

## **EQUAL ACCESS FUND REPORTING AND EVALUATION FORM**

### **LEGAL SERVICES PROJECTS AND SUPPORT CENTERS**

#### **Electronic Form Instructions**

**Read the following instructions carefully before you begin to fill out the reporting form.**

- 1. SAVE A COPY OF THE FORM:** You will want a “clean” copy in case you want to start over or need to make extra copies for multiple projects. If you are downloading the form from the website, select “Save As” from the “File” menu and save a copy of this form to your computer. Data entered directly on the web page containing the document will not be saved to the web site; your responses must be saved to your computer.
- 2. TO USE THE FORM:**
  - The form has been produced using the Microsoft Word program.
  - The document is protected so that you will only be able to place your cursor in the gray boxes. Use the tab key, arrow keys, or your mouse to move between boxes. The boxes will expand to allow unlimited information to be entered.
  - **Save often!**

**If you need assistance downloading or copying these forms, please contact us at 415-538-2252 or [trustfundprogram@calbar.ca.gov](mailto:trustfundprogram@calbar.ca.gov).**