

The member should read the following notes before completing the Legal Assistance (Personal Injury) Claim Form.

Particulars of Non-Fatal Accident or Disease

Notes

- (i) These documents should be read carefully and full information given. It should be completed and signed as soon as possible after the accident and posted at once to Legal Assistance (Personal Injury) Scheme, Northern Ireland Public Service Alliance (NIPSA), Harkin House, 54 Wellington Park, Belfast BT9 6DP. Its receipt will be acknowledged immediately. If such acknowledgement is not received within two weeks the member should communicate at once with the Executive Officer (Membership Services).
- (ii) The member must carry out the instructions and advice given by or on behalf of NIPSA.
- (iii) However trivial the accident or disease contracted at work it should be reported immediately to your Department or Employing Authority and confirmed in writing.
- (iv) Where the accident arises out of and in the course of employment or the disease is caused by the employment, a formal claim should be made under the Industrial Injuries Act whether or not incapacity has been caused. You should get in touch with the Social Security Agency at once.
- (v) It will not be possible to grant legal assistance where either the member or his personal representative has already instructed solicitors.
- (vi) Members involved in accidents are strongly urged not to enter into any correspondence or to give any statements directly or indirectly relating to their claim except with the prior approval of the NIPSA or its solicitors **McCartan, Turkington Breen, 88 Victoria Street, Belfast BT1 3GN.**
- (vii) Any queries in respect of completion of the LS2 form should be directed to the Executive Officer (Membership Services at NIPSA Headquarters.

Email: membershipservices@nipsa.org.uk