



## DOCUMENTARY EVIDENCE REQUIRED FOR FREE MEDIATION

Your mediator will be able to assess your eligibility for free (publicly funded) mediation at your initial meeting, as long as you provide the following:

▪ **FOR EVERYONE (including your new partner if you are living together)**

1. Your National Insurance number **AND**
2. Bank Statements issued within the four week period before your meeting with the mediator from all accounts which you hold in your sole name or jointly

**IN ADDITION (including your new partner if you are living together)**

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

- a) If you are paid **monthly**: a Payslip issued within the four week period before your meeting with the mediator  
**OR**
- b) If you are paid **weekly**: five consecutive Payslips, which fall within the five week period before your meeting with the mediator

▪ **For those who are Self-Employed**

- a) Evidence of drawings  
**AND**
- b) 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 Benefits - Income Support, 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 (note, JSA and ESA evidence **must show** whether it is **income or contribution based**).

▪ **For those receiving Tax Credits - Working Tax Credits and/or Child Tax Credits**

The letter informing you of the amount of tax credits award (all pages) which must be no more than six months old

▪ **For those receiving or paying Child Support**

Evidence showing the amount received or paid each week or month

- **Housing Costs**

Your monthly housing costs (rent or mortgage payment). If you are living with a friend or relative a letter signed and dated by that person confirming the amount you pay each week or month.

- **Childcare Costs**

Proof of the amount of childcare costs you pay to a registered child minder.

### **NOTES FOR YOUR ASSESSMENT**

- 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 will take 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 remaining net income is less than £733 per month.
- If the appropriate documents are not provided at the time of your initial assessment meeting, we will need to charge you for your meeting.
- If you are eligible for publicly funded mediation, any subsequent mediation will be free of charge for you.
- If you not eligible for publicly funded mediation, then you will need to pay for your mediation sessions at the end of each meeting
- Appointments changed/cancelled with less than 48 hours notice will be charged at £30.00

**If you have any questions about this information, please feel free to call our office on 01777 818193 for further information or advice.**

**IF YOU DO NOT PROVIDE THE EVIDENCE NEEDED TO COMPLETE YOUR ASSESSMENT FOR PUBLICLY FUNDED MEDIATION AND YOU WISH TO BEGIN MEDIATION ON THE DAY PLEASE BRING MEANS OF PAYMENT.**