



## Camden Mediation

### Evidence required for legal aid assessment for free mediation

The table below sets out what evidence you need to bring to your mediation information and assessment meeting depending on what your source of income is. If you have more than one source of income, you will need to bring the relevant evidence for each source of income.

If you have a new partner, with whom you share income and expenditure, regardless of whether you are living together, you will also need to bring the relevant evidence of your partner's income.

If you rent your home from a private landlord you should also bring a copy of your tenancy agreement as evidence of your expenditure on rent.

What I receive...	What I need to bring...
<p><b>Income-based state benefit</b> (e.g. income support, income-based Jobseekers Allowance (JSA), income-based Employment and Support Allowance (ESA))</p>	<ul style="list-style-type: none"> <li>• Letter from Jobcentre/DWP/Pension Service, dated within 6 months of your legal aid assessment, confirming your entitlement to the benefit and stating, in the case of JSA or ESA, that it is income-based.</li> <li>• Bank statement covering the 30 days immediately prior to your legal aid assessment showing the benefit being paid into your account (transaction usually coded DWPIS)</li> </ul>
<p><b>Contributions-based state benefit</b> (e.g. contributions-based Jobseekers Allowance (JSA), contributions-based Employment and Support Allowance (ESA))</p>	<ul style="list-style-type: none"> <li>• Letter from Jobcentre/DWP/Pension Service, dated within 6 months of your legal aid assessment, confirming your entitlement to the benefit; AND</li> <li>• Bank statement covering the 30 days immediately prior to your legal aid assessment showing the benefit being paid into your account (transaction usually coded DWPIS)</li> </ul>
<p><b>Income from employment</b></p>	<ul style="list-style-type: none"> <li>• Bank statement covering the 30 days immediately prior to your legal aid assessment showing all your sources of income being paid into your account. If different sources of income go into different bank accounts, you will need to bring a statement for each account; AND <ul style="list-style-type: none"> <li>○ If you are <b>paid monthly, the payslip</b> issued in the 30 days before your assessment; OR</li> <li>○ If you are <b>paid weekly, four consecutive weekly payslips</b>, at least three of which must be issued in the 30 days before your assessment.</li> </ul> </li> </ul>

<p><b>Tax credits</b></p>	<ul style="list-style-type: none"> <li>• Letter from HMRC, dated within 6 months of your legal aid assessment, confirming the amount you receive; AND</li> <li>• Bank statement covering the 30 days immediately prior to your legal aid assessment showing all your sources of income being paid into your account.</li> </ul>
<p><b>Financial support from friend/family member</b></p>	<ul style="list-style-type: none"> <li>• Bank statement covering the 30 days immediately prior to your legal aid assessment showing all your sources of income being paid into your account; AND</li> <li>• Letter from friend/family member confirming:             <ul style="list-style-type: none"> <li>○ whether you are living with them rent-free; AND</li> <li>○ the monthly amount they provide/spend to meet your day to day living expenses.</li> </ul> </li> </ul>
<p><b>Self-employed income</b></p>	<ul style="list-style-type: none"> <li>• Copy of your self-assessment tax return and accompanying accounts for previous financial year (if you have not yet submitted your first self-assessment tax return you will need a table of all work-related income and expenditure together with associated invoices/receipts covering the 30 days immediately prior to your legal aid assessment); AND</li> <li>• Bank statement covering the 30 days immediately prior to your legal aid assessment showing all your sources of income being paid into your account. If different sources of income go into different bank accounts, you will need to bring a statement for each account.</li> </ul>
<p><b>NASS support</b></p>	<ul style="list-style-type: none"> <li>• Letter from NASS or Local Authority, dated within 6 months of your legal aid assessment, confirming you are receiving support.</li> </ul>
<p><b>Student grant/loan</b></p>	<ul style="list-style-type: none"> <li>• Student grant/loan letter: AND</li> <li>• Bank statement covering the 30 days immediately prior to your legal aid assessment showing all your sources of income being paid into your account. If different sources of income go into different bank accounts, you will need to bring a statement for each account.</li> </ul>
<p><b>Any other sources of income</b></p>	<p>Please contact us on 020 7383 0733 to discuss.</p>