

**Casework Application Form**

Please use this form where you seek **legal representation or financial support** for a case.

Please note that PILS will only accept applications from NGO or solicitor members.[[1]](#footnote-1)

**Email completed forms to Hilary Perry** [**hilary@pilsni.org**](mailto:hilary@pilsni.org) **and Kate Barry** [**kate@pilsni.org**](mailto:kate@pilsni.org)

**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. Explain the issue and set out the relevant law**

Please specify the specific provision(s) that you are challenging or that apply in this case.

**3. Please outline all developments to date**

If possible, please provide any relevant documents. If your case relates to a decision or complaint, please provide the decision that you disagree with, the complaint that you have lodged, or any documents from proceedings or procedures that you have engaged with.

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

**5. 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 or the implications that this issue has on other groups or public bodies.

**6. Will the case:**

1. **raise an untested point of law or challenge an existing government policy that requires clarification or is unfair;**

**OR**

1. **seek to develop the law relating to a particular issue through judicial decisions?**

If known, please give details of any proceedings that other groups have taken or which are pending that relate to this issue.

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

If you have obtained a legal opinion from a barrister, please provide that opinion with your application. If you do not have a legal opinion, please give us your opinion and include your reasons for that opinion.

**8. Are you requesting legal representation legal support?**

The PILS Solicitor, or a barrister or solicitor on the PILS Pro Bono Register, can provide you with representation.

Alternatively, if you require legal advice, you can request that support by completing an application for pro bono support here: <https://pilsni.org/impact/downloads/>

**9. Are you requesting financial support?**

PILS provides financial support to pay court fees, to obtain reports and to provide an indemnity to pay the other parties’ costs if the case is lost. If you are seeking support to pay court fees, please provide a breakdown of the fees. If you are seeking support with obtaining reports, please outline the estimated cost and how this report will assist with or advance your case. If you are seeking an indemnity, please provide an estimate of the other parties’ costs.

**10. 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. Professional legal fees are the fees that that barristers and solicitors charge for their work on files. Generally, PILS does not provide funding for professional fees or reimburse our members for fees that they have already incurred. If you are requesting this kind of support please explain both what support you seek and why you think PILS should provide that funding in the circumstances.

**11. Please state alternative sources of support you have sought or received (if applicable).**

Please tell us if you have consulted any other organisation for support and the outcome of those requests. For example, Legal Services Agency, Equality Commission for Northern Ireland, , Northern Ireland Human Rights Commission, Law for Change or trade unions may provide assistance in some circumstances.

If you have received financial support from other sources, including fundraising or crowdfunding efforts, and are seeking a cost indemnity, please detail those efforts.

**12. Please provide brief details of any pro bono work carried out in relation to this matter and an estimate of the monetary 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 PILS 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 PILS 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

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| --- | --- |
| **Your details** | **Your partner’s details** |
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**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.

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| --- | --- |
| **Your details** | **Your partner’s details** |
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**6. Are you and/ or your partner in receipt of benefits?**

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

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| --- | --- |
| **Your details** | **Your partner’s details** |
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**7. Are you and/ or your partner in full-time education?**

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

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| --- | --- |
| **Your details** | **Your partner’s details** |
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**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.

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| --- | --- |
| **Your details** | **Your partner’s details** |
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**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 PILS 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 PILS 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 PILS of any change in my financial circumstances, PILS may discontinue support.

**Signed:**……………………………………………

**Dated:**…………………………………………….

(\**Please note that the term ‘members’ refers to the human rights NGOs and solicitor firms who have joined our wider membership network. These organisations are not ‘members’ of PILS for company law purposes*.)

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