

**citizens
advice**

**Arun &
Chichester**

CENTRE DETAILS

BOGNOR REGIS

Town Hall
Clarence Road
BOGNOR REGIS
PO21 1LD

Open Monday to Friday 10am to 4.30pm

CHICHESTER

East Pallant House
1 East Pallant
CHICHESTER
PO19 1TY

Open Monday to Friday 10am to 4.30pm

LITTLEHAMPTON HUB

Littlehampton Library
Maltravers Road
Littlehampton
BN17 5NA

Open Wednesday and Friday 10.30am to 3.30pm

LITTLEHAMPTON HUB

Chilgrove House Community Centre
Kimberry, Wick
Littlehampton
BN17 7JD

Open Tuesday and Thursday 10.30am to 3.30pm

Admin Line: 01243 866233

Free, confidential advice. Whoever you are.

We help people overcome their problems and campaign on big issues when their voices need to be heard.

We value diversity, champion equality, and challenge discrimination and harassment. We're here for everyone.

Citizens Advice Arun & Chichester is an operating name of Arun & Chichester Citizens Advice Bureau. Arun & Chichester Citizens Advice Bureau is a Company Limited by Guarantee Registered Company No. 4787378, Registered Charity No. 1099640. Authorised and regulated by the Financial Conduct Authority FRN 617491. Registered Address: Town Hall, Clarence Road, Bognor Regis, PO21 1LD.

Visit our website
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Citizens Advice is an operating name of The National Association of Citizens Advice Bureaux. Registered charity number 279057.

Law Clinic: How to make an appointment



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Step by step guide

1. Drop into your local Citizens Advice office or call us if you need free legal advice to resolve your problem.

Visit our advice centres in **Bognor, Chichester, Littlehampton Library and Littlehampton Chilgrove House.**

By Telephone: **AdviceLine: 0344 477 1171**
Mobile AdviceLine: 0300 3300 650

2. Your initial contact with us will be a diagnostic interview. The adviser requires as much relevant information as possible to assess what assistance you require.

3. You will be asked if you are eligible. The criteria you will have to meet is as follows:

- a) Currently receiving welfare benefits; and/or
- b) Have an income of £2000 or less per month; and/or
- c) Assets worth £20,000 or less; and/or
- d) Savings of £5000 or less
- e) You would not qualify for Legal Aid

Legal areas covered

Civil Litigation
Employment
Family
Property
Wills and Probate
Personal Injury

4. If you are eligible the adviser will either:

a. **Provide information** to resolve the problem yourself. The information we give you can be in the form of a factsheet, a leaflet or printouts from recognised websites.

b. **Offer an appointment** with an adviser where we will advise on the rights and responsibilities on a particular issue (e.g. employment or housing) and provide you with options and consequences of each option. You are then able to make an informed decision on the action to take.

c. **Refer you to the Law Clinic.** If at the end of the diagnostic interview we identify a need to see a lawyer we will arrange a referral to the Law Clinic. You'll receive a call from our administration team to book a convenient time slot for you to discuss your case with a solicitor that practices in that area of law, either on the telephone or face-to-face. This session is designed to provide you with clear advice and signposting. Solicitors will advise based only on the information provided, and the advice given does not replace the need to instruct a solicitor should this be identified in the session.

In order to help you we'll need the details of any third parties involved. If the solicitor we refer you to is already offering advice to the third party, they may not be able to help you.

You may not be able to get help from the Law Clinic if you've already had legal advice on the same issue.

Our solicitors cannot offer representation under the Law Clinic. Some solicitors may offer to take on your case under the firm they work for but this is separate to the Law Clinic and fees should be discussed with the Solicitor.

