



# Legal Advice Application

This form must **not** be used for any matter relating to your employment

## Part 1 About your membership

1. Surname:									
2. Forename(s): (in full)									
3. Branch No.			4. Membership No.						

**For NIPSA Headquarters use only**

Membership confirmed ..... (date) .....

Membership complies with Rule 9.19 Yes  No  tick appropriate box

Membership confirmed by.....

Form LS1 issued to member/forwarded to MTB (date) .....

## Part 2 Your contact details

5. Home Address:			
			Postcode:
6. Official Address: (in full)			
			Postcode:
<b>Contact</b>	<b>Work</b>	<b>Home</b>	<b>Mobile</b>
7. Telephone			
8. Email			

## Part 3 Statement

9. Details of matter which advice is required.

.....
.....
.....
.....

continued overleaf



# Part 4 Only family law issues. Statement about relationship.

**Note: First give the information required below and then set out the nature of your case.**

If you are intending to bring proceedings, set out your complaints against your husband/wife/partner beginning at the point where your marriage/relationship became unhappy. Give dates whenever possible and details, including names of any witnesses who might be able to help. If you have been treated by a doctor in connection with your marriage/relationship difficulties, give details.

If defending, deal first with the complaints made in the proceedings served upon you and then add any other information you can that may help your defence, and if you wish to bring proceedings, state your grounds for doing so and the evidence upon which you rely.

<b>Date of Marriage:</b>	<b>Place:</b>
<b>Date when you last lived together:</b>	
<b>Address where you last lived together:</b>	
<b>Postcode:</b>	

**Did you leave your husband/wife/partner, or did he/she leave you.**

**If either of you was born or has lived outside Northern Ireland, please give full details.**

Child(ren)s Name(s)	Date of Birth	Child(ren)s Name(s)	Date of Birth
<b>Full name of husband/wife/partner:</b>		<b>Full name of co-respondent, or other party: (if any)</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Postcode:</b>		<b>Postcode:</b>	
<b>Occupation:</b>		<b>Occupation:</b>	

**Have there been any previous proceedings in respect of your marriage/relationship in any Court?**  
 Yes  No

**If so, give details and forward all Court Orders:**

**Have you entered into an Separation Agreement? Yes  No**

**If so, include it in the list of papers referred to in paragraph 9 on the last page of this form.**

# Notes

1. This is an **advice** service which any paid-up member of the NIPSA may participate in. The Solicitor's advice may be given in writing and returned direct to the member, or the Solicitors may request you to attend for an interview and give you oral advice. There will be no charge to the member unless s/he specifically authorises the Solicitors to proceed further on his/her behalf following the legal advice.
2. Any **action** taken as a result of advice given is a matter for arrangement between the member and the solicitor and **costs will not be met by the NIPSA**.
3. The Scheme does not provide for members to have an interview with the Solicitors, but the Solicitors may elect to give you an interview if in their discretion the nature of the problem requires oral advice.
4. If desired the enquiry may be set out on a separate sheet of paper and enclosed, together with any documents relating to the enquiry, in a sealed envelope marked "Legal Advice Service – Confidential". If this is done Part 3 of this form should be endorsed "see confidential envelope attached". It will still be necessary for the member to complete Parts 1 and 2 of this form.
5. **Your enquiry is made directly to the Solicitor and is confidential and will be treated at all times as such by them. On completion, this form together with any relevant documents should be sent directly to:**

McCartan, Turkington, Breen  
88 Victoria Street  
Belfast  
BT1 3GN

If you have downloaded the form from the NIPSA website it must be forwarded to the Executive Officer (Membership Services) at NIPSA Headquarters to complete the membership check. It will be forwarded on to the solicitors upon satisfactory completion of the membership check.
6. Your enquiry should give all details which are relevant. When in doubt it is better to say too much than too little.
7. You should annex any correspondence which is material with copies of your replies if available.
8. If your problem concerns an agreement such as a tenancy, the lease of Tenancy Agreement and Rent Book, together with any notices served by either the Landlord or Tenant should be sent. Similarly as a further example all documents relating to a dispute over a Hire Purchase Agreement should be sent.
9. If your problem is family or relationship matter, complete Part 4 of this form. Where there have already been matrimonial proceedings, you should send all Court Papers and Orders which you have in your possession. Any Separation Agreement or Deed in force should also be sent. You must provide Marriage Certificate and Birth Certificates of any children of the marriage.
10. If your problem is a matrimonial one, a detailed statement of your matrimonial history set out in chronological order dealing with the state of the marriage between specific events (i.e. birth of children, change of house) is always useful to the Solicitors.
11. It is better not to send original Title Deeds in the first instance. If the Solicitors find it essential to inspect the Title Deeds before they can advise, you will be notified.
12. A sketch or plan is often helpful in understanding an enquiry concerning property or land.
13. This form is not transferable and is for the use of the member named.
14. NIPSA will make every endeavour to provide the best advice possible, but liability cannot be accepted in giving such advice nor for the loss in transit of any papers, Deeds or documents.
15. The Solicitors may ask you for further information before advising.
16. Any queries should be referred to the Executive Officer (Membership Services) at NIPSA Headquarters.

**Email: [membershipservices@nipsa.org.uk](mailto:membershipservices@nipsa.org.uk)**