

# Warm Referral for Pro Bono Legal Assistance



## HOW TO REFER

**MAIL:** Law Access  
PO Box 3359 Broadway,  
Nedlands WA 6009

**EMAIL:** lawaccess@lawaccess.org.au  
**PHONE:** (08) 6488 8725

**Please Note:** We prefer to receive referrals by post or email. To make other arrangements or provide further information please call us on 6488 8725.

## YOUR CONTACT DETAILS (person making the referral)

Referrer Name: \_\_\_\_\_ Organisation: \_\_\_\_\_  
State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

If you have prepared a summary of the matter and details of referral please attach. If any of the upcoming questions are answered in the document, you can just tick or write "See Attached".

What assistance have you provided and will you provide this person (tick all that apply):

See attached                                      No assistance                                      We have previously provided them assistance but this is finished  
We are currently providing them assistance                                      We will be providing them assistance in the future

If you provided assistance, was/is your assistance for the same legal issue that you refer them?

Yes              No              See attached              More detail:

If you provided assistance, was/is your assistance legal assistance?

Yes              No              See attached              More detail:

Will you be a nominated contact for this person?              Yes              No              See attached              Unsure

*Note: If it is intended that we contact you about this matter, please ensure the nominated contact section is completed on the client authority form.*

*We apply a means test to all applicants unless it is a matter of significant public interest.*

Is the applicant is of no / low income (including financial support from others)? Please tick all that apply.

Yes              No              See attached              Unsure              There is significant public interest in this matter

Do you know what assets they own?              Yes              No              See attached

*Please attached any information you have on means and assets (eg. bank statements for the last 3 months, Centrelink income statement, recent payslip, list of assets and liabilities.) NOTE: Please make the applicant aware that we may request further financial information from them in order to assess their application.*

If you are a legal service, do you consider there is merit in this person receiving pro bono assistance?              We are not a legal service

We consider there to be merit              We have not assessed merit              See attached

*If you have provided any legal advice on this issue, please attached here where possible (eg. letters or notes / summary of legal advice).*

## PERSONAL DETAILS of person who requires legal assistance

Title (eg Mr, Ms, Mx): \_\_\_\_\_ Gender (M, F, X): \_\_\_\_\_ Preferred pronouns: \_\_\_\_\_

First Name(s): \_\_\_\_\_ Last Name: \_\_\_\_\_

Other names they have been known by: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal Address (if different): \_\_\_\_\_

Preferred phone: \_\_\_\_\_ Secondary phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Is the person homeless or at risk of homelessness?              Yes              No

Do they identify as Aboriginal or Torres Strait Islander?              Yes              No              Do they identify as LGBTQIA+?              Yes              No

Were they born in Australia?              Yes              No              If no, which country? \_\_\_\_\_ and what year did they arrive in Australia? \_\_\_\_\_

What is the main language they speak at home?              English              Other              Do they feel confident speaking about their legal issue in English?              Yes              No

Would an interpreter help them to understand?              Yes              No              if yes, which language? \_\_\_\_\_

Please provide details of any disabilities, diagnosed mental health issues or other serious health issues they have. \_\_\_\_\_

**PERSONAL DETAILS continued**

Have they experienced family violence?	Yes	No	If yes, from whom?	The other party in their legal issue	Someone else
Has there been a restraining order between the parties?	Yes	No	If yes, who was the protected person?	The applicant	The other party
When was the order?	Now	In the past	What type of order?		

What are the person's family circumstances (eg. partner, dependents)?

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**ABOUT THE LEGAL ISSUE**

What does the person need help with?	Criminal Law	Family Law	Immigration Law	Employment Law
Criminal Injuries Compensation	A deceased estate	Other (describe):		

What are the names and details of the other parties in the matter?

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Name the lawyer(s) and firm/organisation assisting the other parties:

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Please provide details of your matter including:

- What is happening in the matter at the moment?
- What has happened to get to this point (the history)?
- What would the person like to happen in their legal matter?

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Are there any hearing dates coming up?	Yes	No	If so when is it ( <i>what date</i> )?
If so, which Court / Tribunal?			And what type of hearing?
Are there any other important dates coming up?	Yes	No	If so when is it ( <i>what date</i> )?

If so, what type of important date is it?

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**Please attach any documents relevant to the matter, these may include:**

- Court/Tribunal documents that have been filed or received from the Court or the other party.
  - A Court/Tribunal decision the person wants to appeal or review.
  - Any letters or emails that relate to the issue or dispute.
  - Any legal advice the person has received and anything else that will help us understand the legal issue.
- Please ensure that the person is aware that Law Access may request further information about the legal issue in order to process the application.*

How did you find out about Law Access?

*Please ensure that you forward to Law Access the Applicant Authority following this application form.*

## Law Access does not provide legal services

- Law Access does not provide legal advice or representation. Law Access will not act as your lawyer.
- You remain responsible for meeting any limitation dates or important dates in your matter and attending any hearings.
- If you are eligible, Law Access will try to find a lawyer willing to help without charging their usual fees.
- If we find a lawyer or law firm willing to help, you are responsible for negotiating the terms of your engagement with them.
- Do not rely on Law Access to provide legal advice or representation. No cause of action in negligence for providing or failing to provide legal advice arises from Law Access processing or assessing your application.

## False Statements

- Law Access needs to know information about your circumstances and legal issue to assess whether you are eligible for assistance.
- You must provide true and complete information.
- If we find your information is false or you have left anything out, you will not get help from Law Access or pro bono lawyers.

## Nominated contact

If you would like us to contact someone else on your behalf about your application, please provide their name and contact details below.

Name of contact person: \_\_\_\_\_ Relationship to me: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## My Information

By signing the box at the bottom of this form I accept that:

1. Law Access relies on the information that I provide and I must provide full disclosure of all relevant information to Law Access to process my application.
2. Law Access may need to get other information about me or my legal issue and I provide the consent below for my information to be shared with Law Access.  
*I authorise and request any person or organisation holding relevant information about me to provide Law Access any information and documents Law Access request in order to assist Law Access to process my application for pro bono assistance.*
3. Law Access may share information about my application with others for the purpose of processing my application.
4. Law access may publish information about my application for reporting, marketing and promoting Law Access work and pro bono practice but when they do so they will not use my name or other information that would allow me to be identified unless I specifically agree to be identified.
5. Law Access will keep my information confidential and use it only for my application and not for processing any application by any other applicant.
6. Law Access may receive or possess information for others whose interest conflict with mine and will not use their information in processing my application. Law Access may still process applications when this happens.
7. Where there is a conflict of interest, Law Access may refer my application to an independent external party for assessment.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Print name: \_\_\_\_\_