



# LawRight

Access | Justice

## APPLICATION FORM

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LawRight **CANNOT ASSIST IN CRIMINAL OR FAMILY LAW MATTERS, IN COMPLEX COMMERCIAL DISPUTES, BUILDING AND CONSTRUCTION DISPUTES, PERSONAL INJURY OR NATIVE TITLE CLAIMS.**

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LawRight is a community legal centre which coordinates the provision of pro bono assistance in civil law matters. Complete this form if you are seeking assistance through our Court & Tribunal Services, Duty Lawyer Service or Pro Bono Connect.

For more information about these and other LawRight services, please see the LawRight website at [www.lawright.org.au](http://www.lawright.org.au).

To apply for assistance:

- Step 1** Complete this application form if you are seeking free legal assistance with a civil law matter through the Court & Tribunal Services, Duty Lawyer Service or Pro Bono Connect. Please make sure you complete ALL applicable sections. **Please contact us if you need help to complete this form.** Visit our website on [www.lawright.org.au](http://www.lawright.org.au) for contact details and opening hours of each office.
- Step 2** Return this form along with **photocopies** (not originals) of any supporting documents. In particular, if you are involved in litigation, please provide copies of any relevant court or tribunal documents.
- by post to **PO Box 12217 George Street QLD 4003**
  - by fax to **(07) 3846 6311**
  - by email to [admin@lawright.org.au](mailto:admin@lawright.org.au)
  - parties involved in litigation can hand their application to a LawRight staff member at the relevant court or tribunal office – see our website for contact details and opening hours of each office.
- Step 3** LawRight will assess your application and contact you in writing or by telephone about how we can help. While LawRight tries to assess applications as quickly as possible, it may take us more than two weeks to get back to you.

LawRight will acknowledge receipt of your application by letter, email, or telephone call.

# Time Limits

A limitation period may apply to your case. The processing of your application may take some time during which a limitation period may end. Even though you have applied to LawRight for assistance, we cannot be responsible if a limitation period ends while we are assessing your application.

To help us prioritise your application, please provide details of any known **deadlines, limitation dates or trial or hearing dates** for your proceedings.

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## Your Details

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**Given Name/s:** \_\_\_\_\_  
**Family Name:** \_\_\_\_\_  
**Are you known by any other/previous names?** \_\_\_\_\_

**Please tell us your full name so we can do a complete conflict of interest check.**

**Postal Address:** \_\_\_\_\_  
**Suburb:** \_\_\_\_\_  
**State:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Email:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Primary Contact Number:** \_\_\_\_\_  
**Additional Contact Number:** \_\_\_\_\_

### If you are an individual

**Gender**  
 Male     Female     Other

**Date of birth:** \_\_\_\_\_  
**Country of birth:** \_\_\_\_\_

**How well do you speak English?**  
 Very Well     Well     Not Well     Not at all

**How well do you write English?**  
 Very Well     Well     Not Well     Not at all

**What is your relationship status?**  
 Married or de facto     Divorced     Widowed     Separated  
 Never married     Other (please specify): \_\_\_\_\_

**Do you have any dependent children?**  
 Yes    If yes, how many? \_\_\_\_\_  
 No

**Do you have any other dependents?**

- Yes If yes, who and how many? \_\_\_\_\_
- No

**What is your housing status?**

- Renting  Public Housing  Prison  In hospital
- Own Home  Rent free – family / friends
- Sleeping rough (homeless, in vehicle, squatting etc)
- Other (please specify): \_\_\_\_\_

**Indigenous status**

- No  Yes, Aboriginal  Yes, Torres Strait Islander  yes, both Aboriginal and Torres Strait Islander

**Special circumstances**

**Do any of the following apply to you?**

*We ask for this information as it helps us to assess if you are eligible for assistance, if we can refer you to a specialist service and if we can put in place supports to help us help you. We understand that these are sensitive questions, and we treat this confidential information with care and respect.*

- Experiencing family violence (from a carer, partner or other family member)
- Mental health condition
- Disability or impairment. Please specify: \_\_\_\_\_
- Need an interpreter. Please specify language or non-spoken communication: \_\_\_\_\_
- Substance abuse problems
- Gambling addiction
- Living in a regional, remote or rural area
- Over 65 years of age

**If you are an organisation**

- What is the organisation name?** \_\_\_\_\_
- Who is the organisation’s contact person?** \_\_\_\_\_
- How many members does the organisation have?** \_\_\_\_\_

## Referral Information

**Who referred you to LawRight?**

Please select one of the following:

- Federal Court (staff or judge)
- Queensland Court (staff or judge)
- Queensland Civil and Administrative Tribunal (staff or member)
- Other Court or Tribunal (please specify): \_\_\_\_\_
- Queensland Law Society / private lawyer or firm
- Bar Association of Queensland / barrister

- Legal Aid
- Community legal centre (including Indigenous legal service providers)
- Community non-legal support service
- Dispute resolution service
- Ombudsman
- Government entity (please specify): \_\_\_\_\_
- Internet search / LawRight website
- Other (please specify): \_\_\_\_\_

## Your Financial Information

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### If you are an individual

#### Income source

- Full time employment
- Part time employment
- Casual employment
- Self-employed
- Self-funded
- Centrelink (please specify type of benefit): \_\_\_\_\_

What is your current *individual* annual income (before tax)? \_\_\_\_\_

What is your current *household's\** annual income (before tax)? \_\_\_\_\_

\* **Household** means you and other income earners with whom you live.

#### Do you receive financial support from any other person?

- No
- Yes (please provide details of your relationship with the person providing support and the amount of support provided): \_\_\_\_\_

#### Do you own any assets, either by yourself or jointly? (For example, a home, other real estate, motor vehicle, cash in bank accounts or trusts, shares or other assets of a significant value)

If yes, please provide details of these assets.

Asset	Value (\$)	Amount Owing (\$)

#### Do you have any other debts? (For example, credit card debts, personal loans, bank loans)

- No
- Yes (please provide details of these debts): \_\_\_\_\_

**If you are an organisation**

What is the source and amount of your funding? \_\_\_\_\_

**Please provide** a current ASIC search or separate document listing current committee/board members or prospective members, a copy of your rules and a copy of your last annual report (if you have one). We cannot fully assess you application for eligibility until we have sufficient information about your organisation.

**Current & Previous Legal Advisors (If Applicable)**

Have you asked for or received legal advice for this matter?  No  Yes

If yes, **please provide** the details; if you received written legal advice on your issue, **please provide** copies of any relevant advice.

Name: \_\_\_\_\_  
Firm/organisation: \_\_\_\_\_

Why is the firm/organisation not assisting you? \_\_\_\_\_

**Current Proceedings (If Applicable)**

**Court or Tribunal:**

- Queensland Court of Appeal       Magistrates Court
- Supreme Court                       Federal Court
- District Court                         Federal Circuit Court
- Queensland Civil and Administrative Tribunal
- Other (please specify): \_\_\_\_\_

If your proceeding has been commenced, provide your file number: \_\_\_\_\_

**Has a decision been made in your proceeding?**

- No                       Yes (please provide a copy of the decision)\*

\*If you are involved in court or tribunal proceedings, we cannot fully assess your application for eligibility until will have received copies of all relevant court or tribunal documents.

**Which party are you?**

- Plaintiff / Applicant       Defendant / Respondent       Appellant       N/A or unknown

**Please list the names and details of the other people involved in your dispute:**

Role	Name	Legal Representative	Relationship to You
Plaintiff/Applicant/Appellant			
Defendant/Respondent			
Other			
Other			

**We need this information to complete a conflict of interest check. If you don't provide us with enough information about the other people involved, we may not be able to progress your application.**



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## Privacy Collection Statement

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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 (available at [www.lawright.org.au](http://www.lawright.org.au)) 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](mailto:admin@lawright.org.au).

## Acknowledgement and Signature

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I, \_\_\_\_\_ (you, or an authorised person), confirm that:

- the information contained in this form is correct; and
- 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 as amended from time to time.

I authorise LawRight to:

- assist me to collect and collate all facts and documents necessary (including sensitive information) to assess whether this matter complies with LawRight guidelines;
- 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 member law firms and barristers and other organisations for the purpose of assessing my eligibility for assistance, providing assistance and reporting; and
- destroy my file and all documents contained within it **7 years** after it has been closed.

My authority continues until I withdraw it in writing.

I acknowledge that LawRight has no legal responsibility or liability to me where:

- my application is declined by LawRight; or
- my application is referred to a member law firm or barrister. In this case I authorise the member firm 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, but to enable LawRight to monitor its referral program.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**This form was completed by:**

- You     
  Solicitor or barrister     
  Community Legal Centre     
  LawRight     
  Legal Aid  
 Other (please specify): \_\_\_\_\_

## Relevant Documents and Checklist

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Please attach **copies** of any documents, letters, files, agreements, contracts or reports which you think are relevant to your legal problem. It is particularly important that you provide us with **copies** of any court or tribunal documents which relate to your matter. Please attach **copies** not originals. If you do not provide us with the documents that we require, we may not be able to assist you. If you are involved in court or tribunal proceedings, we cannot fully assess your application for eligibility until we have received copies of all relevant court or tribunal documents.

**Have you:**

- Signed this form;  
 If you are an organisation – provided a current ASIC search or separate document listing current committee/board members or prospective members, a copy of your rules and a copy of your last annual report (if you have one). We cannot fully assess your application for eligibility until we have sufficient information about your organisation;  
 Provided copies of all relevant documents, including your court or tribunal documents.

## Consent to Publish Story

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**Do you consent to LawRight publishing details of your story?**

We may use your story to lobby government, educate the public and train staff of LawRight and other organisations. We will change names and other details so you and others involved cannot be identified. Your consent is voluntary and you can withdraw it at anytime.

- Yes     No