

EVIDENCE REQUIRED FOR FREE MEDIATION

Universal credit

Please provide the documents below, before your meeting via email to

laa@allisonmediation.co.uk

From your online account we need to receive photos or screen shots of :-

- i.) From your home page, part that gives details of the 'Next payment due' ;
- ii.) From the payments section, a breakdown of your last payment [these are underlined blue and if you click into, the full breakdown may be two or three screen shots or photos];
- iii.) From your journal section, we need to ascertain the start date of your claim or date when there has been a change in circumstances, so we require a screenshot or photo of the part of your claim that refers to [advance payment approved, new claim details submitted, change of circumstances approved etc].

Bank statements

In addition your bank statement for you (and any partner, if you are living together) for any accounts in which you receive income paid into.

[This is not an exclusive list but to give you an idea the Legal Aid Agency treat wages, rental income, monies loaned from family, lottery / betting wins, bonuses, redundancy payments and sale of items as income if you use that money to help you meet your expenditure that month].

You [and any partner]

- Bank statements or from online accounts pdf or screen shots or photo's of
 - i.) Four week period before your meeting [so if your meeting is the 01.10.2020 the relevant period is 01.09.2020 to 01.10.2020]
 - ii.) If you emailing us photos of bank statements we understand you may only have part of this period. You could try to log onto online accounts to create a pdf of transactions for the relevant period or attend at your bank to ask for a 'banker's roll' for the full period.

Other points to remember

Housing costs

If your monthly housing cost (rent or mortgage payment) is more than one third of your pre tax monthly income, we will need you to send us evidence of this payment. This could be simply highlighting this on any bank statement.

There is a cap of £545 per calendar month for housing costs for those without dependent children living with them.

Childcare costs

If your childcare costs exceed £600 per month, we will need a receipt for these costs, dated within the last four weeks.

Capital

Please remember the Legal Aid financial assessment is assessing income, available savings and equity in your home.

It is possible you could be eligible on INCOME but OVER ON CAPITAL so therefore you will not qualify for legal aid.

If you have savings or equity in your property, please provide us with these details when you send your income details through.