

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

- 1 Your National Insurance number
- 2 Your latest payslip or if you are self employed your trading accounts or business bank statement
- 3 Documents confirming any other income eg maintenance or rent received
- 4 Documents confirming that you are in receipt of the following state benefits including
  - i) Income support
  - ii) Job seekers allowance
  - iii) Working Tax Credit / Child Tax Credit / Pension Credit
  - iv) Child Benefit
  - v) DLA / Incapacity benefit / statutory sick pay
- 5 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
- 6 Documents confirming childcare costs you pay because of you going to work
- 7 Details of any maintenance or child support payments you are making direct to your former partner or to the CSA
- 8 Documents confirming your capital position including
  - i) Savings in bank/building society
  - ii) Investments including shares/ISAs/insurance policies
  - iii) Valuable items eg boat caravan
  - iv) Other capital such as equity in a property or money due to you

**Please note that 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 proceed**