



Checklist *(Lawyer to complete)*

Client details

Title Mr Mrs Ms Miss Other ► Give details

Family name

First name

Middle name(s)

Birth date DD/MM/YY

Claim details

Details of the circumstances surrounding your client's claim *(Include how, where and when the incident occurred)*

Details of the alleged negligence/damages and the name of the person/organisation considered responsible for your client's injuries

Describe the nature and extent of your client's injuries caused by the incident

Explain how your client has been affected by the injuries

Details of any medical treatment sought and/or received for the injuries

📎 Attach a copy of any medical reports, if already obtained

Details of any pre-existing medical condition/s and how the condition/s may impact the claim

Has any party admitted liability for your client's injuries and/or loss?

No ▼ Give details Yes *📎 Attach a copy of letter from insurer/respondent*

If the respondent is not insured, do they have the capacity to pay any judgement debt?

No Yes ▼ Give details *📎 Attach a copy of search results*

Is the claim within the time limitation period?

No ▼ Explain what action has been/needs to be taken Yes



Is an investigation being or has it been conducted by an external organisation?

(eg Coroner, Health Ombudsman, Australian Health Practitioner Agency)

No Yes ▼ Give details  *Attach a copy of investigation report*

Any other relevant information

Provide an opinion on the claim’s prospects of success *(based on the information available)*

Provide an estimate on the range of quantum for the claim *(based on the information available)*

Provide a budget of outlays needed to prepare the claim for settlement negotiations

(description of outlays, including expert report writers’ specialty, with estimated cost for each outlay)

I confirm this legal practice is willing to represent the abovenamed client on a speculative basis and in accordance with the Civil Law Legal Aid Scheme’s guidelines.

Legal practice Lawyer’s name

Lawyer’s signature Date DD/MM/YY

PRINT FORM



Funded by The Public Trustee of Queensland
Administered by Legal Aid Queensland

Please attach this supporting documentation (if relevant):

Motor vehicle personal injury claim

- Traffic Crash Report Notice of Accident Claim Form (including medical certificate)
 Liability response from insurer

Work related personal injury claim

- WorkCover Queensland Notice of Assessment Notice of Claim

Medical negligence claim

- Initial Notice Complaint to Health Ombudsman/Australian Health Practitioner Regulation Agency and investigation results

Dependency claim

- Coronial investigation report/findings Notice of Claim

Other documents

- Medical reports, if already obtained Incident report Investigation report
 Proof of respondent's assets to satisfy any judgment debt (when claim is not an insurance claim)
 Liability response Witness statements Photographs

Information Privacy

The Civil Law Legal Aid Scheme (CLLAS) is funded by The Public Trustee of Queensland (PTQ) and administered by Legal Aid Queensland (LAQ).

Personal information supplied by your client will be used:

- by LAQ and the PTQ to assess eligibility under the CLLAS and to administer the CLLAS in accordance with the CLLAS guidelines;
- to update your client's personal details in LAQ's records;
- to respond to any complaints made by your client; and
- to evaluate the CLLAS services.

Your client's personal information will not be given to any other person or agency unless you give consent or we are required to do so by law.

LAQ and the PTQ acknowledges:

- that documents provided by your client directly and/or by your legal practice under the CLLAS:
 - are subject to legal professional privilege and confidentiality; and
 - do not constitute a waiver of privilege and confidentiality; and
- that the CLLAS has a common interest in the litigation given that the CLLAS is considering funding for the purpose of the litigation.

LAQ is required to provide statistical information (including court and settlement outcomes) to the PTQ. All information provided to the PTQ for this purpose is de-identified to ensure your client's confidentiality and confidentiality of court and settlement outcomes. By submitting an application your client is agreeing to de-identified information relating to their claim being provided to the PTQ:

- for auditing purposes;
- for evaluation of the CLLAS; and
- to demonstrate the appropriate use of public funds and community benefit.

You can also get information about LAQ's privacy policy by visiting www.legal.qld.gov.au or contacting LAQ's privacy contact officer on (07) 3238 3500.

