



**REFERRAL FORM :  
SPECIALIST LEGAL ADVICE AND REPRESENTATION**

**LEGAL SPECIALIST'S DETAILS**

Name:

Address:

Tel: / email:


**ADVISER'S DETAILS**

Name:

Advice Agency:

Address:

Email:

Telephone:

Fax:


**BRIEF BACKGROUND / DESCRIPTION OF CASE (and any legal issues identified):**

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**ACTIONS TAKEN & DATES OF ACTIONS BY ADVISOR &  
STAGE(S) OF CASE (complaints / compensation / Letter before Action / Man. Recon. / tribunal) :**

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**DATES OF DEADLINES OR HEARINGS COMING UP:**

**DOCUMENTS HELD BY ADVISOR:**

**CLIENT'S DETAILS**

Name:

Address:

Email:

Mobile:

Date of birth:

Home tel:

NINO:

Preferred language:

Other circumstances:

Is the client currently receiving:

Income Support, Income-based Jobseekers Allowance, Income-related Employment and Support Allowance, Pension Credit (Guarantee), or Universal Credit:

I attach an authorisation form signed by my client:

Date: