



## Casework Application Form

Please use this form where you seek legal representation or financial support for a case. Please note that The PILS Project will only accept applications from NGO or solicitor members.

### Section A

#### Your details

Name of member organisation	
Address	
Contact name	
E-mail address of contact	
Telephone number	

#### Applicant's details (where applicable)

Name	
Address	
Date of Birth	

E-mail address	
Telephone number	

**1. Is this application urgent?**

If yes, please give reasons, including details of any legal time limits, including those imposed by judges, statute or court rules that you are aware of.

**2. Please explain the issue and outline all developments to date.**

**3. What alternatives to litigation have you considered?**

**4. How will bringing this challenge advance human rights and equality in Northern Ireland?**

Where possible, provide details on the number of people likely to be affected by this issue.

**5. Will the case:**

**(a) raise an untested point of law or challenge an existing government policy that requires clarification or is unfair;**

**OR**

**(b) seek to develop the law relating to a particular issue through judicial decisions?**

If known, please give details of any other proceedings pending/ already taken related to this issue.

**6. Do you think the case has a good prospect of success? Explain why.**

**7. Please state what legal support you seek (if applicable).**

(a) The PILS Project's solicitor can provide legal advice and legal representation at court.

(b) We can also assist our members in sourcing legal representation from a solicitor or barrister (as appropriate) via our Pro Bono Register.

**8. Please state what financial support you seek (if applicable).**

The PILS Project can provide an indemnity to pay the other parties' costs if the case is lost. If you are seeking an indemnity, please provide an estimate of the other parties' costs.

The PILS Project can also pay disbursements (e.g. court fees, expert witness reports, flights and accommodation where travel is involved). Please state the costs of the disbursements you seek.

**9. Please state what exceptional funding you seek (if applicable).**

Exceptional funding can include third party intervention costs, a contribution towards professional legal fees and retrospective funding.

**10. Please state alternative sources of support you have sought (if applicable), for example, Legal Services Agency, Equality Commission for Northern Ireland, Northern Ireland Commissioner for Children and Young People, Northern Ireland Human Rights Commission or trade unions.**

**11. Please provide brief details of any pro bono work carried out in relation to this matter together with an estimate in monetary terms of the value of that work.**

## Data Protection

The information you have provided in this application form will be used in accordance with the Data Protection Act 1998 and for the following purposes: to enable the PILS Project to make a decision on whether or not to provide you with legal support, financial support or exceptional funding. This information may also be used to enable the PILS Project to compile statistics or to review its processes and procedures. The information will not be shared with any other party, except for lawful purposes. It will be kept secure and will not be held for longer than necessary.

## Declaration and signature

**The contact person listed should sign and date this section.**

I verify that all information given is accurate at the date of signature.

**Signed:**.....

**Dated:**.....

## Section B

### Financial details of Applicant(s) (to be completed by the Applicant)

Please answer all questions in this section that apply to you. If you are married/in a civil partnership or cohabiting please also give your partner's details.

**1. Are you acting on behalf of a minor or someone who does not have full mental capacity to pursue this matter themselves?**

If yes, please state the name, address and date of birth of the person you are acting for and explain your relationship to them.

**2. Are you married/ in a civil partnership or cohabiting with a partner?**

Please give details.

**3. Do you have dependants? If so, please state how many.**

**4. Are you and/ or your partner an employee?**

If yes, please state your job title and monthly income after tax. If you have more than one job please give details.

Please attach copies of your most recent payslip/s

<b>Your details</b>	<b>Your partner's details</b>

**5. Are you and/ or your partner self-employed?**

If yes, please give the name and address of your business and state your monthly income after tax.

<b>Your details</b>	<b>Your partner's details</b>

**6. Are you and/ or your partner in receipt of benefits?**

If yes, outline the benefits you receive and state your monthly income.

<b>Your details</b>	<b>Your partner's details</b>

**7. Are you and/ or your partner in full-time education?**

If yes, state course name, college and course completion date.

Your details	Your partner's details

**8. Please give details about property owned or rented by you and/ or your partner.**

If yes, give details of any land and/ or property you own and provide details of any other income you receive as a result of owning the property (e.g. rent). Give details of any mortgage you have, stating the amount that is outstanding and provide details of monthly payments.

If you pay rent, please state how much you pay each month. Do not include details of rent which is covered by housing benefits.

Your details	Your partner's details

**9. Do you and/or your partner have any savings?**

If yes, give details including savings in banks, building societies, credit unions, post offices and any shares and dividends.

Your details	Your partner's details

## 10. Do you and/or your partner have any debts?

If yes, list any debts/ loans exceeding £500.

Your details	Your partner's details

## 11. Additional information

Please provide any other relevant information including any foreseeable changes to your and/ or your partner's financial circumstances.

Your details	Your partner's details

**Please note that the PILS Project may request supporting financial documentation.**

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### Declaration and signature

**The applicant should sign and date this section.**

I verify that all information given is accurate at the date of signature and I undertake to notify The PILS Project immediately of any change in my and/or my partner's financial circumstances. I am aware that if information is found to be inaccurate, and/or I fail to notify The PILS Project of any change in my financial circumstances, The PILS Project may discontinue support.

**Signed:**.....

**Dated:**.....