

## **Annexure C: Application Form**

Once a client has completed capturing an application, they must have the option to submit it for review. The digital application will be sent to the email address dedicated to receiving and analysing the website legal aid application form submissions, from which the process will be taken forward. The system must generate a temporary reference number and provide both a copy of the application and the reference number to the client.

The application reference number should be in the format below:

WYYYYMMDD00000 (W2022061400001)

W = Reference from the Website

YYYY = Current Year

MM = Current Month

DD = Current Day

00000 = Incremental Value

The table below lists the fields, type lengths and whether they are required, as well as the information that will be shown on the website for the client to complete as part of the legal aid application process. The form will mimic the Legal Aid SA application for legal aid form (the LA1).

<b>APPLICANT DETAILS</b>				
Name	Applicant first name	None	Yes	Alphanumeric
Surname	Applicant surname	None	Yes	Alphanumeric
ID Number	Applicant RSA ID number	Standard RSA ID number format validation	No	Numeric
Passport Number	Applicant Passport number	None	No	Alphanumeric
Nationality	Applicant nationality	Can select only one option <ul style="list-style-type: none"> <li>• SA Citizen</li> <li>• Other</li> </ul> User can capture free text if Other is selected	Yes	Option set and text box
Home Address				
Line 1	Home address line 1	None	No	Alphanumeric
Line 2	Home address line 2	None	No	Alphanumeric
Suburb	Home address suburb	None	No	Alphanumeric
Town/City	Home address town/city	None	No	Alphanumeric
Province	Home address province	None	No	Alphanumeric
Postal Address				
Line 1	Postal address line 1	None	No	Alphanumeric
Line 2	Postal address line 2	None	No	Alphanumeric
Suburb	Postal address suburb	None	No	Alphanumeric
Town/City	Postal address town/city	None	No	Alphanumeric
Province	Postal address province	None	No	Alphanumeric
Gender	Applicant gender	Can select only one option <ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> </ul>	Yes	Option set
Birth Date	Applicant date of birth	Format: YYYY/MM/DD <ul style="list-style-type: none"> <li>• Automatically populated based on ID Number, else default to 01/01/19xx.</li> <li>• User can edit.</li> </ul>	No	Date Selection
Marital Status	Applicant marital status	Can select only one option <ul style="list-style-type: none"> <li>• Single</li> <li>• Married</li> <li>• Widowed</li> <li>• Divorced</li> </ul>	Yes	Option set
Race	Applicant race	Can select only one option <ul style="list-style-type: none"> <li>• African</li> <li>• Indian</li> <li>• White</li> <li>• Coloured</li> <li>• Other</li> </ul>	Yes	Option set
Home language	Applicant home language	List of RSA official languages	No	Alphanumeric

Is application on behalf of a minor?	Indication if the application is being done on behalf of a minor	Can select only one option • Yes • No	Yes	Option set
Minor's name	Name of minor	Field only displayed if application on behalf of a minor = Yes	No	Alphanumeric
Parent/Guardian name	Name of Parent/Guardian	Field only displayed if application on behalf of a minor = Yes	No	Alphanumeric
Preferred method of communication	Applicant's preferred method of communication	Can select only one option • SMS • Email • Post	Yes	Option set
Cellphone number	Applicant cellphone number	13 digits. Required if SMS communication selected.	Conditional	Numeric
Email address	Applicant email address	Must contain "@" and "." Required if email communication selected.	Conditional	Alphanumeric
Alternative contact number	Alternative contact number for applicant	13 digits	No	Numeric
Alternative contact person name and relationship	Name and relationship of alternative contact person	Field required if alternative contact number is populated	Conditional	Alphanumeric
<b>MEANS TEST</b>				
Do you have an income?	Used to ascertain if the applicant has an income	Can select only one option • Yes • No	Yes	Option set
Do you have any assets?	Used to ascertain if the applicant has any assets	Can select only one option • Yes • No	Yes	Option set
Are you employed?	Used to ascertain if the applicant is employed	Can select only one option • Yes • No	Yes	Option set
Do you or any of your family control any company or trust or legal personality?	Used to ascertain if the applicant or any of their family control any company or trust or legal personality	Can select only one option • Yes • No	Yes	Option set
Do you or your spouse expect to receive any money or property from a deceased estate and/or are either	Used to ascertain if the applicant or their spouse expects to receive any money or property from a deceased estate and/or	Can select only one option • Yes • No	Yes	Option set

of you beneficiaries of any trust?	are beneficiaries of any trust			
Name of employer	Name of applicant's employer	Field only displayed if Employed = Yes	No	Alphanumeric
Employer Number	Employer number	Displayed for Civil Case Type only	No	Alphanumeric
Job Title	Applicant's job title	Field only displayed if Employed = Yes	No	Alphanumeric
Time in current job	Length of time applicant has spent in their current job	Field only displayed if Employed = Yes. Captured separately in Years and Months	No	Numeric
<b>TYPE OF CASE</b>				
Type of case	Used to identify the type of case (type of matter)	User can select either: <ul style="list-style-type: none"> <li>• Civil <ul style="list-style-type: none"> <li>○ Civil</li> <li>○ Civil Appeal</li> <li>○ Land Rights Matter</li> </ul> </li> <li>• Criminal <ul style="list-style-type: none"> <li>○ Leave To Appeal (criminal only)</li> <li>○ Petition (criminal only)</li> <li>○ Appeal</li> <li>○ Preliminary Enquiry (criminal only)</li> <li>○ Criminal Trial (Criminal)</li> </ul> </li> </ul>	No	Option set
Main Charge/Matter Type	Used to identify the main charge type relating to the matter	List of options is filtered according to the Type of Case selected. Can select only one option from list of possible charge/matter types.	Yes	Option set
<b>CASE DETAILS</b>				
Local Office	Used to identify the Legal Aid SA Local Office which the matter will be associated with	Default to the local office that is associated with the logged in User. If changed to another local office, then the application process is continued by the selected local office after completion of the capturing process.	Yes	Option set
Court	Court where the matter will be heard	Can select only one option from list. Optional for Civil cases.	Conditional	Option set
Court Type	The type of court	Can select only one option <ul style="list-style-type: none"> <li>• High Court</li> </ul>	Conditional	Option set

		<ul style="list-style-type: none"> <li>• Regional Court</li> <li>• Preliminary Court (criminal only)</li> <li>• District Court</li> </ul> <p>Optional for Civil cases.</p>		
Court Room	The court room	<p>Filtered according to selected Seat of court. Can select only one option from list.</p> <p>Optional for Civil cases.</p>	Conditional	Option set
Case number	The case number which is issued by the court.	<p>Field format: <i>CourtID/CaseNumber/Year</i></p> <p>Where:</p> <ul style="list-style-type: none"> <li>• Court ID is populated according to the selected court room.</li> <li>• Year defaults to the current year.</li> <li>• User can capture the case number.</li> <li>• User can edit.</li> <li>• Field is mandatory for Criminal case type.</li> <li>• Field is optional for Civil case type.</li> </ul>	Conditional	Mixed
SAPS CAS number	Used to identify the SAPS CAS number	Field is only displayed if Case Type = Criminal	No	Alphanumeric
Next court date	The next court date	<p>Format: DD/MM/YYYY.</p> <p>Mandatory when Case type = Criminal.</p>	Conditional	Date Selection
Name of deceased estate	Name of deceased estate, if applicable	<p>Only displayed if Case Type = Civil.</p> <p>Required if Matter Type = Estate.</p>	Conditional	Alphanumeric
Custody status	Applicable when the applicant is in custody	<p>Only displayed if Case Type = Criminal. Can select only one option</p> <ul style="list-style-type: none"> <li>• In custody – Bail refused</li> <li>• In custody – Bail fixed</li> <li>• In custody – Bail not applied for</li> <li>• On warning</li> <li>• On bail</li> </ul>	Conditional	Option set
Bail amount	Bail amount, if applicable	Only displayed if Case Type = Criminal, and Custody status = On bail	Conditional	Currency (R)

Name of prison	Name of prison, if applicable	Only displayed if Case Type = Criminal, and Custody status = either: <ul style="list-style-type: none"> <li>• In custody – Bail refused</li> <li>• In custody – Bail fixed</li> <li>• In custody – Bail not applied for</li> </ul>	No	Alphanumeric
Prisoner number	Prisoner number, if applicable	Only displayed if Case Type = Criminal, and Custody status = either: <ul style="list-style-type: none"> <li>• In custody – Bail refused</li> <li>• In custody – Bail fixed</li> <li>• In custody – Bail not applied for</li> </ul>	No	Alphanumeric

**SPOUSE / OPPOSING / DEFENDANT DETAILS**

Fields only displayed and required when Case type = Civil

Name	Name	None	Conditional	Alphanumeric
ID Number	RSA ID number	Standard RSA ID number format validation	Conditional	Numeric
Passport Number	Passport number of spouse	Required if spouse ID number is not captured	Conditional	Alphanumeric
Date of Birth	Spouse date of birth	Calculated from spouse ID number (if captured)	Conditional	Date selector
Address	Address details	None	No	Alphanumeric