



Change in capital

CLSMEANS5

Some time ago you applied for legal aid and filled in a financial statement. We need to look again at your financial circumstances because you or your partner have received money/property which may affect your assessment.

- 4 Fill in this form if you or your partner have received capital since you first applied for Legal Aid. By partner we mean someone you are married to or live with as a couple.
- 4 If only your income has changed, do not fill in this form. Ask the Legal Services Commission's regional office or your solicitor for form CLSMEANS1 instead or download from our website <http://www.legalservices.gov.uk/civil/forms.asp>
- 4 If your capital **and** income have changed, fill in this form **and** form CLSMEANS1.
- 4 Please read the declaration on page 3 and answer all the questions on this form. We need these details even if your court case has finished.
- 4 Please enter your Legal Aid reference number in this box if it is not already shown.

Tell us this number if you contact us.

For office use only

Personal injury

Your details

Surname: Mr/Mrs/Miss/Ms: _____

Other names: _____

Date of birth: ____ / ____ / ____ Date of birth of your partner: ____ / ____ / ____

Date of birth is important because we might make special financial allowances.

Address: _____

_____ Postcode: _____

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

_____ Postcode: _____

Phone number where we can contact you during the day: _____
(including STD code)

Your solicitor's details

Name of your solicitor: _____

Name and address of firm: _____

Phone: _____ Reference number: _____

1. Is your change in capital due to you or your partner receiving a sum of money?

No: please go to question 5

Yes: please tell us

How much money did you or your partner get? £ _____
(including monies held by your solicitor)

When did you get this money? _____ / _____ / _____

Where did this money come from? _____

Please enclose proof of the amount received.

2. Have you or your partner already spent some of the money?

No: please go to question 3

Yes: please tell us

| When did you spend the money? | What did you spend the money on? | How much did you spend? | Why did you have to spend the money at this time? |
|-------------------------------|----------------------------------|-------------------------|---|
| _____/_____/_____ | _____ | £ _____ | _____ |
| _____/_____/_____ | _____ | £ _____ | _____ |
| _____/_____/_____ | _____ | £ _____ | _____ |

Please enclose proof of what you have spent the money on (for example, bills or receipts). If you have moved house, you must send the completion statement for your new house with this form. YOU MUST SEND PROOF, WE CAN NOT PROCEED WITHOUT IT.

3. Will you or your partner have to spend some of the money?

⌚ This might be for things like buying a new home, buying furniture or paying debts.

No: please go to question 4

Yes: please tell us

| When are you going to spend the money? | What are you going to spend the money on? | How much are you going to spend? | Why do you have to spend the money at this time? |
|--|---|----------------------------------|--|
| _____/_____/_____ | _____ | £ _____ | _____ |
| _____/_____/_____ | _____ | £ _____ | _____ |
| _____/_____/_____ | _____ | £ _____ | _____ |

Please send estimates or bills for these things with this form. WE CAN NOT PROCEED WITHOUT THEM.

4. Please enclose all your **savings books**, and **bank statements** you have received since you got the money. If you have a partner, please send their savings books and bank statements as well. We will send these back to you as soon as we can. If you do not want to send the originals, we will accept clear photocopies. Please list below the things you are sending so we can check we got them safely.

5. Have you or your partner received any other assets?

4 For example, shares, jewellery, paintings, property, unit trusts.

No: please go to question 6

Yes: please give details including current valuation of each.

| Type of Asset | When did you receive it? | Current Valuation |
|---------------|--------------------------|-------------------|
| _____ | ____ / ____ / ____ | £ _____ |
| _____ | ____ / ____ / ____ | £ _____ |

6. Has your capital changed in any other way since you first applied for Legal Aid?

No:

Yes: please give details including current valuation of each

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>

Declaration and authority

4 The information I have given on this form is correct and complete.

4 I understand that if the information is not complete and correct I may be prosecuted.

4 I understand that the Legal Services Commission can make any enquiries it needs to. I agree that they can contact other parties 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 costs that may have been incurred.

Signature: _____ Date: ____ / ____ / ____