



Legal Aid Guide for Undocumented (Irregular) Migrants

[translated from original Greek text]

FORM 1

THE LEGAL AID

PROCEDURAL REGULATION (No. 1) OF 2003

THE LEGAL AID LAW OF 2002 (L.165(1)/2002)

APPLICATION FOR FREE LEGAL AID

Application number

This is filled by the Registrar

Here, you will write your full name

Full name of applicant

Here, you will write your contact details (address, telephone etc.)

Address of applicant

Procedure for which the application is submitted (set out full details):

Here you will write the following by choosing among the **red** what best applies in your case :
“The present Application is submitted before the Administrative Court regarding an action that will be brought before the Administrative Court, under Article 146 (1) of the Constitution, against the **return / removal / ban entry** decision issued by the Civil Registry and Migration Department, which was issued on .././.... and received by the Applicant on .././.... (see Appendix)”.

Type of Legal Aid for which the application is submitted:

Here you will write the following by choosing among the **red** what best applies in your case :
“By the present Application, the Applicant requests the Appointment of a lawyer of his choice to represent **her/him** before the Administrative Court in relation to the proceedings before the Administrative Court regarding the review of the decision of **Civil Registry and Migration Department**, with which **her/his return / removal / ban entry** is ordered”.

Here, you will sign

Signature

Filed on in the Court
Your application will be examined on
at (time) before the (state the Court)

This is filled by the Registrar

To
The Attorney General
Nicosia

.....

Signature of the Registrar

THE LEGAL AID
PROCEDURAL REGULATION (No. 1) OF 2003
THE LEGAL AID LAW OF 2002 (L.165(1)/2002)
WRITTEN STATEMENT OF APPLICANT FOR LEGAL AID

This is filled by the Registrar

Application No.:

Here, you will write your full name

I, the undersignedapplicant in the application for free legal aid number filed in the Register of the (please state the Court), hereby state the following:

This is filled by the Registrar

Here, you will write your date of birth & the place of birth

1) . Date and place of birth:

Here, you will write your contact details (address, telephone etc.)

2) Residential Address:

3) Identity Card Number (for Cypriots): -

Here, you will write your nationality and passport number, if you have one

4) Nationality and passport number (for foreigners):

5) Social Insurance Number:

6) Occupation and address of work:

7) Remuneration and other benefits from employment:

Answer the questions 5 - 16. For "no" use " - "

8) Other income:

9) Immovable property registered in the name:

10) Immovable property for which I am entitled to be registered as owner:
.....

11) Privately owned motor vehicles:

12) Deposits in banks or other institutions:

13) Debts by creditor:

14) Family composition (state full name of spouse, names and ages of children, rent payable for housing, remuneration and financial status of spouse):
.....

15) I am a dependent member of the family, as follows: (set out details of every member of the family on whose income you are dependent, who receive a salary from an occupation, other income, immovable property, motor vehicles, deposits, debts)
.....
.....
.....

Answer the questions 5 - 16. For "no" use "-". In question 16, it is very important that you write your story, with facts and evidence that show why

16) Other useful information:

.....
Here, you will sign

Signature (Applicant)

Filed onin the Court

This is filled by the Registrar

.....

Signature (Registrar)

This is filled by the Registrar.
The Registrar will give you
the number of the case

DOCUMENT No. 1

(Form S.C. 1G.)

APPLICATION

CYPRUS ADMINISTRATIVE COURT

Case No. /2016

In regard with article/ articles (a) **146** of the Constitution.

Between: (b)

Applicant

Here, you will write your full name.

-and-

Respondents
from (c)

Here, you have to write the name (*Respondents*) and the address (*from*) of the authority against which you are filing your case. These things are mentioned in the decision you are challenging. If the decision is in Greek you can ask an NGO to translate for you.

You are notified that the above Applicant requests from the Court the following treatment:- (d)

- A. A statement or/ and decision by the Respectful Court, that the Respondents' decision, dated**[ANNEX A]** and which was communicated to the Applicant onand with which his detention was ordered, is invalid and void of any legal effect.
- B. A statement or/ and decision by the Respectful Court, that the Respondents' decision, dated**[ANNEX A]** and which was communicated to the Applicant onand with which his deportation was ordered, is invalid and void of any legal effect.
- C. Whichever other or/ and further treatment the Respectful Court deems reasonable and appropriate under the circumstances.
- D. Fees plus VAT

Here, you are going to have to write the date of the decision, the date you received it, and what the decision is saying. In your application you can write what applies to your case (whether you are challenging a deportation or deportation decision)

This application is based on the following legal points: -(e)

The Applicant reserves the right to state the pleas in law and the points of law on which his application is based when and since he appoints a lawyer to represent him for this appeal, after he submits an application for legal aid, according to Article 15, paragraph 2 of the Council Directive 2005/85/EC of 1 December 2005 on minimum standards on procedures in Member States for granting and withdrawing refugee status and in accordance with the provision of article 13 of the European Convention for the Protection of Human Rights and Fundamental Freedoms.

Normally, in this section you have to write the legal reasons on which your application is based. However, with this paragraph you are informing the Court of the fact that you might find a lawyer to represent you and present the legal reasons.

- (a) Refer to the article or the articles of the Constitution, according to which this application is submitted.
- (b) State the full name, address, and job of the applicant.
- (c) State the full address of the defendant requested.
- (d) State specifically the treatment that you request
- (e) Report the legal points on which this application is based. (When the applicant appears without a lawyer, they are not obliged to comply with this).

Here you will describe the main facts of your case, so that the Court understands why you are challenging the decision

This Application is based on the following facts (f):

Here you will write Mennoyia Detention Center.

The delivery address of the Applicant is: - (g)

Registered and sealed

(Signature)

Here you will sign.

Applicant

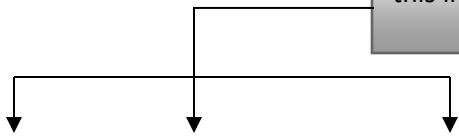
(h)

today on the (i) (day)

of the (i) (month) / (year)

Here you will write the date which you submitted your case.

The Registrar will give you this information.



and was set for issuing instructions on the of 20.... and at a.m.

Chief Registrar

Date:

NOTE: Objection may be registered within twenty one (21) days from the date of the submission of this application, either personally or via a lawyer. This must be delivered to the Chief Registrar of the Supreme Court together with a copy to be submitted to the applicant and another copy for the affidavit of delivery.

(Sig.)_____

CHIEF REGISTRAR

-
- (f) Briefly report all the important facts, on which this application is based.
 - (g) State the full name, the address and the job of some person, to which document destined to the applicant can be given to.
 - (i) The date has to be completed by the Chief Registrar.
 - (h) Delete the words that according to the circumstance are not needed.