

PRO BONO CASE CLOSING REPORT

Volunteer Attorney Name

Client Name

Case Type

Case Disposition:

- Client withdrew/no contact made or did not return for help.
- Determined there was insufficient merit to proceed after review.
- Counsel and advice only.
- Limited representation.
- Negotiated a settlement (without litigation).
- Negotiated a settlement (with litigation): _____
- Administrative Hearing Decision: _____
- Uncontested Court Decision: _____
- Contested Court Decision: _____
- Appeal: _____
- Other outcome: _____
- Extensive Service: _____

Please provide details on the case disposition: _____

Number of billable hours on this case. _____

Date the case was closed. _____

Thank you in advance for taking the time to complete and return this report. Legal Aid of Western Ohio, Inc. will not close this case until we receive the completed report.

ATTORNEY NAME

DATE

Please return this form via mail, fax, or email to Legal Aid of Western Ohio, Inc.:

Melissa LaRocco, Pro Bono Director, mlarocco@lawolaw.org 1800 N. Blanchard Street, Ste. 109, Findlay, Ohio 45840;
Cindy Fry, OSBA Certified Paralegal, cfry@lawolaw.org 130 West Second Street, Suite 700 West, Dayton, Ohio 45402; or
Chanda Brown, Paralegal, cbrown@lawolaw.org 130 West Second Street, Suite 700 West, Dayton, Ohio 45402.

Case Closing Codes

Case Closing Goal = Select closing code based on the highest level of service provided, even if some lesser event, such as client withdrawal, ends the case. Cases almost always have at least some element of counsel and advice.

Counsel & Advice

- Reviewed facts and exercised legal judgment interpreting facts and applying relevant law to advise the client
- Analysis and explanation of why a claim is not viable counts as legal advice

Limited Action/Limited Representation

- Legal issues are not complex
- Letters, phone calls, e-mails to a 3rd party to try to resolve the problem
- Prepared simple legal documents
- Assistance with documents or other steps to allow a client to proceed pro se

Negotiated Settlement w/o Litigation

- No administrative agency or court filing
- File must contain documentation of the terms of the settlement – preferably a document signed by the parties. At minimum, a written explanation of the settlement terms that was given to the client
- Cannot close a pro se case in this category

Negotiated Settlement with Litigation

- Settlement was achieved while formal proceeding in administrative agency or court was pending
- Count as negotiated settlement even if the administrative agency or court issues an order to document the settlement
- Must be counsel of record in the administrative agency or court case (or must have been actively involved in the negotiations to obtain the settlement if settlement was worked out before appearance was entered)

Administrative Hearing Decision

- A case dispositive decision was issued by an administrative agency after a hearing or other formal process
- Do not include voluntary dismissals and orders granting motion to withdraw as counsel
- Use Counsel & Advice or Negotiated Settlement w/o Litigation if the case was resolved by informal contact with the administrative agency, without formal process.

Court Decision

- A case dispositive decision was made by the court after formal proceeding
 - Uncontested Court Decisions – no adverse party or the adverse party does not contest
 - Contested Court Decisions – adverse party actively contests the case

Appeals

- Appeals are now counted as a separate case from the trial court proceedings. Will need a new File & Eligibility
- Does not apply to administrative agency internal appeals
- Does not apply to trial court sitting as appellate court to review administrative decisions or magistrate's court decisions
- Appeals resulting in remand to the lower court or to administrative agency, a new separate case should be opened

Other

- Use if and only if absolutely no other available code, including Extensive Service, applies
- Should be used very sparingly, and only as a last resort

Extensive Service

- Not resulting in Settlement or Court or Administrative Action
- Higher level of factual complexity
- Sophisticated legal analysis
- Preparation of complex legal documents
- Provided extensive research
- Extensive interaction with third parties
- Extensive ongoing assistance to pro se client

Extensive negotiations that do not result in settlement