

WARM REFERRAL FORM - WOMEN'S LEGAL SERVICE QLD

Women's Legal Service Queensland (WLSQ) is a specialist community legal centre providing free legal, social work and financial counselling services to Queensland women.

To determine eligibility, WLSQ will collect personal information about the client and the other person involved. If this information is not provided WLSQ cannot assist.

WLSQ will provide alternative service or referral options to clients who cannot be assisted by WLSQ due to capacity, eligibility or if we are otherwise unable to assist.

Please complete all sections of this form and submit by email to referrals@wlsq.org.au.

We will attempt to process referrals within 5 business days. If the matter is urgent, the client should contact our Helpline on **1800 957 957**.

For clients who live outside of South East Queensland, the Regional Rural Remote Priority Helpline can be contacted on **1800 457 117**.

For further information regarding how WLSQ can assist, and eligibility criteria see:

- If you are making a referral to WLSQ: [Learn more](#)
- If WLSQ cannot assist: [Learn more](#)
- Service provider map: [Download here](#)

Referrer details

Referrer name and organisation	
Contact email address and phone number	
Relationship to client	
The client	☐ Consents to you making this referral ☐ Consents to WLSQ contacting them ☐ Understands that WLSQ cannot share information without their consent ☐ Understands WLSQ will contact them from a private number ☐ Lives in Qld or has a legal issue in Qld

Client details

Full name	
Alias/other known names	
Date of birth	
Phone number	
Email address	
Address	
Does the client identify as Aboriginal and/or Torres Strait Islander	☐ Yes – Aboriginal ☐ Yes - Torres Strait Islander ☐ Yes – both ☐ No – neither ☐ Unknown/Prefer not to say
Is an interpreter required	☐ Yes ☐ No Language/dialect:
Does the client have any disabilities or special circumstances	☐ Yes ☐ No Details:
Safe methods of contact	☐ Text ☐ Call ☐ Email ☐ Voicemail If it is only safe to call on specific days or times, include details:
At risk/experiencing/has experienced domestic and family violence	☐ Yes ☐ No
Does the client have a current legal aid lawyer, private lawyer or migration agent helping with the matter <i>(WLSQ may not be able to assist if the client already has a lawyer acting for them)</i>	☐ Yes ☐ No If yes, please insert details:
Before tax weekly or annual income	
Current citizenship status	☐ Australian Citizen ☐ Permanent Resident ☐ Temporary Visa ☐ Not known

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Other party details

Full names	
Alias/other known names	
Date of birth or age	
Nature of relationship	☐ Ex partner ☐ Family ☐ Other:

Full names	
Alias/other known names	
Date of birth or age	
Nature of the relationship	☐ Ex partner ☐ Family ☐ Other:

Other supports

If WLSQ is assisting with a legal issue, we may be able to support with:

☐	Financial Abuse Prevention Unit	☐ Financial Exit Planning ☐ Debts (loans, credit cards, utilities, SPER, ATO, Toll) ☐ Assistance with applying for financial assistance (LVP/VAQ) in combination with other matters ☐ Budgeting ☐ Other
☐	Social work support	☐ DFV Risk Assessment and Safety Planning ☐ DFV exit planning ☐ LVP/VAQ application assistance ☐ Information gathering for Legal Aid applications ☐ DFV Psychoeducation ☐ Other

Free text (if required)

Legal needs

See our factsheet for more information on how WLSQ can assist:

☐	Family Law	☐ Resolving parenting arrangements ☐ Property settlement process (<i>WLSQ cannot advise on property settlement entitlement</i>) ☐ Family law court process ☐ Mediation ☐ Spousal maintenance ☐ Adult child maintenance ☐ Registering births, birth certificates ☐ Separation and/or divorce
☐	Domestic and Family Violence	☐ Applying for a protection order ☐ Responding to an application for a protection order ☐ Applying to vary an existing protection order ☐ Police Protection Notices ☐ Police Protection Directions
☐	Child Protection	☐ Responding to a child protection court application ☐ Child safety has started an investigation
☐	Child Support	☐ Changing a child support assessment ☐ Collecting or enforcing child support ☐ Proof of parentage for child support
☐	Immigration	Temporary Visa Type: ☐ The client is dependent on the Other Party's visa. ☐ The client is already engaged with a migration agent/lawyer/RAILS. ☐ There are upcoming deadlines (<i>for example, visa expiry, request for information from the Department of Home Affairs</i>) Date:
☐	Criminal Law	☐ Protection of counselling records in a sexual assault matter ☐ Victim of crime ☐ Charged with a criminal offence arising from their experience of DFV. Details: <i>(WLSQ may provide advice for a range of offences, but we prioritise people charged with minor/specific offences)</i>