



Documentation to bring to your appointment

Where relevant, you should bring the following documents when attending clinics:

Employment Issues

- A copy of any employment contract and job description
- Documents relating to any disciplinary, grievance or dismissal issues
- Any recent letters from their employer
- Staff handbook
- Copy of any employment tribunal applications
- Proof of income (for example wage slips, benefit letters, tax credits)
- Copy of any court or tribunal papers
- Details of disability, medical conditions or any other relevant medical reports

Family Issues

- Parental responsibility agreement
- Partnership certificate
- Court documents or legal agreements
- The passports of both spouses, civil partners or partners, and any children or other family members included in the applications
- Birth certificates of any children to be included on the family permit
- Marriage or civil partnership certificates
- Any paperwork or letters relating to the issue
- Proof of income (for example, wage slips, benefit letters, tax credits)
- Copy of divorce papers

Housing

- Tenancy agreement
- Mortgage details
- Any court papers
- Title deeds
- Proof of income (for example, wage slips, benefit letters and tax credits)
- Inventory
- Correspondence with landlord (for example, letters and emails)
- Receipts
- Any other relevant contractual information

Money and Debt Issues

- Details of your income - wage slips, benefit letters, tax credits
- Bank statement - latest copy
- Details of all those that you owe money to and how much - bring the latest statements and demands for payment (preferably in chronological order)
- Copy of original loan/contractual agreements
- Copy of any court papers
- Details of housing i.e. tenancy agreement, council tax bills, type of mortgage, mortgage repayments
- Details of your household expenditure - how much you spend on food, transport, phone and energy bills etc
- Copy of the latest correspondence you have received - e.g. letters from bailiffs



- All letters from government departments, such as the Department for Work and Pensions (DWP) e.g. Jobcentre Plus, Pension Service, or the local authority
- Decision letters that you are not happy with or wish to challenge - this is essential
- Your national insurance number

Negligence

- A detailed statement of your evidence (including information concerning the service that you received, and its effect on you)
- Any documents or statements that can be used as evidence
- Documents relating to loss of earnings
- Documents relating to any property damage
- Evidence of travelling expenses
- Documents relating to the cost of the service
- Relevant contractual documents
- A negligent professional's (for example, a solicitor) file of papers – including relevant documents, letters and attendance notes
- Copies of clinical notes and records (if applicable)
- Photographic evidence of any injuries incurred

Wills and Probate

- The will
- Inventory (detailed list of all of the deceased's possessions)
- Letter of administration (formal document appointing executor)
- Any Codicils (testamentary documents modifying a will)
- Death certificate
- Documents concerning any of the deceased's outstanding debts
- Correspondence (for example, emails and letters) with the deceased
- Any relevant court documents