: _____ **Date:** ____ / ____ / ____

Witness's name and job title: _____

If you would have serious difficulties or would suffer serious inconveniences or delay in getting the certificate and/or signature of witness completed you may ask the Legal Services Commission's regional office to deal with your application without all the formalities being completed. You must give your reasons in the relevant section which you have not completed and then submit the form to be considered.

What happens next

We may have to ask you for some documents and for some more information. Please remember to get a signed statement from your employer if you or your partner are working (see page 4 of this form). If you are sending documents to do with your own or your partner's finances, please attach them securely to this form.

When we have decided whether we can give you public funding and how much (if anything) you should pay towards your costs we will then get in touch with you to tell you.

For official use only

OCC season prof self salary

EX school 2nd prop mort trust share

AW highp mrva smod100k

CID rvk cost ndi

ANALYSIS HR LR

BF Date _____ / _____ / _____