

Community
Legal Service**LEGAL SERVICES COMMISSION****West Midlands Region**

Centre City Podium, 5 Hill Street,

Birmingham B5 4UD DX:13041

Tel:0121 665 4800 Fax:0121 665 4894

**Code A**

Our Case Reference Number :

FOJQMREI9P35/A/C/1

Date : 18/02/2003

Dear Mr. James

We have calculated that you are entitled to public funding, subject to you paying a contribution towards your solicitor's costs.

The contribution you must pay is £72.06 per month from your income. This is payable every month until your certificate is discharged.

If you wish to receive public funding on these terms, you must complete the attachment and return it to the Legal Services Commission, Financial Services Section, 85 Gray's Inn Road, London, WC1X 8AA together with your cheque/postal order for your first instalment. They must receive these documents from you by 18 March 2003.

You should send your first instalment in the form of a cheque or postal order payable to the Legal Services Commission for the sum of £72.06. Once your payment has been received and processed you will be sent a payment book, which you must use to make your further payments.

The attached information leaflet will give you more information. Also, attached is a copy of the breakdown of assessment. This will show you how your contributions have been calculated. If you have any queries regarding this, please refer, in the first instance, to the booklet 'Means 1 - The Guide' which you should have received when completing your means assessment forms. This explains what expenses can and cannot be taken into account in your means assessment. If you do not have the booklet, please ask your solicitor for a copy.

Should you have any further queries, please telephone this office before 18 March 2003. A copy of this letter has been sent to your solicitor. You may want to speak to your solicitor before you reply to us.

Yours sincerely

Code A

Sarah Norman
Regional Director

LET0A11A

HUMP-I

15233920



0000790000042100N

Important Information about your Public Funding

Offer of Public Funding certificate with a contribution

Please find enclosed an offer of Public Funding with details of the amount you have to pay in contributions.

What is an offer of public funding with a contribution?

This means you have been offered a certificate. If you accept the offer you will have to pay some money towards the cost of your case. This means that your public funding is not free.

If I accept the offer how much will I have to pay towards my case?

You will find details of how much you have to pay and when in the documents enclosed.

For how long will I have to pay these contributions to the Legal Services Commission?

If you have a contribution to make from your income, you will have to pay this for as long as your case goes on. If you have a contribution to make from your capital this will be a single payment unless we agree otherwise. It is difficult to know exactly how long your case will go on, but your solicitor may be able to give you an estimate. If at any time your solicitor considers that the contributions you have paid will exceed the costs of your case, he/she may apply for future contributions to be waived.

What should I do if I want to accept the offer?

You will find the offer letter enclosed. If you wish to accept the offer of public funding you should sign the acceptance form and send it with the first monthly instalment of your contribution.

Do I have to start paying my contributions now?

Yes. You must send the first payment towards your case to us immediately. You must send it to us before the date stated in the enclosed letter or your offer of public funding will lapse. The LSC cannot grant you a certificate until you have accepted the offer.

Will I have to pay the same amount of money each month?

Not necessarily. If your financial circumstances change you need to let us know immediately. We will then arrange for your financial circumstances to be reassessed. This may or may not result in a reduction or increase to your contribution.

What sort of changes do I need to tell the Legal Services Commission about?

You must inform us of any changes in your (or your partner's) income. You must tell us if you change your job, get a job or lose a job. Also please get in touch if your outgoings change; if your child reaches the age of 16; if you receive a lump sum of money; if you get married (or start or stop living with someone); if you move house or, if your income changes for any other reason.



I have received two different offers of Public Funding at the same time. Why?

This may be because one is for you and one is for your partner or it may be that you applied for public funding for two different matters.

If your means were jointly assessed with those of your partner, both offers will show half the contribution amount. You should accept both the offers at the same time. We will issue two separate certificates.

If your means were not jointly assessed, the monthly contribution amount will cover both certificates and any other certificates you might obtain in the future.

What if I have a partner who is already paying a contribution?

You will receive an offer indicating that you will have to pay half of the contribution due. On receipt of your payment, your partner will receive a letter indicating that their contribution will reduce. Jointly, therefore, you will not be paying an increased amount if your financial circumstances have remained the same.

What should I do if I think that my contribution assessment is wrong?

You have been provided with a breakdown of how your assessment was calculated. If you have any further queries please contact the Regional Office on the telephone number indicated.

If I have got an emergency certificate what should I do?

If you have an emergency certificate you will need to accept this offer or your certificate will be revoked. If your emergency certificate is revoked it will be as if you never had public funding and you will have to pay the full costs of the work done. The maximum costs you would have to repay would be the costs limit specified on your certificate.

If your case has been completed you should accept the offer, make one payment and then apply for your certificate to be discharged.

Is this the only payment I have to make to the Legal Services Commission?

No, not necessarily. As well as paying your monthly contributions you may have to pay the LSC money because the statutory charge may apply to you.

What is the statutory charge?

Civil public funding is a loan. If you gain any money or property or successfully defend it from attack, you will have to repay the fund from it. This is the statutory charge. Otherwise, you will not have to repay. You may have to repay the costs up to the total costs. Your solicitor can only incur costs up to the maximum specified on your certificate.

If the cost limitation increases during the case, your total repayment will increase. To find out more information, ask your Regional Office for a copy of the leaflet 'Paying Back the Legal Services



Commission – Statutory Charge’. Your solicitor is obliged to advise you how the statutory charge affects your case.

What should I do if I have a complaint?

We always try to provide you with the best possible service. However, sometimes things can go wrong. If you are not happy with something we have done, you can let us know.

Please write to or telephone the regional office looking after your case. If you are writing, please mark your letter ‘complaint’. We will look into the matter and get back to you within 10 working days of receiving your complaint. If you do make a complaint you will receive an explanation and, if we are at fault, an apology and information on what we have done to put things right.

If you want more information ask your regional office for a copy of our customer service leaflet.

If you are unhappy with the service your solicitor is providing you should contact your solicitor or the senior partner of the firm to discuss your concerns. When you have done this, if you are still not happy, you should contact the Office for the Supervision of Solicitors on 01926 820052, which investigates complaints about solicitors.





Breakdown of Assessment

Page 1 : Income
Page 2 : Capital
Page 3 : Assumptions

| | |
|-------------|--------------------|
| Applicant | MR RIPLEY JAMES |
| Case Ref No | FOJQMREI9P35/A/C/1 |
| Assessed By | Inez Humphries |
| Date | 18th February 2003 |

Disposable Income

| INCOME | Applicant | Partner | DEDUCTIONS | Applicant | Partner |
|------------------------------|-----------|---------|-------------------------------|-----------|---------|
| Gross Wages £ | | | Income Tax £ | | |
| State Benefits £ | 416.13 | 254.06 | NI £ | | |
| Maintenance £ | | | Superannuation £ | | |
| Private Pension £ | 232.56 | | Employment Exp's £ | | |
| Benefit in Kind £ | | | Private Pension £ | | |
| £ Employment £ | | | Dependants £ | 133.40 | |
| TOTALS £ | 648.69 | 254.06 | Maintenance £ | | |
| | | | Housing Costs £ | 262.42 | |
| | | | TOTALS £ | 395.82 | 0.00 |
| TOTAL Aggregate Income (A) £ | | 902.75 | TOTAL Income Deductions (B) £ | | 395.82 |

LET0A86A

HUMP-I

15233920

Page 1 of 3



0000810000042102I

THIS IS AN IMPORTANT DOCUMENT. KEEP IT SAFELY

Breakdown of Assessment

Page 1 : Income
Page 2 : Capital
Page 3 : Assumptions

Disposable Capital

| CAPITAL | Applicant | Partner | DEDUCTIONS | Applicant | Partner |
|-------------------------------|-----------|---------|--------------------------------|-----------|---------|
| Cash/Savings £ | | | TOTALS £ | 0.00 | 0.00 |
| Equity in Property £ | | | TOTAL Capital Deductions (D) £ | | 0.00 |
| Stocks/Shares £ | | | | | |
| TOTALS £ | 0.00 | 0.00 | | | |
| TOTAL Aggregate Capital (C) £ | | 0.00 | | | |

Contribution Calculation

Disposable Income

A 902.75 - B 395.82 = E 506.93 *

Disposable Capital

C 0.00 - D 0.00 = F N/A *

Contribution from Income

E 506.93 **

Therefore you will pay a monthly contribution from income of £ 72.06 ***

Contribution from Capital

F N/A - 3000.00 = £ 0.00

Lower Capital Limit

Therefore you will pay a single contribution from capital of £ 0.00



Breakdown of Assessment

Page 1 : Income
Page 2 : Capital
Page 3 : Assumptions

Assessment Assumptions and Disregards

Notes

* N/A – Not Assessed

** If Out of Scope, the Upper Income Limit used during the computation of this assessment was £ 695.00

*** This is the figure that you pay should you be required to make a contribution towards your Public Funding
There is a minimum contribution due and so you may see an Annual figure indicated above, but this should
be ignored if your monthly contribution is nil (i.e. 0.00).

LET0A86A

HUMP-I

15233920

Page 3 of 3



0006830000042102Q

THIS IS AN IMPORTANT DOCUMENT. KEEP IT SAFELY