

EVIDENCE REQUIRED FOR PUBLICLY FUNDED MEDIATION

Your mediator will be able to assess your eligibility for funding at your initial meeting, as long as you provide the following:

- **For Everyone**

Your National Insurance number

- **For those who are Employed, either full time or part-time**

a) A Bank Statement issued within the four week period before your meeting with the mediator

PLUS

b) If you are paid **monthly**: a Payslip issued within the four week period before your meeting with the mediator

or

c) If you are paid **weekly**: four consecutive Payslips, at least three of which fall within the four week period before your meeting with the mediator

- **For those who are Self-Employed**

A copy of your last Tax Return plus a copy of the Accounts submitted with it.

Please note: If you believe your income has significantly changed in comparison with the previous year, you also need to bring an accounts statement for the current year.

- **For those receiving Income Support or Income-based Jobseekers Allowance (JSA) or Employment & Support Allowance (ESA)**

A current letter (dated within the last six months) advising you of your entitlement to this benefit (your appointment card or similar paperwork will not be enough).

- **For those receiving direct payments of Child Support and/or Spousal Support**

A bank statement for the four week period before your meeting with the mediator which shows these credits paid into your account

- **For those receiving Working Tax Credit and/or Child Tax Credit**

The letter informing you of this benefit (which must be no more than six months old) or a bank statement showing the credit to your account

- **Housing Costs**

If your monthly housing cost (rent or mortgage payment) is more than one third of your pre-tax monthly income we will need you to provide evidence of this payment.

- **Childcare Costs**

If your childcare costs exceed £600 per month, we will need you to provide evidence of this.

ASSESSMENT NOTES

- Our charges are income-related, to make them as fair as possible.
- You may be assessed for PFM (Publicly Funded Mediation) if your pre-tax income is less than £2,657 per month and your capital (not subject matter of the dispute) is less than £8,000.
- Your mediator takes into account Income Tax and NI payments; mortgage or rental payments; any dependants living with you and any other childcare or maintenance costs.
- Once all these costs have been taken into account, you may be eligible for funding if your net income is less than £733 per month.
- If the appropriate documents (as per evidence required overleaf) have not been provided at the time of your initial meeting, we will need to charge you a fee of £45 for the Assessment meeting unless yours is a funding code referral.
- If you are eligible for PFM, the Assessment meeting is free to both you and your former partner (irrelevant of his/her personal eligibility) and all subsequent mediation sessions are free of charge to the eligible person.
- If you not eligible for PFM, then mediation sessions are payable in advance.
- Appointments changed/cancelled with less than 3 working days notice will be charged as follows: £70 (private) or £25 (publicly funded)

If you have any questions about this information, please feel free to call our office on 020 88916860 for further advice.