



## Why should you represent a client from Community Law Center?

Community Law Center's Pro Bono Program provides attorneys with a unique and flexible opportunity to learn new areas of the law, sharpen skills, and interact with nonprofit organizations and community leaders who are passionate about their organization's mission and improving the safety, quality of life, and economic vitality of neighborhoods in Maryland.

***Community Law Center's capacity building intake process seeks to ensure that our clients are prepared to move forward with their cases and ready to work with attorneys.***

### Application Process

All clients are required to submit an Application for Legal Services. Our application requests detailed information on the organization; the requested assistance; previous attorney representation; additional parties involved in the issue; fiscal sponsorships; actions already taken; and upcoming deadlines, hearings, and meetings. The client must also submit documentation about the organization's legal entity, governance, and Board approval for legal assistance.

### Client Preparation

Once the application is submitted, the client goes through an extensive intake process including mandatory attendance at our "How to Start and Maintain a Nonprofit in Maryland" workshop if the case involves starting, reviving, or maintaining a nonprofit organization. Cases are reviewed weekly to ensure that the client continues to move forward through the intake process. Clients that cannot provide the necessary documentation or are unresponsive are not eligible for pro bono services. Cases that successfully make it through the intake process are then reviewed by the attorney in charge of the Pro Bono Program and submitted to our volunteer attorneys for representation.

### What to Expect

- Every matter is reviewed by a Community Law Center staff attorney experienced in nonprofit law.
- A client that is considerate of your valuable time and prepared to work on the issue that is assigned.
- Digital copies of the organizational documentation that is collected during the intake process.
- Sample documents and review of draft documents and other support as requested.
- Professional liability insurance coverage for the pro bono matter assigned.
- In some cases, we may be able to provide opportunities for co-counseling with other attorneys.

### Unresponsive Client

In the unlikely event that a client becomes unresponsive to the pro bono attorney, we will make contacting the client and resolving any issues our priority.

### One Legal Issue/Case Per Assignment

If clients have additional matters requiring legal assistance beyond the case matter assigned to the volunteer attorney, we ask clients to submit an additional Application for Legal Services to Community Law Center rather than asking the volunteer attorney to provide assistance on the additional matters. If a client does ask a volunteer attorney for legal assistance on additional matters, we ask the attorney refer the request back to Community Law Center.

Volunteer attorneys are not obligated to assist the client on matters outside the scope of the initial representation. If you would like to work with your client again, we are happy to accommodate your request, but ask that all requests for assistance be directed through Community Law Center so that we can work with the client through the intake process for each legal issue.