



Documents required in respect of you and your partner for the mediator to undertake a means assessment for public funding (legal aid) for mediation

Please note the relevant period is the last calendar month

1. A bank statement from the last month confirming that you are in receipt of any of the following state benefits:
 - (i) Income support
 - (ii) Working Tax Credit / Child Tax Credit / Pension Credit
 - (iii) Child Benefit / Incapacity benefit / Statutory sick pay
 - (iv) Jobseeker's allowance*
 - (v) Employment & Support Allowance*

*** A letter confirming whether either of these benefits is income or contributions based from Jobcentre Plus/Department of Work and Pensions is also necessary.**
2. If employed, your latest payslip.
3. If self-employed:
 - (i) Last month's business bank statement or trading accounts/cash book to show drawings.
 - (ii) Last set of accounts and most recent tax assessment
4. Documents confirming any other income in the past month, e.g. child support or rent.
5. If in receipt of Guarantee Credit, a letter confirming the award.
7. Documents confirming your housing costs, including rent (less any Housing Benefit you receive), mortgage/endowment paid by you or the cost of board and lodging, in the last calendar month.
8. Documents confirming childcare costs you have paid in the last calendar month due to you going to work.
9. Details of any maintenance or child support payments you are making either direct to your former partner or to the CSA.
10. Documents confirming your capital position including:
 - (i) Savings in bank / building society.
 - (ii) Investments including Shares / ISAs / Insurance Policies.
 - (iii) Other capital such as equity in a property, money due to you, or a valuable asset.

Please note:

- **If you are not able to produce the relevant documents in respect of yourself and any new partner who lives with you then your eligibility for legal aid will not be confirmed and mediation may not start until it is.**
- **If the documents are with your solicitor please request them back for this meeting.**
- **Your mediator may not have a photocopier to hand and may ask for your original document to be left for copying later. If this is difficult, please provide copies yourself.**