

*Please complete this form in full to become set up as a Client in our office. It is important to note that if we have already been in contact with the person that you are attending court against, then we will not be in any position to act for either party.*

*Before we proceed, we need you to attach a proof of address and a copy of your passport or drivers' licence. We also need to know who the other party is, what is their full name?*

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Are you entitled to Legal Aid? If so, *we need a copy of your Legal Aid cert*, this can be obtained by you from Dolphin House District Court, you will need to go there to get the actual Legal Aid Cert, you can then drop that in to the office as we are close by or you can take a screenshot and attach it with this application. We will not be in a position to continue with this application, unless you have your Legal Aid Cert and any other documentation we require. Generally how it works is that if someone is entitled to Legal Aid then we arrange one Consultation before your Court date, if for some unforeseen reason that doesn't take place then a Consultation will be held on the morning of Court, this is also an opportunity to add in any further documentation required to support the case.

If you are not entitled to Legal Aid then please see attached the link for our Section 68 Letter which we are obliged by Law to provide to you and details of our fee's plus the bank details so that the office can be furnished with fee's before we proceed. *You can send in your proof of payment when we have confirmed to you via email that you are set up as a Client in our system, to [info@sandramcaleersolicitor.ie](mailto:info@sandramcaleersolicitor.ie)*

*We will need a copy of your Court papers either by post or submit a screenshot.*

Our address is as follows: Unit 1, 34 Usher's Quay, Dublin 8.

Please provide a detailed description as to why you need to attend Court, what are the current circumstances, what is your desired outcome? Please provide details of your relationship with the other party involved, if the relationship broke down, then why and also if there are any children involved, provide their name(s) and age.

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If your matter is related to Divorce and Judicial Separation then please provide all of the above including all relevant documentation, please see below the link for the Section 68 Letter and the fee's required to be on account before we can represent you. Proof of payment can be sent to [sandramcaleersolicitor.ie](mailto:sandramcaleersolicitor.ie) after you have been set up as a Client, which we will communicate to you via email.

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