

# Financial Statement for Legal Aid in Criminal Proceedings

Protect - Personal

MAAT Reference Form CDS15C enclosed? ☐**About you****1**

Mr Mrs Miss Ms Other title

Your forenames or other names (in BLOCK LETTERS)

Your surname or family name (in BLOCK LETTERS)

Your date of birth

 GuidanceThis Statement is for: A new application ☐ A change of my financial circumstances ☐**Your income and your partner's income****2** Guidance

Check the guidance to see if you need to include your partner's details.

 CDS15C

Are you, or your partner, an employee (employed by someone else)?

No ☐Yes ☐

→ You

Your Partner

Employer's name

Employer's full address including the post code

Job title, or briefly describe the job

Salary or wage

£  every   
Before tax ☐ After tax ☐£  every   
Before tax ☐ After tax ☐**Deductions:**

Income Tax

£  every £  every 

National Insurance

£  every £  every 

Any other deduction

£  every   
Details: £  every   
Details:  Evidence

For all questions in this form after 'every' put either: week, 2 weeks, 4 weeks, month, or year.

3

! Guidance

If you ✓ **Yes**, put **NIL** in any answer box which does not apply to you or your partner.

Are you or your partner self-employed, employed in a business partnership, or employed as either a company director or a shareholder in a private company?

No ☐Yes ☐

→ You

Your Partner

Self-employed:  
the number of businesses

Business partnership:  
the number of partnerships

Director or Shareholder:  
the number of private companies

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! Guidance

! Evidence

Have you or your partner received a self assessment tax calculation sheet from HM Revenue and Customs telling you about your tax liability, within the last 2 years?

No ☐Yes ☐

→ You

Your Partner

The tax liability £  every £  every 

5

! Guidance

! Evidence

! CDS15C

Some parts of this question may not apply to you or your partner. If you think a box does not apply, say that in the box.

If a question asks for a sum of money and the amount is £NIL, put **NIL**.

About the first or only business, partnership, directorship or shareholding which you told us about in question 3. Please give details in the table.

	You	Your Partner
Total turnover over the last 12 months	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
Total drawings over the last 12 months	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
Total profit over the last 12 months	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
Percentage share of profit	<input type="text"/> per cent (%)	<input type="text"/> per cent (%)
Director's salary or remuneration received	£ <input type="text"/>	£ <input type="text"/>
Total income from share sales	£ <input type="text"/>	£ <input type="text"/>
The trading name of the business or partnership	<input type="text"/>	<input type="text"/>
The trading address or registered address	<input type="text"/>	<input type="text"/>
In business with anyone else?	No <input type="checkbox"/> Yes <input type="checkbox"/> Their name(s): <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Their name(s): <input type="text"/>
The nature of the business	<input type="text"/>	<input type="text"/>
How many people work for the business?	<input type="text"/>	<input type="text"/>
The date when the business began trading	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

6

! Guidance

! Evidence

Do you or your partner receive from work any benefit that is not money – such as a company vehicle, relocation payments, vouchers for childcare, or private health insurance?

No ☐Yes ☐

→ You

Your Partner

The total value

£ £ 

7

If you do not receive the pension or a benefit, put **NIL** after the £.

! Guidance

Do you or your partner receive the State Pension or any of the Benefits listed here?

No ☐Yes ☐

→ You

Your Partner

State Pension

£  every £  every 

Child Benefit

£  every £  every Working Tax Credit or  
Child Tax Credit£  every £  every 

Incapacity Benefit

£  every £  every Industrial Injuries  
Disablement Benefit£  every £  every Contribution-based Job  
Seekers Allowance£  every £  every Other Benefits  
(except Housing Benefit)£  every   
The benefit: £  every   
The benefit: 

8

When you answered question 7, did you say that you or your partner received child benefit?

No ☐Yes ☐→ **At their next birthday**, how many children will be aged:

1 year

2 to 4

5 to 7

8 to 10

11 to 12

13 to 15

16 to 18

9

! Evidence

Do you or your partner receive a private pension, or a pension from an employer?

No ☐Yes ☐

→ You

Your Partner

Total pension **before** tax£  every £  every 

10

! Evidence

Do you or your partner receive maintenance payments for anyone in your household?

No ☐Yes ☐

→ You

Your Partner

The total amount you  
each receive£  every £  every 

11

! Guidance

! Evidence

Do you or your partner receive interest or income from any savings or other investment?

No ☐Yes ☐

→ You

Your Partner

The total amount you each  
receive from all investments£  every £  every

**12** Do you or your partner receive any income from the sources listed here?No ☐Yes ☐

→ You

Your Partner

✓ one or more  
boxesStudent grant or loan ☐☐Board or rent from  
a family lodger or tenant ☐☐Rent from another property ☐☐Financial support from  
anyone else or from  
someone who allows you  
to use assets or money ☐☐

! Evidence

Income from any other source  
which you have not stated in  
questions 2 to 11. Please explain

! Evidence

**The total amount received  
from all sources in this question**

£ every

£ every

**13** Do your answers to the previous questions tell us that you have no income from any of the sources which we have asked about?

! Guidance

No ☐Yes ☐

→

How do you and your partner pay your bills and daily expenses?

! CDS15C

**Your outgoings and your partner's outgoings****14** For the place where you usually live, do you or your partner pay:

! Guidance

Rent ☐ Go to 15Mortgage ☐ Go to 15Board and Lodgings ☐ Go to 17None of these ☐ Go to 16**15** What is the total amount that you and your partner, **together**, pay for the rent or mortgage, after taking away housing benefit?

! Guidance

! Evidence

£ every

**16** For your usual home address, what is the total amount that you and your partner, **together**, pay for Council Tax?

! Evidence

£ every

Go to 18

**17** If you usually pay for Board and Lodgings:

! Guidance

! Evidence

How much do you and your partner, **together**, pay for the board and lodgings?

£ every

How much of the amount you pay for board and lodging is for food?

£ every

The name of the person who you pay for your board and lodgings

Question 17 continues →

Your relationship to the person who you pay

**18**

Do you or your partner pay childcare costs for any children who live with you (for instance, to a registered care provider)?

! Guidance

No ☐

Yes ☐

→ The total amount which you and your partner, **together**, pay for child care.

! Evidence

£  every

**19**

Do you or your partner pay maintenance to any ex-partners, or for any children who do not live with you or your partner?

! Guidance

No ☐

Yes ☐

→ The total amount which you and your partner, **together**, pay for maintenance.

! Evidence

£  every

**20**

Do you or your partner already pay any contributions towards civil or criminal legal aid?

! Guidance

No ☐

Yes ☐

→ The total amount which you and your partner, **together**, pay towards legal aid.

£  every

Criminal case reference or Civil certificate number (or both)

**21**

In the last 2 years, have you or your partner paid income tax at the 40% rate?

! Evidence

No ☐

Yes ☐

→ You ☐ Your Partner ☐

**22**

Are you charged with an indictable offence or an either way offence?

! Guidance

No ☐ Go to **30** Yes ☐ Go to **23**

### Your land and property, and that of your partner

**23**

Do you or your partner own or part-own land or property of any kind including **your own home**, in the United Kingdom or overseas?

! Guidance

If you ✓ **Yes**, put NIL in a box if you or your partner do not own or part-own property or land.

No ☐ Go to **26**

Yes ☐

→ You Your Partner You and Your Partner jointly

**1** How many pieces of land?

**2** How many properties, residential and commercial?

**24**

Does your answer to question **23** at **2**, include an address which is **not** the usual home address of you or your partner?

! Guidance

Your 'usual home address' means an address at **2** or **13** on form CDS14.

No ☐ Go to **25**

Yes ☐

→ The address, and the postcode if applicable.

! CDS15C

If there are additional properties or pieces of land, give the addresses and postcodes, if applicable, on form CDS15C.

Postcode

25

! Guidance

**1** Do not include the percentage owned by a mortgage lender.

**2** Do not include the share owned by a mortgage lender.

! Guidance

! CDS15C

If you have told us that there is more than one property which is a usual home address, or that there are other properties or pieces of land which you or your partner own or co-own, use form CDS15C to answer **1** to **5** for that land or property.

About land or a property that is a usual home address, or has an address which you gave at question **24**

Your answers to **1** to **5** are for: your usual home address ☐  
 your partner's usual home address ☐  
 an address at question **24** ☐

**1** The percentage of the property or land which you and your partner own (see the side panel)

You  per cent (%) Your Partner  per cent (%)

**2** Does anyone else own a share of this property or land (see the side panel)?

No ☐ Yes ☐ → Their name(s) and relationship to you

**3** Is there a mortgage which has to be paid off?

No ☐ Yes ☐ → Total amount owing

£

**4** What is the estimated market value of this property or land?

£

**5** Type of property

**Residential:** Terraced ☐ Bungalow ☐ Detached ☐ Semi-detached ☐  
 Flat or Maisonette ☐ Other type of property ☐ Please explain:

**Number of bedrooms**

**Commercial:**

What is the commercial property used for?

**Land:**

Size

How is the land used?

acres

## Your savings and investments and those of your partner

26

! Guidance

! Evidence

! CDS15C

Do you or your partner have any of these types of saving, in the United Kingdom or overseas?

If you ✓ Yes for any types of saving, give details about it in the table on the next page.  
**Include empty or overdrawn accounts.**

Bank accounts?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Building society accounts?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Cash ISAs?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
National Savings or Post Office Accounts?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Any other cash investments?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Name of bank, building society or other holder of the savings	Sort code or Branch name	Account Number	Type of account	Balance	In whose name is the account?
				£ Overdrawn <input type="checkbox"/>	You <input type="checkbox"/> Your Partner <input type="checkbox"/> Joint <input type="checkbox"/>
				£ Overdrawn <input type="checkbox"/>	You <input type="checkbox"/> Your Partner <input type="checkbox"/> Joint <input type="checkbox"/>
				£ Overdrawn <input type="checkbox"/>	You <input type="checkbox"/> Your Partner <input type="checkbox"/> Joint <input type="checkbox"/>

Is the salary, wages or benefits of you or your partner paid to one of the accounts?

! Guidance

No ☐

Yes ☐ →

You: the account name

Your Partner: the account name



27

Do you or your partner have any Premium Savings Bonds?

! Guidance

No ☐

Yes ☐ →

Holder Number

Holder Number



! Evidence

! CDS15C

Total value of the Premium Savings Bonds

£

28

Do you or your partner have any National Savings Certificates?

! Guidance

No ☐

Yes ☐ →

Customer (or Holder's) Number

Customer (or Holder's) Number



! Evidence

! CDS15C

Certificate Number



Total value of the National Savings Certificates

£

29

Do you or your partner own any of these investments, in the United Kingdom or overseas?

! Guidance

! Evidence

! CDS15C

Stocks, including gilts and government bonds?

No ☐

Yes ☐

Shares?

No ☐

Yes ☐

Personal Equity Plans (PEPs)?

No ☐

Yes ☐

Share ISAs?

No ☐

Yes ☐

Unit Trusts?

No ☐

Yes ☐

Investment Bonds?

No ☐

Yes ☐

Other lump sum investments?

No ☐

Yes ☐

Describe each investment

Value

£

£

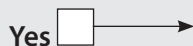
£

**30**

! Guidance

! Evidence

Do you or your partner stand to benefit from a trust fund in the United Kingdom or overseas?

No ☐Yes ☐

The amount held in the fund

The yearly dividend

£

£

a year

**31**

! Guidance

! Evidence

Do you or your partner have any income, savings or assets which are under a restraint order or a freezing order?

No ☐Yes ☐You ☐Your Partner ☐**32**

! Guidance

When you answered question 22, did you answer Yes?

No ☐

Go to 34

Yes ☐

You may have to pay a contribution towards your legal aid.

**Payment of a legal aid contribution****33**

! Guidance

On which day of the month would you prefer to pay?

How would you prefer to pay?

Pay Point Card ☐Bank Giro Credit ☐Cheque ☐Standing Order ☐Credit card, or Debit card, by telephone ☐Direct Debit from your bank or building society account ☐ Give the details which apply:

Name of the Bank or Building Society

**Bank sort code:**  
6 numbers

Bank Branch sort code

Building Society Roll Number

**Bank account number:**  
8 numbers

Bank account number

Name(s) in which the bank or building society account is held

Your signature

**Evidence to support the information you have given****34**

! Guidance

Has a court remanded you in custody?

No ☐

Go to 36

Yes ☐**35**

! Guidance

Will your case be dealt with in a magistrates' court?

No ☐Yes ☐ Go to 37**36**

! Guidance

Checklist of the evidence you will provide (on page 9)

**If your case will be heard in a magistrates' court and you are on bail**

You must provide the evidence that you ✓ in the checklist, with this form: see the guidance about evidence.

**If your case will be heard in the Crown Court**

You must provide the evidence that you ✓ in the checklist, with this form or within 14 days of the date of your application: see the guidance about evidence.



## Checklist

Please ✓ boxes to show the evidence which you will provide.

**Questions 11, 12:**  
When you provide bank statements, provide statements for the last 3 months.

Question and evidence	You	Your Partner	Question and evidence	You	Your Partner
<b>2</b> Wage slips	<input type="checkbox"/>	<input type="checkbox"/>	<b>17</b> Board and lodgings if more than £500 a month	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b> P60 or tax calculation sheet (form SA302)	<input type="checkbox"/>	<input type="checkbox"/>	<b>18</b> Proof of childcare costs	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b> Complete financial accounts	<input type="checkbox"/>	<input type="checkbox"/>	<b>19</b> Maintenance payments	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b> P11D form (benefits in kind)	<input type="checkbox"/>	<input type="checkbox"/>	<b>21</b> P60 or tax calculation sheet (form SA302)	<input type="checkbox"/>	<input type="checkbox"/>
<b>9</b> Private pension documents	<input type="checkbox"/>	<input type="checkbox"/>	<b>26</b> As set out in the Guidance (see <b>!Evidence</b> )	<input type="checkbox"/>	<input type="checkbox"/>
<b>10</b> Maintenance payments documents	<input type="checkbox"/>	<input type="checkbox"/>	<b>27</b> Premium Savings Bonds or Bond Record (Summary)	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b> Bank statements	<input type="checkbox"/>	<input type="checkbox"/>	<b>28</b> National Savings Certificates or Passbook	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b> Rent from another property: bank statements	<input type="checkbox"/>	<input type="checkbox"/>	<b>29</b> As set out in the Guidance (see <b>!Evidence</b> )	<input type="checkbox"/>	<input type="checkbox"/>
Income from other sources: bank statements	<input type="checkbox"/>	<input type="checkbox"/>	<b>30</b> Original trust document <b>or</b> Certified copy of original	<input type="checkbox"/>	<input type="checkbox"/>
<b>15</b> Rental, tenancy agreement or mortgage statement	<input type="checkbox"/>	<input type="checkbox"/>	<b>31</b> Restraint or Freezing Order	<input type="checkbox"/>	<input type="checkbox"/>
<b>16</b> Council Tax document	<input type="checkbox"/>	<input type="checkbox"/>			

**37**

Have you used form CDS15C when answering any of questions 2, 5, 13, 24, 25, 26, 28 or 29?

No ☐

Yes ☐

→ Please go to page 1 and ✓ the box under 'MAAT Reference' to confirm that you are providing form CDS15CC.

## Declaration by your partner

**38**

If your partner is not able to sign this declaration, you should have given the reason(s) at the end of question 39 on form CDS14.

**I declare that** this form and any form CDS15C is a true statement of all my financial circumstances to the best of my knowledge and belief. I agree to the Legal Services Commission and HM Courts and Tribunals Service, or my partner's solicitor, checking the information I have given, with the Department for Work and Pensions, HM Revenue and Customs or other people and organisations. I authorise those people and organisations to provide the information for which the Legal Services Commission, HM Courts and Tribunals Service or my partner's solicitor may ask.

Signed

Date

 /  / 

Full name (in BLOCK LETTERS)

## Declaration by you

**39**

When you read this declaration, please keep in mind that some parts of →

**I declare that** this form and any form CDS15C is a true statement of my financial circumstances and those of my partner to the best of my knowledge and belief. I understand that this form must be fully completed before a Representation Order can be issued. I understand that if I tell you anything that is not true on this form or the documents which I send with it, or leave anything out: →

it may not apply to you because the declaration is designed to cover several types of court case.

Capital means your savings, investments, or property.

It is important that you understand that by signing this declaration you agree to the Legal Services Commission, the courts or your solicitor, contacting your partner to check the information you have given in this form, and in forms CDS15 and CDS15C if you complete them.

Public representation means a barrister and solicitor who act for you.

- I may be prosecuted for fraud. I understand that if I am convicted, I may be sent to prison or pay a fine.
- My legal aid may be stopped and I may be asked to pay back my costs in full to the Legal Services Commission.
- If my case is in the Crown Court, the Legal Services Commission may change the amount of the contribution which I must pay.

#### **Crown Court**

I understand that in Crown Court proceedings the information I have given in this form will be used to determine whether I am liable to contribute to the costs of my defence under an Income Contribution Order during my case, or if I am convicted, under a Final Contribution Order at the end of my case, or both.

I understand that if I am ordered to pay towards my legal aid under an Income Contribution Order, or if I am convicted and ordered to pay under a Final Contribution Order, but fail to pay as an Order instructs me, interest may be charged or enforcement proceedings may be brought against me, or both.

I understand that I may have to pay the costs of the enforcement proceedings in addition to the payments required under the Contribution Order, and that the enforcement proceedings could result in a charge being placed on my home.

#### **Evidence**

I agree to provide, when asked, further details and evidence of my finances and my partner's, to the Legal Services Commission, its agents, or HM Courts & Tribunals Service to help them decide whether an Order should be made and its terms.

#### **Changes**

I agree to tell Legal Services Commission or HM Courts & Tribunals Service if my income or capital or those of my partner, change. These changes include the sale of property, change of address, change in employment and change in capital.

#### **Enquiries**

I authorise such enquiries as are considered necessary to enable Legal Services Commission, its agents, HM Courts & Tribunals Service, or my solicitor to find out my income and capital, and those of my partner. This includes my consent for parties such as my bank, building society, the Department for Work and Pensions or HM Revenue and Customs to provide information to assist the Legal Services Commission, its agents or HM Courts & Tribunals Service with their enquiries.

I consent to the Legal Services Commission or my solicitor contacting my partner for information and evidence about my partner's means. This includes circumstances where my partner is unable to sign or complete the form.

I understand that if the information which my partner provides is incorrect or if my partner refuses to provide information then: if my case is in the magistrates' court, my legal aid may be withdrawn or, if my case is in the Crown Court, I may be liable to sanctions. I understand that the sanctions may result in me paying towards the cost of my legal aid or, if I already pay, paying more towards the cost of my legal aid, or paying my legal aid costs in full.

#### **Ending legal aid**

I understand that I must tell my solicitor and write to the court if I no longer want public representation. I understand that if I decline representation I may be liable for costs incurred to the date when my solicitor and the court receive my letter.

Signed

Date

Full name (in BLOCK LETTERS)