

## New Applications Checklist:

Following this list will help us process your Applications quicker.

***1 in 4 rejected applications are unsigned.***

	Have all the forms been signed and dated by the applicant and the legal representative?
	Are the signatures original and less than 2 months old?
	Have you submitted the relevant Means form?
	Has the applicant (and partner if appropriate) completed all sections of the Means form and signed/dated it?
	Do you need to submit a Form L17? If so, has it been stamped/signed by the employer?
	Has the applicant provided evidence of the benefits they are in receipt of?
	Have you included a statement of case and any supporting documents?
	Where appropriate have you submitted a form CLSAPP7 (mediation)?
	Should Devolved Powers have been used?
	If self employed please submit a Means 1 form together with: Means 1A if Sole Trader Means 1B if in Partnership Means 1C if a Director

Both funding code criteria and Decision Making Guidance can be found on the Legal Services Commission website or in the **Legal Services Commission Manual, Volume 3.**