For internal use only:
Date rec'd: _____
Case #: _____
HTS date: _____

If you are seeking brief legal advice (a single question that can be resolved with a conversation of less than 45 minutes): please do not complete this application, instead, apply for a free Brief Legal Advice Appointment here: http://communitylaw.org/apply-for-services/request-legal-advice/

APPLICATION FOR LEGAL SERVICES

CONTACT INFORMATION		
Contact Person:	Title:	
Organization Name:		
Address:	County (or Balt City):	
City:	State:	Zip code:
Work #:	Cell #:	Home #:
Fax #:	Email:	
Preferred Method of Contact:	Website:	

ORGANIZATION'S PURPOSE & OPERATION
Mission Statement or Purpose(s) of Organization:
Activities of Organization:
Type of Organization: ❑ Animal Welfare ❑ Arts ❑ Business Association ❑ Children or Family ❑ Civil/Individual Rights ❑ Consumer ❑ Community Development ❑ Education ❑ Employment ❑ Environmental ❑ Health ❑ Homeowners or Condo Assoc. ❑ Housing ❑ Neighborhood Assoc. ❑ Religious/Faith Based ❑ Seniors ❑ Other:

BOARD MEETING INFORMATION	MEMBERSHIP MEETING INFORMATION (if applicable)
Upcoming Board Meeting Date(s):	Upcoming Membership Meeting Date(s):
Time:	Time:
Location:	Location:
Number of board members:	Number of members:
Number of People Served / Number of Community Members (if neighborhood organization):	

☑ Please attach additional pages where needed. ☑ Keep a copy of this application for your files. ☑ By completing and submitting this application, the organization acknowledges that it has read and understands the instructions and overview of Community Law Center's application process.	**Return completed application to:** Ingrid Hitchens, Community Law Center, Inc. 3355 Keswick Road, Suite 200, Baltimore, MD 21211 Email: IngridH@communitylaw.org *(please do not send attachments over 35MB)* Fax: 410-366-7763

ASSISTANCE NEEDED
Describe the legal assistance you are seeking in as much detail as possible (one legal issue per application).
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.
If your organization has a fiscal sponsor, list the sponsoring organization below.
What action has your organization taken to address the issue? 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.
Are there any upcoming deadlines, hearings, or meetings in your case? If so, please provide the dates.
How did you hear about Community Law Center? ❑ Current or Former Client ❑ Attorney ❑ Newspaper article ❑ Website ❑ Facebook ❑ Twitter ❑ 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.

Providing Information Requested: 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. **Community Law Center may decline to accept an application or withdraw acceptance of an application for any reason.**
3. **The average wait time for an attorney is 4 weeks.**
4. **If a request for further information by Community Law Center and/or any assigned attorney is not fulfilled within a reasonable amount of time, the case will be closed.**
5. **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 Community Law Center, 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, **the organization has no practical means of obtaining funds to retain private counsel**, and (please check first that applies):

❑ a. has a **Board of Directors** or a **membership** that is primarily composed of persons that are at or below the income guidelines in the Family Income Limits table. **For organizations serving specific boundaries in Baltimore City**, please refer to the NEIGHBORHOOD PROFILES link: http://cityview.baltimorecity.gov/planningmaps. Click on "Neighborhood Profiles" and then click on your neighborhood for data. Compare the median household income for the average neighborhood household size with the Family Income Limits chart to the right.

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

❑ c. other. If you do not check "Yes" for a. or b., please explain your inability to pay market rate legal services. You may still qualify for assistance.

Family Income Limits (7/1/25 – 6/30/26)
50% of Maryland Median Family Income

Family Size	Annual Income	Monthly Income	Weekly Income
1	$40,070	$3,339	$771
2	$52,400	$4,367	$1,008
3	$64,729	$5,394	$1,245
4	$77,059	$6,422	$1,482
5	$89,388	$7,449	$1,719
6	$101,717	$8,476	$1,956
7	$104,029	$8,669	$2,001
8	$106,341	$8,862	$2,045
9	$108,652	$9,054	$2,089
10	$110,964	$9,247	$2,134

Printed Name: _____

Organization: _____

Title: _____

Signature of Applicant: _____ Date: _____

ORGANIZATIONAL DOCUMENTS & ATTACHMENTS

The following documents are required to be submitted with the application. If the document is not available, please explain below. Applications will not be complete until all documents are submitted.

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

If you believe the information requested is already on file at Community Law Center, please indicate that below.

For applicants seeking federal tax exemption – required documents and attachments:

- ☐ Completed application
- ☐ Application fee (see sliding scale fee information)
- ☐ List of Board of Directors, including contact information and Officer positions (must include at least 3 Directors, and the majority of the Board must be unrelated by family or business relationships)
- ☐ Budget for current year (should include the filing fees for incorporation and 501(c)(3) application with the IRS, and where the revenue will come from to pay these fees)
- ☐ Draft bylaws (in editable format, if possible)
- ☐ Meeting Minutes from most recent three Board of Directors meetings
- ☐ Business plan or narrative description of organization's past, present, and planned activities, funding, and budget
- ☐ Draft of long Form 1023 *(if the organization will be applying for 501(c)(3) status using the long Form 1023)*
- ☐ Attendance of at least one Board member at Community Law Center's *How to Start and Maintain a Nonprofit Organization* workshop (for upcoming workshop dates, visit http://communitylaw.org/training-events/workshops/); One workshop registration is included in the application fee, additional registrants must pay the workshop registration fee.

For all other legal issues – required documents and attachments:

- ☐ Completed application
- ☐ Application fee (see sliding scale fee information)
- ☐ List of Board of Directors, including contact information and Officer positions (must include at least 3 Directors, and the majority of the Board must be unrelated by family or business relationships)
- ☐ Budget for current year
- ☐ Signed bylaws (or draft bylaws (in editable format, if possible) if the case is to create bylaws)
- ☐ Articles of Incorporation filed with SDAT (and any Articles of Amendment), if incorporated
- ☐ IRS 501(c)(3) determination letter, if tax-exempt
- ☐ Fiscal sponsorship agreement, if the organization is fiscally sponsored by another organization
- ☐ IRS Form 990 from most recent year filed OR Audited Financial Statement OR Financial Review
- ☐ Meeting Minutes from Board of Directors meeting approving application to Community Law Center
- ☐ Any other documents related to the case (e.g. Administrative Agency File with applicant's application, drawings or other proposed documents, and correspondence for Liquor Board or zoning case; 311 or 911 records for nuisance property case, etc.)

If any of the required documents are unavailable or already on file with Community Law Center, please explain:

NONREFUNDABLE APPLICATION FEE FOR LEGAL SERVICES

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 current annual budget. **Click on the fee below to pay via PayPal or mail a check payable to "Community Law Center" with your application**:

TAX EXEMPTION APPLICATIONS ONLY

TAX EXEMPTION APPLICATIONS

For organizations seeking assistance with preparing applications for federal tax exemption (501(c)(3) status), the application fee is based on the size of the organization's projected budget each year over the next three years.

Does the organization anticipate that its annual gross receipts will exceed $50,000 in any of the next 3 years?

- If no, the application fee is **$275**.
- If yes, the application fee is **$400**. A draft of the full Form 1023 must be submitted.

The application fee includes drafting and/or review of bylaws and Articles of Incorporation, and one registration for the *How to Start a Nonprofit Organization in Maryland* workshop. Attendance at the workshop is mandatory before placement with an attorney. The workshop is offered monthly and must be completed within 6 months of submitting the Application for Legal Services.

ALL OTHER LEGAL ISSUES

PROJECTED GROSS REVENUE FOR CURRENT FISCAL YEAR OF EXISTING ORGANIZATIONS	APPLICATION FEE* FOR CASES OTHER THAN THOSE LISTED ABOVE
$0 – 2,499	$100
$2,500 – 9,999	$125
$10,000 – 19,999	$155
$20,000 – 39,999	$180
$40,000 – 59,999	$200
$60,000 – 79,999	$220
$80,000 – 99,999	$240
$100,000 – 149,999	$260
$150,000 – 199,999	$280
$200,000 – 249,999	$300
$250,000 – 299,999	$320
$300,000 – 499,999	$350 + hourly rates may apply
$500,000 +	$500 + hourly rates may apply

Legal fees: Most legal services are free of charge. All clients are 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, a staff attorney and 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 if 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 existing organization cannot afford the full application fee, a reduced fee may be considered in limited circumstances.*