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## YOUR APPOINTMENT

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Sadly, too many clients come without all of the documents that we need. We hate turning people away, so we offer two options:

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### Option One

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Send or bring to us all of the proof documents - the ones listed in this leaflet before your appointment - and the administrator will check them and call you to confirm that your appointment may go ahead

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### Option Two

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If you are not able to produce the required proof documents in advance, but wish to go ahead with a Mediation Information and Assessment Meeting you will have to bring £90 (£75 plus VAT), in case you do not have the necessary proof with you. If you cannot show that you are entitled to legal aid, you will pay the fee which will be refunded if you later produce the proof that you were entitled to legal aid on the day that you came for your meeting.

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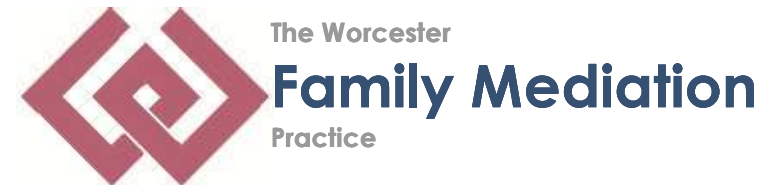
### Good News

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If either you **OR** the other party to the family dispute qualifies for legal aid, then both of you can have a **FREE** Mediation Information and Assessment Meeting and the **FIRST** mediation session will also be **FREE** for both of you

The Worcester Family Mediation Practice  
Marmion House Copenhagen Street Worcester WR1 2HB  
01905 730640      admin@twfmp.co.uk

[www.twfmp.co.uk](http://www.twfmp.co.uk)



# You need Legal Aid for Family Mediation?

We are very happy to provide Family Mediation under the Legal Aid scheme, but we can **only** do so if you provide proof that you qualify for it - and that means we must see details of income AND savings

## PASSPORTING BENEFITS

If you receive one of these benefits:

### Income Support

### Income-Based Job Seeker's Allowance

### Income-Related Employment & Support Allowance

### Guarantee Credit or Universal Credit

you simply need to provide an up to date letter from the Benefits Office stating that you do.

If you are living with someone who receives one of these benefits **and includes you in their claim**, then we shall need a letter from the Benefits Office confirming this.

**the letter must be less than 6 months old**

If you do **not** receive any of the above benefits, you may still be entitled to publicly funded family mediation, but we will need more information about **all** of your income relevant expenditure costs (see opposite) and savings.

### PLEASE NOTE THAT WE NEED CURRENT PROOF

that means for the month before you ask for legal aid for family mediation

## SAVINGS

We will need:

- The last 2 months statements for **all** bank accounts,
- Any building society passbooks
- Statements for any other savings or investments

**Statements must run up to the day of the assessment —  
so print a statement or collect one from the bank  
immediately before your assessment meeting**

## INCOME — If you don't receive a Passporting Benefit

Source of income	You must provide
Employed (P.A.Y.E.)	Payslips for the <u>whole</u> of the past month
Self Employed	Bank statements or working accounts/cash book showing drawings. Most recent tax assessment or set of accounts.
State Benefits	A letter from the Benefits Office confirming receipt of benefit and amount paid <b>OR</b> the following: Bank statements showing benefit payment <b>AND</b> <b>EITHER</b> original benefit notification letter less than 6 months old; <b>OR</b> letter less than 6 months old notifying a change in benefit amount
Working Tax Credit and Child Tax Credit	Most recent Award Notice <b>OR</b> Recent letter from HM Revenue & Customs confirming payments.

**YOU MUST PROVIDE PROOF FOR EVERY TYPE OF INCOME THAT YOU RECEIVE**

## EXPENDITURE

Expenditure	You must provide
Income Tax	Last income tax bill (self employed only)
Housing costs	Rent book or Tenancy Agreement OR Mortgage statement OR Bank Statement*
Child Care costs	Bank statement* OR Agreement with childminder
Maintenance paid	Cashed cheques OR Bank Statement* Maintenance Agreement OR Copy Court Order

\* Where Bank Statements are relied on they must show what the payments relate to.