**QICDRC Pro Bono Service****Application for Pro Bono Legal Assistance**

Information for Applicants

* Please read the QICDRC Pro Bono Service Guidelines before completing this application.
* Pro bono legal assistance under the QICDRC Pro Bono Service (the “Service”) is provided only to persons who:
	+ need legal assistance in relation to a civil or commercial dispute, regulatory appeal or other legal issue(s) that fall within the jurisdiction of the Qatar International Court (the “Court”) or QFC Regulatory Tribunal (the “Tribunal”); and
	+ do not have the financial means to pay for legal advice to assist them with their legal issue(s).
* Eligible persons must certify that they do not have the means to pay for legal advice or assistance.
* The advice given by volunteer lawyers under the Service can only be in respect of disputes falling within the jurisdiction of the Court or Tribunal.
* You must complete all sections of the application. Failure to do so may result in its rejection or a delay in its review.
* The information contained in your application must be accurate. Please therefore complete the application to the best of your knowledge and belief and submit email it to ProBono@qicdrc.gov.qa.
* You will be notified of the outcome of your application within 3 working days of its submission. If approved, your case will be referred to a volunteer lawyer. If refused, or if further information is required, you will be likewise notified.

Application for Pro Bono Legal Assistance

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| ***Your Details*** |
| Name |  |
| Mobile number |  |
| Email address |  |
| Residential address |  |
| QID Number  |  |
| Preferred Language(s)*(Consultations with a volunteer lawyer will usually take place in English or Arabic)*  |  |
| Any other relevant information (e.g. do you require any special assistance as a result of a disability?)  |  |

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| ***Other party details- if you are in a dispute with another party (such as a contractor or your employer) please provide their details here***  |
| Party name |  |
| Party address |  |
| If legally represented, name and contact details of lawyer |  |
| [provide similar details for any additional parties] |  |

| ***Your legal issue*** |
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| What is the topic of your legal issue (for example, contractual dispute, employment issue, regulatory appeal)? |  |
| Have you previously received any legal assistance regarding this issue? If so, please describe the assistance and when it was received |  |
| Please provide a brief description of your legal issue |  |
| Are you involved in any Court or Tribunal proceedings relating to this issue? |  |
| If yes, please provide the QICDRC case reference number |  |
| Has the Court or Tribunal set a date for a hearing or any other deadline for the proceedings? If so, please provide that information  |  |

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| Supporting documents | *Please attach copies of any supporting documents that relate to your issue**For* ***contractual******issues****, please attach the following****:**** *your contract, including any amendments*
* *any communications with other relevant parties to the contract concerning your issue.*

*For* ***employment issues****, please attach the following:* * *your employment offer letter*
* *your employment contract, including any amendments*
* *if relevant, pay slips and leave records*
* *any communications with your employer or former employer regarding your issue.*

*For* ***regulatory appeal******issues****, please attach the following****:**** *your Decision Notice (or equivalent) including any Notice of Proposed Action*
* *any communications with other relevant parties concerning your issue.*

*For any* ***other legal issue****, please attach copies of any relevant supporting documents.* *For* ***Court or Tribunal proceedings****, please attach all Court / Tribunal documents filed in those proceedings as well as anything received from the other party / parties to proceedings and the Court / Tribunal.*  |

| ***Financial circumstances***  |
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| Are you employed? If yes, please state:* the name of your employer, and
* your monthly salary, including all allowances
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| Do you have family members who depend upon you for financial support? If yes, please state the number and their relationship to you |  |
| Please provide an estimate of your total monthly expenses  |  |
| Please provide any other relevant information in relation to your financial circumstances (e.g. other household income, savings, details of any loans or other debts) *(Please be advised that you may be required to provide evidence in support)* |  |

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| ***Request for urgent assistance (complete only if you require urgent legal assistance)***  |
| Please state the reason for the urgency |  |
| Please state the requested timeframe for assistance (e.g. two days) |  |

| **DISCLAIMER AND WAIVER*****This section must be read and completed in full before any advice can be given under the Service*** |
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| I, [full name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of, [address] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_certify that I understand and, in consideration of the services provided, agree to the following terms:1. The Service is intended to provide legal advice to people who cannot afford to pay for legal advice. I cannot afford to pay for this legal advice but, if this situation changes, I will inform the Service and any volunteer lawyer immediately.
2. The Service provides advice only in respect of civil or commercial disputes, regulatory appeals or any other legal issues falling within the jurisdiction of the Court or Tribunal.
3. I am seeking legal assistance in my own capacity and not on behalf of another.
4. The advice provided by volunteers is not intended to replace or supplement legal advice solicited from outside the Service, particularly legal advice provided on a professional, paid-for basis. Volunteer lawyers will advise you at their discretion, including any decision to reject your request for assistance on the basis of a conflict of interest. The Service will make all reasonable efforts to find someone to advise you, but there may be occasions when no volunteer can be found.
5. The advice provided by volunteers is based on information believed by the volunteer lawyers to be complete and accurate, and the most recent information available. I will explain the full circumstances of my issue, give any information required for my assistance, and will answer questions honestly.
6. I will not hold liable in any way, whether in the law of contract, tort (including negligence), misrepresentation, restitution or otherwise in any jurisdiction, any of the volunteer lawyers, their employers and/or QICDRC including and their agents, employees and representatives, for the acts and/or omissions of any volunteer lawyer who gives me advice in consultation under this Service, or in the course of any representation I may have under this Service. The QICDRC is not responsible in any way for the content or accuracy of the legal advice provided by the volunteer lawyer.
7. Any breaches of my obligations may, at the sole discretion of the QICDRC Registrar, lead to me being barred from using the Service. The QICDRC Registrar also reserves the sole discretion to reject any request for assistance.
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| **Signed** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Dated** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **PRIVACY NOTICE** |
| The Service will not disclose the personal data provided by a pro bono client, including their name or email address, to any third parties, except to volunteer lawyers, and we will only use the personal data you provide for the purposes of assessing and assisting with your application for pro bono legal assistance. You have a right of access to and rectification of your personal data.  |