INDIVIDUAL APPLICATION FORM

LawRight is a not-for-profit community legal centre. We provide free legal help to people and organisations with civil law matters. To request our help, you will need to fill out our application form. For more information, please see the LawRight website at www.lawright.org.au.

IMPORTANT: This form does not give legal advice and filling it out does not guarantee we can help you. Please contact us on (07) 3846 6317 if you need help filling out the form.

Before you apply

We only help with certain areas of civil law. We are not the right service if your problem is about:

- Family law (for example: divorce, parenting arrangements, separation)
- Criminal law (charges made by police)
- Complex commercial disputes (for example: business or company disputes)
- Matters in courts outside Queensland
- Native title

To check what problems we do help with, visit www.lawright.org.au/find-legal-help/ or call us on (07) 3846 6317.

Filling out the form

To fill out this form and apply for help, follow the below steps:

Step 1 Complete all sections of this application form.

Step 2 Return this form along with **photocopies** (not originals) of any supporting documents.

- by post to **PO Box 12217 George Street QLD 4003**
- by fax to (07) 3846 6311
- by email to admin@lawright.org.au

After you submit the form

After we get your application form:

- one of our lawyers will review your application
- we will usually contact you within 1 to 4 weeks to let you know if we can help.

We look at all parts of your application together when deciding if we can help. This includes your legal problem, your ability to get help elsewhere, and your personal circumstances.

PO Box 12217
George Street QLD 4003

ABN 52 033 468 135
IA 30188

P: 07 3846 6317
F: 07 3846 6311
E: admin@lawright.org.au
W: www.lawright.org.au

This Centre is accredited by
Community Legal Centres Australia

CONTACT DETAILS

Please provide your contact details so we can contact you about your application and assess whether we can help.

Full name

Have you been known by any other/previous names?

Date of birth (dd/mm/yyyy)

Email

Contact number/s

Preferred method of contact

☐ Phone ☐ Email ☐ Post ☐ Other:

If post is your preferred method, please make sure to provide your postal address below.

Address

Who referred you to us?

☐ Another community legal centre
☐ Internet search
☐ I'm a previous client
☐ Barrister or BAQ
☐ Friends or family
☐ Queensland Law Society
☐ Private lawyer or firm
☐ Legal Aid
☐ Court staff or judge
☐ Other

BARRIERS TO ACCESSING JUSTICE

These questions help us understand your personal circumstances, including any barriers you may face in getting legal help.

Do you identify as…

- ☐ Aboriginal
- ☐ Torres Strait Islander
- ☐ Both Aboriginal and Torres Strait Islander
- ☐ None of the above
- ☐ Prefer not to say

Gender

- ☐ Male
- ☐ Female
- ☐ Non-binary
- ☐ Prefer not to say
- ☐ Other:

What is the highest level of education you have completed?

- ☐ Year 10 or lower
- ☐ Secondary
- ☐ Certificate
- ☐ Tertiary or higher

Country of birth:

Do you need an interpreter?

- ☐ Yes – language required:
- ☐ No

Do you have a disability?

- ☐ Yes
- ☐ No

Please let us know any accessibility needs:

Personal circumstances

Let us know of any personal circumstances that are impacting you. Please only share information that you feel safe and comfortable to share.

- ☐ Experiencing family violence
- ☐ Experiencing homelessness
- ☐ Single parent
- ☐ Impacted by recent natural disaster
- ☐ Mental health condition
- ☐ Substance abuse problems
- ☐ Gambling addiction
- ☐ Other:

YOUR FINANCIAL INFORMATION

These questions help us understand your financial circumstances, including your ability to access legal help without LawRight.

Where does your income come from?

- ☐ Full time employment
- ☐ Part time employment
- ☐ Casual employment
- ☐ Self-employed
- ☐ Centrelink
- ☐ Other:

What is your current annual income (before tax)? *If you are not sure of the exact amount, a rough estimate is fine.*

- ☐ $0 - $30,000
- ☐ $30,000 - $55,000
- ☐ $56,000 - $70,000
- ☐ $70,000 - $100,000
- ☐ Over $100,000

Do you receive additional financial support from someone else?

For example, pooling resources and expenses with another person (such as a parent or spouse).

- ☐ Yes – annual amount:

- ☐ No

Do you have any dependents?

A dependent is someone who relies on you for financial support or care, such as a child.

- ☐ Yes – number of dependents:

- ☐ No

What is your living situation?

- ☐ Own my own home
- ☐ Renting
- ☐ Public or social housing
- ☐ Living with friends or family
- ☐ Boarding house/hostel
- ☐ In prison
- ☐ In hospital
- ☐ Homeless (e.g. sleeping rough, couch surfing)
- ☐ Other:

YOUR FINANCIAL INFORMATION (cont.)

Do you own any assets?

Please list any assets you own over $10,000 (e.g. cars, houses). If you share ownership, include your share percentage.

Asset	Value ($)	Your share (%)

If you are not sure of the exact amounts, a rough estimate is fine.

Do you have any debts?

Please list any debts you have, and how much you owe (e.g. debts to Centrelink, credit card debts, payday loan debts).

Debt	Value ($)

If you are not sure of the exact amounts, a rough estimate is fine.

YOUR LEGAL PROBLEM

This section asks about your legal problem. This helps us understand your situation and decide if we are the right service to help you.

Describe your problem

Use this space to briefly describe your legal problem. It doesn't have to be detailed or written in legal terms. A few sentences about what has happened and what you need help with is enough.

Do you have any deadlines or due dates?

Let us know if your legal problem has any deadlines, court dates or other important dates. Please be aware that we may not be able to assist you before these dates - you should take all steps to comply with any deadlines you have.

What result are you seeking?

For example: Getting compensation, reaching a settlement, stopping something from happening, having a decision reversed.

YOUR LEGAL PROBLEM

Have you received legal advice for this matter?

☐ Yes ☐ No

If yes, please provide the details below. If you received written legal advice on your issue, please provide copies of any relevant advice when you return this application.

Who provided the advice? (firm or organisation name)

Why are they not assisting you?

If you have a current court or tribunal case, what court or tribunal are you in?

Please provide your court or tribunal file number, if you have one:

Please list the names and details of the other people involved in your dispute
*We need the **full names** of any other people or organisations involved in your issue, so we can understand the situation and check if we have any conflicts of interest.*
For example, the people you are suing or the company that is taking you to court.

Full name	How are they involved?

RETURNING THE FORM

Step 1 Make sure you have completed all sections of this application form.

Step 2 Read through the below privacy and acknowledgement statement and sign the form on Page 9.

Step 3 Return this form along with **photocopies** (not originals) of any supporting documents.

- by post to **PO Box 12217 George Street QLD 4003**
- by fax to (07) 3846 6311
- by email to admin@lawright.org.au

What supporting documents should I send?
A few key documents are often more helpful than a large number of documents. If you are unsure which documents to include, send copies (not originals) of the most important documents and we can contact you if we need anything further.

PRIVACY COLLECTION STATEMENT

LawRight is collecting your personal information in order to assess your eligibility for pro bono legal assistance. If you do not provide us with certain personal information (such as your contact details), we may not be able to progress this application.

LawRight may disclose your personal information to law firms and barristers that offer pro bono legal services so that they can make sure that they do not have a conflict of interest that would prevent them from assisting you.

LawRight may also disclose your personal information to other organisations, such as Legal Aid Queensland or other community organisations to determine your eligibility for other forms of assistance.

We use third party service providers to store and process some personal information. These may include Australian and internationally-based technology service providers and the use of servers within and outside Australia, including in the USA, Luxembourg, Spain and Portugal.

Our Privacy Policy (lawright.org.au/privacy) has more information about how we deal with your information, how you can ask us to access or correct your information and our complaints process. If you have any questions about our privacy policy, you can contact us on (07) 3846 6317 or at admin@lawright.org.au.

ACKNOWLEDGEMENT AND SIGNATURE

I confirm that:

- The information contained in this form is true and correct;
- I have read and understood the above Privacy Collection Statement and agree to LawRight managing my personal information in accordance with this Statement and its Privacy Policy (lawright.org.au/privacy) as amended from time to time; and
- My authority continues until I withdraw it in writing.

I authorise LawRight to:

- Assist me to collect and collate all facts and documents necessary (including sensitive information) to assess whether this matter fits LawRight's eligibility criteria;
- Request, transfer and receive personal information and documentation in relation to me for the purpose of providing assistance without waiving any legal professional privilege;
- Use my personal information anonymously to compile statistical data for the purpose of analysing and evaluating LawRight services;
- Give this information to LawRight's partner organisations, including legal practices, barristers and other organisations, for the purpose of assessing my eligibility for assistance, providing assistance and reporting;
- Keep any records related to my request for assistance or legal matter in electronic form only, including by scanning and confidentially destroying any physical documents LawRight creates or receives while assessing my matter or providing me with assistance; and
- Destroy any documents related to legal work performed for me 7 years after my file has been closed.

I acknowledge that:

- By accepting this application form, LawRight has not agreed to provide any assistance, beyond assessing my application. LawRight has not agreed to take further steps to progress my matter, and my legal matter remains my responsibility, including complying with any time limits.
- LawRight may decline to assist with my matter. If so, LawRight has no legal responsibility or liability to me.
- If LawRight does agree to assist with my matter, LawRight will notify me of what services it agrees to provide.
- LawRight may refer my matter to a legal practice or barrister, and will notify me if this happens. If my matter is referred, LawRight will then have no further legal responsibility or liability to me. If my matter is referred, I authorise the legal practice or barrister to report to LawRight on the progress and outcome of the matter on a confidential basis and without waiving any legal professional or other privilege, in order to enable LawRight to monitor its referral program.

Signature:

Name:

Date:

This form was completed by:

You

Friend or family

Community Legal Centre

Support worker

Other (please specify):