



Guide on Applying for Legal Aid

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How can the guide **help you?**

The Nyaaya Guide on Applying for Legal Aid helps citizens understand how to obtain **legal services free-of-cost** from Legal Services Authorities in India. This includes information on **online and offline application for legal aid** along with eligibility criteria to request legal aid. It is important for the citizens to understand how to apply for legal aid so as to ensure that the opportunities for securing justice are not denied to any citizen by reason of economic or other disability.

What are **the laws** discussed in the guide?

The Nyaaya Guide on Application for Legal Aid discusses the law on legal aid outlined in **the Constitution of India¹, 1950, Code of Criminal Procedure, 1973², Code of Civil Procedure, 1908³ and Legal Services Authorities Act, 1987.**



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Things to Remember

BEFORE APPLYING

Free Legal Aid includes:

- An Advocate representing you in court or other legal proceedings.
- Legal Services Authority paying **process fees, expenses of witnesses and all other charges payable** or incurred in connection with any legal proceedings.
- Preparation of **pleadings, memo of appeal, paper book including printing and translation** of documents in legal proceedings.
- **Drafting of legal documents** etc.
- Supplying **certified copies of judgments, orders, notes of evidence and other documents** in legal proceedings.
- Giving **aid and advice regarding welfare laws and schemes** in India.



What is legal aid?⁴

Free legal aid is the provision of **free legal services**⁵ in civil and criminal matters **for poor and marginalized groups** who cannot afford the services of a lawyer for a case or a legal proceeding in **any Court, Tribunal or Authority**. These services are governed by Legal Services Authorities Act, 1987 and headed by the National Legal Services Authority ([NALSA](#)).

Who can apply for legal aid?⁶

1. A member of a **Scheduled Caste or Scheduled Tribe**.
2. A **victim of trafficking in human beings or begar**⁷.
3. A **woman** or a **child**.
4. A person with a **mental illness** or a person with a **disability**.
5. A person who is a **victim** of a **mass disaster, ethnic violence, caste atrocity, flood, drought, earthquake, or industrial disaster**.
6. An **industrial workman**⁸.
7. In custody, including custody in a **protective home**⁹, **juvenile home**¹⁰ or in a **psychiatric hospital** or **psychiatric nursing home**.¹¹

What are the **income limits** for people seeking legal aid?

Any person who applies for legal aid can only be eligible for seeking legal aid if they **earn below a certain income limit** depending on the state in which they live. Given below are the income limits for states:

S. No.	Income Ceiling Limit (Per Annum)	States/Union Territories
1	Rs. 3,00,000	Andhra Pradesh, Assam, Goa, Haryana, Himachal Pradesh, Jharkhand, Kerala, Maharashtra, Manipur, Odisha, Punjab, Sikkim, Tamil Nadu, Uttarakhand, Andaman & Nicobar Islands, Chandigarh UT
2	Rs. 1,50,000	Bihar, Chhattisgarh, Rajasthan, Tripura
3	Rs. 1,00,000	Arunachal Pradesh, Gujarat, Jammu and Kashmir, Karnataka, Madhya Pradesh, Meghalaya, Nagaland, Telangana, Uttar Pradesh, West Bengal, Daman & Diu, Delhi, Puducherry
4	Rs. 25,000	Mizoram
5	Rs. 15,000	Dadar & Nagar Haveli UT
6	Rs. 9,000	Lakshadweep
7	General- Rs 1,00,000 Senior Citizen- Rs 2,00,000 Transgender- Rs 2,00,000	Delhi

Where can you seek legal aid?¹²

You may approach the following authorities for legal aid:

1. **Taluk Legal Services Committee** which is in the premises of the Court in that Taluk.
2. **District Legal Services Authority (DLSA)** which is in the premises of the District Court in the District Headquarters.
3. The concerned **State Legal Services Authority (SLSA)** (for cases, panels of which are maintained at State level).
4. The **High Court Legal Services Committee** which is in the premises of the concerned High Court.
5. The **Supreme Court Legal Services Committee** for cases before the Hon'ble Supreme Court.

Each DLSA, High Court Legal Services Committee and SLSA has a **front office**¹³ where an application can be moved. The front office is a room in the legal services authority where legal services are made available.

What are the documents required for filing an application?

To apply for legal aid, you will require the following documents:

- [A proof of identification](#) such as an Aadhar Card, Passport etc.
- An **affidavit proving your eligibility** for legal aid. For example, if they are claiming they are eligible because their income is below the level specified, then they must give an affidavit of their income, as proof.



In addition to the above documents, there may be some additional documents required in your state. **Consult the nearest legal services authority** to ask for more details on the documents required.

How to File An Application

IN-PERSON & ONLINE

You can file an application for legal aid in two ways: In-Person and Online.

How do you file a legal aid application in person?

Follow the steps given below to file the application in person:¹⁴

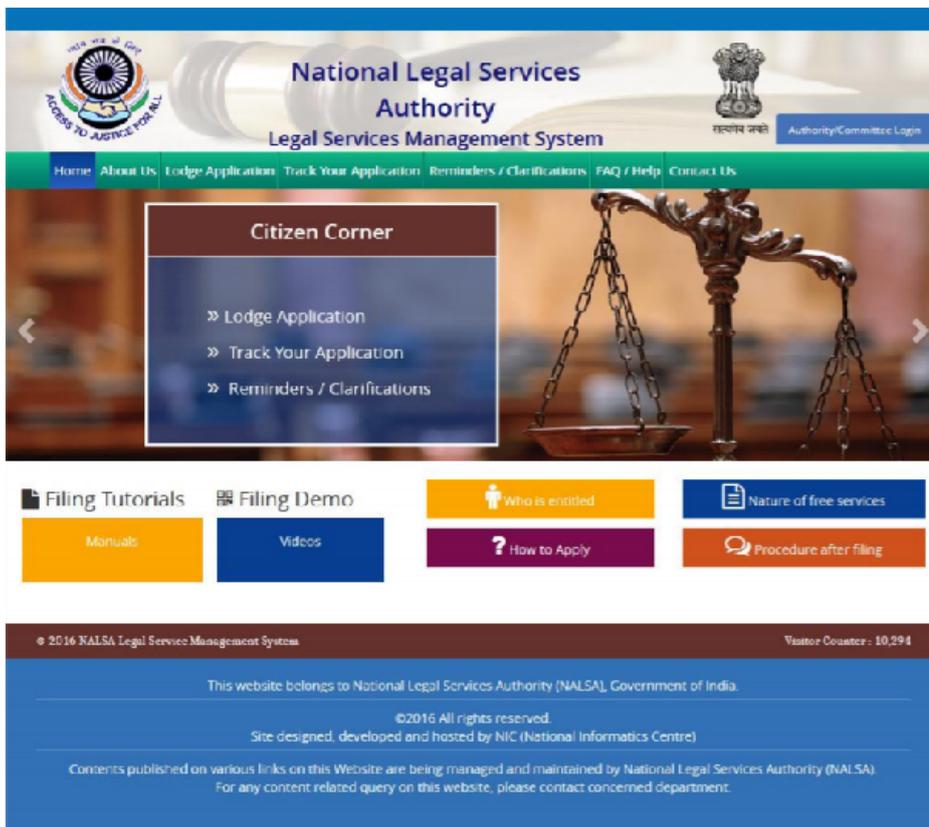
- **Go to the front office** of the nearest legal services authority in your district.
- If you want to approach your State's legal services authority, go to their front office during the [office hours](#).
- Fill up the **ready-made application form** available at the legal services authority.
- You can also make an application in writing on a simple piece of paper with the necessary details such as their **name, gender, residential address, employment status, nationality, whether SC/ST (with proof in support in the form of a certificate), income per month (with affidavit), the case for which legal aid is required and reason for seeking legal aid.**
- You can submit the **filled-out application in person** at the front office or **through post**.
- A **paralegal volunteer or an officer of the authority will guide you** on the next steps to be taken, clarification or other documents required.



How do you file an **online legal aid application**?

Follow the steps given below to file the application online:

1. Go to the National Legal Services Authority's **Legal Services Management System**¹⁵.



2. Click on '**Lodge Application Form**' for legal services.
3. Change the **language** of the application by clicking on the **Hindi/English** button on top left side of the form.
4. Choose the **Legal Service Authority** where you plan to file an application to.
5. Choose the **State, District or Taluk** where you want to file the application to.
6. Fill the **nature of the legal problem** and choose options given in the drop down including law and order, retirement dues, revenue/land/tax, social evils etc. will be available.
7. Fill in the **summary of the problem** for which you are applying for legal aid.
8. **Add personal details** like name, gender, case, caste certificate, annual income etc.



Personal Details

Applicant Name *: Upload Photograph: No file chosen (gif, jpeg Image only)

Father Name: Mother Name:

Spouse Name:

Gender *: Date of Birth:

Phone: Mobile *: Email:

Religion: Caste: Caste Certificate No.:

Occupation: Employment Details: Annual Income:

Eligibility Category*:

Current Address *: Permanent Address:

State *: State:

District: District:

Taluka : Taluka:

Legal Aid / Grievance Details

Whether any Application has been filed previously: Application No: Action Taken:

Name of Opposite Party:

Phone: Mobile: Email:

Address:

State: District:

Taluka:

Case Details

Whether any Case has been filed previously:

Case Type:

Case No:

Court Type:

State: District: Taluka:

9. Enter details related to any previous cases like **case type, case no., court type** etc.
10. Attach documents if you have case or additional information and **click on Submit**
11. **Obtain a Diary Number** which can be used by you to track the application in the future.



Application has been filed successfully. For future reference please refer following Diary Number.

The Diary Number for generated application is **10/00495/2016**

[Print Application](#)

Can the application be emailed?



Yes. You can send the application via email to NALSA at **nalsa-dla@nic.in**.

Ensure the necessary details are mentioned in the email - **name, gender, residential address, employment status, nationality, whether SC/ST (with proof in the form of a certificate), income per month (with affidavit), the case for which legal aid is required, reason for seeking legal aid, etc.**



How is the legal aid application processed?

Once you submit the application, the legal services authority will:¹⁶

- **Scrutinize the application** to determine next steps
- **Within 7 days** of receiving the application, accept or reject the application
- Inform you at **your residential address or email address** or if the application was made online, update the status. You can [track](#) the status using the diary number obtained.
- If the application is accepted, give you **information on the lawyer assigned**.
- Give a **letter of appointment (vakalatnama)** to you and the lawyer and the applicant.

The screenshot shows the NALSA Legal Services Management System interface. At the top, there is a header with the NALSA logo and the text 'National Legal Services Authority Legal Services Management System'. Below the header is a navigation menu with links: Home, About Us, Lodge Application, Track Your Application, Reminders / Clarifications, FAQ / Help, and Contact Us. The main content area is titled 'APPLICATION FOR REMINDER / CLARIFICATION'. It contains a form titled 'Reminder / clarification Form'. The form has two radio buttons: 'Reminder' (unselected) and 'Clarification' (selected). Below the radio buttons are four input fields: 'Diary Number' (a dropdown menu), 'Month' (a dropdown menu with 'August' selected), 'Number' (a text input field with the placeholder 'Enter Number'), and 'Year' (a dropdown menu with '2016' selected). Below these fields is a 'Remarks' section with a text area containing the placeholder 'Text Here.....'. At the bottom of the form are two buttons: 'SUBMIT' (green) and 'CANCEL' (red). The footer of the page contains the text '© 2016 NALSA Legal Service Management System' on the left and 'Visitor Counter : 10,294' on the right.

Denial & Withdrawal¹⁷

OF LEGAL AID

Can the Legal Aid be **denied or withdrawn** later?

Legal Aid can be **denied at two stages** – at the initial stage before the application for legal aid is accepted and the later stage after the application has been accepted and legal aid has been provided.

Legal aid can be denied or withdrawn if the applicant:

- Is **ineligible** to apply for legal aid¹⁸
- Is **above the income limit** given by states
- Obtains legal services by **misrepresentation or fraud**
- **Does not cooperate** with the Legal Services Authority or with the legal services advocate
- Engages a **legal practitioner other than the one assigned** by the Legal Services Authority
- Event of **death of the applicant**, except in the civil cases where the rights or liability survive
- **Abuses the process of law** or of legal services.

How do you **file an appeal**?

The application for legal services will be **scrutinized by the Member-Secretary or the Secretary¹⁹ of the Legal Services Authority.²⁰ If you are aggrieved by the decision made, you have the option to appeal to the **Executive Chairman or Chairman of the Legal Services Authority** and the decision resulting from the appeal would be a final one.**

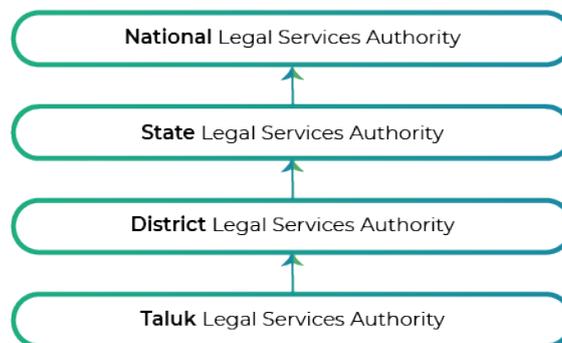


Making a Complaint

AGAINST LAWYERS OR LEGAL SERVICES AUTHORITY

Where do you file a complaint?

You can file a complaint to an authority higher to the one in which they have filed an application, in the order mentioned below:²¹



How do you file a complaint about the **conduct of the lawyer** assigned?

If you are unhappy with the conduct of the lawyer assigned, you can make a formal complaint to the authority that assigned the lawyer by²²:

1. **Writing a simple paper application** and submitting the same to a Legal Services Authority
2. **Writing an email** to the appropriate authority or NALSA (at nalsa-dla@nic.in)
3. Accessing the “**Grievance Redressal**” option on [NALSA website](#) or the respective website of the authority that assigned the lawyer.

Please ensure that the complaint describes the problem that you are facing with the lawyer.



Resources

Contact Information:

Contact Details for **National Legal Service Authority**²³

Name & Address	Contact Details
<p>National Legal Services Authority</p> <p>12/11, Jamnagar House, Shahjahan Road, New Delhi-110011</p> <p>Office: 011-23385321,23382778</p>	<p>E-mail: nalsa-dla@nic.in</p> <p>Website: www.nalsa.gov.in</p> <p>Fax: 23382121</p>
<p>Supreme Court Legal Services Committee</p> <p>109, Lawyers Chambers Post Office Wing, Supreme Court Compound, NEW DELHI – 110 001</p>	<p>Office: 011-23073970; 23388313; 23381257</p> <p>Email: sclsc@nic.in</p> <p>Website: www.sclsc.nic.in</p> <p>Fax: 23073970, 23388597</p>



Contact Details for **State and UT Legal Service Authority**²⁴

Name & Address	Contact Details
<p>Andhra Pradesh State Legal Services Authority, Ground Floor, Interim Judicial Complex, High Court Andhra Pradesh, Nelapadu, Amaravathi,-522 237 Guntur District, Andhra Pradesh</p>	<p>Office: 0863 2372760 E-mail: apslsaauthority@yahoo.com Website: http://www.apslsa.ap.nic.in/</p>
<p>Arunachal Pradesh State Legal Services Authority, Chief Minister's Old Office Building, Niti Vihar, Itanagar, P.O. Itanagar, District Papum Pare, Arunachal Pradesh – 791111</p>	<p>Office: 0360 -2310999/2310116/2310117 Toll Free No.: 15100/18003453153 E-mail: apslsa2013@rediffmail.com Website: www.apslsa.org</p>
<p>Assam State Legal Services Authority, 1st Floor, Behind Gauhati High Court New Block, GUWAHATI – 781 001</p>	<p>Office: 0361-2601843/2516367 E-mail: aslsa@gmail.com, assamslsa@gmail.com Website: https://aslsa.assam.gov.in/</p>
<p>Bihar State Legal Services Authority, Opposite Patna Museum, Buddha Marg PATNA – 800 001.</p>	<p>Toll Free No. 15100 Nyaya Samadhan No: +918709901744 E-mail: bslsa_87@yahoo.in Website: http://patnahighcourt.gov.in/bslsa/ Registrar: 0612-2230943 Fax: 0612-2508390</p>
<p>Chhattisgarh State Legal Services Authority, Old High Court Building, Bilaspur – 495001 Chhattisgarh</p>	<p>Office: 07752-410210 E-mail: cgslsa.cg@nic.in, cgslsa@gmail.com Website: http://cgslsa.gov.in/</p>

Name & Address	Contact Details
<p>Goa State Legal Services Authority, New High Court Building, Lyceum Complex, Altinho, Panaji Goa – 403 001</p>	<p>Office: 0832-2421169, 2421169, 2431910, 2224126 E-mail: reg-high.goa@nic.in Website: www.slsagoa.nic.in</p>
<p>Gujarat State Legal Services Authority, Gujarat High Court Complex, Sola, Ahmedabad</p>	<p>Tele/Fax : 079-27664964, 079-27665296 Toll Free No.: 1800-233-7966 E-mail : msguj.lsa@nic.in Website: https://gujarathighcourt.nic.in/gslsa</p>
<p>Haryana State Legal Services Authority, Institutional Plot No.9, Sector-14 Panchkula (Haryana)-134109</p>	<p>Office: 2561309 Helpline No.: 18001802057 E-mail: hlsa.haryana@gmail.com Website: http://hlsa.gov.in/ Fax: 0172-2583309</p>
<p>Himachal Pradesh State Legal Services Authority, Block No.22, SDA Complex, Kusumpti, SHIMLA – 171 009</p>	<p>Office: 0177- 2623862 E-mail: mslegal-hp@nic.in Website: https://himachal.nic.in/ Fax:: 2626962</p>
<p>J&K State Legal Services Authority, Winter Address: (Nov to March) JDA Complex, Janipura, J A M M U-180007 2. Summer Address: (April to October) Old Secretariat, Srinagar</p>	<p>Office: 0191- 2546753 2564764 (Office Jammu), 2450644, 2480408 (Office Srinagar) Website: http://www.jkslsa.gov.in/</p>
<p>Jharkhand State Legal Services Authority, “NYAYA SADAN” Near AG Office, Doranda, Ranchi – 834002</p>	<p>Office: 0651-2481520 E-mail: jhalsaranchi@gmail.com, jhalsa_ranchi@yahoo.co.in Website: http://jhalsa.org/ Fax: 2482397</p>

Name & Address	Contact Details
<p>Karnataka State Legal Services Authority, Nyaya Degula, 1st Floor, H.Siddaiah Road, Bangalore – 560027</p>	<p>Office: 080-22111729, 22111714 Toll free No.: 1800-425-90900 E-mail: karslsa@gmail.com mskar-slsa@hck.gov.in Website: https://kslsa.kar.nic.in/index.html Fax: 22112935</p>
<p>Kerala State Legal Services Authority, Niyama Sahaya Bhavan, High Court Compound, Ernakulam, KOCHI – 682 031</p>	<p>Office: 0484-2396717 E-mail: kelsakerala@gmail.com Website: www.kelsa.nic.in</p>
<p>Madhya Pradesh State Legal Services Authority, C-2, South Civil Lines, Pachpedi, Jabalpur 482001</p>	<p>Office: 0761-2678352, 2624537 Toll Free No. : 15100 E-mail: mpjsajab@nic.in Website: http://www.mpslsa.gov.in/ Fax: 2678537</p>
<p>Maharashtra State Legal Services Authority, 105, High Court, PWD Building, Fort, MUMBAI – 400 032</p>	<p>Office: 022-22691395 / 2263 1358 E-mail: mslsa-bhc@nic.in Website: legalservices.maharashtra.gov.in Fax: 022-2267 4295</p>
<p>Manipur State Legal Services Authority, ADR Centre, Lamphel Court Complex, Lamphelpat-795004 Imphal West District, Manipur</p>	<p>Office: +91-9436239669, +91-9436239666 E-mail: maslsa.imphal@gmail.com Website: https://maslsa.nic.in/ Fax: 2411461, 23926742</p>
<p>Meghalaya State Legal Services Authority, R.No.120, MATI Building, Additional Secretariat, SHILLONG – 793 001</p>	<p>Office:0364-2501051,2336619 E-mail:mslsashillong@gmail.com Website: https://mslsa.gov.in/ Fax: 2336618,2500064</p>

Name & Address	Contact Details
Mizoram State Legal Services Authority, Junior Judges Quarters Building, New Capital Complex, Khatla, Aizwal, Mizoram	Office: 0389-2336621 E-mail: mizoramslsa@gmail.com Website: https://mizoslsa.mizoram.gov.in/ Fax: 2336619
Nagaland State Legal Services Authority, KDPA Building, Top Floor, D.C. Office Compound, KOHIMA – 797001	Office: 0370-2290153 Helpline: 0370-2292144 E-mail: nslsa.nagaland@gov.in Website: https://nslsa.nagaland.gov.in/
Orissa State Legal Services Authority, S.O. Quarter No.20, Cantonment Road, Cuttack -753 001	Office: 0671-2307678, 2304389 Helpline No:-0671-2307071 E-mail: oslsa1997@gmail.com Website: https://oslsa.nic.in/ Fax: 2305702
Punjab State Legal Services Authority, Site No.126,Opposite GMADA Community Centre, Sector 69, S.A.S.Nagar, Mohali	Office: +91-172-2216690,2216750 Toll Free No.: 1968 E-mail: ms@pulsas.gov.in Website: https://pulsas.punjab.gov.in/
Rajasthan State Legal Services Authority, Rajasthan High Court Building, Jaipur – 302 005	Office: 0141-2227481 E-mail: rj-slsa@nic.in Website: http://www.rlsa.gov.in/ Fax: 227602
Sikkim State Legal Services Authority, Development Area, Gangtok, East Sikkim-737101	Office: 03592-207753 Helpline No.: 03592-205377 E-mail: sikkim_slsa@live.com Website: http://sikkimslsa.nic.in/
Telangana State Legal Services Authority IIInd Floor, C-Block, High Court Premises, Hyderabad – 500 066	Office: 040-23446725 E-mail: telanganaslsa@gmail.com Website: http://tslsa.telangana.gov.in/ Telefax : 040-23446723

Name & Address	Contact Details
<p>Tamil Nadu State Legal Service Authority, North Fort Road, High Court Campus Chennai - 600104.</p>	<p>Helpline No.: 044-25342441 (From 10 am to 6 pm-on all working days) Toll Free No.: 1800 4252 441 (From 10 am to 6 pm - on all working days) E-mail: tnslsa@dataone.in , tnslsa@gmail.com Legal Assistance Establishment: Helpline No.: 1516 Telephone No. : 044 - 25343363 Email ID: tnslsa.lae@gmail.com Mobile No.: 94450 33363 Website: http://www.tnlegalservices.tn.gov.in/</p>
<p>Tripura State Legal Service Authority, East Bank of Malarmath Dighi Agartala, Tripura (W) - 799001</p>	<p>Office: 0381-2322481 Toll Free No.: 1516 E-mail: salsatripura@gmail.com Website: https://slsa.tripura.gov.in/ Fax: 0381-231-0444</p>
<p>Uttar Pradesh State Legal Services Authority, 3rd Floor, Jawahar Bhavan Annexe, Lucknow – 226 001</p>	<p>Office: 0522-2286395,2286265 Helpline Toll Free No.:1800-419-0234 E-mail: upslsa@nic.in Website: http://upslsa.up.nic.in/ Fax: 0522-2287972,2286260</p>
<p>Uttarakhand State Legal Services Authority, Glenthorn Building, High Court Complex, Nainital, Uttarakhand-263002</p>	<p>Office: 05942-236762 E-mail: highcourt_ua@nic.in Website: https://slsa.uk.gov.in/ Fax: 236552</p>

Name & Address	Contact Details
<p>West Bengal State Legal Services Authority, City Civil Court Building (1st Floor), 2 & 3, Kiron Sankar Roy Road, KOLKATA – 700 001</p>	<p>Office: 033-22483892/22484235 E-mail: wbstatelegal@gmail.com Website: http://www.wbja.nic.in/</p>
<p>Andaman & Nicobar Islands, Secretariat, A&N Administration, PORT BLAIR – 744 101</p>	<p>E-mail: andslsa2013@gmail.com, secylaw2016@gmail.com</p>
<p>UT Chandigarh State Legal Services Authority, Union Territory of Chandigarh, Additional Deluxe Building, Ground Floor, Sector 9-D, Chandigarh - 160009</p>	<p>Office: +91-172-2742999 Toll Free No.(Legal Assistance Establishment): 1516 Mobile No.(24x7 Free Legal Advice): +91 7087-112-384 E-mail: slsa_utchd@yahoo.com Website: http://chdslsa.gov.in/ Fax: 2742888</p>
<p>UT Dadra & Nagar Haveli Legal Services Authority, District & Sessions Court, Tokarkhada, Silvassa, Dadra and Nagar Haveli (U.T.)Pin – 396 230</p>	<p>Office: 0260 – 2641337 / 2644452 Helpline No.: 0260 - 2630175 E-mail: reg.slsa-dnh@gov.in Website: http://slsa.dnh.nic.in/ Fax: 079-2641334</p>
<p>Daman & Diu Legal Services Authority, Moti Daman - 396220</p>	<p>Tele/ Fax No.: 0260-2230221 Helpline No.: 0260-2230087 E-mail: damanourt@gmail.com Website: https://daman.nic.in/slsadamandiu/</p>

Name & Address	Contact Details
<p>Delhi State Legal Services Authority, Pre-fab Building, Patiala House Courts, NEW DELHI – 110 001</p>	<p>Help Line: 1516 (24*7), 9870101337, 011-23071265 E-mail: dlsa-phc@nic.in, lae-dlsa@gov.in Website: http://dlsa.org/</p>
<p>Lakshadweep State Legal Services Authority, District & Sessions Judge, Lakshadweep, KAVARATTI ISLANDS – 682 555</p>	<p>Office: 04896-262323, 263138 E-mail: lakshadweepjusticeforall@gmail.com, veebhaskr@gmail.com, lsla-lk@nic.in Website: http://lakshadweepforum.com/kelsa.php</p>
<p>U.T. of Puducherry Legal Services Authority, No.3, Lal Bahadur Shastri Street, Puducherry-605 001</p>	<p>Website: https://districts.ecourts.gov.in/puducherry/pondicherry-legal-services-authority</p>

Sample Forms



सत्यमेव जयते

DELHI STATE LEGAL SERVICES AUTHORITY
(Constituted Under the 'Legal Services Authorities Act, 1987', an Act of Parliament)
Under the Administrative Control of High Court of Delhi
Central Office, Patiala House Courts Complex, New Delhi - 110001
Ph : 23384781, Fax : 23387267, Email : dsla-phc@nic.in
www.dsla.org 24x7 Toll Free Helpline No. 1516



Registration Number : _____ /Legal Aid/DSL.SA/LAW/2019

1 Name / नाम :

2 Permanent Address / स्थाई पता :

3 Contact Address with Phone number (if any), e-mail ID (if any) / फोन नंबर (यदि कोई हो), ई-मेल आईडी (यदि कोई हो) के साथ संपर्क पता :

4 Whether the applicant belongs to the category of persons mentioned in Section 12 of the Act / क्या आवेदक अधिनियम की धारा -12 में उल्लिखित व्यक्तियों की श्रेणी से संबंधित है.

1. SC or ST.
2. Women or Child.
3. Person with disabilities.
4. Victim of mass disaster/Ethnic Violence Caste Atrocity/ Flood/ Earthquake or Industrial disaster.
5. Industrial Workmen.
6. In Custody / Protective home / Juvenile Home/ Psychiatric Hospital / Psychiatric Nursing home.
7. Low Income (Annual Income less than Rs.1 Lacs).
8. Senior Citizen with an annual income less than Rs.2 Lacs.
9. Transgender with an annual income less than Rs.2 Lacs.

1. एससी या एसटी।
2. महिला या बच्चा।
3. विकलांग व्यक्ति।
4. बड़े पैमाने पर आपदा / जातीय हिंसा जाति अत्याचार / बाढ़ / भूकंप या औद्योगिक आपदा का शिकार।
5. औद्योगिक कामगार।
6. कस्टडी / प्रोटेक्टिव होम / जुवेनाइल होम / साइकियाट्रिक हॉस्पिटल / साइकियाट्रिक नर्सिंग होम में।
7. कम आय (वार्षिक आय 1 लाख रुपये से कम)।
8. 2 लाख रुपये से कम वार्षिक आय वाले वरिष्ठ नागरिक।
9. 2 लाख रुपये से कम वार्षिक आय वाला ट्रांसजेंडर।

5 Monthly income of the applicant / आवेदक की मासिक आय :

6 Whether proof has been produced in support of income / eligibility under section 12 of the Act. / क्या अधिनियम की धारा 12 के तहत आय / पात्रता के समर्थन में प्रमाण का प्रस्तुत किया गया है। :

7 Nature of Legal aid or advised required / कानूनी सहायता की रूप या आवश्यक सलाह :

8 A brief statement of the case, if court based legal services is required / मामले का एक संक्षिप्त विवरण, यदि अदालत आधारित कानूनी सेवाओं की आवश्यकता है :

Date / दिनांक: _____ :

Place / स्थान: _____ :

Signature of applicant / आवेदक के हस्ताक्षर



Self Certificate / स्व प्रमाणपत्र

I, _____ S/o, D/o, W/o Sh./Smt. _____, Resident
of _____

_____ fall
under the categories of persons entitled to free legal services under Section
12 of the Act.

में _____ S/o, D/o W/o श्री / श्रीमति _____
निवास _____
_____ अधिनियम की धारा 12 के तहत मुफ्त
कानूनी सेवाओं के हकदार व्यक्तियों की श्रेणी में आता / आती हूँ।

1. SC or ST.	1. एससी या एसटी।
2. Women or Child.	2. महिला या बच्चा।
3. Person with disabilities.	3. विकलांग व्यक्ति।
4. Victim of mass disaster/Ethnic Violence Caste Atrocity/ Flood/ Earthquake or Industrial disaster.	4. बड़े पैमाने पर आपदा / जातीय हिंसा जाति अत्याचार / बाढ़ / भूकंप या औद्योगिक आपदा का शिकार।
5. Industrial Workmen.	5. औद्योगिक कामगार।
6. In Custody / Protective home / Juvenile Home/ Psychiatric Hospital / Psychiatric Nursing home.	6. कस्टडी / प्रोटेक्टिव होम / जुवेनाइल होम / साइकियाट्रिक हॉस्पिटल / साइकियाट्रिक नर्सिंग होम में।
7. Low Income (Annual Income less than Rs.1 Lacs).	7. कम आय (वार्षिक आय 1 लाख रुपये से कम)।
8. Senior Citizen with an annual income less than Rs.2 Lacs.	8. 2 लाख रुपये से कम वार्षिक आय वाले वरिष्ठ नागरिक।
9. Transgender with an annual income less than Rs.2 Lacs.	9. 2 लाख रुपये से कम वार्षिक आय वाला ट्रांसजेंडर।

Date / दिनांक:

Place / स्थान :

Signature of applicant / आवेदक के हस्ताक्षर

Checklists

1. Check whether the applicant is **eligible for free legal aid**.
2. Ensure the applicant has **all the relevant documents required** for seeking legal aid.
3. Decide the mode in which application should be filed - **online or offline**.
4. Look for the **nearest Legal Services Authority** if the offline mode is chosen.
5. Approach the front office of the concerned Legal Services Authority to get the **legal aid application form**, to seek legal advice, to know status of the case and for any further legal assistance.

Sources of Information

1. **Claiming Free Legal Aid / Application Procedure**, National Legal Services Authority, available at <https://nalsa.gov.in/services/legal-aid/claiming-free-legal-aid-application-procedure>
2. **Getting Started Guide**, National Legal Services Authority, available at https://nalsa.gov.in/lsams/pdf/NALSA-Getting_Started_Guide_0.1.pdf
3. **Websites of State Legal Services Authorities**, National Legal Services Authority, available at <https://nalsa.gov.in/home>
4. **Front Office Guidelines**, National Legal Services Authority, available at <https://nalsa.gov.in/acts-rules/guidelines/front-office-guidelines>
5. **Legal Aid**, Nyaaya, available at <https://nyaaya.org/topic/legal-aid/>
6. **FAQs**, National Legal Services Authority, available at <https://nalsa.gov.in/faqs>
7. **The National Legal Services Authority** (Free and Competent Legal Services) Regulations, 2010 available at <https://nalsa.gov.in/acts-rules/regulations/national-legal-services-authority-free-and-competent-legal-services-regulations-2010>

Glossary

Front Office: Front office means a room in the Legal Services Institution where legal services are made available. In the Front office are deputed Retainer Lawyers, Para Legal Volunteers (PLVs) and Panel Advocates. An individual may seek Legal advice from the front office. Further the front office drafts applications, petitions, replies etc, it has a record of legal aid applications, it uploads legal aid applications on the website of National Legal Services Authority (NALSA), it updates the applicants about particulars of a Panel lawyers marked for their matter and also updates them regularly about the status of their case.

National Legal Service Authority: The National Legal Services Authority (NALSA) has been constituted under the Legal Services Authorities Act, 1987 to provide free Legal Services to the weaker sections of the society and to organize Lok Adalats for amicable settlement of disputes.

State Legal Service Authority: In every State, State Legal Services Authority has been constituted to give effect to the policies and directions of the NALSA and to give free legal services to the people and conduct Lok Adalats in the State.

Begar: This is a form of forced labour which means involuntary work without any remuneration. In other words, it can be said that a person is compelled to work against his will without being paid for it.

Workman: Any person employed in any industry to do any manual, unskilled, skilled, technical, operational, clerical or supervisory work.



Endnotes

- 1 Article 39A, 14, 21, Indian Constitution 1950.
- 2 Section 304, Code of Criminal Procedure, 1973.
- 3 Order 33 Rule 17, Civil Procedure Code, 1908.
- 4 FAQs, National Legal Service Authority, accessed at <https://nalsa.gov.in/faqs>
- 5 Section 2(c), Legal Services Authorities Act, 1987.
- 6 Eligibility, National Legal Services Authority, accessed at <https://nalsa.gov.in/services/legal-aid/eligibility>.
- 7 Article 23, Constitution of India 1950.
- 8 Section 2(s), Industrial Dispute Act 1947.
- 9 Section 2, Immoral Traffic (Prevention) Act, 1956(104 of 1956)
- 10 Section 2, Juvenile Justice Act, 1986 (53 of 1986).
- 11 Section 2, Mental Health Act, 1987.
- 12 Claiming Free Legal Aid / Application Procedure, National Legal Service Authority, accessed at <https://nalsa.gov.in/services/legal-aid/claiming-free-legal-aid-application-procedure>
- 13 Rule 2(1)(c), The National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010
- 14 Claiming Free Legal Aid / Application Procedure, National Legal Services Authority, accessed at <https://nalsa.gov.in/services/legal-aid/claiming-free-legal-aid-application-procedure>
- 15 Getting Started Guide, National Legal Service Authority, accessed at https://nalsa.gov.in/lsams/pdf/NALSA-Getting_Started_Guide_0.1.pdf
- 16 Claiming Free Legal Aid / Application Procedure, National Legal Service Authority, accessed at <https://nalsa.gov.in/services/legal-aid/claiming-free-legal-aid-application-procedure>
- 17 FAQ, National Legal Services Authority, accessed at <https://nalsa.gov.in/faqs>
- 18 Section 12, Legal Services Authority Act 1987.
- 19 Rule 2(1)(g), The National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010.
- 20 Regulation 7(5), of National Legal Services Authority (Free and Competent Legal Services) Regulations 2010.
- 21 Post Application procedure, National Legal Services Authority , accessed at <https://nalsa.gov.in/services/legal-aid/post-application-procedure>
- 22 Post Application procedure, National Legal Services Authority , accessed at <https://nalsa.gov.in/services/legal-aid/post-application-procedure>; FAQ, National Legal Services Authority accessed at <https://nalsa.gov.in/faqs>.
- 23 Directory, National Legal Services Authority, accessed at <https://nalsa.gov.in/about-us/directory>
- 24 Directory, National Legal Services Authority, accessed at <https://nalsa.gov.in/about-us/directory>



