

## What can I do if I don't agree with a Legal Services decision?

If you don't agree with a decision that Legal Services has made, you may be able to ask for our decision to be looked at again. This is called an appeal.

Where a request to appeal a decision is received, an internal review of the original decision will be completed (this is called a reconsideration). If Legal Services say their original decision was correct, the appeal will be referred to the Legal Services Appeals Panel for external review.

The Legal Services Appeals Panel will decide your appeal. The Panel is separate from Legal Services and their decision is final.

## Can I appeal every decision?

Not every decision made by Legal Services has a right of appeal. You can appeal our decision to refuse, change, terminate, apply conditions to your grant of aid, or our decision that you must pay a contribution to the cost of your case.

Decisions where there is no right of appeal include:

- The minimum contribution payable in your matter
- What we will pay your lawyer to do for you

## How do I appeal?

Your appeal must be in writing. You can use the Appeal Form attached.

You must set out the reasons why you want our decision to be changed.

## What information do I include?

You should include any additional information you want the Panel to know when considering your appeal. If you have documents that show why you think our decision is wrong, you should submit them with your Appeal Form.

For example, if you were refused legal aid because of your means, attach the following documents to your appeal form:

- bank statements from all of your financial accounts for the past 3 months
- your most recent Centrelink Income Statement
- your 3 most recent pay slips
- details of your weekly living expenses, and
- details of any assets you own.

Once you have submitted your Appeal Form, Legal Services cannot receive any further supporting information, so please ensure that you have provided all relevant documentation to us with your Appeal Form.

## How long do I have to appeal?

You have **14 days** from the date you get most decisions to appeal. If the decision relates to the amount payable by you at the conclusion of your matter, you have **one month** to appeal.

Once we receive your request for an appeal, we will let you know when the Appeal Panel will be able to consider your matter.

## How long will my appeal take?

It could take about 6 to 10 weeks to decide your appeal. The appeal panel is convened monthly.

## What happens to my case while my appeal is being decided?

If you have to go to court in this time, you can ask the court or tribunal to adjourn your case while you appeal.

This means asking for your case to be put on hold until the Legal Services Appeals Panel has made a decision about your appeal. You will need to let us know when your next court date is.

## Any questions?

If you have any questions about appealing call our Legal Information and Advice line on 1300 366 424.

[lsc.sa.gov.au](http://lsc.sa.gov.au)