

# APPLYING FOR LEGAL SERVICES

Leaflet No. 11



## LEGAL AID BOARD

1890 615200  
info@legalaidboard.ie  
www.legalaidboard.ie

RPC003727\_EN\_PR\_L\_1

Updated September 2013

This leaflet is not an interpretation of the law.

### **Where can I get information about the services provided by the Legal Aid Board?**

You will get general information about the services provided by the Legal Aid Board and about the financial eligibility requirements at any law centre, at the Head Office of the Board or on the Board's website, [www.legalaidboard.ie](http://www.legalaidboard.ie)

### **What can I do if I need legal services?**

If you are looking for legal services from the Board you must complete an application form.

This form is available from any law centre and on the Board's website and it should be completed and sent or given to the law centre to which you wish to apply.

You must complete a separate application form for each matter that you need help with, unless they are similar, so for example if you have a family problem and you also wish to seek advice about an accident you must complete two forms.

A completed application form must:

- state a subject matter, for example, family law;
- give some details of the matter on which legal services are being looked for, for example, domestic violence, divorce, etc;
- provide the information requested; and
- be signed, dated and returned to a law centre.

### **When can I expect a response?**

The application form that you send to a law centre by post will be acknowledged within 14 days.

### **Assessment of financial eligibility**

When you are applying for legal services you must usually complete the statement of income section of the application form. If your only source of income is social welfare and your capital assets other than your family home are valued less than €4,000, you can make a declaration to this effect instead. The Board might ask you to complete a statement of income later.

You may be required to complete the statement of capital section. More detailed information on financial eligibility is available in **Leaflet No. 13 – Financial Eligibility and Contributions** or on the Board's website.

Following full completion of the application form, a decision will be made on whether or not you are financially eligible for legal services.

### **What can I do if I am found NOT to be financially eligible?**

If the law centre indicates that you are not financially eligible you may ask the law centre to have the decision reviewed by the Board's Head Office in relation to your eligibility. You can also appeal the decision to an Appeal Committee of the Board.

### **When will I get my first appointment with a solicitor?**

- You will be advised when an appointment with a solicitor can be offered. This will depend on the level of demand at the law centre for legal services.
- **Priority** appointments are provided for matters such as, domestic violence, children at risk of being taken into care of the State, child abduction and certain cases where time limits may be about to expire.

- If a priority appointment is not given, your name will, if necessary, be placed on the applications record in order of the **date of receipt** of your completed application form.
- In law centres where the waiting time to see a solicitor is longer than four months, you may be granted an “advice only” appointment within four months. A solicitor will meet with you for 30 minutes and may give you advice but, at this stage, will not write letters or make telephone calls on your behalf and will not provide representation in court. After the advice only appointment, your name will remain on the applications record unless you ask for it to be removed.

### **Provision of legal services**

If you are granted legal advice you must pay a contribution before seeing a solicitor except if the case relates to proceedings brought by the Health Service Executive to place your child(ren) under its supervision or take them into care.

### **Why could I be refused legal services?**

If you do not satisfy a means test legal advice or aid will not be granted to you.

If the matter you need legal advice on is outside the scope of the Civil Legal Aid Act you will not be granted legal advice, e.g. if it relates to a criminal law matter.

### **What happens if court proceedings are necessary?**

If court proceedings are necessary then you must apply for a legal aid certificate. Your solicitor can do this on your behalf or, if you are being referred to a private solicitor you may be given the certificate by a staff member. A certificate will be granted if your application meets the means and merits tests provided for in the Civil Legal Aid Act 1995. The Certificate must be **accepted** by you before legal aid is provided. This means that you will have to **sign** the legal aid certificate, and **pay** the appropriate contribution.

### **When might legal services be withdrawn from me?**

If you are in receipt of legal services you are expected to:

- be truthful in the information that you provide to the Board and/or your solicitor; and
- behave reasonably at all times in your dealings with the Board and/or your solicitor.

If you are not truthful or you behave unreasonably, **legal services may be withdrawn from you** and you may be liable for the full costs incurred by the Board on your behalf (more detailed information is available in **Leaflet No. 12 - Withdrawal of Legal Services**).

Head Office: Legal Aid Board, Quay Street, Cahirciveen, Co. Kerry.

Tel: (066) 947 1000

Fax: (066) 947 1035

Locall: 1890 615 200

Website: [www.legalaidboard.ie](http://www.legalaidboard.ie)

# FULL-TIME LAW CENTRES

<b>CAVAN</b>	Newcourt Shopping Centre, Church Street, Cavan.	Tel: (049) 433 1110 Fax: (049) 433 1304
<b>CLARE</b>	Unit 6A, Merchant's Square, Ennis, Co. Clare.	Tel: (065) 682 1929 Fax: (065) 682 1939
<b>CORK</b>	Law Centre, 1A South Mall, Cork. Law Centre ( <b>incorporating Refugee Legal Service</b> ), North Quay House, Popes Quay, Cork.	Tel: (021) 427 5998 Fax: (021) 427 6927 <b>Freephone: 1800 202420</b> Tel: (021) 455 1686 Fax: (021) 455 1690
<b>DONEGAL</b>	Letterkenny Town Centre, Justice Walsh Road, Letterkenny, Co. Donegal.	Tel: (074) 912 6177 Fax: (074) 912 6086
<b>DUBLIN</b>	45 Lower Gardiner Street, Dublin 1. 48/49 Nth. Brunswick St./Georges Lane, Dublin 7. 44/49 Main Street, Finglas, Dublin 11. Tower Centre, Clondalkin Village, Dublin 22. Village Green, Tallaght, Dublin 24. Unit 6-8, Business Centre, Clonsilla Road, Blanchardstown, Dublin 15 . <b>Medical Negligence Unit,</b> 7-11 Montague Court, Montague Street, Dublin 2. <b>Refugee Legal Service,</b> 48/49 Nth. Brunswick St., Georges Lane, Dublin 7. <b>Dolphin House Service,</b> Dolphin House, East Essex St, Dublin 2.	Tel: (01) 874 5440 Fax: (01) 874 6896 Tel: (01) 646 9600 Fax: (01) 646 9799 Tel: (01) 864 0314 Fax: (01) 864 0362 Tel: (01) 457 6011 Fax: (01) 457 6007 Tel: (01) 451 1519 Fax: (01) 451 7989 Tel: (01) 820 0455 Fax: (01) 820 0450  Tel: (01) 477 6200 Fax: (01) 477 6241 <b>Freephone: 1800 238343</b> Tel: (01) 646 9600. Fax: (01) 671 0200  Tel: (01) 888 6998. Fax: (01) 888 6007
<b>GALWAY</b>	Law Centre, 9 Francis Street, Galway. Law Centre ( <b>incorporating Refugee Legal Service</b> ), Seville House, New Dock Road, Galway.	Tel: (091) 561 650 Fax: (091) 563 825 <b>Freephone: 1800 502400</b> Tel: (091) 562 480 Fax: (091) 562 599
<b>KERRY</b>	1 Day Place, Tralee, Co. Kerry.	Tel: (066) 712 6900 Fax: (066) 712 3631
<b>KILDARE</b>	Canning Place, Newbridge, Co Kildare.	Tel: (045) 435 777 Fax: (045) 435 766
<b>KILKENNY</b>	87 Maudlin Street, Kilkenny.	Tel: (056) 776 1611 Fax: (056) 776 1562
<b>LAOIS</b>	Unit 6A, Bridge Street, Portlaoise, Co. Laois.	Tel: (057) 8661366 Fax: (057) 8661362
<b>LIMERICK</b>	Unit F, Lock Quay, Limerick.	Tel: (061) 314 599 Fax: (061) 318 330
<b>LONGFORD</b>	Credit Union Courtyard, 50A Main Street, Longford.	Tel: (043) 334 7590 Fax: (043) 334 7594
<b>LOUTH</b>	Condil House, Roden Place, Dundalk, Co. Louth.	Tel: (042) 933 0448 Fax: (042) 933 0991
<b>MAYO</b>	Humbert Mall, Main Street, Castlebar, Co. Mayo.	Tel: (094) 902 4334 Fax: (094) 902 3721
<b>MEATH</b>	Kennedy Road, Navan, Co. Meath.	Tel: (046) 907 2515 Fax: (046) 907 2519
<b>MONAGHAN</b>	Alma House, The Diamond, Monaghan.	Tel: (047) 84888 Fax: (047) 84879
<b>OFFALY</b>	Harbour Street, Tullamore, Co. Offaly.	Tel: (057) 935 1177 Fax: (057) 935 1544
<b>SLIGO</b>	Bridgewater House, Rockwood Parade, Thomas Street, Sligo.	Tel: (071) 916 1670 Fax: (071) 916 1681
<b>TIPPERARY</b>	Friars Court, Abbey Street, Nenagh, Co. Tipperary.	Tel: (067) 34181 Fax: (067) 34083
<b>WATERFORD</b>	Canada House, Canada Street, Waterford.	Tel: (051) 855 814 Fax: (051) 871 237
<b>WESTMEATH</b>	Paynes Lane, Irishtown, Athlone, Co. Westmeath.	Tel: (090) 647 4694 Fax: (090) 647 2160
<b>WEXFORD</b>	Unit 8, Redmond Square, Wexford.	Tel: (053) 912 2622 Fax: (053) 912 4927
<b>WICKLOW</b>	Bridge Street, Wicklow.	Tel: (0404) 66166 Fax: (0404) 66197

Issued by the

**LEGAL AID BOARD**



AN BORD UM CHÚNAMH DLÍTHIÚIL

## HOURS OF OPENING

**10.00 a.m. - 12.30 p.m. & 2.00 p.m. - 4.00 p.m.**

QUAY STREET, CAHIRCIVEEN, CO. KERRY.

LOCALL No. 1890 615200

TEL: (066) 947 1000. FAX: (066) 947 1035.

[www.legalaidboard.ie](http://www.legalaidboard.ie)