

Overview

This standard is about processing applications for legal aid. It includes receiving applications, confirming their eligibility and processing approved claims.

Performance criteria

You must be able to:

1. check applications for legal aid are complete in line with organisational and legislative requirements
2. request missing information from applications in line with organisational requirements, and:
 1. set out what is required
3. acknowledge receipt of applications in line with organisational requirements
4. assess applications against criteria to justify provision of legal aid in line with organisational and legislative requirements
5. record decisions made regarding applications and notify relevant parties in line with organisational requirements
6. determine whether applications fulfil criteria for awarding legal aid in line with organisational and legislative requirements
7. address queries in line with organisational requirements
8. keep information secure in line with organisational and legislative requirements

Knowledge and understanding

You need to know and understand:

1. purpose of legal aid, and for whom it is intended
2. process for applying for legal aid
3. current organisational requirements and procedures relating to processing applications for legal aid
4. criteria to be fulfilled by qualifying applications
5. timescales for applicants to submit applications for legal aid
6. levels of responsibility for dealing with applications for legal aid, and who to refer to when levels are exceeded
7. how to calculate the amount of legal aid to be granted, including factors to consider
8. approval procedures when considering applications, including who to refer applications to
9. parties to inform of outcomes of applications for legal aid and how to do this
10. the importance of keeping information secure

Address applications for legal aid

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