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| --- | --- | --- | --- |
| File details | | | |
| **Grants Online File No**: Click or tap here to enter text.  **Solicitor:** Click or tap here to enter text. | | | |
| Policies | | | |
| **1.** | **My client satisfies the Family Law Policy** | **Yes** | **No** |
| 1. My client has a s60I certificate issued by the Legal Aid NSW Family Dispute Resolution Unit or the matter is urgent | Yes | No |
| 1. The matter is not suitable for mediation and meets the exceptions set out in the Family Law Act   **Exception reason***:* Click or tap here to enter text. | Yes | No |
| 1. There is a history of domestic and family violence between the parties including:  * physical, verbal or emotional abuse * recent threats, physical violence or intimidation * current or past Apprehended Violence Order | Yes | No |
| 1. There is a dispute about the children | Yes | No |
|  | 1. There is a substantial issue in dispute | Yes | No |
| **2.** | **NSW is the correct Forum** | **Yes** | **No** |
|  | 1. My client’s child/ren live in NSW or they live on the border of two states and the appropriate registry is NSW | Yes | No |
|  | 1. My client has current proceedings listed in NSW | Yes | No |
|  | 1. I need to seek funding for a change of venue application in NSW | Yes | No |
| Means Test | | | |
| **3.** | **My client satisfies the Means Test** | **Yes** | **No** |
| I have entered all the relevant means information into Grants Online | Yes | No |
| I have retained all the material relevant to my decision on the client’s file | Yes | No |
| ***Centrelink applicants*** I have retained my client’s Centrelink consent on the file | Yes | No |
| Merit Test | | | |
| **4.** | **My client’s matter satisfies the Merit Test** | **Yes** | **No** |
| I have completed the worksheet on merit | Yes | No |
|  | **Signed:** Click or tap here to enter text. | | |