

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 THIS FORM:** You will want a “clean” copy in case you need to start over or need to make extra copies for multiple projects. If you are downloading the form from the website, follow these steps: From the “File” menu, choose “Save As” 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.
 - Sections that require “fill-in-the-blank” answers have gray “boxes” and are “protected” – you won’t be able to put your cursor anywhere except the boxes where answers can be input. Use the tab or arrow keys or your mouse to move between boxes.
 - **Save often!**

If you need assistance downloading or copying these forms, please contact us at 415-538-2252 or trustfundprogram@calbar.ca.gov.