



QUEENSLAND PUBLIC INTEREST LAW CLEARING HOUSE INCORPORATED (QPILCH)

Incorporating the QLS and Bar Pro Bono Schemes

APPLICATION FORM

**INFORMATION FOR APPLICANTS – PLEASE READ THIS PAGE BEFORE COMPLETING
THE FORM**

**QPILCH CANNOT PROVIDE ASSISTANCE IN CRIMINAL OR FAMILY LAW MATTERS OR IN
COMPLEX COMMERCIAL OR BUILDING DISPUTES.**

If your matter is assessed as meeting our eligibility criteria, then we will try to refer your matter to a law firm or barrister for free legal assistance. However, our members are not obliged to accept a referral so we cannot guarantee that legal assistance will be provided in all matters that meet our eligibility criteria. QPILCH is not responsible for the legal advice given by its members. Unless your matter falls within the scope of one of our direct advice clinics (**Homeless Persons' Legal Clinic; Refugee Civil Law Clinic; Administrative Law Clinic; Mental Health Law Clinic; IP and Technology Law Clinic and Self Representation Services (Supreme and District Courts and QCAT)**), QPILCH cannot provide you with legal advice.

For more information about QPILCH services, please see the QPILCH website at www.qpilch.org.au under *Services* or contact us on (07) 3846 6317.

To apply for assistance:

- Step 1** Complete this application form. Please make sure that you complete ALL applicable sections.
- Step 2** Return the form along with **photocopies** (not originals) of any relevant information and supporting documents. In particular, please provide copies of any court or tribunal documents.
- by post to **PO Box 3631 SOUTH BRISBANE BC QLD 4101**
 - by fax to **(07) 3846 6311**, or
 - by email to administration@qpilch.org.au
- Step 3** QPILCH will acknowledge receipt of your application by letter or email.
- Step 5** QPILCH will assess your matter based on our eligibility criteria. While QPILCH tries to assess applications as quickly as possible, due to limited resources and a high volume of applications, it may take us more than 2 weeks to get back to you.
- Step 6** If you are eligible for assistance and your matter is successfully referred to a lawyer for pro bono/free assistance, QPILCH will advise you of the lawyer's details for you to contact to take the matter further.
- Step 7** If the matter does not fit QPILCH criteria or cannot be referred, we will write to you explaining why we are unable to assist you.

Telephone QPILCH on **(07) 3846 6317** if you have any questions about completing this form.

TIME LIMITS

Please provide details of any deadlines, limitation dates or trial or hearing dates for your proceedings.

YOUR DETAILS

Name _____

Postal Address _____

Suburb _____ State _____ Postcode _____

Telephone _____ Mobile _____

Fax _____ Email _____

What is your preferred contact method?

Post

Fax

Phone

Email

Have you previously sought assistance from a QPILCH service in relation to this matter?

Yes

No

IF YOU ARE AN INDIVIDUAL

Gender

Male

Female

Date of birth _____ Country of birth _____

What is your family/marital status?

Couple with/without dependant children (Number of children: _____)

Single parent with dependant children (Number of children: _____)

Other (please specify) _____

Indigenous status (if applicable)

Aboriginal

TSI Origin

Both

Do you require an interpreter?

Yes (Please specify what language) _____

No

Country of birth _____

Do you have a disability?

Yes (Please provide details if you need assistance) _____

No

IF YOU ARE AN ORGANISATION

What is the organisation name? _____

Who is the organisation's contact person? _____

How many members does the organisation have? _____

YOUR FINANCIAL INFORMATION

IF YOU ARE AN INDIVIDUAL

Income source

Full time employment

Casual employment

Part time employment

Self employed

Centrelink (please specify type of benefit) _____

Please provide documentation of your income eg Centrelink payments or payslips

What is your household's* gross annual income (before tax)? _____

* **Household** means you and other income earners with whom you live.

What is your household's fortnightly expenditure? _____

Do you receive financial support from any other person?

Yes (please provide details of relationship with the person providing support and amount of support)

No

Do you own any assets, either by yourself or jointly? (For example, a home, other real estate, motor vehicle, cash in bank accounts or trusts, shares or other assets of a significant value)

Yes

No

If yes, please provide details of these assets.

Asset	Value	Amount owing	Owned by

Do you have any other debts? (For example, credit card debts, personal loans, bank loan)

Yes

No

If yes, please provide details of these debts _____

IF YOU ARE AN ORGANISATION

What is the source of your funding? _____

Is there a written funding agreement?

- Yes
- No

If no, what is the amount of your annual funding? _____

Please provide a separate list of committee/board members or prospective members, a copy of your rules and a copy of your last annual report (if you have one).

LEGAL AID (T: 1300 651 188)

Have you applied for Legal Aid for this matter? Yes No

If yes, what was the result? Legal Aid was granted
 Legal Aid was refused
 No decision yet
 Refusal is being appealed

Please provide a copy of the refusal letter from Legal Aid (if applicable).

CURRENT AND PREVIOUS LEGAL ADVISORS (IF APPLICABLE)

Do you have existing relationships with any legal advisors or representatives?

- Yes
- No

If yes, **please provide** the legal representative's details.

Name _____

Firm/Organisation _____

If you received written legal advice on your issue, **please provide** copies of any relevant advice.

Why is the legal representative no longer assisting you?

WHO REFERRED YOU TO QPILCH?

- Bar Association of Queensland
- Family, friend or colleague
- Legal Aid Queensland
- Member of Parliament
- Tribunal staff
- Community legal centre
- Law firm
- Queensland Law Society
- Court staff
- Other (specify) _____

CURRENT PROCEEDINGS (IF APPLICABLE)

Court / Tribunal (please specify location) _____

File / Reference number for the proceeding _____

Please provide details of the party or parties involved:

Name	Legal Representative (if applicable)	Role (For example, plaintiff, defendant, appellant)

Is there anything which needs to be done immediately? (For example, has a Court or Tribunal ordered you to take a particular action by a certain date? Are there any limitation dates or filing deadlines?)

YOUR LEGAL PROBLEM

Please briefly describe your legal problem or court/tribunal proceeding and what assistance you require by answering the following questions.

Please attach separate sheets if you need more space.

What are the relevant facts of your matter (including key dates, in date order starting with the earliest date)?

What is your legal issue?

ACKNOWLEDGEMENT AND SIGNATURE

I, _____ (you or an authorised person) confirm that:

- the information contained in this form is correct; and
- I have been given and have read QPILCH's privacy policy and agree to QPILCH managing my personal information in accordance with its policies as issued from time to time.

I authorise QPILCH to:

- assist me to collect and collate all facts and documents necessary (including sensitive information) to assess whether this matter complies with QPILCH guidelines;
- request, transfer and receive personal information and documentation in relation to me for the purpose of providing assistance without waiving any legal professional privilege;
- use my personal information anonymously to compile statistical data for the purpose of analysing and evaluating QPILCH services;
- give this information to member law firms and barristers and other organisations for the purpose of assessing my eligibility for assistance, providing assistance and reporting; and
- destroy my file and all documents contained within it **6 years** after it has been closed.

My authority continues until I withdraw it in writing.

I acknowledge that QPILCH has no legal responsibility or liability to me where:

- my application is declined by QPILCH; or
- my application is referred to a member law firm or barrister, in which case I authorise the member to report to QPILCH on the progress and outcome of the matter on a confidential basis and without waiving any legal professional or other privilege, but to enable QPILCH to monitor its referral program.

Signed _____

Date _____

This form was completed by:

- | | |
|---|---|
| <input type="checkbox"/> You | <input type="checkbox"/> QPILCH |
| <input type="checkbox"/> Community Legal Centre | <input type="checkbox"/> Legal Aid |
| <input type="checkbox"/> Solicitor or barrister | <input type="checkbox"/> Other (please specify) _____ |

RELEVANT DOCUMENTS AND CHECKLIST

Please attach **copies** of any documents, letters, files, agreements, contracts or reports which you think are relevant to your legal problem. It is particularly important that you provide us with **copies** of any court or tribunal documents which relate to your matter. Please attach **copies** not originals.

Have you:

- Signed this form
- If you are an individual – provided documentation of your income eg Centrelink payments or payslips
- If you are an organisation – provided a copy of your last annual report, rules and the names of the members of your management committee.
- Provided copies of all relevant documents, including court or tribunal documents.

COMPLETED BY QPILCH – OFFICE USE ONLY

File open date _____

QPILCH File No. _____

Action Taken

- Eligible for assistance
- Referred
- Diverted
- Not eligible for assistance (please specify reason) _____

Conflict check

Done by _____

Date _____



QUEENSLAND PUBLIC INTEREST LAW CLEARING HOUSE INCORPORATED (QPILCH)

PO Box 3631 SOUTH BRISBANE BC QLD 4101
T: 3846 6317 / F: 3846 6311 / E: contact@qpilch.org.au

PRIVACY POLICY

QPILCH recognises the importance of your privacy and understands your concerns about the security of your personal information. This privacy policy describes generally how we manage your personal information and safeguard your privacy.

At QPILCH we aim to make sure that:

- your privacy is protected when using our service;
- any personal information we collect is up to date; and
- you are able to access your information if you wish.

We request you endorse your consent of our privacy policy by signing the application form.

The National Privacy Principles

From 21 December 2001, most private sector organisations in Australia must by law comply with the National Privacy Principles ("NPPs") pursuant to the *Privacy Act 1988* (Cth). We are bound by the NPPs.

Collecting personal information about you

We only collect personal information that is necessary for us to perform our functions. If you do not provide us with this information it is unlikely your matter will be accepted by a member law firm.

The kinds of personal information we collect and hold will depend upon the services you request from us. However, it may include:

- information you give us when you request a service from us. This information will include your name, address and contact details;
- information about individuals we collect in the course of assessing your application and compiling a brief for referral;
- communications between us and you; and
- Information that may be considered sensitive, for example any other legal matters you are or have been involved in.

Use of your personal information

To perform our function we will forward the information we have collected from you to our member law firms and other organisations, such as Legal Aid Queensland, so that your application can be assessed for pro bono status.

To ensure that all our privacy policies follow tough confidentiality guidelines, and for insurance purposes, we may need to allow other legal agencies or organisations to randomly check our files. Your file, or information held by QPILCH about you, may be included in this check. The legal agencies or organisations carrying out this check will also keep your information confidential.

Storage and security of your information

At QPILCH, all reasonable efforts are taken to ensure that any information about you is protected from misuse, loss, unauthorised access, modification or disclosure in any way other than in accordance with this policy or the Privacy Act 1988.

The information collected by us is stored either in electronic or hard copy form in files or computer systems for 7 years from the date the information was last updated. QPLICH is located in a protected building where all computer systems and hard copy files are safely locked away.

Our computers are regularly updated for viruses and all electronic information saved on computer is protected from system break downs. All computer systems are also protected by passwords only known to employees and volunteers.

All QPLICH employees and volunteers are required, as part of their service, to treat any information held as highly confidential.

Access to your personal information

In most cases, you can gain access to personal information that we hold about you. We will handle requests for access to your personal information in accordance with the NPPs.

We encourage all requests for access to your personal information to be directed to us by email contact@qpilch.org.au or by writing to the address below.

We will deal with all requests for access to personal information as quickly as possible. Requests for a large amount of information, or information which is not currently in use, may require further time before a response can be given. In some cases, consistently with the NPPs, we may refuse to give you access to personal information we hold about you. This includes circumstances where giving you access:

- would be unlawful (for example, where a record which contains personal information about you is subject to a claim of legal professional privilege);
- would have an unreasonable impact on other people's privacy;
- would prejudice negotiations we are having with you;
- would prejudice an investigation of unlawful activity; or
- would prejudice activities carried out by, or for, a law enforcement agency.

If we refuse to give you access we will provide you with reasons for our refusal.

Keeping your information up to date

Generally, if you request us to do so we will amend any personal information about you held by us which is inaccurate, incomplete or out of date. If we disagree with your view about the accuracy, completeness or currency of a record of your personal information held by us, and you ask us to associate with that record a statement that you have a contrary view, we will take reasonable steps to do so.

How to contact us

If you would like more information about the way we manage personal information which we hold about you, or are concerned that we may have breached your privacy and wish to make a complaint, please contact us by email, fax or mail at the following addresses:

- email address: contact@qpilch.org.au;
- postal address: PO Box 3631 SOUTH BRISBANE BC QLD 4101
- facsimile number: (07) 3846 6311

We will endeavour to respond to your enquiry as soon as possible.

Changes to our privacy policy

From time to time it may be necessary for us to review and revise our privacy policy. We reserve the right to change our privacy policy at any time.

We may notify you about changes to this privacy policy by posting an updated version on our website www.qpilch.org.au.