



**COMMUNITY
LAW CENTER**

LAWYERS FOR
NEIGHBORHOODS
& NONPROFITS

Please read these instructions carefully. Community Law Center, Inc. requires the following information from its prospective clients. All information will remain confidential.

Your application is not complete until you provide a completed form, a signed affidavit of eligibility, all requested information, and pay the nonrefundable application fee for each legal issue.

Community Law Center retains complete discretion as to which applicants it accepts; **completing an application does not automatically qualify your organization for legal assistance.** Community Law Center makes no guarantee that, upon acceptance of your application, we will be able to locate an attorney to take your case.

The average wait time for an attorney is 4-6 weeks. If your case involves a deadline less than 4 weeks from today, please make a note of that here: _____

APPLICATION FOR LEGAL SERVICES			
CONTACT INFORMATION			
Contact Person:		Title:	
Organization Name:			
Address:		County (or Balt City):	
City:		State:	ZIP Code:
Work Phone:	Cell Phone:		Home Phone:
Fax:	Email:		
Preferred Method of Contact:		Website:	
ORGANIZATION'S PURPOSE & OPERATION			
Mission Statement or Purpose(s) of Organization:			
Activities of Organization:			
Type of Organization: <input type="checkbox"/> Consumer <input type="checkbox"/> Education <input type="checkbox"/> Employment <input type="checkbox"/> Family/Children <input type="checkbox"/> Arts <input type="checkbox"/> Health <input type="checkbox"/> Housing <input type="checkbox"/> Religious <input type="checkbox"/> Environmental <input type="checkbox"/> Neighborhood Assoc. <input type="checkbox"/> Community Development <input type="checkbox"/> Animal Welfare <input type="checkbox"/> Substance Abuse/Treatment			
BOARD INFORMATION		MEMBER INFORMATION (if applicable)	
Board Meeting Time:		Membership Meeting Time:	
Date:		Date:	
Location:		Location:	
Number of People Served / Number of Members:			

Please attach additional pages where needed.

Please keep a copy of this application for your files.

If you have questions about Community Law Center's intake process, please contact Ingrid Hitchens at 410.366.0922 x113 or IngridH@communitylaw.org.

ASSISTANCE NEEDED

Describe the legal assistance you are seeking in as much detail as possible.

List the names, addresses and telephone numbers of any attorneys who have worked with your organization on this matter or other legal matters. Please include what type of service the attorney(s) provided.

If you are seeking legal assistance for a matter that involves other people, organizations, or businesses, list their names below.

What action has your organization taken so far to address the issue(s)? For example, if the organization held a meeting to discuss the issue and resolved to retain an attorney, list the date of that meeting below and attach relevant meeting minutes and/or resolutions.

How did you hear about Community Law Center?

- Current or Former Client Attorney Newspaper article Website
- Referral from another organization: _____
- Other: _____

Please attach additional pages where needed.

AFFIDAVIT OF GROUP ELIGIBILITY, AUTHORIZATION, RELEASE & VERIFICATION

All applicants must complete the affidavit of group eligibility.

Please read the information below carefully.

Application Information: I hereby authorize Community Law Center and its agents and employees to verify, disclose and make copies of any and all information provided in this application in the course of determining eligibility and in securing an attorney.

Release: I hereby release any person or entity complying with this authorization from any and all claims relating to the disclosure of any such information and documents.

Acknowledgement: I hereby authorize Community Law Center and its agents and employees to use non-identifying information regarding my application for legal services and the legal services that I receive.

Validity: A copy of this authorization shall be as valid as the original.

By preparing and submitting this form, I certify that the board of directors for the organization named below decided to secure the services of an attorney to provide the legal assistance described on page 2 of this application, and that I am authorized to represent the organization in securing the services of, and working with, an attorney. I agree to meet all requests for further information from Community Law Center and/or any assigned attorney in a timely manner and I agree to contact a designated attorney promptly upon notification of assignment.

My signature below indicates that I understand that:

- 1 - Community Law Center may not be able to place our case with an attorney.
- 2 - The average wait time for an attorney is 4 weeks.
- 3 - The application fee covers part of the administrative costs in processing this application and is nonrefundable.

I understand that it is my responsibility to convey the information from this form, the intake process with CLC, and any possible representation with an attorney to the board of directors of the organization named below.

I hereby certify that, to the best of my knowledge,

[Enter organization name above]

has no practical means of obtaining funds to retain private counsel **AND:**

Please check the *first* category that applies:

a. has a **Board of Directors** that is primarily composed of persons that are at or below the income guidelines in the Family Income Limits table.

b. is a community-based organization with a **membership** that is primarily composed of residents in the community that are at or below the income guidelines in the Family Income Limits table.

If "a" or "b" does not apply, please check one of the options below:

c. is a community-based organization with boundaries that encompass an area primarily composed of households that are at or below the income guidelines in the Family Income Limits table.

d. provides services to persons that are at or below the income guidelines in the Family Income Limits table.

e. other, **If you do not mark "Yes" for a. – d., please attach an explanation. You may still qualify for assistance.*

Family Income Limits (7/1/16 – 6/30/17)
50% of Maryland Median Family Income

Family Size	Annual Income	Monthly Income	Weekly Income
1	\$28,408	\$2,367	\$546
2	\$37,149	\$3,096	\$714
3	\$45,890	\$3,824	\$883
4	\$54,631	\$4,553	\$1,051
5	\$63,372	\$5,281	\$1,219
6	\$72,113	\$6,009	\$1,387
7	\$73,752	\$6,146	\$1,418
8	\$75,391	\$6,283	\$1,450
9	\$77,030	\$6,419	\$1,481
10	\$78,669	\$6,556	\$1,513

Signature of Applicant: _____

Date: _____

Printed Name: _____

Title: _____

ORGANIZATIONAL DOCUMENTS & ATTACHMENTS

Please attach the following documents, or indicate if the document is not available.

Depending on the legal issue, additional documents may be required.

If you believe the information requested in this application is already on file at CLC, please indicate that below.

Document Required	Attached	Submitted with application within past year and there have not been any changes	Unavailable (Please Explain)
Bylaws			
Articles of Incorporation			
Last 3 Board Meeting Minutes			
List of Board Members (Include Contact Information and Officer Positions)			
Budget			
IRS 501(c)(3) Determination Letter			
Audited Financial Statement or Financial Review			
990 from most recent year filed			
<i>If seeking assistance with startup:</i> Business plan or narrative description of organization’s past, present, and planned activities			
<u>If Liquor Board or Zoning issue:</u> Administrative Agency File (including applicant’s application, drawings or other proposed documents, and correspondence)			
Other Document(s):			

STARTING A NONPROFIT

If you are requesting assistance starting a nonprofit, please fill out the section below.

Document May be Required*	Attached	Unavailable (Please Explain)
Electronic draft of IRS Form 1023 (available at http://www.irs.gov/pub/irs-pdf/f1023.pdf), including all supplemental information. <i>*Call to confirm</i>		

If you are requesting assistance with starting an organization, one member of your board of directors must attend a “How to Start and Maintain a Nonprofit” Workshop. All workshops are held at Community Law Center, except for the online workshop. The registration fee will be waived for one attendee; others are welcome to attend but must pay the \$45 registration fee. For upcoming workshop dates, visit <http://communitylaw.org/training-events/workshops/>.

The following Board member has already attended or will attend the workshop:

(name of Board member who attended workshop)

(date of workshop)

NONREFUNDABLE APPLICATION FEE

A nonrefundable application fee (one fee for each legal issue) is due upon submission of this form. Use the following chart to determine your application fee based on your budget for the current fiscal year:

Annual Budget of the Organization	Application Fee
\$0 – 4,999	\$100*
\$5000 – 9,999	\$125
\$10,000 - \$24,999	\$150
\$25,000 – 99,000	\$175
\$100,000 – 199,999	\$200
\$200,000 – 299,999	\$250
\$300,000 – 399,999	\$300
\$400,000 – 499,999	\$400
\$500,000 +	\$500**

Legal fees: Most legal services are free of charge. In matters involving additional fees, the fee will be agreed upon between the attorney and the client organization. All clients may be responsible for filing fees, court costs, and other related expenses.

What does the application fee cover and why is it nonrefundable? Upon receipt of an Application for Legal Services, a staff attorney or paralegal reviews the application, creates a file, answers initial application questions, conducts a conflict of interest analysis, determines additional information required, requests the additional information, and follows up on those requests. The fee is nonrefundable because Community Law Center conducts these activities even when a client later decides not to pursue a case, finds another attorney, or on the rare occasion when Community Law Center cannot locate an attorney to represent the organization.

**The application fee is not meant to be a barrier to legal representation. If your organization cannot afford the full application fee, please contact us.*

*** Organizations with revenue over \$500,000 may not qualify for free services. Please inquire.*

Return completed application to:

**Community Law Center, Inc.
3355 Keswick Road, Suite 200
Baltimore, MD 21211
Fax 410.366.7763**

IngridH@communitylaw.org

*If you email this form and attachments, please do not send attachments over 35M.
Please retain a copy of this application for your records.*

*If you have questions about Community Law Center's intake process, please contact
Ingrid Hitchens at 410.366.0922 x113 or IngridH@communitylaw.org.*

WHAT HAPPENS NEXT?

An overview of the Community Law Center process

- Step 1.** Potential client organization submits a complete Application for Legal Services (including all relevant information and application fee) to Community Law Center. Applicants should keep a copy of their application for their records and retain this page for future reference.
- Step 2.** Community Law Center staff reviews application for completeness and requests additional information if necessary. **If an application remains incomplete for more than 3 months, Community Law Center reserves the right to close the application and any further action will require a new application and fee.**
- Step 3.** Once application is fully complete, the application is reviewed and a determination is made regarding whether or not the case will be accepted. If the case is not accepted, the client will be notified. Community Law Center does not guarantee that every Application for Legal Services will be accepted and retains the right to turn away potential cases.
- Step 4.** Once a case is accepted by Community Law Center, the case will be assigned to a staff attorney or a pro bono (volunteer) attorney. If the case is assigned to a staff attorney, the staff attorney will contact the client and begin representation. If a volunteer attorney is sought, the case may be advertised to potential volunteer attorneys on an every-other-week basis. Staff will continue to post the case for up to two months. Community Law Center does not guarantee that every case will be placed. It typically takes 4 weeks for a volunteer to be located.
- Step 5.** If a volunteer attorney expresses interest in a case, Community Law Center staff will provide him or her with additional information and a conflict check will be performed by the pro bono attorney.
- Step 6.** If a volunteer attorney agrees to take the case, the client will be notified.
- Step 7.** The client and the volunteer attorney work together on the case. Community Law Center staff will then step back and are available to either the client or the volunteer attorney as needed. Community Law Center staff will seek updates on the case approximately every six months until the case is completed.



HOW TO PREPARE TO WORK WITH AN ATTORNEY

If assigned an attorney through Community Law Center, your organization may be represented by one of CLC's staff attorneys or by a member of the private bar who has volunteered time and resources to work with you. In either situation, the following information should help ensure that you understand what is involved in working with an attorney, which will help your organization in receiving the best services for your legal needs. Please note that submitting the Application for Legal Services does not guarantee acceptance of your case by CLC or placement with an attorney.

As a client, your organization will be expected to do the following:

1. Appoint one contact person for the organization to interact with the attorney, and make sure that person can respond promptly to the attorney's requests. This person should be identified in any client agreement entered into with the attorney. Other persons involved with the organization should be informed that only the contact person should be in communication with the attorney.
2. Be involved with your case, and respond promptly to requests for additional information or documentation. Make sure your board takes an active role in the information exchange. Your attorney agreed to take the case based on her current availability; delays can cause problems when the attorney's commitments change over time.
3. Be honest with your attorney about your organization's needs and issues. Provide immediate updates to your attorney if situations that affect the case change.
4. Do not be afraid to ask questions of your attorney, but be patient with the attorney to locate the correct answer. Sometimes a seemingly simple issue is made much more complex by the law. When making phone calls or sending emails, give your attorney ample time to get back to you. Most will be able to respond to your message within 48 hours, but not within the hour.
5. Do not show up at an attorney's office without first making an appointment. Keep scheduled appointments with your attorney in order to ensure a streamlined process.

In return, you will be able to expect for your attorney to work with you to efficiently resolve your legal matter. Your attorney should:

1. Protect the integrity of your organization by maintaining confidentiality. Subject to the Maryland Rules of Professional Conduct, the attorney will not discuss any private matters relating to your case with anyone outside of the pro bono attorney's firm and Community Law Center, unless disclosure is necessary in order to conduct the representation, you or another member of your organization reveals the information publicly, you consent to the disclosure, or you waive your right to confidentiality.
2. Be honest with you about the law and the potential outcomes of your matters. This might mean that the attorney gives you advice that is contrary to what you want to hear.
3. Communicate with the contact person identified for your organization, keeping you abreast of important developments in your legal matters. You should be comfortable discussing your organization's concerns with your attorney and receiving answers and feedback.
4. Be knowledgeable about the law. While no attorney knows *everything*, you should rest assured that your attorney has exhausted all resources to get the answers you require.
5. Avoid working with competing interests that would distract your attorney from dedicating herself fully to your cause. Potential conflicts of interest should be disclosed and avoided.
6. Not charge legal fees for representation, unless agreed to in advance in writing.

If you experience problems in working with your pro bono attorney, please contact Shana Roth-Gormley, Pro Bono Program Coordinator, at 410.366.0922 ext. 118 or shonar@communitylaw.org. If you experience problems in working with a CLC staff attorney, please contact Kelly Pfeifer, Esq., Supervising Attorney, at 410.366.0922 ext. 133 or kellyp@communitylaw.org. Please keep this page for future reference.