

PRO BONO PROGRAM APPLICATION FORM

The My Community Legal Pro Bono Program is a legal referral service which refers eligible applicants to private law firms (**'Pro Bono Partners'**) who may be able to provide free legal assistance. Our Pro Bono Partners are not obliged to accept a referral, so we cannot guarantee that legal assistance will be provided in all matters that meet our eligibility criteria.

To apply for assistance:

- Step 1:** Complete this application form if you are seeking assistance with a civil law, employment, property law, wills and estates, criminal law, family law, domestic violence or immigration law matter. Please make sure you complete all applicable sections. Assistance can be provided if you have difficulty completing the form by contacting our office on 0423 466 286 or 0411 896 401.
- Step 2:** Please attach copies of any documents which you think are relevant to your legal matter. It is particularly important that you provide us with any court or tribunal documents which relate to your matter. Then return this form by email to probonoprogram@mycommunitylegal.org.au
- Step 3:** Your application will be assessed by My Community Legal to determine whether it meets the **eligibility criteria** for referral. While My Community Legal tries to assess applications as quickly as possible, it may take some time to get back to you. Please ensure to let us know if you have any upcoming deadline or court date.
- Step 4:** Applications that meet the eligibility criteria will be referred to a Pro Bono Partner. If a Pro Bono Partner accepts your matter, My Community Legal will advise you of their contact details so you can make arrangements with them.
- Step 5:** If your matter cannot be referred out, you will receive a letter providing reasons why My Community Legal is unable to assist you.

Eligibility criteria:

- The applicant must be unable to afford private legal services. This is determined by considering your financial circumstances as provided in this application.
- The applicant must be unable to obtain Legal Aid. This will be satisfied in the case of an applicant who has been refused a grant of Legal Aid or whose legal matter is not one for which Legal Aid is available.
- The legal matter must be a civil law matter, employment matter, property law matter, wills and estates, criminal law matter, family law matter, domestic violence matter or immigration law matter.
- The legal matter must be considered by My Community Legal to have reasonable prospects of success.
- My Community Legal must be of the opinion that our Pro Bono Partners could assist with the legal matter.

1. Personal Details

Title: Mr. Mrs. Ms. Miss Other:

First name:

Last name:

Address:

Suburb:

Postcode:

Contact Number:

Date of Birth:

Email Address:

What is your marital status?

- Married De Facto Divorced Separated Widowed
 Never Married Other:

Do you have any dependents?

- Yes No
If yes, how many?

2. Your Financial Circumstances

If you are currently in paid employment, what capacity are you working?

- Full-Time Part-Time Casual Other (please specify)
 Not employed

Do you get financial help from another person?

- Yes No

Note: **Financial help** is where another person regularly gives you money, helps pay your bills or shares your living expenses. This may include a relative, friend, or your current or former partner or spouse.

If yes, please provide details of your relationship with that person:

Total weekly gross income (before tax) for that person

Total weekly gross income (before tax) for the household

Do you, or a person who helps you financially, own a home or are currently paying off a home?

Yes (provide details below) No

What is the current value of the home?

\$

What is the total mortgage of the home?

\$

How much equity do you have in the home?

\$

Note: **Equity** is the value of an asset less any money owing on that asset.

Do you, or a person who helps you financially, have money in the bank?

Yes (provide details below) No

\$

Do you, or a person who helps you financially, have any other assets (e.g., cars, shares, property)?

Yes (provide value of assets below) No

\$

3. Details of Matter

Please indicate the type of legal matter(s) from those listed below:

- Civil Law Employment Law Property Law Wills & Estates
 Criminal Law Family Law Domestic Violence Immigration Law
 Other (please specify):

4. Court Proceedings (if applicable)

Are there any current court proceedings in relation to your matter?

Yes (provide details below) No

Next court or tribunal date:

Court or tribunal name:

Type of proceedings:

Which party are you?

Plaintiff / Applicant Defendant / Respondent Not Applicable

5. Statement Regarding Your Matter

Please detail the type of assistance and outcome sought:

6. Acknowledgement and Signature

I confirm that the information contained in this form is true and accurate, and I have provided all the relevant documentation.

Initial:

I, [print name here] _____, authorise My Community Legal to:

- Collect and collate all documents necessary to assess whether or not this matter complies with the My Community Legal Pro Bono Program criteria.
- Release any information set out in, or provided with this application, and any other documents and information held by My Community Legal to:
 - Any Pro Bono Partner that My Community Legal considers appropriate for providing pro bono assistance.
- Retain my file for a period of 7 years, after which time the file will be destroyed.

Signature:

Date:

I acknowledge and agree that:

- My Community Legal does not grant assistance to applicants but merely acts as an intermediary between the myself and the Pro Bono Partner.
- It is my responsibility to negotiate the terms upon which I engage any Pro Bono Partner introduced to me by My Community Legal.
- Any instruction, engagement or work completed by the Pro Bono Partner that has agreed to act for me is a direct relationship with that Pro Bono Partner and not My Community Legal.
- I am departing My Community Legal service for liability purposes and agree that I have been provided a facilitated referral only.
- I am aware of any time limits that apply to the matter for which I have applied to My Community Legal and I will take the steps necessary to protect my interests and will not harm or prejudice those interests by awaiting a decision of My Community Legal.
- My application may be refused if I have provided false, inaccurate or misleading information or failed to provide documents requested.
- My Community Legal has no legal responsibility or liability to me where my application is declined by My Community Legal or my application is referred to a Pro Bono Partner.
- I authorise the Pro Bono Partner to report to My Community Legal on the status, progress and outcome of the matter on a confidential basis and without waiving any legal professional or other privilege, but to enable My Community Legal to monitor its referral program.

Signature:

Date:

OFFICE USE ONLY

MCL Volunteer Practitioner name:

Outline of legal assistance required:

Does the client have any special circumstances which make it more difficult for them to deal with this legal matter?

Yes (provide details below)

No

OFFICE USE ONLY
Pro Bono Partner Particulars

Pro Bono Partner Firm Name:

Firm Address:

Suburb:

Postcode:

Contact Number:

Email Address:

I agree to be engaged in a pro bono capacity for the legal matter the subject of this application.
I will be consulting with the client directly in relation to this legal matter.

Practitioner name:

Signature:

Date:

I will be taking on the matter in the following capacity (please outline below):