

Legal costs application form

When to use this form

The Financial Assistance Scheme (FAS) will pay reasonable legal costs incurred in representing victims.

Use this form if you are a lawyer seeking payment for legal costs incurred in assisting your client when you are not able to submit an application via the online portal.

For the FAS to pay legal costs, lawyers must:

- have been listed as the victim's Authorised Representative
- have a practising certificate at the time of assisting the victim with their application, and
- provide reasons in this form explaining why the application should be considered complex.

The FAS will pay legal costs up to the amounts listed in the FAS guidelines for complex applications.

The FAS will consider paying legal costs above the amounts listed in the FAS guidelines, or outside the circumstances identified in Part C, in exceptional circumstances, and only where the lawyer provides an appropriate explanation of the additional work undertaken.

Where a lawyer is seeking legal costs above the upper amounts set out in the FAS guidelines or where the application has been transferred between multiple lawyer authorised representatives, the lawyer seeking legal costs should provide an itemised bill or sufficiently detailed information (such as the number of hours worked, a description of the work and the lawyer's charge out rate) for the FAS to be able to assess whether the legal costs claimed are reasonable and proportionate.

Before completing this form, ensure that the application for which you are seeking legal costs has been submitted. Access the portal at <https://fas.justice.vic.gov.au>.

If you have any queries about completing this form you can contact the FAS by phone.

FAS Helpline: 1800 161 136

Marra Yattakunur Team: 1800 849 778

You can also submit an enquiry online using the Enquiry Form in the FAS Portal.

Form Contents



PART A: Application details

PART B: Payment details

PART C: Outline of complexity factors

PART D: Acknowledgment

Filling in this form

- This form can be completed and signed electronically using a PDF reader on your computer such as Adobe.
- Alternatively, you can print and complete the form using black or blue pen.
- Print using BLOCK LETTERS
- Tick the appropriate box where applicable
- Sign the form
- Attach copies of supporting documentation where requested (indicated with  and  symbols throughout)
- If you need to provide more information, you can attach additional pages.

Further information about documentary evidence required can be found on page 4.

Returning this form

Send the completed form to:

financialassistancescheme@justice.vic.gov.au

or

Financial Assistance Scheme

PO Box 21060

Little Lonsdale Street VIC 8011

Privacy

The FAS collects personal information for the purpose of assessing your eligibility for legal costs and the applicant's eligibility for assistance. The FAS will only disclose personal information in accordance with the law. More information on how the FAS handles your personal information can be found at www.vic.gov.au/privacy-vicgovau and www.victimsofcrime.vic.gov.au/information-collection-notice.



Part A: Applicant details

1

Authorised representative's details

Given name(s)

Family name

Organisation

What type of organisation are you? E.g. Community Legal Centre

2

Applicant's name

Pronouns
(e.g. she/her, he/him, they/them, self-described (please specify))

Given name(s)

Family name

Preferred name

3

Date of birth

4

VOCAT Reference Number (if applicable)

5

FAS Application Number
(e.g. IA-0000002482)

Part B: Payment Details

6

Bank Details

Account Name

BSB

Account Number

Billing Address

Part C: Outline of complexity factors

7

To be eligible for payment of legal costs, an application must meet at least one Complexity Factor as outlined in the FAS Guidelines. The FAS will also consider paying legal costs outside of these circumstances in exceptional circumstances.

Which complexity factor(s) does the application meet? In your justification, please refer to evidence provided in the application.

Application is for a substantive VOCAT variation

Character considerations

Special circumstances for not reporting to, or assisting, police

Finding of not guilty in a court outcome in relation to the violent act supporting the application

Applicants who are suffering from trauma

Out of time applications

Applications with a significant number of related acts

Applications with multiple acts of violence and multiple injuries

Applications where the victim has complex injuries

Where the lawyer must source documentary evidence from third parties

Where the FAS has provided the victim with a notice of intention to refuse the application

Where the victim may face barriers or structural inequalities or disadvantages in accessing the FAS without legal representation

▶ Complete question 8

8

Which barriers or structural inequalities are present?

Aboriginal and Torres Strait Islander people

Culturally and linguistically diverse communities

LGBTQIA+ communities

Children and young people

Older people

People who have recently arrived in Australia

Refugees and asylum seekers

People with low education levels or have difficulty reading and writing

Social exclusion (victims of crime that are marginalised or lack social support)

Disability or health issues, including mental health issues

People experiencing substance dependence or homelessness

People in State custody or mental health facilities

People who have limited access to technology or require support to access technology

9 Are you seeking legal costs above the amounts set out in the FAS guidelines?

Yes

▶ If yes, complete questions 10 and 11

No

10 What is the additional amount you are seeking?

11 Please provide an outline of the exceptional circumstances that required additional work to be completed and a summary of the additional work performed.

To be considered for payment above the amounts set out in the FAS guidelines, you will need to provide an explanation of the exceptional circumstances that caused additional work to be undertaken.



Please provide any supporting documentation for why you are seeking legal costs above the amounts set out in the FAS guidelines. For example, you can provide an itemised bill or sufficiently detailed information (such as the number of hours worked, a description of the work and your charge out rate) for the FAS to be able to assess whether the legal costs claimed are reasonable and proportionate.

12 Has the application been transferred to or from another lawyer authorised representative?

Yes

▶ If yes, complete question 13

No

13 Please provide details regarding the authorised representative transfer, the period of time that you have worked on the application and an outline of the work you have undertaken on the application.



Please provide any supporting documentation relating to the work you have undertaken. For example, you can provide an itemised bill or sufficiently detailed information (such as the number of hours worked, a description of the work and your charge out rate) for the FAS to be able to assess whether the legal costs claimed are reasonable and proportionate.

Part D: Acknowledgement

Summary

This acknowledgement confirms that you agree to the Victims of Crime Financial Assistance Scheme (FAS) collecting and disclosing your information to process your application for legal costs. You are also acknowledging the information provided in the application is true and not false or misleading.

You can contact the Victims of Crime Financial Assistance Scheme (FAS) Contact Centre if you have any questions before signing. If you have any concerns about signing, you should seek advice.

Truth of the information supplied

I declare that the information I have provided in this application and attached documents is true and not misleading. I acknowledge that it is an offence to provide false or misleading information in relation to an application under section 66 of the *Victims of Crime (Financial Assistance Scheme) Act 2022* (Vic) (FAS Act). I also acknowledge that it is an offence to obtain or attempt to obtain assistance fraudulently under section 65 of the FAS Act.

Keeping the FAS up to date

I agree to advise the FAS if my circumstances change or if I become aware of any matter that would make the information in this application form false or misleading.

Acknowledgement of collection notice and privacy policy

I have read the [collection notice](#) and the Department of Justice and Community Safety's (DJCS) [privacy policy](#). I understand and consent to the FAS collecting and disclosing my information to the relevant authorities/persons/entities.

14 I confirm that I have read and agree to the terms above

Full name of Authorised Representative

Date

Signed