



LEGAL AID DEPARTMENT

CRIMINAL LEGAL AID FORMS

INTAKE PROCEDURES – APPLICATION FORM & STATEMENT OF MEANS

Please use this checklist to review your application before submission to the Legal Aid Officer.

1. APPLICATION FORM: *(This section relates to pages 1-2 of the Application form)*

- All questions must be answered. If not applicable, indicate by writing “N/A” in the block provided.
- Application form must be signed and dated. Form must be dated no more than 3 months before the date of submissions. Additionally, the Applicant must certify that all the information provided is true and accurate and must initial any changes on the form.
- Where the applicant is a minor, the form shall be signed by the Parent, Guardian ad litem or Attorney.
- If the Applicant is in custody, a notation of when taken into custody to be noted on the form.
- Court date to be noted down on the form also.

PERSONAL INFORMATION *(see questions 1-4, page 1)*

- *Name, Physical address Postal address, Email address (if any), Telephone contact*
- Government issued valid identification required at the time of submitted application e.g. passport, driver license, voter’s ID.
- All contact details and immigration status to be provided.
- Any alias used must also be provided.

ATTORNEY’S INFORMATION *(see page 1)*

- List the name of instructed or preferred attorney, if applicable.
- If applicable, provide details of any and all fees paid to Attorney (such as consultation/retainer/fees notes/appearance fee etc).

[Please note that if approved and no attorney is listed in this section, one will be assigned to you]

PARTICULARS OF PROCEEDINGS (see question 5, page 1)

- Charge Number/Indictment number to be noted down in this section. Also, provide a copy of charges and/or indictment.
- Next date of court to be noted down also.
- For Appeals, an opinion on the merit of the case must be provided also.

INTENDED PLEA TO CHARGE(S) (see question 6, page 2)

- Question 6 on the Applicant's intention to plead must be answered.
- The declaration must be initialed certifying that the information provided is true and accurate.

2. **STATEMENT OF MEANS FORM:** (*This sections relates to pages 3-6 of the Application Form*)

- All questions must be answered. If not applicable, indicate by writing "N/A" in the block provided.
- The Statement of Means form must be signed and dated, and all information must be current. Additionally, the Applicant is required to declare that all the information provided is true and accurate and must initial any changes made to the information provided on the form.

PERSONAL DETAILS (see question 1, page 3)

Name, age, date of birth (D/M/Y), postal address, physical address, email address (if applicable)

Marital Status – Married/Single/Divorced/Separated (married but not living together as husband & wife)/Widow

CHILDREN INFORMATION (see question 2, page 3)

Provide copy of birth certificate for minors (*children under the age of 18 years*)

OTHER DEPENDANTS (See question 3, page 3)

Disabled dependents or dependent adults, such as children or parents.

- School enrolment to be provided for dependent child, if applicable.
- Medical report to be provided for disabled adults, if applicable.

INCOME INFORMATION (See question 4, page 4)

- Copies of Applicant's salary slip for the last 3 months and/or employment letter confirming all remuneration for the last 3 months to be provided. (bonus, overtime and gratuities are required to be declared along with proof of those earnings)
- If commission payable, an average of the commission paid for the last 6 months required from employers.

- Employment details: Address, Post, Contact information and Supervisor name to be provided.
- If Self-Employed, copies of business banks account (3 months), registration and employee details required.

SPOUSE'S INCOME (see question 5, page 4)

- Spouse's salary slip or employment letter (original or certified copy) to be provided.

UNEMPLOYMENT INFORMATION (see question 7, page 4)

- If unemployed, specific details on last employment (and evidence of termination/resignation/ redundancy provided) and efforts to obtain employment must be provided. If registered at National Work Force Development Agency – confirmation of the same. If receiving any other Government Assistance – details provided.

OTHER INCOME (see question 8, page 5)

- All information regarding other income, maintenance/affiliation payments, rental income, pension etc.

INCOME OF OTHER RESIDING MEMBERS IN THE SAME HOUSEHOLD

- Provide a list of the names of all adults in the house.
- Provide a salary slip or employment letter (original or certified copy) of any adult residing in the household, if applicable.

BANKING INFORMATION (see question 9, page 5)

- **Applicant's** bank/credit union statement/transaction report (for all accounts: savings, chequing, term deposit, loan, credit card, trading as and business accounts, share accounts and investment/trust accounts) to be provided. Local and foreign bank/ credit union accounts. (Minimum of 3 months).
- **Spouse's** bank/credit union statement/transaction report to also be provided (same details as above).

PROPERTY INFORMATION (see question 10, page 5)

- Details of ALL properties Owned (solely or jointly – including those outside the jurisdiction) shall be provided along with an estimate of value and loan with copies of deed of title and other relevant supporting documents.

MONTHLY EXPENSES (see question 12, page 5)

- An outline of all monthly outgoings to be provided with supporting documents (such as rental contract or letter from landlord along with his/her ID, utilities bills – water, light), other bills - TV, cable, internet, phone, money transfer receipts, loan payments etc.)

Section 34 of the Legal Aid Law states that “an applicant, an assisted person or an attorney-at-law who, for the purposes of this Law, knowingly makes a false statement or knowingly supplies false information commits an offence and is liable on summary conviction to a fine of three thousand dollars or imprisonment for a term of six months or to both.”

All Civil Legal Aid Applicants shall be interviewed by the Legal Aid Department. Walk-in interviews conducted between Monday to Thursday 9:00 a.m. to 12:30 p.m. only.

Where to send your forms:

Director of Legal Aid
Legal Aid Department
c/o Legal Aid Officer
Address: Courts Office
P. O. Box 495, KY1-1106
Email: legalaids@judicial.ky