# Applicant Profile: LEGAL SERVICES PROJECTS

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| **1.** | Organization Name:       |
| aka/dba:       |
| **2.** | Street Address:       | Mailing Address:      |
| **3.** | Telephone: (   )    -     | **4**. | Website:       |
| Fax: (   )    -     |
| **5.** | Branch Offices:       | **6**. | County(ies) Served:       |
| **7.** | Staff Director:       | **Signature:** | **X** |
| Title:       | Direct Telephone Number: (   )    -     Ext.       |
| Email Address:       |
| **8.** | Second Contact Person:       | Direct Telephone Number: (   )    -     Ext.       |
| Contact Person’s Title:       | Email Address:       |
| **9.** | Fiscal Contact Person:       | Direct Telephone Number: (   )    -     Ext.       |
| Fiscal Contact’s Title:       | Email Address:       |
| **10.** | Board Chair or Alternate Board Officer: Name:       | **Signature:** | **X** |
| Title:       | Direct Telephone Number: (   )    -     Ext.       |
| Business Address:      | Email Address:       |
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**11. [ ]  Check here if any of the above information has changed since your last application.**

# Eligibility Criteria for Legal Services Projects

**Applicant Name:**

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| **A.** | Applicant is: (*choose one*) |
| [ ]  | **1.** | A nonprofit corporation that provides civil legal services to the indigent without charge as its primary purpose and function. |
| [ ]  | **2.** | An identifiable unit of a law school accredited by The State Bar of California that provides civil legal services to the indigent without charge as its primary purpose and function, and has operated for at least two years at a cost of at least $20,000 per year. (*Enclose a letter from the law school dean describing the program’s two-year history.*) |

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| **B.** | Applicant is: (*choose one*) |
| [ ]  | **1.** | A recipient of Legal Services Corporation funds. (*Enclose LSC grant award letter.*) |
| [ ]  | **2.** | A recipient of Older Americans Act funds through an Area Agency on Aging.(*Enclose contract or determination letter indicating amount of award*.) |
| [ ]  | **3.** | A recipient of Legal Services Corporation funds through an LSC-approved contract with another agency funded directly by the LSC. (*Enclose contract or determination letter indicating amount of award.*) |
| [ ]  | **4.** | A recipient of Older Americans Act funds through an AAA-approved contract with another agency funded directly by an Area Agency on Aging. (*Enclose contract or determination letter indicating amount of award.*) |
| [ ]  | **5.** | A project that receives at least $20,000 annual cash funds from sources other than the Legal Services Trust Fund Program to support free legal representation to indigent persons and can show community support for the program and recruits substantial numbers of attorneys in private practice who serve without compensation in providing legal services without charge to indigent persons or to qualified legal service projects. |
| [ ]  | **6.** | A project that receives at least $20,000 annual cash funds from sources other than the Legal Services Trust Fund Program to support free legal representation to indigent persons and can show community support for the program and provides legal representation, training or technical assistance on matters concerning indigent special client groups. |

# Certifications for Legal Services Projects

**Applicant Name:**

**The applicant hereby certifies the following:**

1. It is a California corporation.
2. It is a nonprofit organization.
3. It operates exclusively in California. (A project may be considered as operating exclusively within California if it is a part of an organization that operates other projects in or outside of the State of California as long as funds granted are expended in California and the project or organization is a California nonprofit corporation.)
4. It provides legal services.
5. It provides services without charge. (Enclose a current chart/table that identifies all of the income level criteria used by your program for determining an individual’s eligibility for legal assistance.)
6. It provides civil legal services to the indigent without charge as its primary purpose and function.
7. It receives annually a financial statement that has been audited or reviewed by an independent certified public accountant. If gross expenditures exceed $500,000, the financial statement must be audited.

Under penalty of perjury, we, the undersigned, state that the information provided in response to the above statements is true and correct to the best of our knowledge.

Signature of Staff Director

Signature of Board Chair (or Alternate Board Officer and Title)

# Assurances for Legal Services Projects

**Applicant Name:**

**The applicant assures compliance with the following:**

1. The applicant will use funds allocated by the Trust Fund Program only for the purposes set forth in Business and Professions Code §§6210-6228, and the corresponding State Bar rules and any additional amendments thereto.
2. The applicant will expend all funds allocated from the Trust Fund Program exclusively for services in California.
3. The applicant will expend all funds allocated by the Trust Fund Program exclusively on civil matters.
4. The applicant will expend all funds allocated by the Trust Fund Program exclusively on services to the indigent.
5. The applicant will expend all funds allocated by the Trust Fund Program exclusively for services in the county for which the monies were allocated. Allocations made by the Trust Fund Program will be based on a pro rata county-by-county formula.
6. The applicant will make significant efforts to utilize 20 percent of the funds allocated under this article for increasing the availability of services to the elderly, the disabled, juveniles or other indigent persons who are members of disadvantaged and underserved groups within the project service area.
7. The applicant will use court-awarded attorneys’ fees from cases funded through the Trust Fund Program to provide legal services without charge to indigent persons.
8. The applicant will:
9. at all times honor the attorney-client privilege and will uphold the integrity of the adversary process;
10. not impose restrictions unrelated to statutes and rules of professional conduct on attorneys who provide representation to indigent clients with funds provided in whole or in part from the Trust Fund Program; and
11. not discriminate on the basis of race, color, national origin, religion, sex, disability or age.
12. The applicant will comply with quality control review procedures adopted by the State Bar.
13. The applicant will comply with fiscal management and control procedures adopted by the State Bar (Standards for Financial Management Systems and Audits).
14. The applicant will permit site visits or present additional information deemed reasonably necessary to determine compliance with the laws and rules governing the Legal Services Trust Fund Program.

Signature of Staff Director

Signature of Board Chair (or Alternate Board Officer and Title)

# Quality Control Review for

#  Legal Services Projects

**Applicant Name:**

**Please review the questions and requests for information listed below.**

**If the information provided in your 2013-14 application has not changed, check the box and initial the statement.**

[ ]  The responses provided in our 2013-2014 application are unchanged. **X**

 Initials

**Otherwise, indicate the changes that have been made or that you contemplate making.**

**1a.** Identify the case management system currently used by your program.

**1b.** How many years have you used the system?

**1c.** Do you plan to change or upgrade your case management system within the next year?

1. Describe the method by which all legal services staff is supervised. Provide information regarding supervisory personnel, case opening and closing oversight practices, frequency of case management meetings, etc. If there is only one staff attorney or the program only employs contract attorneys, explain how the attorney position(s) is supervised.

1. Describe the method by which volunteer attorneys, paralegals and law students are supervised. If your program does not actively supervise volunteers or review their work product, how do you ensure compliance with your program’s quality control standards?

1. How does your program monitor the adequacy/effectiveness of supervision for staff and volunteers?