

APPLICATION FOR FULL OR PARTIAL LEGAL AID

(Law of 7 August 2023 on the organisation of legal aid and repealing Article 37-1 of the amended Law of 10 August 1991 on the legal profession)

PLEASE NOTE: NO APPLICATION FOR LEGAL AID CAN BE PROCESSED IF THE FORM IS NOT COMPLETED AND THE NECESSARY DOCUMENTS ARE NOT ATTACHED!

THIS APPLICATION SHOULD ONLY INCLUDE DOCUMENTS THAT ARE REQUESTED OR NECESSARY FOR THE ESTABLISHMENT OF YOUR HOUSEHOLD'S FINANCIAL SITUATION AND RELATING TO THE CASE FOR WHICH LEGAL AID IS REQUESTED.

→ **THIS FORM MUST BE DULY COMPLETED.**

(points A, B, C, D and E)

→ **THIS APPLICATION MUST BE ACCOMPANIED BY:**

(Please refer to appendix - point A)

- a copy of the identity document,
- a certificate of affiliation from the Joint Social Security Centre of each member of the household,
- a certificate of ownership of each member of the household,
- documents relating to the case for which legal aid is requested,
- the supporting documents mentioned in footnotes (1) to (10) must be added to the application, where applicable.

→ **FOR MINORS (under 18 years of age), you only need:**

- fill in the information requested on this page (point A) and answer the questions on page 2,
- attach a copy of the identity document to the application.

PLEASE NOTE: THIS FORM MUST BE COMPLETED IN LEGIBLE LETTERS AND THE ATTACHED DOCUMENTS MUST BE SUBMITTED WITHOUT STAPLES.

A. APPLICANT INFORMATION

Name						
Forename						
Social security number						Nationality
Age			Gender	Male - Female		
Date of birth			Place of birth			
Number and Street *						
Zip code*			Locality*			
Telephone/Mobile	Email					
Residence in Luxembourg	- since birth - since - no residence in Luxembourg					
Civil status	Single Married In civil partnership Widower, widow Divorced Separate					
Professional situation	Employee Self-employed Unemployed Pensioner Pupil Student Other: (to be specified)					
Employer	Name:					
	Address:					

* The applicant undertakes to notify the Bar Association without delay of any change of address and acknowledges the validity of any notification made to him at the last address communicated by him.

Are you a	☐ Detainee	➔ Complete only points A and E (1 to 8) of this form, UNLESS you have income(s) and/or movable or immovable property. In this case, they should be informed on the form. ➔ Please refer to appendix - point B to find out which documents you need to include with your application. If you have income(s) and/or movable or immovable property, you must attach supporting documents relating to your gross income(s) and/or movable or immovable property to your application.	
	☐ Applicant for international protection	Legal aid is requested for: ☐ Applicant only ☐ Applicant and his/her family	
		➔ Complete only points A and E (1 to 8) of this form, UNLESS you have income(s) and/or movable or immovable property. In this case, they should be informed on the form. ➔ Please refer to appendix - point C to find out which documents you need to include with your application. If you have income(s) and/or movable or immovable property, you must attach supporting documents relating to your gross income(s) and/or movable or immovable property to your application.	
	☐ Minor (under 18 years old)	➔ You only need to fill in point A (page 1) of this form and answer the questions below. Briefly describe why you need the assistance of a lawyer and attach documents if you have them	
		Are you already in contact with a lawyer who assists you?	
		☐ Yes	First and last name of this lawyer Since when (Date)
		☐ A lawyer has been appointed by a Luxembourg jurisdiction to assist you (a copy of this appointment must be attached to this application)	First and Last Name of this lawyer Since when (Date)
		☐ No	A lawyer will be appointed to you by the President of the Bar Association
		(Location), the (Date)	
		_____ Signature of the applicant	
		This form should be sent, depending on your place of residence, to: ➤ L'Ordre des Avocats du Barreau de Luxembourg Service de l'Assistance judiciaire 45, Allée Scheffer L-2520 Luxembourg (if you live in the judicial district of Luxembourg) ➤ L'Ordre des Avocats du Barreau de Diekirch Service de l'Assistance judiciaire B.P. 68 L-9201 Diekirch (if you live in the judicial district of Diekirch)	

B. INFORMATION ON THE APPLICANT'S FAMILY AND HOUSEHOLD SITUATION

My household currently consists of _____ adult(s) and _____ minor(s).

B.1 SPOUSE / PARTNER / COHABITANT

Name			
Forename			
Gender	☐ Male	☐ Female	Nationality
Date of birth			
Number and Street			
Zip code	Locality		
Profession			
Employer	Name:		
	Address:		
Opposing party?	☐ Yes (it is not necessary to attach documents on the financial situation of the opposing party) ☐ No		

B.2 CHILDREN LIVING IN THE HOUSEHOLD

First and last names	Date of birth	Profession / Employer

B.3 CHILDREN LIVING OUTSIDE THE HOUSEHOLD

First and last names	Date of birth	Profession / Employer

B.4 OTHER PEOPLE IN THE HOUSEHOLD

First and last names	Relationship to the applicant	Date of birth	Profession / Employer

C. INFORMATION ON THE FINANCIAL SITUATION

C.1 INCOME OF **ALL** HOUSEHOLD MEMBRES (PLEASE INDICATE **GROSS AMOUNTS**) (1/2)

Please tick the relevant boxes 	Applicant's income		Income of the spouse / partner / cohabitant		Income of other people in the household		Income of other people in the household	
	Name							
	Forename							
The household has no income		What do you live on?						
Professional income (1)		€	€	€	€	€	€	€
Sickness benefit (1)		€	€	€	€	€	€	€
Unemployment benefit (1)		€	€	€	€	€	€	€
Social inclusion income (REVIS) (2)		€	€	€	€	€	€	€
Inclusion allowance – REVIS (2)		€	€	€	€	€	€	€
Income for severely disabled persons . RPGH (2)		€	€	€	€	€	€	€
Luxembourg pension (1)		€	€	€	€	€	€	€
Foreign pension (1)		€	€	€	€	€	€	€
Accident pension (e.g. from the AAA) (1)		€	€	€	€	€	€	€
Upbringing allowance (1)		€	€	€	€	€	€	€
Family allowance (1)		€	€	€	€	€	€	€
Maternity allowance (1)		€	€	€	€	€	€	€
Parental leave (1)		€	€	€	€	€	€	€
Recipient of alimony (3)		€	€	€	€	€	€	€
Owner of property in Luxembourg		Unit value:	Unit value:	Unit value:	Unit value:	Unit value:	Unit value:	Unit value:
Owner of property abroad (4)		Value:	Value:	Value:	Value:	Value:	Value:	Value:
Owner of movable assets (cash, savings, stocks, bonds, securities, etc.) (4)		€	€	€	€	€	€	€
Income from movable and immovable assets (rent, tenant farming, residential rights, usufruct, etc.) (4)		€	€	€	€	€	€	€
Other income (specify origin and amount) (4)		Origin:	Origin:	Origin:	Origin:	Origin:	Origin:	Origin:
		€	€	€	€	€	€	€

- (1) Attach official supporting documents indicating the gross amount of the respective income for the last 3 months (for example: last 3 payslips (or failing that: income certificate from the Joint Social Security Centre) – unemployment benefit – pension or other. NB. bank statements are not sufficient).
- (2) Attach a copy of the last sent letter by the National Solidarity Fund (FNS) regarding the calculation of the amount of the benefit, which is paid by the National Solidarity Fund, with the calculation attached to this letter.
- (3) Attach recent supporting documents on the amount of the current term of the alimony received with proof of receipt of the last 3 months, or, failing that, a declaration of honor regarding the absence of alimony received by the household.
- (4) Attach a supporting document.

C.1 INCOME OF ALL HOUSEHOLD MEMBRES (PLEASE INDICATE GROSS AMOUNTS) (2/2)

Please tick the relevant boxes 	Income of other people in the household	Income of other people in the household	Income of other people in the household	Income of other people in the household
Name				
Forename				
The household has no income	What do you live on?			
Professional income (1)	€	€	€	€
Sickness benefit (1)	€	€	€	€
Unemployment benefit (1)	€	€	€	€
Social inclusion income (REVIS) (2)	€	€	€	€
Inclusion allowance – REVIS (2)	€	€	€	€
Income for severely disabled persons . RPGH (2)	€	€	€	€
Luxembourg pension (1)	€	€	€	€
Foreign pension (1)	€	€	€	€
Accident pension (e.g. from the AAA) (1)	€	€	€	€
Upbringing allowance (1)	€	€	€	€
Family allowance (1)	€	€	€	€
Maternity allowance (1)	€	€	€	€
Parental leave (1)	€	€	€	€
Recipient of alimony (3)	€	€	€	€
Owner of property in Luxembourg	Unit value:	Unit value:	Unit value:	Unit value:
Owner of property abroad (4)	Value:	Value:	Value:	Value:
Owner of movable assets (cash, savings, stocks, bonds, securities, etc.) (4)	€	€	€	€
Income from movable and immovable assets (rent, tenant farming, residential rights, usufruct, etc.) (4)	€	€	€	€
Other income (specify origin and amount) (4)	Origin:	Origin:	Origin:	Origin:
	€	€	€	€

- (1) Attach official supporting documents indicating the gross amount of the respective income for the last 3 months (for example: last 3 payslips (or failing that: income certificate from the Joint Social Security Centre) – unemployment benefit – pension or other. NB. bank statements are not sufficient).
- (2) Attach a copy of the last sent letter by the National Solidarity Fund (FNS) regarding the calculation of the amount of the benefit, which is paid by the National Solidarity Fund, with the calculation attached to this letter.
- (3) Attach recent supporting documents on the amount of the current term of the alimony received with proof of receipt of the last 3 months, or, failing that, a declaration of honor regarding the absence of alimony received by the household.
- (4) Attach a supporting document.

C.2 HOUSEHOLD EXPENSES

Is the household renting?	☐ No ☐ Yes (5)	Monthly rent amount	€
Is the household paying alimony?	☐ No ☐ Yes (6)	Monthly amount	€
Does the household repay a mortgage?	☐ No ☐ Yes (7)	Monthly amount	€
Are you benefiting from a collective debt settlement procedure as referred to in Article 1 of the Law of 8 January 2013 on over-indebtedness?	☐ No ☐ Yes (8)	Since when?	Date

(5) Attach a copy of the household's lease contract and the rent receipts for the last 3 months.

(6) Attach documents attesting the payment of the alimony for the last 3 months (e.g. bank statement) and recent supporting documents on the amount of the current term of the alimony.

(7) Attach a supporting document.

(8) Attach a copy of the admission decision.

D. REIMBURSEMENT OF EXPENSES TO BE COVERED BY LEGAL AID

Do you hold a legal protection insurance policy?	No Yes (9)	Name of the insurer	
Are you affiliated to a trade union, the Luxemburgish Consumer Protection Association, or other?	No Yes (10)	Specify the name	
		Since when?	Date

(9) Attach a copy of the contract.

(10) Attach a supporting document.

E. DISPUTE OR PROBLEM FOR WHICH LEGAL AID IS REQUESTED

E.1 PURPOSE (TICK THE CORRESPONDING BOX!)

You must submit AN APPLICATION for legal aid FOR EACH CASE!

↓

☐ Rental lease
☐ Divorce
☐ Domestic violence - Civil procedure (eviction order, extension of eviction order)
Domestic violence - Criminal procedure - Prosecution notice: Not.:
Youth Protection
Custody rights, visitation and accommodation rights and/or alimony for the child(ren)
Family Law
Personal alimony
Civil
Commercial law
(NB: No legal aid will be granted to a trader for matters relating to his trade! Article 14 of the Law of 7 August 2023 on the organisation of legal aid and repealing Article 37-1 of the amended Law of 10 August 1991 on the legal profession)
Labour law
Criminal law
Prosecution notice: Not.:
Fine (Tribunal de police)
Offence (Chambre correctionnelle)
Crime (Chambre criminelle)

Victim of a criminal offence Prosecution notice: Not.:
- Administrative law
Application for international protection Ministry of Foreign Affairs reference: R-
Social law
Attachment order
Other (specify)

E.2 BRIEF DESCRIPTION OF THE CIRCUMSTANCES OF THE DISPUTE

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→ **PLEASE ATTACH COPIES OF THE DOCUMENTS RELATING TO THE CASE FOR WHICH LEGAL AID IS REQUESTED!**

For example: subpoena, petition, notice to appear, writ of summons, judgment, notice of appeal, letter of dismissal, etc.

E.3 PROCEEDINGS PENDING OR TO BE INITIATED

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E.4 COURT TO WHICH THE CASE HAS OR WILL BE REFERRED TO

- Justice of the Peace (Justice de Paix)
- District Court (Tribunal d'arrondissement)
- Court of Appeal (Cour d'appel)
- Court of Cassation (Cour de cassation)
- Administrative Court of first instance (Tribunal administratif)
- Administrative Court (Cour administrative)
- Social Security Arbitration Board (Conseil arbitral de la sécurité sociale)
- Social Security Appeals Board (Conseil supérieur de la sécurité sociale)

E.5 VALUE / PURPOSE OF THE DISPUTE

Value of the dispute, if this can be expressed in financial terms: €

E.6 ARE YOU THE PLAINTIFF OR DEFENDANT?

Plaintiff	Defendant
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E.7 OPPOSING PARTY

Name		
Forename		
Date of birth		
Number and Street		
Postal Code		Locality
Relationship with the applicant		

E.8 LAWYER / NOTARY / BAILIFF

I am assisted by a lawyer:

• Yes	Lawyer's name		
	Lawyer's office		
	Lawyer's address		
	Assisted in this case since		
	Is the lawyer aware of the application for legal aid?	Yes	No*
	Does the lawyer agree with the application for legal aid?	Yes	No*
	Were you assisted by another lawyer in this case?	• Yes / Lawyer's Name: From what date to what date? ➤ No	
	Name of the lawyer to be appointed to defend your interests under legal aid in the event of admission **		
• No	Do you have a preference for a lawyer?		
	• Yes	Lawyer's name	
		Lawyer's office	
		Lawyer's address	
	➤ No (in the event of admission, a lawyer will be appointed to you by the President of the Bar Association)		

I am assisted by a notary / bailiff:

• Yes	Name of the notary / bailiff	
	Address	
- No		

* The lawyer must be informed that you are applying for legal aid. Lawyers remain free to accept or not a mandate under legal aid.

** You will only be able to **request one change of lawyer** for this case (Article 25 paragraph 2 of the Law of 7 August 2023 on the organisation of legal aid and repealing Article 37-1 of the amended Law of 10 August 1991 on the legal profession).

ARE YOU ALREADY RECEIVING LEGAL AID?

• No	
• Yes	Since when?
	References of the legal aid agreement
	Lawyer's name

PERSON COMPLETING THIS APPLICATION FOR LEGAL AID

Name	
Forename	
Organization, institution, law firm, etc.	
Telephone	
Email	

I hereby request legal aid with effect from the _____ (date) in accordance with the law of 7 August 2023 on the organisation of legal aid and repealing Article 37-1 of the amended law of 10 August 1991 on the legal profession and declare that I am not entitled to obtain from a third party the reimbursement of lawyers' and other fees.

I certify that the information contained in this form is true, accurate and complete.

I acknowledge by my signature that I have been informed that false declarations and/or information may expose me to possible criminal prosecution (Article 496-1 of the Criminal Code) and that a withdrawal of the benefit of legal aid may be pronounced in accordance with Article 42 of the Law of 7 August 2023 on the organisation of legal aid and repealing Article 37-1 of the amended Law of 10 August 1991 on the legal profession, which provides that:

" The President of the Bar shall withdraw the benefit of the legal aid granted to the applicant, even after the proceedings or the performance of the acts for which it was granted, if this benefit has been obtained by means of declarations or on the basis of inaccurate documents.

The President of the Bar may withdraw the benefit of legal aid if the beneficiary arises during these proceedings or during the performance of these acts or as a result of them resources such that if they had existed on the day of the application for legal aid, it would not have been granted. Any change of this nature must be declared to the President of the Bar by the beneficiary, or by the lawyer appointed in the cases provided for in Articles 20 to 30.

The President of the Bar may also withdraw the benefit of legal aid in the event of refusal or lack of reaction by the beneficiary of legal aid within one month from the date of notification to the beneficiary of the registered letter by which he is given formal notice to respond to the requests of the President of the Bar inviting him to update his financial situation. The President of the Bar shall also withdraw the benefit of legal aid if the applicant referred to in Article 2(7) has not joined the proceedings as a civil party or has not lodged a copy of the application to join the proceedings as a civil party within the period laid down in Article 23.

In the event of the admission to legal aid of a beneficiary of a collective debt settlement procedure, the benefit of legal aid may be withdrawn by the President of the Bar in the event of revocation of the eligibility decision or the conventional settlement or receivership plan or the judgment opening the personal recovery procedure in accordance with Article 44 of the Law of 8 January 2013 on over-indebtedness or in the event of completion of the procedure collective debt settlement.

Any revocation and completion within the meaning of paragraph five must be declared to the President of the Bar by the beneficiary, or by the lawyer appointed in the cases provided for in Articles 20 to 30.

The withdrawal shall immediately make the costs, duties, fees, indemnities, fees, fees, emoluments, consignments and advances of any kind from which he has already benefited immediately payable against the beneficiary.

The decision of the President of the Bar pronouncing the withdrawal shall be immediately communicated to the Minister of Justice. The Registration Duties, Estates and VAT Authority is responsible for collecting from the beneficiary the amounts that have been disbursed by the State. "

Protection of personal data:

The personal data provided in the context of this application for legal aid are processed by the Bar Association territorially competent, in their capacity as data controller, represented by the current President of the Bar (the " **Data Controller** "). " **Personal data** " means any information relating to an identified or identifiable natural person.

The data processing is carried out in compliance with the provisions of Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (" **GDPR** "), as well as the law of 1 August 2018 on

organisation of the National Commission for Data Protection and implementation of the GDPR (hereinafter the "**Personal Data Protection Laws**").

You may, at your discretion, refuse to provide your personal data to the Data Controller. However, in this case, the Data Controller may reject your application for legal aid if this data is necessary for the admission to legal aid and for your legal defense.

The processing carried out is necessary for the performance of a mission of public interest entrusted to the Data Controller pursuant to the Law of 7 August 2023 on the organisation of legal aid and repealing Article 37-1 of the amended Law of 10 August 1991 on the legal profession.

The personal data collected in this form, as well as those necessary for the processing of the application, may not be used for any purpose other than the management and control by the Luxembourg and/or Diekirch Bar Association of applications for legal aid and their follow-up.

The processing of your personal data is processed in order to carry out your request and is carried out in compliance with the legal provisions to which the Data Controller is subject.

Personal data and information are kept for the time necessary to achieve the purposes of the processing. Once the Data Controller no longer needs the personal data for the purposes for which it was collected, it will securely destroy it in accordance with the Personal Data Protection Laws. In certain circumstances, personal data may be anonymized so that it can no longer be associated with you, in which case it no longer constitutes personal data and may be retained for an unlimited period of time.

The Data Controller may transmit the personal data to other persons or entities (the "**Recipients**"), which, in the context of the purposes mentioned above, are the following administrations and entities:

- The Ministry of Justice;
- The judicial and administrative authorities;
- The lawyers in charge of the case;
- Our IT infrastructure subcontractors: Post Luxembourg and Charles Kieffer Group;
- The Chamber of Bailiffs;
- The Chamber of Notaries.

The Recipients of the personal data are located in Luxembourg and will only process your data to the extent necessary for the performance of their respective tasks, and in compliance with the Data Protection Laws.

Under the terms of the Personal Data Protection Laws, you had the following rights:

- a) **the right to access your personal data**, i.e., to obtain confirmation from the controller as to whether or not your personal data is being processed and, where applicable, access to such data;
- b) **the right to rectification**, i.e. the right to obtain from the controller, without undue delay, the rectification of your personal data that is inaccurate. Taking into account the purposes of the processing, you have the right to have incomplete personal data completed, including by providing an additional statement;
- c) if applicable, **to request the erasure of information concerning you**: to obtain from the Data Controller the erasure of your personal data without undue delay. The Controller has the obligation to erase Personal Data without undue delay, except in certain limited scenarios set out in the GDPR;
- d) **the right to object to data processing**: to object, on grounds relating to your particular situation, at any time, to the processing of your personal data that is based on the performance of a task carried out in the public interest or on the legitimate interests pursued by the controller or by a third party. The Data Controller will no longer process personal data, unless it demonstrates the existence of compelling legitimate grounds for the processing which override the interests and rights and freedoms of the Data Subject, or for the establishment, exercise or defense of legal claims;
- e) **request the portability of your personal data**: to receive the personal data concerning you that you have provided to a Controller, in a structured, commonly used and machine-readable format, and the right to transmit such data to another Controller without hindrance from the Controller to whom the personal data was provided, where (i) the processing is based on consent or a contract and (ii) the processing is carried out using automated means; and
- f) if applicable, **to withdraw your consent at any time**. However, if your consent is withdrawn, we will no longer be able to process your application as it is data that is essential for processing and monitoring your application. In addition, the withdrawal of consent does not affect the lawfulness of processing based on consent prior to its withdrawal.

If you wish to exercise the above-mentioned rights, obtain communication of your information or receive any further information on this subject, please contact the Luxembourg Bar Association: 2A, Boulevard Joseph II, L-1840 Luxembourg or the Diekirch Bar Association: B.P. 68, L-9202 Diekirch, or by e-mail at dpo@barreau.lu (this address is to be used only in terms of the protection of personal data and not to contact the legal aid service) for the Luxembourg Bar Association or info.diekirch@barreau.lu for the Diekirch Bar Association. Your request will be processed as soon as possible.

You also have the option of filing a complaint with the National Commission for Data Protection with its registered office at 15, Boulevard du Jazz, L-4370 Belvaux, Grand Duchy of Luxembourg.

With the submission of this application to the Luxembourg or Diekirch Bar Association, I acknowledge that I have been informed that my personal data will be processed in the context of my application for legal aid and its follow-up and that my application for legal aid with the attached documents may be communicated to the Recipients such as the chosen or appointed lawyer.

(Location), the

(Date)

Signature of the applicant

This form should be sent, depending on your place of residence, to:

If you live in the judicial district of Luxembourg:

Ordre des Avocats du Barreau de Luxembourg
Service de l'Assistance Judiciaire
45, Allée Scheffer
L-2520 Luxembourg

On Mondays and Thursdays from 9:30 a.m. to 11:30 a.m., a person will be at your disposal to answer your questions.

If you live in the judicial district of Diekirch:

Ordre des Avocats du Barreau de Diekirch
Service de l'Assistance Judiciaire
B.P. 68
L-9201 Diekirch

Judicial district of Luxembourg

Capellen:

Bascharage, Clemency, Dippach, Garnich, Hobscheid, Kehlen, Koerich, Kopstal, Mamer, Septfontaines, Steinfert.

Esch-sur-Alzette:

Bettembourg, Differdange, Dudelange, Esch-sur-Alzette, Frisange, Kayl, Leudelange, Mondercange, Pétange, Reckange, Roeser, Rumelange, Sanem, Schiffflange.

Grevenmacher:

Betzdorf, Biwer, Flaxweiler, Grevenmacher, Junglinster, Manternach, Mertert, Rodenbourg, Wormeldange.

Luxembourg:

Bertrange, Contern, Hesperange, Luxembourg, Niederanven, Sandweiler, Schuttrange, Steinsel, Strassen, Weiler-la-Tour, Walferdange.

Mersch:

Berg, Bissen, Boevange, Fischbach, Heffingen, Larochette, Lintgen, Lorentzweiler, Mersch, Nommern, Tuntange.

Remich:

Bous, Burmerange, Dalheim, Lenningen, Mondorf-les-Bains, Remerschen, Remich, Stadtbredimus, Waldbredimus, Wellenstein.

Judicial district of Diekirch

Clervaux:

Clervaux, Constum, Heinerscheid, Hosingen, Munshausen, Troisvierges, Weiswampach, Wintrange.

Diekirch:

Bastendorf, Bettendorf, Bourscheid, Diekirch, Ermsdorf, Erpeldange, Ettelbruck, Feulen, Hoescheid, Medernach, Mertzig, Reisdorf, Schieren.

Echternach:

Beaufort, Bech, Berdorf, Consdorf, Echternach, Mompach, Rosport, Waldbillig.

Redange:

Beckerich, Bettborn, Ell, Grosbous, Rambrouch, Redange, Saeul, Useldange, Vichten, Wahl.

Vianden:

Fouhren, Putscheid, Vianden.

Wiltz:

Boulaide, Esch-sur-Sûre, Eschweiler, Goesdorf, Harlange, Heiderscheid, Kautenbach, Mecher, Neunhausen, Wiltz, Wilwerwiltz, Winseler.

DOCUMENTS TO BE ATTACHED TO THE APPLICATION FOR LEGAL AID

PLEASE NOTE: NO APPLICATION FOR LEGAL AID CAN BE PROCESSED USEFULLY IF THE FORM IS NOT COMPLETED AND THE NECESSARY DOCUMENTS ARE NOT ATTACHED!

THIS APPLICATION SHOULD ONLY INCLUDE DOCUMENTS THAT ARE REQUESTED OR NECESSARY FOR THE ESTABLISHMENT OF YOUR HOUSEHOLD'S FINANCIAL SITUATION AND RELATING TO THE CASE FOR WHICH LEGAL AID IS REQUESTED.

A. DOCUMENTS TO BE ATTACHED TO ANY APPLICATION FOR LEGAL AID

In order for your application for legal aid to be processed, you must complete the application form for legal aid in full and attach the following documents:

- Copy of the identity document;
- Certificate of affiliation from the Joint Social Security Centre (Centre Commun de la Sécurité Sociale) of each member of the household;
- Monthly income of each member of the household for the last 3 months indicating the gross amounts: payslips (or failing that: income certificate from the Joint Social Security Centre) – unemployment benefit – pension or other (NB. bank statements are not sufficient);
- Persons receiving an allowance from the National Solidarity Fund (FNS): a copy of the last sent letter by the National Solidarity Fund regarding the calculation of the amount of the benefit, which is paid by the National Solidarity Fund, with the calculation attached to this letter;
- Alimony :
 - Recipient of alimony: recent supporting documents on the amount of the current term of the alimony received with proof of receipt of the last 3 months, or, failing that, a declaration of honor regarding the absence of alimony received by the household;
 - Debtor of alimony: recent supporting documents attesting the payment of the alimony for the last 3 months (e.g. bank statement) and recent supporting documents on the amount of the current term of the alimony;
- Certificate of ownership of each member of the household;
- Supporting document for property located abroad;
- Supporting document for movable assets (cash, savings, stocks, bonds, securities, etc.);
- Supporting document for income from movable and immovable assets (rent, tenant farming, residential rights, usufruct, etc.);
- Supporting document for any other income;
- Housing:
 - if the household is a tenant: copy of the household's lease contract and rent receipts for the last 3 months;
 - if the household is repaying a mortgage: proof of payment for the last 3 months;
- Copy of the admission decision to a collective debt settlement procedure as referred to in Article 1 of the Law of 8 January 2013 on over-indebtedness;
- Copy of the legal protection insurance contract;
- Supporting documentation relating to the membership of a trade union, the Luxemburgish Consumer Protection Association, or other;
- Documents relating to the case for which legal aid is requested.

UNLESS YOU ARE:

B. A DETAINEE

You must attach to your application:

- Certificate of detention;
- If you have income(s) and/or movable or immovable property: supporting documents relating to your gross income(s) and/or movable or immovable property;
- Documents relating to the case for which legal aid is requested.

and complete points A. and E. (1 to 8) of this form, **UNLESS** you have income(s) and/or movable or immovable property. In this case, they should be informed on the form.

C. A APPLICANT FOR INTERNATIONAL PROTECTION

You must attach to your application:

- Copy of the identity document (if you have one);
- Certificate of submission of an application for international protection for each person concerned by the application;
- If you have income(s) and/or movable or immovable property: supporting documents relating to your gross income(s) and/or movable or immovable property;
- Documents relating to the case for which legal aid is requested.

and complete points A. and E. (1 to 8) of this form, **UNLESS** you have income(s) and/or movable or immovable property. In this case, they should be informed on the form.