**GOLD JENNINGS - NEW ENQUIRY FORM**

Thank you for contacting us about your case. So that we can assess whether we are able to help you with your case please fill in the form below. Please provide only brief details. Our New Enquiry team will contact you if we require any further information.

If you are unable to complete this form because you are a disabled person or for any other reason, please call us and a member of our team will complete the form with you over the phone.

We regret that we are unable to take on all cases that are referred to us. That is because we always seek to act in the best interest of our clients which means we do not take on cases which fall outside our areas of expertise where your interests would be better served by instructing a different firm; or where we do not have sufficient capacity to progress your case as quickly as is necessary or capacity to complete work to the high standards that we set for our work. **Completion of this form does not mean that we will definitely be able to take on your case**.

We will aim to contact you within 3 working days of receipt of your form. If you tell us that your case is urgent we will try and contact you more quickly than this.

|  |  |
| --- | --- |
| **Name** |  |
| **Email address** |  |
| **Phone number** |  |
| **Is your case urgent? If yes, please tell us why including any imminent deadlines.** |  |
| **Who is the dispute with?** |  |
| **Please tell us the date of the incident or decision.**  ***If there have been many incidents, please tell us the date of the first incident and the date of the most recent incident.*** |  |
| **What is the problem?** |  |
| **How would you like Gold Jennings to help?** |  |
| **Is there anything else you would like to add about your case?** |  |
| **How would you like to fund your case i.e. legal aid\*; paying privately; no-win-no-fee?**  ***\*Legal aid is subject to a financial eligibility test. If we agree to take on your case under legal aid, we will first need to assess your eligibility. If we assess you as eligible for legal aid you will need to provide us with any proof of your financial means that the LAA require and complete the necessary legal aid forms before we are able to provide a service to you. If you are not eligible for legal aid, we will discuss other funding arrangements with you.*** |  |