

Financial Statement for Legal Aid in Criminal Proceedings

Form
CRM15



Legal Aid
Agency

Protect - Personal

☐ Form CRM15C enclosed?

MAAT Reference
(for official use)

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

! **GUIDANCE**

This 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.

! **CRM15C**

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

4**!** **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****!** **CRM15C**

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

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 Credits and
Child Tax credits

£

every

£

every

Universal 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

£

every

The benefit:

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

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

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

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

✓ one or more
boxes

! EVIDENCE

! EVIDENCE

Do you or your partner receive any income from the sources listed here?

☐ No☐ Yes

→ You

Your Partner

Student 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 ☐☐Income from any other source
which you have not stated in
questions 2 to 11. Please explain**The total amount received
from all sources in this question**

£ every

£ every

13

! GUIDANCE

! CRM15C

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

☐ No☐ Yes

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

Your outgoings and your partner's outgoings

14

! GUIDANCE

For the place where you usually live, do you or your partner pay:

☐ Rent: Go to 15☐ Mortgage: Go to 15☐ Board and Lodgings: Go to 17☐ None of these: Go to 16

15

! GUIDANCE

! EVIDENCE

What is the total amount that you and your partner, **together**,
pay for the rent or mortgage, after taking away housing benefit?

£ every

16

! EVIDENCE

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

£ every

Go to 18

17

! GUIDANCE

! EVIDENCE

If you usually pay for Board and Lodgings:

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 →

--

£	every
---	-------

£	every
---	-------

£	every
---	-------

☐ No ☐ Yes → ☐ You ☐ Your Partner

☐ **No: Goto 30** ☐ **Yes: Goto 23**

☐ No: Go to **26** ☐ Yes —————> You Your Partner You and Your Partner jointly

2 How many properties, residential and commercial?

☐ **No:** Go to **25** ☐ **Yes** —→ The address, and the postcode if applicable.

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

! CRM15C

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 CRM15C 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 (%)	Partner	per cent (%)
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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

 acres

How is the land used?

Your savings and investments and those of your partner

26

! GUIDANCE

! EVIDENCE

! CRM15C

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

If you ✓ Yes for any type of saving, give details about it in the table on the next page.

Include empty or overdrawn accounts.

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

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?
				£	You <input type="checkbox"/> Your Partner <input type="checkbox"/> Joint <input type="checkbox"/>
				<input type="checkbox"/> Overdrawn	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
				£	You <input type="checkbox"/> Your Partner <input type="checkbox"/> Joint <input type="checkbox"/>
				<input type="checkbox"/> Overdrawn	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
				£	You <input type="checkbox"/> Your Partner <input type="checkbox"/> Joint <input type="checkbox"/>
				<input type="checkbox"/> Overdrawn	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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



☐ No

☐ Yes

→ Name of bank, building society or other holder of the savings

You

Partner

27



Do you or your partner have any Premium Savings Bonds?

☐ No

☐ Yes

→ Holder Number

Holder Number

Total value of the Premium Savings Bonds

£

28



Do you or your partner have any National Savings Certificates?

☐ No

☐ Yes

→ Customer (or Holder's) Number

Customer (or Holder's) Number

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?

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

If you ✓ Yes, describe each investment and its value in the table.

Describe each investment

£

£

£

30 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

! GUIDANCE
! EVIDENCE

31 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

! GUIDANCE
! EVIDENCE

32 When you answered question 22, did you answer Yes?

☐ No ☐ Yes → You may have to pay a contribution towards your legal aid.

! GUIDANCE

33 Do you, by yourself or with anyone else, own a motor vehicle?

☐ No ☐ Yes → Provide the Registration Number(s)

! GUIDANCE

Evidence to support the information you have given

34 Has a court remanded you in custody?

☐ No: Go to 36 ☐ Yes

! GUIDANCE

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

☐ No ☐ Yes: Go to 37

! GUIDANCE

36 Checklist of the evidence you will provide
If your case will be heard in a magistrates' court, or it is a committal for sentence or appeal to the Crown Court, and you are on bail
You must provide the evidence that you ✓ in the checklist, with this form: see the guidance about evidence.

! GUIDANCE

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.

✓ boxes to show the evidence that you will provide.

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

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Have you used form CRM15C 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 the title to confirm that you are providing form CRM15C.

Declaration by your partner

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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 CRM14.

I declare that	this form and any form CRM15C is a true statement of all my financial circumstances to the best of my knowledge and belief. I agree to the Legal Aid Agency 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 Aid Agency, HM Courts and Tribunals Service or my partner's solicitor may ask.
Personal data	I understand that the forms guidance which is described on page 1 of form CRM14, explains how the Legal Aid Agency, HM Courts and Tribunals Service and the Ministry of Justice will keep private and protect the personal data which I provide in this form and form CRM 15C. I understand that I may find in the guidance information about how my personal data may be used by these organisations and how I may obtain a copy of the information that the organisations hold about me. I have read the Notice of Fraud at the end of question 39.
Signed	Date
<input type="text"/>	<input type="text"/>
Full name (in BLOCK LETTERS)	
<input type="text"/>	

Declaration by you

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When you read this declaration, please keep in mind that some parts of it may not apply to you because the declaration is designed to cover several types of court case.

I declare that	this form and any form CRM15C 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: <ul style="list-style-type: none">■ 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 Aid Agency.■ If my case is in the Crown Court, the Legal Aid Agency may change the amount of the contribution which I must pay.
Personal data	I understand that the forms guidance which is described on page 1 of form CRM14, explains how the Legal Aid Agency, HM Courts and Tribunals Service and the Ministry of Justice will keep private and protect the personal data which I provide in this form and form CRM15C. I understand that I may find in the guidance information about how my personal data may be used by these organisations and how I may obtain a copy of the information that the organisations hold about me.
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 eligible for legal aid and, if so, 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. →

Capital means your savings, investments, or property.

It is important that you understand that by signing this declaration you agree to the Legal Aid Agency, the courts or your solicitor, contacting your partner to check the information you have given in this form, and in form CRM15C if you complete them.

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

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 Aid Agency, 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 the Legal Aid Agency 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 the Legal Aid Agency, 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, the Driver and Vehicle Licensing Agency or HM Revenue and Customs to provide information to assist the Legal Aid Agency, its agents or HM Courts & Tribunals Service with their enquiries.

I consent to the Legal Aid Agency 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.

Data sharing

I agree that, if I am convicted, the information in this form will be used by HMCTS or designated officer to determine the appropriate level of any financial penalty ordered against me, and for its collection and enforcement.

Notice on fraud

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering.

Further details explaining how the information held by fraud prevention agencies may be used can be found in the 'Fair Processing Notice', available on the Legal Aid Agency website at: www.justice.gov.uk/legal-aid/make-an-application

Signed

Date

Full name (in BLOCK LETTERS)