

**Access to Justice Commission
Eighth Judicial District Local Pro Bono Committee
Annual Report for the Period
March, 2007 to February, 2008**

I. MEMBERSHIP AND ORGANIZATION REPRESENTED

Taos County Bar Association

Chairpersons: Judge Sam B. Sanchez

575-758-3173

105 Albright St., Ste H

Taos, NM 87571

taodsbs@nmcourts.com

Sue B. McDowell

575-758-1155

P. O. 1683, Taos, NM 87571

cmsue@taosnet.com

Members: Adam Baker

575-751-3027

515 Gusdorf Road, Suite 1

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abaker@bakerlawoffice.net

Carol Neelley

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705 A. Paseo del Pueblo Sur

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Stephen Natelson

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411 Placitas Road

Taos, NM 87571

natelsonstephen@qwest.net

Robert Torres

575-758-2218

New Mexico Legal Aid

P.O. Box 2039

Taos, NM 87571

robertt@nmlegalaid.org

II. MISSION STATEMENT

To provide comprehensive legal representation to low-income people of the Eighth Judicial District based on local priorities and to engage as many local attorneys in the program as possible in a variety of capacities, including individual representation, providing advice where appropriate and participation in clinics or other public service venues.

III. NEEDS ASSESSMENT AND PRIORITY AREAS

- a. Briefly describe the process used to determine the priority legal needs of persons of limited means in the district.

The Taos County Pro Bono Committee (TCPBC) worked closely with New Mexico Legal Aid (NMLA) through the local Taos office to determine priorities for Taos County. NMLA is constantly in touch with the legal services needs of residents of the Eighth Judicial District. The TCPBC relied on the Report of the Access to Justice Commission and the opinions of the local NMLA office personnel.

- b. List the priority legal needs to be addressed by the district pro bono plan.

Family Law: divorces, child support enforcement, custody/visitation, parentage, guardianships

Property: deeds, quiet title defense, easements, foreclosure, landlord/tenant

Probate: probates, wills

Consumer Law: fair debt collection, repossessions

- c. Describe the process by which “persons of limited means” will be established.

All referrals to pro bono attorneys occur through the Taos office of NMLA. Potential clients are screened for financial eligibility and those who have incomes of 200% or less of the poverty level may be referred to a pro bono attorney if appropriate. If a potential client is not eligible under other Legal Services Corporation requirements, the client is referred to LawAccess for screening and referral to a Taos County pro bono attorney.

- d. List any significant needs that the district pro bono committee is unable to address.

The Taos County Pro Bono Project has not yet been expanded to include Colfax and Union Counties. The Committee expects to include attorneys from those counties in the process and to begin to expand the program within the next 6 months.

IV. SHORT TERM GOALS AND PRIORITIES (NEXT 6 MONTHS) TO ADDRESS THE PRIORITY LEGAL NEEDS AND TO ENCOURAGE LAWYERS TO PARTICIPATE

- a. Briefly describe the plan to utilize voluntary pro bono attorney resources to address priority legal needs of persons of limited means.

The District Judge, Sam Sanchez, sent letters to all Taos County attorneys asking them to respond to a questionnaire requesting participation in the Taos County Pro Bono Project (a copy is attached to this report). Based on the responses received, a list of participating attorneys has been established from which referrals are currently being made by the Taos office of NMLA.

Once the Taos County Program is fully established, the co-chairs will begin working with the bars of the other two counties to create a pro bono attorney referral list in those counties that will function through NMLA as well.

- b. Briefly describe the plan to encourage more lawyers in the district to provide voluntary pro bono service and/or contribute to a civil legal aid organization.

The District Court sent a follow-up letter to all attorneys who failed to respond to the original request. The newly responding attorneys will be added to the pro bono attorney list. Committee members will make personal telephone calls to any attorneys who still fail to respond to the list in order to engage their participation.

V. LONG TERM GOALS AND OBJECTIVES (NEXT 2 YEARS) TO ADDRESS PRIORITY LEGAL NEEDS AND TO ENCOURAGE LAWYERS TO PARTICIPATE:

- a. Briefly describe the plan to develop activities and programs to expand the utilization of voluntary pro bono attorney resources to address the civil legal needs of persons of limited means in the district.

Once the referral system for individual cases is fully established in all counties within the Eighth Judicial District, the TCPBC will assess the need and capacity for other means of representation or provision of legal services such as creating clinics or seminars/classes for addressing individual legal problems in a group setting.

- b. Briefly describe the plan to address obstacles to voluntary pro bono service by lawyers in the district and describe long term recruitment plans.

NMLA, LawAccess and the co-chairs of the TCPBC have committed to working together to assure that voluntary attorneys are not overburdened with referrals and that the referrals are spread out among the volunteering attorneys on an equitable basis. After the program has been functioning for a period of time, the TCPBC plans to send out questionnaires seeking feedback from the participating attorneys and to make adjustments in the program as necessary. NMLA has indicated a willingness to provide training to the volunteering attorneys in areas of practice with which private attorneys may not be familiar. Each attorney to which a pro bono case is referred is sent a form seeking training requests and comments. This form was provided by NMLA.

The TCPBC will continue to seek the involvement of all attorneys in the district through follow-up communications on a periodic basis.

VI. RESOURCES COMMITTED BY THE DISTRICT PRO BONO COMMITTEE PARTICIPANTS

- a. List the participant and nature of resources committed to the district voluntary pro bono attorney plan by all legal assistance providers that are to participate in the district pro bono plan and provide coordination and administrative support to pro bono attorneys in the district.

NMLA Taos office: all referrals are funneled through this office. If eligible, the client is referred to a pro bono attorney. Attached is the outline of the referral process.

TCPBC: The Committee decided on the form of the project, created the questionnaire for the attorneys, the follow-up for increasing attorney participation in the system and the forms for the referral system. The Committee will continue to work to adjust the system where necessary and to involve the other two counties. The chair will keep an updated list of all referrals to be provided by NMLA on a quarterly basis.

LawAccess: referrals of financially eligible individuals who do not otherwise qualify for Legal Aid representation will be made to pro bono attorneys. NMLA will provide LawAccess with a current pro bono attorney list indicating which attorneys have already received referrals.

NMLA Statewide Program: provide training to pro bono attorneys and forms concerning referrals. NMLA is also working on a statewide pro bono referral system and is coordinating its efforts with the TCPBC.

New Mexico State Bar: The Pro Bono Coordinator for Access to Justice has been, and is anticipated to continue to be, instrumental in coordinating all the various participants in order to create the Taos County Pro Bono Project and to keep it on track.

- b. Where more than one legal aid provider organization exists within the district, describe the plan for cooperation and coordination that avoids duplication among such providers.

Not Applicable.

VII. SUPPORT FOR PRO BONO ACTIVITIES

- a. In implementing the district pro bono plan, the following support services are available (check all available):

Providing intake, screening and referral of prospective clients.

Matching cases with individual attorney expertise, including establishment of specialized panels.

- Providing resources for litigation and out-of-pocket expenses for pro bono cases.
- Providing legal education and training for pro bono attorneys in specialized areas of law useful in providing pro bono legal services.
- Providing the availability of consultation with attorneys who have expertise in areas of law with respect to which a volunteer lawyer is providing pro bono legal service.
- Providing malpractice insurance for volunteer pro bono lawyers with respect to their pro bono legal service.
- Establishing procedures to ensure adequate monitoring and follow-up for assigned cases and to measure client satisfaction.
- Recognizing pro bono legal service by lawyers.
- Other.

b. Describe any other significant services being provided for pro bono activities.

No other services at this time.

VIII. PRO BONO SERVICE OPPORTUNITIES

a. The district pro bono plan offers the following opportunities through which lawyers can participate in providing pro bono legal service to persons of limited means (check all that apply):

- Representing clients through case referral.
- Interviewing prospective clients.
- Acting as co-counsel on cases or matters with legal aid providers and other pro bono lawyers.
- Providing consultation services to legal aid providers for case reviews and evaluations.
- Providing unbundled services.
- Providing pro se assistance.

- Participating in policy, systemic advocacy, and activities which improve the law and the legal system.
- Providing training to staff of legal aid providers and other pro bono attorneys.
- Making presentations to groups of persons of limited means regarding their rights and obligations under the law.
- Providing legal research.
- Providing guardian ad litem services.
- Providing mentoring to law students and new lawyers.
- Providing public education.
- Providing assistance in the formation and operation of legal entities for groups of persons of limited means.
- Participating in Bar committees or on boards of pro bono committees or legal service programs.
- Serving as a mediator or arbitrator at no fee to the client-eligible party.

b. List other pro bono service opportunities provided under the district pro bono plan:

No other services are available at this time.

c. Describe the activities which encourage the division of responsibility of pro bono activities among the courts, the local bar association, the private bar, legal aid providers, and the public:

The TCPBC is made up of private attorneys, legal aid providers and the Chief District Court Judge. In addition, the co-chair of the committee has participated in meetings with LawAccess, representatives of the State Bar and Legal Aid lawyers, regional director and pro bono coordinator to determine the best way to implement the Taos County Pro Bono Project. The local Legal Aid office is performing the screening, referral and follow-up services for the program. LawAccess will make referrals when cases do not fulfill Legal Aid eligibility requirements, other than financial. The co-chair of the TCPBC has created the list of participating attorneys and will maintain records of referred cases and participating attorneys as well as overseeing the continuation and expansion of the

pro bono project. Private attorneys have volunteered to participate in providing legal assistance in individual cases.

- d. Describe the activities under the pro bono plan designed to encourage lawyers who cannot or do not choose to contribute their time to pro bono legal service to persons of limited means to make monetary contributions in order to satisfy their pro bono professional responsibility:

This has not been one of our goals to date. One of the Committee goals is to establish a fund for advertising. This may be the means of attaining that funding.

IX. NUMBER OF PERSONS BENEFITTED BY PRO BONO EFFORTS

- a. Provide the number of persons seeking pro bono assistance during the report period.

To date, no records have been maintained concerning unrepresented or underrepresented persons.

- b. Of the persons seeking pro bono assistance, provide the number who actually received appropriate legal assistance, and describe the nature of assistance provided, such as:

 2 Referral to pro bono private attorney

 Referral to legal aid service provider (No records)

 Referral to NM Legal Aid for representation by paid contract attorney (No records)

- c. Of the persons who received appropriate legal assistance, what is the total number of persons who benefited from the assistance, for example, if the client needed help defending against an eviction and four persons lived in the dwelling, then four people would have benefited from the legal assistance.

3 since 1/15/08

- b. Describe the logistics of operations, e.g., tracking calls, doing a conflict-of-interest check, screening for income eligibility, making appropriate referrals (to pro bono attorneys, to legal aid providers, to social service agencies, etc.), following up on referrals to ensure clients don't fall through the cracks, tracking the number of cases opened and closed during the reporting period, etc.

Attached is the protocol for referral and tracking. Also attached are copies of the letters and related documents that are sent to the referred clients and copies of letters and related documents sent to the referring attorneys.

The local Legal Aid office conducts the referral services and tracking. The co-chair of the TCPBC will receive tracking information from NMLA on a quarterly basis and will maintain records of the cases referred and attorneys accepting cases.

Attachments:

Taos County Pro Bono Plan (Protocol)

Client Referral Authorization

Letter to Client with:

Grievance Notice

Letter to Attorney with:

Taos County Pro Bono Program Participation

Insurance Form

Initial Case Disposition Form

Final Case Disposition Form

Lawyer Comment and Training Needs Form

“Working with Low Income Clients”

Tracking Checklist

Case Closing Form

TAOS COUNTY
PRO BONO PROGRAM PLAN

1. Cases go to Taos office of NM legal aid (from Law Access, private attorneys, walk-ins, etc.).
2. NMLA determines eligibility: Financial 200% of poverty level. If undocumented, case referred to Law Access.
3. NMLA does conflict check for Legal Aid. If there's a conflict with Legal Aid, client is referred to Law Access for determination of eligibility and referral.
4. Legal Aid does screening/triage for merit and laws. If outside of NMLA priorities, then refer to pro bono attorney.
5. NMLA has client sign referral authorization.
6. NMLA will contact attorney by telephone (either Bob Torres or Janay Haas). Fill out insurance form and check conflicts with attorney.
7. NMLA mails forms to pro bono attorney.
8. NMLA mails letter to clients.
9. Client calls pro bono attorney.
10. Attorney interviews client and returns Initial Case Disposition Form to NMLA.
11. NMLA tracks cases. Janay Haas to set up tracking and tickler system.
12. Pro Bono attorney returns Final Case Disposition Form to NMLA.
13. NMLA (Bob Torres) closes file.
14. NMLA (Janay Haas) sends case referral information to Sue McDowell quarterly.

ACCESS TO JUSTICE COMMISSION
TAOS COUNTY *PRO BONO* PROGRAM
CLIENT REFERRAL AUTHORIZATION

I, _____, give permission to New Mexico Legal Aid, Inc. to refer my case to a volunteer private attorney working with the Taos County *Pro Bono* Program. As soon as I am notified, I agree to contact the volunteer private attorney to arrange an appointment.

1. I understand that the volunteer private attorney will decide whether or not to accept my case.
2. I understand that the volunteer private attorney referred to me by New Mexico Legal Aid, Inc. is volunteering his or her time.
3. I understand that once a referral to a volunteer private attorney has been made, New Mexico Legal Aid will no longer be responsible for handling my case.
4. I understand that I will not be required to pay any attorney fees.

DATE

CLIENT SIGNATURE

NEW MEXICO LEGAL AID, INC.

214 C Kit Carson
Taos, N.M. 87571
(505) 758-2218
Toll Free (800) 294-1823
Fax (505) 758-3222

Date

Client name and address

Re: Access to Justice Commission
Taos County *Pro Bono* Program
Pro Bono Referral

Your *Pro Bono* Attorney is: [name, telephone number and address]

Dear

You have been found eligible for the Taos County *Pro Bono* Program. We have referred your case to the attorney whose name is listed above. This attorney has agreed to interview you to discuss your case. You should:

1. Call the attorney within seven days to arrange and interview. If the attorney does not hear from you within this time, we will assume that you do not wish to pursue your case. Please tell the attorney's office that you have been referred to the attorney by the Taos *Pro Bono* Program and that you need to make an appointment as soon as possible. If the Attorney cannot give you an appointment, call our office immediately.
2. Take all papers, forms, and other evidence you have with you to your appointment with the attorney.
3. Keep all appointments with your attorney. Remember that the attorney is volunteering his/her time to help you. If an emergency should arise which prevents you from keeping the appointment, please call the attorney's office and let him/her know what has happened, and try to reschedule the appointment.

4. There will be no charge for legal services as long as you remain financially eligible. You may have to pay certain fees charged by the court or similar costs, such as service or publication fees. The attorney will discuss these costs with you during the initial interview. Because of your limited financial resources, the filing fee for your case may be waived.
5. Please notify the attorney and our office if you decide not to pursue your case, if you move, change your phone number, change you address, or if your income changes.

A copy of this letter is being sent to the attorney. If you have any questions or problems, please call our office.

Sincerely,

Robert Torres
Attorney at Law

Cc: attorney

**NOTICE TO CLIENTS REFERRED BY
NEW MEXICO LEGAL AID TO
PRO BONO ATTORNEYS**

**WHAT TO DO IF YOU HAVE A COMPLAINT
ABOUT THE LEGAL HELP
YOU RECEIVED FROM YOUR PRO BONO ATTORNEY**

If you are dissatisfied with the manner or quality of legal assistance you received from your pro bono attorney, you may ask the Executive Director of New Mexico Legal Aid, Inc. to review what was done in your case. Ask in writing for this review; we can help you write it if you ask us to. Tell us why you are unhappy with the service. Send or bring your complaint to Executive Director, New Mexico Legal Aid, P.O. Box 25486, Albuquerque, NM 87125-5486.

Make your request within 30 days from the time you knew of the problem. (Let us know if you think you have a good reason for taking longer than 30 days.) The Executive Director will review your case and respond to you in writing within 10 business days. The Executive Director will give you information about an additional review you can ask for if you disagree with the Executive Director's decision.



NEW MEXICO LEGAL AID, INC.

214 C Kit Carson
Taos, N.M. 87571
(505) 758-2218
Toll Free (800) 294-1823
Fax (505) 758-3222

Date

Inside address

Re: Access to Justice Commission
Taos County *Pro Bono* Program
Pro Bono Referral

Dear

Thank you for participating in the Taos County *Pro Bono* Program. We are referring _____ to you for representation. The client has been asked to contact you directly.

Please fill out the enclosed Initial Case Disposition Form and return it to New Mexico Legal Aid. Also, enclosed is a Final Case Disposition Form to be filled out and returned at the termination of the case.

If you have any questions, please do not hesitate to call.

Sincerely,

Robert Torres
Attorney at Law

Enclosures

ACCESS TO JUSTICE COMMISSION TAOS COUNTY PRO BONO PROGRAM

PARTICIPANTS:

- SUPREME COURT ACCESS TO JUSTICE COMMISSION – PRO BONO REFERRAL – Supreme Court has mandated the initiation of pro bono programs to be established in various judicial districts to deal with the overwhelming number of unrepresented individuals in our state.
- EIGHTH JUDICIAL DISTRICT – Our District was chosen by the Access to Justice Commission as a pilot program for Pro Bono Services.
- LEGAL AID, TAOS OFFICE – New Mexico Legal Aid, Inc. is a statewide organization. The Taos Office is one of its branch offices.
- TAOS COUNTY PRO BONO COMMITTEE – This Committee was formed in response to the Supreme Court mandate to develop a Pro Bono Program for Taos County.
- PRIVATE ATTORNEYS – Participating attorneys are the foundation of the Taos Pro Bono Project.

LEGAL AID’S ROLE IN THE PROGRAM

1. Intake and Referral – Legal Aid will provide intake for Pro Bono clients.
2. Legal Aid will make a preliminary determination of whether legal services are appropriate, income qualification, the subject area, and which participating attorney to recommend.
3. Legal Aid will maintain records, will fill out an Attorney-Client Agreement form, will send initial letter to client and will monitor referred cases.
4. Monitoring will not be intrusive and will not involve reviewing legal decisions made by Pro Bono Counsel. Monitoring will include:
 - A. Whether the client and Pro Bono Attorney met and decided to pursue the case.
 - B. Whether the Pro Bono Attorney took follow up action.
 - C. Final disposition: judgment, order, advice only, brief service.

ATTORNEY PARTICIPATION:

1. Private attorneys will volunteer to be on a referral list that indicates their general willingness to accept Pro Bono matters in one or more subject areas.
2. Participating attorneys will volunteer to take referrals and see client at their offices.
3. The attorney, in consultation with the client, is responsible to decide the scope of representation.
4. All services will be rendered by the attorney at the attorney's office, in court, or in other places, the same as for paying clients.
5. The attorneys will not receive any compensation from the client. The attorneys will be permitted, even encouraged, to accept cases where fees are recoverable from opposing parties or others, and in case of such recovery, the attorneys will be entitled to retain fees. Similarly, the attorneys should be permitted to receive contingency fees out of affirmative recoveries made for the client, in matters where contingency fees are normally permitted, and in customary amounts.
6. The participating attorney will have minimal reporting requirements. A simple Initial case Disposition Form (see attached) and a Final Case Disposition Form which asks what final action was taken (see attached).

NEW MEXICO LEGAL AID, INC.

PRO BONO PRIVATE BAR INSURANCE INFORMATION

ATTORNEY NAME: _____

ADDRESS: _____

PHONE NUMBERS: _____

E-MAIL ADDRESS: _____

N.M. BAR NUMBER _____

NM BAR ADDMISSION DATE _____

OTHER STATE BAR ADMISSIONS

<u>STATE</u>	<u>DATE ADMITTED</u>	<u>ACTIVE OR INACTIVE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ACCESS TO JUSTICE COMMISSION
TAOS COUNTY *PRO BONO* PROGRAM
INITIAL CASE DISPOSITION FORM

Please send to:
New Mexico Legal Aid, Inc.
214 C Kit Carson
Taos, N.M. 87571
Telephone: 505-758-2218
Fax: 505-758-3222

PRIVATE BAR ATTORNEY: _____ NM BAR #: _____

CLIENT APPLICANT: _____

DATE _____

_____ I interviewed applicant and will provide representation in connection with the NM
Supreme Court *Pro Bono* Plan.

_____ I interviewed the applicant and will not provide representation because

_____ Applicant did not contact this office.

_____ Other: _____

SPECIFIC REPRESENTATION TO BE COMPLETED BY PRIVATE ATTORNEY:

NMLA REFERRING ATTORNEY _____

PRIVATE ATTORNEY SIGNATURE

DATE

ACCESS TO JUSTICE COMMISSION
TAOS COUNTY *PRO BONO* PROGRAM
FINAL CASE DISPOSITION REPORT

Please send this report with attachments to:
New Mexico Legal Aid, Inc.
214 C Kit Carson
Taos, N.M. 87571
Telephone: 505-758-2218
Fax: 505-758-3222

_____ (private bar attorney name) has completed all things
necessary for the *pro bono* representation of _____ (client name)
for _____ (specific representation
agreed upon on referral). The *pro bono* representation was done in connection with the NM
Supreme Court *Pro Bono* Plan under the authorization of the Taos County *Pro Bono* Program.

SPECIFIC REPRESENTATION COMPLETED (please attach final pleading or order).

PRIVATE ATTORNEY SIGNATURE

DATE COMPLETED

Working with low-income clients

Logistics and malpractice avoidance Matching expectations

Logistics and Malpractice Avoidance

- When you obtain for your indigent defendant client a post-filing settlement, negotiate for a judgment of dismissal instead of a straight judgment, thereby protecting the client's credit record. (A judgment of dismissal contingent on client's performing certain acts is a common solution.) Much more than middle-income persons, low-income people whose credit history is blemished have significant trouble finding decent housing and obtaining important services.
- If the low-income client receives SSI, TANF, Medicaid, or other needs-based public assistance and is expected to receive funds as a result of a settlement or court win, it is essential to structure the receipt of those funds in a way that does not jeopardize the client's ability to continue to receive needed services. Confer with your local legal aid office about this issue *before* reaching the settlement stage. (Caveat: many clients don't know the difference between Medicaid and Medicare, which has different rules.)

Matching expectations

No two people are alike; but we all reflect the culture we grow up in and live in. Lawyers unaccustomed to working with very low-income clients should be aware of some of the aspects of poverty that can affect their relationship with the client.

- **Unstable housing situations:** Remind the client to let you know his or her new address if the client moves, and why you need to know this information right away. Ask for updates occasionally.
- **Unreliable means of communication:** Ask the client about alternate ways to contact him or her if the client loses phone service. Let the client know that you need to get new telephone information right away, and why.
- **Unreliable transportation:** Talk through how the client will get to a hearing, and what the client's "Plan B" is. If Plan B involves a friend or a friend's car, emphasize that both the friend and the car must be reliable.
- **Timeliness for court:** Those unfamiliar with the court system will not expect to have to spend time finding a parking space, locating the right courtroom, etc. They may not know to leave at home their cell phones or items that could be used as weapons, or realize how long it takes to get through security. Nor will they appreciate that judges will not adjust their schedules to accommodate the client's late arrival, the way a dentist or doctor or social services agency would.

- **Attitude:** For many low-income clients forced to deal with passive and unhelpful employees in the human services system, hostility and aggression have been what ‘worked’ to get action. The client may approach you--and opposing counsel and the judge—the same way unless you can describe another approach, and explain why it is better for this situation.
- **Dress:** “Dressing up” means different things to different people, and you don’t want your client to show up for a hearing wearing a party dress. Describe what proper court attire is, using examples. (Some domestic violence shelters keep a supply of women’s “court clothes”, and may be able to help out.) You may need to explain that wearing a hat is considered a sign of disrespect in the courtroom.
- **Disengagement:** Many low-income people are fatalistic, and will undervalue their cases, or lose enthusiasm for their cases, especially if they do not experience any short-term benefits.
- **“Common courtesy”** may be less common than you think. People whose lives are marked by upheaval may have missed out on such basic social training as saying “Please” and “Thank you”.

ACCESS TO JUSTICE COMMISSION
TAOS COUNTY PRO BONO PROGRAM
NEW MEXICO LEGAL AID TRACKING CHECKLIST

Client _____ Attorney _____

Type of Case _____ Date Referred _____

Project Activity

Date

Referral letter sent to Attorney
with forms _____

Did attorney return Initial disposition
Form? Yes/No _____

If no form returned or contact, call
attorney _____

Ask attorney if he/she is
Representing the client. _____

Status of case: call attorney
every 3 mos. _____

Final Case Disposition Form
Returned? Yes/No _____

Close File _____

ACCESS TO JUSTICE PRO BONO
CASE CLOSING FORM

ATTORNEY: _____

DATE _____

CLIENT: _____

TYPE OF CASE: _____

DATE CASE COMPLETED _____

Check Major Reasons Case was Closed:

- _____ Counsel and Advice
- _____ Brief Service
- _____ Referred After Legal Assessment
- _____ Insufficient Merit to Proceed
- _____ Client Withdrew or Did Not Return
- _____ Change in Financial Eligibility
- _____ Negotiated Settlement w/out Litigation
- _____ Negotiated Settlement w/Litigation
- _____ Administrative Agency Decision
- _____ Court Decision Other (Please Specify) _____
- _____
- _____

Total Pro Bono Hours Spent: _____

Comments and suggestions concerning Pro Bono Services:

