



Can I get legal aid?

Everything you need to know about our guidelines for granting aid

You have to apply for a grant of legal aid if you want a lawyer to represent you in court. But if you want to get legal information or advice about your problem, you can talk to us without going through the application process.

You must include all relevant information about your financial circumstances on your application form.

How do you decide who gets legal aid?

Demand for our services is high, so we use strict criteria when granting aid for legal representation. This way we can make sure we are using our funding to help those who are least able to afford a lawyer.

What criteria do you use?

We use three sets of criteria to determine if legal aid will be granted. These are the Legal Aid Queensland means test, funding guidelines and in most cases, a legal merits test.

How does the means test work?

The means test looks at your income, your assets and how many people you support, like your partner or children, to see if you are financially eligible for legal aid.

It also takes into account the income and assets of anyone who helps you financially.

What is 'financial help'?

Financial help is where another person regularly gives you money, helps pay your bills or shares your living expenses. This could be a relative, friend, or your current or former partner or spouse. If you are in dispute with a person you usually receive financial help from, we will not take their income and assets into account.

What assets are included in the means test limits?

Assets taken into account include real estate (houses, land), cash, shares, debentures or other investments, and the assets of any person who helps you financially, unless you need legal aid because you are in dispute with that person. We do not include:

- › the house you live in (if the equity is \$255,000 or less)
- › cash you have saved to buy a home or land you own (if the equity is \$255,000 or less); you must have signed a contract to buy or build a home before you knew about your legal problem for this cash or land to be exempt under the means test
- › household furniture (unless it is exceptionally valuable)
- › tools you need for your job (unless they are exceptionally valuable)
- › your car or cars (unless you have over \$16,000 in equity).

What income should I include in my application?

You need to tell us about any money you regularly receive including:

- › your salary or wage (if you are working)
- › money you receive from investments, like share dividends, rent from investment properties or payments from trusts
- › income you receive from an insurance policy claim eg accident, sickness or disability benefits.

If you rely on Centrelink payments for your income, you will usually be eligible for legal aid, as long as your assets are within the set limits. You should include Family Tax Benefit (Part A & B) payments, along with child maintenance and child support payments, as income.

If your assessable assets are more than \$930 (or \$1880 if you receive financial help from another person), you may not be eligible for aid or may have to pay some money towards your legal costs.

If you are 60 years or over, you can have equity in your home up to \$510,000 if you:

- › receive an income-tested allowance or benefit and
- › have lived in your home for five years or more, or moved out of your home or bought an alternative home because of disability or illness.

If you are a farmer or a small business owner, you can have equity in the farm or business up to the following limits:

- › If you are a homeowner and you get financial help from another person — up to \$236,500. If you do not get financial help from another person — up to \$166,750.
- › If you do not own your home and you get financial help from another person — up to \$357,500. If you do not get financial help from another person — up to \$287,750.

A 'homeowner' is a person who owns or is paying off the house they live in.

How much can I earn and still get legal aid?

Table 2 sets out how much gross weekly income you can earn and still be eligible for aid. You can use this table to check if you meet the requirements and to see if you might have to make a contribution towards your legal costs. Table 1 shows how much you could have to pay towards your legal costs based on the value of your assets. We will not approve your application if the amount you would have to pay towards your legal costs would be more than the grant of aid value.

What if I have special circumstances?

We have developed guidelines to help identify applicants who would not usually meet our means test, but deserve special consideration because they experience multiple disadvantages. For a copy of the guidelines, call us on 1300 65 11 88 or visit www.legalaid.qld.gov.au

How does the merit test work?

We assess the merit of each person's case by looking at:

- › the legal and factual merits of the case and if it is more likely to succeed or fail if it goes to court
- › if a sensible person would risk their money to take the case to court
- › if the benefit the applicant will receive from having a lawyer justifies spending limited public funds on their particular case.

What are the guidelines?

The guidelines tell us the types of cases we can fund, based on the priorities set for us by the state and federal governments. You can get a complete list of the priorities on our website at www.legalaid.qld.gov.au. The priorities are included in the Grants Handbook. Some of the priorities are:

Civil law

- › Child protection proceedings
- › Domestic and family violence matters
- › Criminal injuries compensation claims
- › Discrimination matters.

Criminal law

- › District and Supreme Court criminal proceedings
- › Indictable offences in the Childrens Court (these are serious offences)
- › Appeals to the Court of Appeal or High Court
- › Magistrates court committal hearings where the maximum penalty is more than 14 years in jail
- › Bail applications.

Family law

- › Urgent matters where a child's safety or welfare is at risk or the applicant's safety is at risk
- › Urgent matters where there is an immediate risk of a child being removed from Australia or to a remote location in Australia
- › Separate representation of children
- › Parenting plans and orders
- › Location and recovery orders
- › Injunctions relating to family violence.

How do I apply?

You need to complete an application form, which you can get from our offices throughout Queensland, from our website or from one of our preferred supplier law firms in your area.

You should speak to a solicitor about your problem before you apply. You can arrange to get free legal advice about most personal legal issues by calling us on **1300 65 11 88** and making an appointment to speak to a lawyer.

What documents do I need?

When you complete your application form you will also need to include:

- ✓ a copy of your health care card or pension card (if you have one)
- ✓ copies of any pay slips for the past four weeks (if you earn a wage or your spouse, partner or family member earns a wage and gives you financial help)
- ✓ copies of tax returns and assessments (including your spouse/partner's), profit and loss statement and balance sheets for the past two financial years (if you are self-employed or a partner in a business)

- ✓ copies of your bank statements for all accounts for the past three months (if you have more than \$500 in the bank); you can't use ATM account balances — you need to get a proper statement from your bank or print one from your online bank account
- ✓ copies of any court or legal documents you have about your problem.

Where do I lodge the form?

You can lodge your form by mail or in person at any of our offices around the state. The postal addresses for our offices are included on this factsheet. If a lawyer from one of our preferred supplier law firms completes the application for you, they can lodge it for you online.

How long will it take?

We assess about 90 percent of applications within five days. If you haven't received a response 14 days after lodging your application, please contact us.

What if I don't agree?

You can appeal decisions made about your application by writing to us and explaining why you believe the decision was wrong. You should also include any extra relevant information you want us to consider with your letter. The external review officer — an independent person who does not work for Legal Aid Queensland — considers all appeals.

You have 28 days from the date you received your decision letter to write to us and let us know you want to appeal.

Can you organise an interpreter?

Yes, we can organise for an accredited interpreter to help you. We are committed to making our services accessible to all people who need our services.

To have information about our application process explained in your language, please call the Translating and Interpreting Service on **13 14 50** to speak to an interpreter. Ask to be connected to Legal Aid Queensland. If you have a hearing impairment, please call the TTY service on **(07) 3238 3023**. These are free services.

How do I provide feedback or make a complaint?

Your feedback — complaints, compliments and suggestions — is welcome and we take it seriously.

To make a comment about the service you received from Legal Aid Queensland, you can complete our client feedback form. The form is available from your local Legal Aid office and our website.

You can also give us feedback by:

writing to us at
GPO Box 2449, Brisbane, Qld, 4001

calling 1300 65 11 88
and talking to our staff

emailing
feedback@legalaid.qld.gov.au

Table 1: Asset contribution table

Net asset	Contribution
\$ 100	\$ 20
\$ 200	\$ 45
\$ 300	\$ 65
\$ 400	\$ 85
\$ 500	\$ 105
\$ 600	\$ 140
\$ 700	\$ 170
\$ 800	\$ 205
\$ 900	\$ 235
\$ 1000	\$ 265
\$ 1100	\$ 310
\$ 1200	\$ 355
\$ 1300	\$ 395
\$ 1400	\$ 440
\$ 1500	\$ 480
\$ 1600	\$ 535
\$ 1700	\$ 590
\$ 1800	\$ 640
\$ 1900	\$ 695
\$ 2000	\$ 750
\$ 2100	\$ 810
\$ 2200	\$ 875
\$ 2300	\$ 940
\$ 2400	\$ 1005
\$ 2500	\$ 1070
\$ 2600	\$ 1135
\$ 2700	\$ 1195
\$ 2800	\$ 1260
\$ 2900	\$ 1325
\$ 3000	\$ 1390
\$ 3100	\$ 1485
\$ 3200	\$ 1580
>\$3200	\$ for \$*

* Aid will not be approved if the amount you would have to pay is more than the value of your grant of aid.

For more information about our services:

 **1300 65 11 88**  **www.legalaid.qld.gov.au**

Your local Legal Aid office:

Brisbane
44 Herschel Street

Bundaberg
2nd Floor, WIN Tower,
Cnr Quay & Barolin Streets

Caboolture
Ground floor, Kingsgate,
42 King Street

Cairns
Ground Floor, Equity Central,
46 Spence Street

Inala
Level 1, Inala Commonwealth
Offices, 20 Wirraway Parade

Ipswich
97 Brisbane Street

Mackay
Ground Floor,
17 Brisbane Street

Maroochydore
3rd Floor, Cnr The Esplanade
& Second Avenue

Mount Isa
6 Miles Street

Rockhampton
Ground Floor, 35 Fitzroy Street

Southport
1st Floor, 100 Scarborough Street

Toowoomba
1st Floor, 154 Hume Street

Townsville
3rd Floor, Northtown,
280 Flinders Street Mall

Woodridge
1st Floor, Woodridge Place,
Cnr Ewing Road & Carmody Street

Table 2: Legal Aid Queensland initial contributions table

Household type	Work status	Number of children	Contribution free threshold gross income (\$ per week)	Maximum income threshold gross income* (\$ per week)	Client contribution																		
					Contribution payable on gross income (\$ per week) above -																		
					370	505	535	675	730	830	920	925	1000	1115	1185	1315	1370	1505	1640	1790	1950	2135	
Couple	Both in workforce	0	505	1145	-	200	270	380	450	540	630	740	990	1060	-	-	-	-	-	-	-	-	
		1	675	1315	-	-	-	200	270	340	340	500	590	650	880	980	-	-	-	-	-	-	
		2	830	1470	-	-	-	-	-	200	270	350	420	550	640	720	960	-	-	-	-	-	-
		3	1000	1640	-	-	-	-	-	-	-	-	200	270	310	380	520	610	700	-	-	-	-
		4	1185	1825	-	-	-	-	-	-	-	-	-	-	200	270	330	400	550	950	-	-	-
		5+	1370	2010	-	-	-	-	-	-	-	-	-	-	-	-	200	270	340	640	1280	-	-
Couple	One in workforce	0	535	1165	-	-	200	310	380	390	540	650	740	950	-	-	-	-	-	-	-	-	
		1	730	1370	-	-	-	-	200	210	280	360	500	560	650	860	980	-	-	-	-	-	
		2	925	1505	-	-	-	-	-	-	-	200	280	350	400	550	630	720	-	-	-	-	-
		3	1115	1755	-	-	-	-	-	-	-	-	-	200	250	310	370	520	610	-	-	-	-
		4	1315	1955	-	-	-	-	-	-	-	-	-	-	-	200	260	330	400	860	1360	-	-
		5+	1505	2135	-	-	-	-	-	-	-	-	-	-	-	-	-	200	270	570	940	1440	-
Single person/sole parent	In workforce	0	370	1010	200	350	420	530	730	740	830	1130	1240	-	-	-	-	-	-	-	-	-	-
		1	535	1175	-	-	200	270	380	450	540	630	740	990	-	-	-	-	-	-	-	-	-
		2	730	1370	-	-	-	-	200	270	280	340	500	590	650	880	980	-	-	-	-	-	-
		3	920	1565	-	-	-	-	-	-	200	270	350	420	550	640	720	960	-	-	-	-	-
		4	1115	1755	-	-	-	-	-	-	-	-	-	200	270	310	380	520	610	-	-	-	-
		5+	1315	1950	-	-	-	-	-	-	-	-	-	-	-	200	270	330	400	550	950	-	-

* Aid is not normally granted where a client's income exceeds the maximum income threshold.

Don't forget to include copies of your pay slips, bank account statements, tax returns and any documents about your problem with your application.