

CHECK LIST OF FINANCIAL DOCUMENTS TO BRING TO YOUR 'MIAM'

If you wish to be assessed for a free MIAM, you must bring the following docs to your first meeting with the mediator since we will have to prove to the Legal Aid Agency that you qualify for free mediation. **If you believe that you will not be eligible and/or you do not bring these documents with you to the Intake meeting you will be charged (differs in each area) for the Intake meeting (if your former partner is not eligible for legal aid). There is an online calculator for legal aid eligibility for you to self-check <http://legalaidcalculator.gov.uk/>**

Name			
Document description	Provided Yes or No	Docs missing	provided by..
Proof of your income- the <u>3 most recent monthly</u> pay statements (or if weekly enough pay statements to cover the most recent 3 month period)	☐ Y ☐ N		
Bank statements covering the 3 most recent months upto and including the date of the first appointment including ISAs and savings etc so that we can work out your capital	☐ Y ☐ N		
Written evidence of any Benefits including income support, jobseekers allowance, employment & Support allowance, and/or Tax credits including working tax, child tax and pension benefits, housing benefit as follows;	☐ Y ☐ N		
Recent bank and/or building society statement although this must have a description of the benefit (see bank statements)	☐ Y ☐ N		
Original benefit notification letter supported by most recent bank statement where the letter is more than 6 months prior to the application date	☐ Y ☐ N		
Most recent letter notifying a change in benefit amount (no more than 6 months old)	☐ Y ☐ N		
<i>The <u>amount of benefit</u> will be irrelevant if income support, income based job seekers allowance, income based empl and sp allowance or guaranteed credit. In these cases letter from DWP no more than 6 mth old will be sufficient</i>	☐ Y ☐ N		
Written evidence of any other income you receive including maintenance and/or child care allowance (bank statement)	☐ Y ☐ N		
Documentary proof of maintenance paid (bank statement)	☐ Y ☐ N		
Documentary proof of rent or mortgage (bank statement)	☐ Y ☐ N		
If you are living with someone as husband or wife you will need to bring with you the same information for them as listed above, as their income and capital will be taken into account in assessing your eligibility for public funding	☐ Y ☐ N		
Self employed			
If you wish this Intake meeting and mediations to be free and to be assessed for free mediation, at the Intake meeting you must prove us and the Legal Aid Agency with the figures for your pre tax profit and loss and tax for the most recent 3 months . Therefore, please bring with you to the meeting;			
Bank statements or working accounts/cash book showing drawings for the most recent 3 months	☐ Y ☐ N		
Most recent tax assessment and/or set of accounts	☐ Y ☐ N		
your management accounts and/or a letter from your accountant confirming these figures (preferably the latter) for the most recent 3 months	☐ Y ☐ N		