



# pro·bono

*Together, we do the community justice.*

# PRO BONO VOLUNTEER MANUAL

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# Pro Bono Work at Legal Aid of Western Ohio, Inc. (LAWO) Policies & Procedures Manual

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## **LAWO Background and Information**

### *Mission*

Legal Aid of Western Ohio, Inc. (LAWO) provides free, comprehensive legal assistance in civil matters to help eligible low-income individuals and families in western Ohio achieve self-reliance, and equal justice and economic opportunity. LAWO provides a full range of holistic, client-centered services to low-income persons in 32 western Ohio counties in several areas of law, including domestic violence, domestic relations, housing, government benefits, consumer law and bankruptcy, health care, and services to seniors and agricultural workers.

### *Major Programs*

LAWO attorneys and paralegals provide a full range of services to low-income clients, including intake and assessment, investigation, negotiation, administrative and court based litigation, assistance with appeals, and community legal education and outreach. LAWO is affiliated with a partner law firm, Advocates for Basic Legal Equality, Inc. (ABLE). ABLE provides administrative support (finance, human resources, resource development, communications, and technology) services to LAWO while LAWO provides intake, assessment, and referral services to ABLE. LAWO and ABLE provide legal assistance in the same 32 county service area.

In 2019, LAWO and its partner law firm ABLE received 16,736 requests for help from their joint 32-county service area. Of these requests, LAWO and ABLE advocates assisted well over 20,000 people including clients and household members. They obtained more than \$13.6 million in monetary awards for clients, including child support, spousal support, unemployment compensation, supplemental security income, debt write-off, disability assistance, food stamps, and damages. LAWO advocates have a broad range of expertise in the areas of poverty law. Many are experts in the field and often conduct training for other legal aid attorneys at regional and national conferences and training events.

### *Number and Capacity of Staff*

LAWO has a staff of 57 including attorneys, paralegals, and support staff. Staff members are located in offices throughout the service area, including Toledo, Defiance, Sandusky, Findlay, Lima, Springfield, and Dayton.

## **Pro Bono Program**

The Pro Bono Program was created by Legal Aid of Western Ohio, Inc. (LAWO) in 2006 to improve our ability to meet the ever growing and diverse needs of our client communities by involving private attorneys, law students, and paralegals in providing access to justice for

our clients. LAWO's Pro Bono Program, formally known as Private Attorney Involvement, has a director and two part-time paralegals working under the direct supervision of LAWO's Advocacy Director. It covers 25 of the 32 counties in LAWO's service area. LAWO also provides funding for the Volunteer Lawyer's Project (VLP) in Dayton, which covers six counties, and the Toledo Bar Association (TBA) Pro Bono Legal Services Program, which covers Lucas County.

## **Types of Pro Bono Involvement**

### **Case Placement**

The LAWO Pro Bono Program tries to match volunteers with cases in the substantive and geographic areas requested. When an eligible client comes to the pro bono program meeting your criteria, we reach out to you for availability and conflict screening by e-mail, phone, or facsimile.

Upon your approval, we send you and the client a referral packet. The client is instructed to contact you within one week. You determine the level of service you will provide after speaking with the client.

Malpractice coverage is extended only to the case referred. Please contact LAWO pro bono staff if you want to provide additional legal assistance to a client, as further screening is required.

### **Full Representation**

Please have the client sign a representation agreement. A sample is included with the initial referral; however, you may use your own form.

LAWO pro bono staff will check in with you about every 60 days to see how the case is progressing and if you need any additional support.

Complete and return the case closing report to LAWO once the client's case is resolved.

### **Limited Representation**

You may decide to provide advice or limited assistance once you meet with the client.

Please have the client sign a representation agreement. A sample is included with the initial referral; however, you may use your own form.

Complete and return the case closing report to LAWO once you have completed the limited assistance.

## Forms & Sample Letters

- *At Time of Referral*
  - Attorney Referral Letter ..... 12
  - Pro Bono Representation Agreement ..... 13-16
    - Full Representation – One Client ..... 13
    - Limited Representation – One Client ..... 14
    - Full Representation – Two Clients ..... 15
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  - Client Application and Notes ..... 17
  - Client Referral Letter with Instruction Sheet ..... 18-19
  
- *Ongoing Case Status*
  - Case Status Letter ..... 20
  - Open Case Status Report ..... 21
  
- ✓ *At Case Closing*
  - ✓ Attorney Case Closed Letter ..... 22
  - ✓ Pro Bono Case Closing Report ..... 23-24
  - ✓ Foreclosure Case Information (as applicable) ..... 25
  - ✓ Pro Bono Project Evaluation Form ..... 26
  - ✓ Attorney Estimated Hours Closing Letter (ONLY if no reply to the Attorney Case Closed Letter) ..... 27
  - ✓ Thank you

## Clinic

### Batch

Cases are prescreened based on guidelines outlined for the particular batch clinic. LAWO staff prepares all the documents before the clinic. Clients meet with the pro bono attorney at the clinic to review and sign applicable pleadings and forms. LAWO pro bono staff will assist with filing the action. The Court typically schedules all cases assigned to the pro bono attorney for consecutive hearings. The pro bono attorney attends the hearing with the client to finalize the case.

### Self Help

Cases are prescreened based on guidelines outlined for the particular self-help clinic. Volunteer attorneys instruct and assist local residents in completing pro se forms.

## Counsel & Advice

Cases are prescreened based on guidelines outlined for the particular counsel and advice clinic. Volunteer attorneys provide advice typically regarding housing, consumer debt collection, landlord-tenant, and/or family matters. Attorneys have the opportunity to provide advice from remote locations.

Volunteer Notes From may be used to help document activity ..... 29

## Limited Action

Cases are prescreened based on guidelines outlined for the particular clinic. Volunteer attorneys instruct and assist local residents in completing specific forms, i.e. Advanced Directives.

## Mentor

New attorneys are often willing to volunteer but are hesitant due to a lack of experience in a substantive area. Mentoring is a great way to provide assistance to a newer attorney and the low-income applicant.

## Co-Counseling

Assistance from the private bar is occasionally needed to co-counsel with LAW0 on cases involving specialized areas of law not common to income clients. Examples might include business or tax law.

## Legal Research & Writing

Providing legal research and writing on case related issues. This can be a time-limited way to volunteer.

## Materials Development

Assist LAW0 to prepare educational materials directed toward the low-income population. Common topics may include debt collection, garnishment, and student loans.

## Common Issues with Pro Bono Litigation

### Attorney Signature Block

Attorneys handling cases through LAWO's pro bono program should reference Legal Aid of Western Ohio. Using LAWO's address gives the client future business contact information in the event there are questions or concerns.

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Attorney Name, #####  
Legal Aid of Western Ohio, Inc. Pro Bono  
Attorney Address  
Attorney Phone

### Court Costs

Court costs and filing fees are often overwhelming obstacles for the impoverished. LAWO is unable to pay the costs for applicants. Applicants are screened for income and eligible expenses and are only referred to pro bono when their household is at or below 200% of the Federal Poverty Level (FPL) with an eligible factor such as countable medical or childcare expenses.

#### Poverty Affidavit

Generally, the courts in LAWO's service area accept a poverty affidavit for applicants at or below 187.5% of the FPL. Explaining to the applicant that the Court may still require them or the opposing party to pay some or all the costs at case conclusion is very important. Depending on the Court, they may also be able to make payments rather than paying a lump sum.

Sample Application for Leave to File without Prepayment of Costs... 30

Sample Order for Leave to File without Prepayment of Costs ..... 32

Self-guided interview: <https://www.ohiolegalhelp.org/letters-forms/poverty-affidavit>

### Extraordinary Expenses

With prior approval by the Pro Bono Director, an attorney may be reimbursed for extraordinary litigation and out-of-pocket expenses. An attorney may be required to provide written documentation for actual reimbursement.

### Attorney's Fees

Pro bono attorneys can recover attorney's fees when appropriate. If you believe you have a case in which attorney's fees may apply, please contact the Pro Bono Director to discuss if your case and whether attorney's fees are appropriate while in your capacity as a volunteer attorney.

## Malpractice Insurance

Malpractice insurance coverage is provided at no cost to the pro bono attorney for work associated with the referred case or work at a LAWO sponsored clinic.

## Resources

Volunteers are notified of any LAWO sponsored free continuing legal education opportunities.

Staff with LAWO's pro bono department will follow up with you during the duration of the case.

Contact LAWO's pro bono department for:

- ✓ Sample pleadings and forms to be used as models.
- ✓ Subject matter support by an in-house attorney.

## Volunteer Hours & CLE Credit

### Tracking your Hours

It is important to track all the time spent volunteering for LAWO. This is important not only for CLE pro bono credit, but to help LAWO show the demand for assistance when talking with funders.

Countable activities include client contact, pleading and correspondence preparation, research, discovery/investigation, negotiation, trial preparation, court/administrative appearance, travel, and consultation re: client/case.

Sample:

.1 = 6 min .6 = 36 min	.2 = 12 min .7 = 42 min	.3 = 18 min .8 = 48 min	.4 = 24 min .9 = 54 min	.5 = 30 min 1.0 = 60 min
Date	1/7/2021			
Client	Time	Tenths	Explanation	
Jane Doe	1:45	.3	pc w/ client	
James Smith	3:45	1.2	Travel & final hearing	

## CLE Credit

As of January 1, 2014, one hour of continuing legal education credit may be awarded for every six hours of pro bono legal service performed, with a maximum of six credit hours for service performed during a biennial compliance period.

### *Calculation of CLE Credit*

An attorney must provide a minimum of six hours of pro bono legal services to be eligible to receive one hour of CLE credit. After the minimum one-hour threshold has been met, additional pro bono hours will be rounded to the nearest quarter hour.

For example:       6 pro bono hours = 1 CLE hour  
                          20 pro bono hours = 3.5 CLE hours  
                          36 pro bono hours = 6 CLE hours

Legal Aid of Western Ohio, Inc. (LAWO) is a “pro bono sponsor” as defined in Gov. Bar R. X and the CLE Regulations and to the extent possible, we are maintaining records of your pro bono work for our organization.

The CLE commission requires that Form 23 be submitted for each attorney providing pro bono hours no later than January 31<sup>st</sup>. Therefore, we will be sending you Form 23 in December for your review and signature. **Upon your review and verification, you must return the signed form to LAWO for submission to the CLE Commission.**

## Forms

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Form 23 <a href="https://www.supremecourt.ohio.gov/AttySvcs/CLE/forms/">https://www.supremecourt.ohio.gov/AttySvcs/CLE/forms/</a> .....	34

## Corporate Attorney Volunteers

As of April 1, 2015, attorneys with Ohio corporate counsel status may now also provide pro bono legal services for LAWO clients.

## Retired Attorney Volunteers

- An attorney who has remained in active status at retirement will be covered by malpractice insurance and earn CLE credit for volunteer work with LAWO.
- An attorney who moved to inactive status at retirement may change to active status and be covered by malpractice insurance and earn CLE credit for volunteer work with LAWO.
- An attorney who registered for retired status prior to September 1, 2007 may change to active status and be covered by malpractice insurance and earn CLE credit for volunteer work with LAWO.
- An attorney who registered for retired status after September 1, 2007 may still volunteer with LAWO by helping with legal research and writing and/or materials development.
- An attorney in emeritus status will be covered by malpractice insurance and earn CLE credit for volunteer work with LAWO.

## Emeritus Status

Effective September 15, 2016, Ohio attorneys in good standing may move from non-active to emeritus status with a reduced biennial registration of \$75 in order to provide pro bono services. Requirements:

- 15 year minimum practice history.
- Association with a legal aid, law school clinic, public defender's office, or approved legal services organization.
- Supervision from an active-status attorney to appear before a court, administrative board, or agency. Basically, with the client's permission and written approval by a supervising active-status attorney. Routine legal services do not require supervision.
- Compensation is restricted to reimbursement for expenses from a pro bono organization.
- Meet continuing legal education (CLE) requirements.
- <http://www.supremecourt.ohio.gov/AttySvcs/AttyReg/emeritusProBono/default.asp>

## Law Student & Paralegal Volunteers

Law students and paralegals may receive school credit when appropriate for their volunteer work with LAWO.

## Attorney Case Referral Letter

April 29, 2021

Attorney Name  
Address  
City, State, Zip

**RE: Referral**

Dear Attorney Name:

Thank you for agreeing to accept Client as a client through the Legal Aid of Western Ohio, Inc. (LAWO) Pro Bono Program. Please contact me if Client does not contact you within one (1) week to schedule an appointment. Enclosed please find the following documents:

- Application;
- A copy of the letter sent to Client;
- Pro Bono Representation Agreements. Please make sure a Representation Agreement is signed and **retained in your case file**; and
- Case Closing Report.

Remember that LAWO is available to provide support to assist you in representing pro bono clients, including sample pleadings/forms and subject area consultations with in-house attorneys. LAWO also provides malpractice coverage for any case accepted through the Pro Bono Program. The coverage only applies to this specific case. Please contact us if you wish to assist Client with any additional legal matter(s) pro bono. We will then collect additional information and draft a new agreement so that you may be covered by LAWO's malpractice insurance for the additional matter(s).

Please contact me at 937-228-8088 or [@lawolaw.org](mailto:@lawolaw.org) with any questions about our Program or if there is anything I can do to help you with this case. You may also contact Melissa S. LaRocco, Director of LAWO's Pro Bono Program, at 419-930-247945, 877-894-4599, or via email at [mlarocco@lawolaw.org](mailto:mlarocco@lawolaw.org).

Thank you for your assistance in providing professional services to someone who would not otherwise have access to legal representation.

Sincerely,

Paralegal  
Enclosures

**Pro Bono Representation Agreement** (Full Representation – 1 Client)

I, \_\_\_\_\_, authorize \_\_\_\_\_, **Attorney at Law**, to begin, defend, continue, or appeal any lawsuits, administrative proceedings, and negotiations as are necessary to protect my legal rights concerning the following: \_\_\_\_\_

TERMINATION OF THIS AGREEMENT: I may terminate this Agreement at any time by writing to or telling my attorney *in person* that I no longer want him or her to represent me.

My attorney or Legal Aid of Western Ohio, Inc. (LAWO) may terminate this agreement if I do not cooperate with my attorney in preparing my case. It is up to me to let my attorney know how to contact me. I understand that if I move or change my telephone number, I must give my attorney the new information right away. A failure to do so could be considered a failure to cooperate with my attorney and could be grounds for termination of this Agreement.

Neither my volunteer attorney nor LAWO will charge me attorney fees for working on my case. **I confirm that the financial information I provided on my application is correct and I understand that I must inform my attorney and LAWO of any significant changes in my financial circumstances.** If I become ineligible for services because of a change in financial circumstances, LAWO or my attorney may terminate this agreement, but only if reasonable steps have been taken to avoid foreseeable prejudice to my rights.

CHARGES FOR CASE-RELATED COSTS: If my attorney represents me in court, I am responsible to pay any filing fees or other court related expenses. Neither my attorney nor LAWO is under any obligation to pay for any of my expenses in this case.

DESTRUCTION OF RECORDS: LAWO will retain my case file for fifteen (15) years from the date my case is closed. After that time, my file and all its contents will be destroyed. If my attorney or LAWO has anything in my file I would like returned, I will ask for them at the time my attorney finishes representing me.

LAWO'S GRIEVANCE PROCEDURE: If I disagree with my attorney about his or her decision regarding my case, I understand that I may grieve that decision in accordance with LAWO internal grievance procedure. I received a copy of that grievance procedure and I understand that I can also get another copy at my local LAWO office.

I am a citizen of the United States.

\_\_\_\_\_, Client

\_\_\_\_\_, Date

I hereby agree to represent the above-named client(s) under the terms and conditions in this Agreement.

\_\_\_\_\_, Pro Bono Attorney

\_\_\_\_\_, Date

**Pro Bono LIMITED Representation Agreement**

(Limited – 1 client)

I, \_\_\_\_\_, authorize \_\_\_\_\_, **Attorney at Law**, to represent me on a **limited** basis regarding the following matter: \_\_\_\_\_

I understand that said attorney has agreed to review the facts of my case and give me advice on how to continue, and will *not* be representing me in any court proceedings *unless* I AND the attorney sign a new Representation Agreement. I understand the attorney may close my case after the initial advice is given and have no further obligation to represent me.

TERMINATION OF THIS AGREEMENT: I may terminate the agreement at any time by writing to or telling my attorney *in person* that I no longer want him or her to represent me.

My attorney or Legal Aid of Western Ohio, Inc. (LAWO) may terminate this agreement if I do not cooperate with my attorney in preparing my case. It is up to me to let my attorney know how to contact me. I understand that if I move or change my telephone number, I must give my attorney the new information right away. A failure to do so could be considered a failure to cooperate with my attorney and could be grounds for termination of this agreement.

Neither my volunteer attorney nor LAWO will charge me attorney fees for working on my case. **I confirm that the financial information I provided on my application is correct and I understand that I must inform my attorney and LAWO of any significant changes in my financial circumstances.** If I become ineligible for services because of a change in financial circumstances, LAWO or my attorney may terminate this agreement, but only if reasonable steps have been taken to avoid foreseeable prejudice to my rights.

CHARGES FOR MATTER-RELATED COSTS: If my attorney incurs costs for copies of records or other official documents, I may be responsible to reimburse those costs. Neither my attorney nor LAWO is under any obligation to pay for any of my expenses.

DESTRUCTION OF RECORDS: LAWO will retain my case file for fifteen (15) years from the date my case is closed. After that time, my file and all its contents will be destroyed. If my attorney or LAWO has anything in my file I would like returned, I will ask for them at the time my attorney finishes representing me.

LAWO'S GRIEVANCE PROCEDURE: If I disagree with my attorney about his or her decision regarding my case, I understand that I may grieve that decision in accordance with LAWO's internal grievance procedure. I received a copy of that grievance procedure and I understand that I can also get another copy at my local LAWO office.

I am a citizen of the United States.

\_\_\_\_\_, Client

\_\_\_\_\_, Date

I hereby agree to represent the above-named client(s) under the terms and conditions in this Agreement.

\_\_\_\_\_, Pro Bono Attorney

\_\_\_\_\_, Date

**Pro Bono Representation Agreement**

(Full Representation – 2 Clients)

We, \_\_\_\_\_ and \_\_\_\_\_, authorize \_\_\_\_\_, **Attorney at Law**, to begin, defend, continue, or appeal any lawsuits, administrative proceedings, and negotiations as are necessary to protect my legal rights concerning the following: \_\_\_\_\_.

TERMINATION OF THIS AGREEMENT: We may terminate this Agreement at any time by writing to or telling our attorney *in person* that we no longer want him/her to represent us.

Our attorney or Legal Aid of Western Ohio, Inc. (LAWO) may terminate this Agreement if we do not cooperate with our attorney in preparing our case. It is up to us to let our attorney know how to contact us. We understand that if we move or change our telephone number, we must give our attorney the new information right away. A failure to do so could be considered a failure to cooperate with our attorney and could be grounds for termination of this Agreement.

Neither our volunteer attorney nor LAWO will charge us attorney fees for working on our case. **We confirm that the financial information we provided on our application is correct and we understand that we must inform our attorney and LAWO of any significant changes in our financial circumstances.** If we become ineligible for services because of a change in financial circumstances, LAWO or our attorney may terminate this Agreement, but only if reasonable steps have been taken to avoid foreseeable prejudice to our rights.

CHARGES FOR CASE-RELATED COSTS: If our attorney represents us in court, we are responsible to pay any filing fees or other court related expenses. Neither our attorney nor LAWO is under any obligation to pay for any of our expenses in this case.

DESTRUCTION OF RECORDS: LAWO will retain our case file for fifteen (15) years from the date our case is closed. After that time, our file and all its contents will be destroyed. If our attorney or LAWO has anything in our file we would like returned, we will ask for them at the time our attorney finishes representing us.

LAWO’S GRIEVANCE PROCEDURE: If we disagree with our attorney about his/her decision regarding our case, we understand that we may grieve that decision in accordance with LAWO’s internal grievance procedure. We received a copy of that grievance procedure and we understand that we can also get another copy at our local LAWO office.

We are citizens of the United States.

\_\_\_\_\_, Client

\_\_\_\_\_, Date

\_\_\_\_\_, Client

\_\_\_\_\_, Date

I hereby agree to represent the above-named client(s) under the terms and conditions in this Agreement.

\_\_\_\_\_, Pro Bono Attorney

\_\_\_\_\_, Date

**Pro Bono LIMITED Representation Agreement**

(Limited – 2 clients)

We, \_\_\_\_\_ and \_\_\_\_\_, authorize \_\_\_\_\_, **Attorney at Law**, to represent us on a **limited** basis regarding the following matter: \_\_\_\_\_

We understand that said attorney has agreed to review the facts of our case and give us advice on how to continue, and will *not* be representing me in any court proceedings *unless*: 1) We sign a new Representation Agreement; and 2) Attorney Name signs a new Representation Agreement. We understand that he/she may close our case after the initial advice is given and have no further obligation to represent either of us.

TERMINATION OF THIS AGREEMENT: We may terminate the Agreement at any time by writing to or telling our attorney *in person* that we no longer want him or her to represent us.

Our attorney or Legal Aid of Western Ohio, Inc. (LAWO) may terminate this Agreement if we do not cooperate with our attorney in preparing our case. It is up to us to let our attorney know how to contact us. We understand that if we move or change our telephone number, we must give our attorney the new information right away. A failure to do so could be considered a failure to cooperate with our attorney and could be grounds for termination of this Agreement.

Neither our volunteer attorney nor LAWO will charge us attorney fees for working on our case. **We confirm that the financial information we provided on our application is correct and we understand that we must inform our attorney and LAWO of any significant changes in our financial circumstances.** If we become ineligible for services because of a change in financial circumstances, LAWO or our attorney may terminate this Agreement, only if reasonable steps have been taken to avoid foreseeable prejudice to our rights.

CHARGES FOR MATTER-RELATED COSTS: If our attorney incurs costs for copies of records or other official documents, we may be responsible to reimburse those costs. Neither our attorney nor LAWO is under any obligation to pay for any of our expenses.

DESTRUCTION OF RECORDS: LAWO will retain the case file for fifteen (15) years from the date our case is closed. After that time, our file and all its contents will be destroyed. If our attorney or LAWO has anything in our file we would like returned, we will ask for them at the time our attorney finishes representing us.

LAWO'S GRIEVANCE PROCEDURE: If we disagree with our attorney about his/her decision regarding our case, we understand that we may grieve that decision in accordance with LAWO's internal grievance procedure. We received a copy of that grievance procedure and we can also get another copy at our local LAWO office.

We are citizens of the United States.

\_\_\_\_\_, Client

\_\_\_\_\_, Date

\_\_\_\_\_, Client

\_\_\_\_\_, Date

I hereby agree to represent the above-named client(s) under the terms and conditions in this Agreement.

\_\_\_\_\_, Pro Bono Attorney

\_\_\_\_\_, Date

**Case Information**

Problem Code: **63-Private Landlord/Tenant**  
 Special P. Code:  
 Status: **PAI**  
 Date Opened: **7/28/2014**  
 Office: **LAWO PAI**  
 Primary Attorney: **Brown, Chanda R.**  
 Cocounsel:  
 Cocounsel:  
 Funding: **PBI (PAI) - LSC**  
 Unduplicated: **Yes**  
 Intake Type: **Outreach**  
 Referred by:  
 Intake Screener: **Brown, Chanda R.**

**Client Information**

Address: **1 Eviction Way  
City OH 43311**  
 County: **Logan**  
 Phone: **(419)555-1234**  
 Alt. Phone:  
 Birth Date: **1/1/1970**  
 SSN: **111-11-1234**  
 Language: **English**  
 Corresp.  
 Gender: **Female**  
 Ethnicity: **White**  
 Marital Status: **Single**  
 Impairment: **No**  
 Residence: **House-Renter**  
 Email:

**Eligibility**

Children: **2**  
 Adults: **1**  
 Persons Helped: **3**  
 % of Poverty: **33.35%**  
 Recalc % of Poverty: **27.38%**  
 Citizenship: **Citizen**  
 Migrant: **No**  
 Client Age: **45**  
 Domestic Abuse: **No**  
 Sexual Assault: **No**  
 Stalking: **No**  
 Eligibility Notes:

**Closing Information**

Date Closed  
 Destroy Date  
 Retain Indefinitely  
 Closing Code:  
 Reason Rejected:  
 Referred To:  
 Client Objective:

**Additional Parties**

Opposing Party: **Landlord**  
 Grandchild: **Homeless, Toddler**  
 Grandchild: **Homeless, Infant**

**Extra Information**

Do minor children have medical coverage?  
 Medical Coverage Provider:

**Conflicts**

No conflicts exist

Income Type	Monthly
Employment	\$433.33
Child Support	\$100
SSI	\$300
	\$
	\$
Total:	\$733.33

Asset Type	Value
Personal Property	\$0.00
Real Property	\$0.00
Bank Accts/Cash	\$5.00
Stocks & Bonds	\$0.00
Automobile	\$0.00
Total:	\$5.00

I reviewed the information above and it is correct.

I am a citizen of the United States.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

I agree that information about my case may be shared with the following organizations: Advocates for Basic Legal Equality, Inc. (ABLE); Legal Aid of Western Ohio, Inc. (LAWO), Toledo Bar Association Pro Bono Program; or the Volunteer Lawyers Project of Greater Dayton; to find out whether those organizations can provide additional help for my case.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## Client Referral Letter

April 29, 2021

Client Name  
Address  
City, State, Zip

**RE: Referral**

Dear Client:

You asked for help with the above case type. Attorney has volunteered to assist you with this case for free. The attorney will meet with you and decide if they will be able to represent you. You may have to pay for court fees and copies of official documents. Please ask Attorney for full details about fees.

To be eligible for free legal services you must immediately contact Attorney to set up an appointment. The contact information is:

Attorney  
Attorney at Law  
Address  
Fremont, Ohio 43420  
Phone

**Attorney may close your case if you do not make contact within a week.** Attorney will be responsible for the legal matters in your case after you both sign a representation agreement.

**Attorney is helping you with this case only.** Please call Legal Aid Line toll free at 1-888-534-1432, Monday through Friday, between 9:00 AM to 2:00 PM if you need other legal help. You may also apply online at [www.legalaidline.org](http://www.legalaidline.org) anytime.

Sincerely,

Chanda R. Brown  
Paralegal  
Pro Bono Program

Enclosure: Client Referral Instruction Sheet  
Client Grievance Procedure

## CLIENT REFERRAL INSTRUCTION SHEET

- ✓ Keep your appointment. Be on time. The attorney may not take your case if you do not keep your appointment.
- ✓ Take all papers and important information about your case to your appointment.
- ✓ There is no charge for legal services as long as you are financially eligible. You may not be eligible if your case qualifies as a contingency fee case or an attorney would normally take this case for fees from a settlement. If your income changes, contact Paralegal Name to make sure you are still eligible.
- ✓ The attorney was asked to work on the case referred. They are not expected to talk to you about any other case.
- ✓ If you don't understand what the attorney is saying, ask them to say it another way.

## Attorney Case Status Letter

April 29, 2021

Attorney Name  
Address  
City, State, Zip

**RE:   *Referral***

Dear Attorney Name:

This is a request for a case status report for your pro bono client, Client Name. Please take time to complete the enclosed Pro Bono Case Status Report and return it to me in the enclosed self-addressed stamped envelope.

If the case is no longer open, please indicate that and on the Report and I will forward case closing documents.

Please contact me if you have any questions. Thank you.

Sincerely,

Paralegal  
Pro Bono Program

Enclosures



## Attorney Case Closing Letter

April 29, 2021

Attorney Name  
Address  
City, State, Zip

**RE:   *Referral***

Dear Attorney Name:

Thank you for your generous donation of time and legal talent in representing Client Name. Our current and potential funders require that we report statistics on the status of pro bono cases as well as the time volunteer attorneys devote to their cases.

Therefore, please complete the enclosed Case Closing Report and return it to me once the case is resolved. Legal Aid of Western Ohio can then credit you with your donated hours. We will also send you Form 23 for reporting your CLE pro bono hours later this year.

Legal Aid of Western Ohio values your time, and we appreciate suggestions on how we can assist in making your pro bono experience better. We would also be happy to hear about any satisfying results that you would like to share. I have enclosed an optional comment and evaluation form that you may complete at your convenience.

Please feel free to contact Melissa LaRocco, Director of the LAWO Pro Bono Program, with any questions or concerns at 419-930-2479, 877-894-4599, or via email at [mlarocco@lawolaw.org](mailto:mlarocco@lawolaw.org).

Legal Aid of Western Ohio appreciates your service, and we hope that you will partner with us again to provide legal services to those less fortunate.

Sincerely,

Paralegal  
Pro Bono Program

Enclosures

## 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: \_\_\_\_\_

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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](mailto:mlarocco@lawolaw.org) 1800 N. Blanchard Street, Ste. 109, Findlay, Ohio 45840;  
Cindy Fry, OSBA Certified Paralegal, [cfry@lawolaw.org](mailto:cfry@lawolaw.org) 130 West Second Street, Suite 700 West, Dayton, Ohio 45402; or  
Chanda Brown, Paralegal, [cbrown@lawolaw.org](mailto: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 3<sup>rd</sup> 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

**ADDITIONAL FORECLOSURE CASE CLOSING INFORMATION**

Volunteer Attorney Name

Client Name

Case Type

\_\_\_\_\_

Check all that apply:

- Default judgment averted.
- Extended client's stay in the home.
- Foreclosure prevented; client in home.
- Foreclosure prevented through other means; e.g. short sale.
- Home Equity retained.
- Lowered interest rate/obtained fixed rate.
- What is the calculated savings from the new interest rate? \$ \_\_\_\_\_
- Reduced arrearages, fees, and/or penalties.
- What is the amount of savings from the reduced arrearages, fees, or penalties?  
\$ \_\_\_\_\_
- Other outcome: \_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

## PRO BONO PROJECT EVALUATION



Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Optional)

1. Do you have any suggestions of ways to improve our referral process?

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2. Is there any additional information you would have liked to receive before you were contacted by the client?

---

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3. Are there changes you would suggest to make our services to volunteer attorneys better?

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4. Did the client have other issues they wanted assistance with? \_\_\_\_\_  
If yes, did you assist them or refer them back to the ABLE/LAWO Legal Aid Line?

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5. Please add any experience that you would like to share.

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Melissa S. LaRocco  
Pro Bono Director  
1800 N. Blanchard Street  
Suite 109  
Findlay, Ohio 45840  
[mlarocco@lawolaw.org](mailto:mlarocco@lawolaw.org)  
Phone: 419-930-2479  
Toll-free: 877-894-4599  
Fax: 419- 334-9148

Cindy Fry  
OSBA Certified Paralegal  
130 West Second Street  
Suite 700 West  
Dayton, Ohio 45402  
[cfry@lawolaw.org](mailto:cfry@lawolaw.org)  
Phone: 937-535-4418  
Toll-free: 877-894-4599  
Fax: 937-449-8131

Chanda R. Brown  
Paralegal  
130 West Second Street  
Suite 700 West  
Dayton, Ohio 45402  
[cbrown@lawolaw.org](mailto:cbrown@lawolaw.org)  
Phone: 937-535-4422  
Toll-free: 877-894-4599  
Fax: 937-449-8131

## Attorney Closing Estimated Hours Letter

April 29, 2021

Attorney Name  
Address  
City, State, Zip

**RE: Referral**

Dear Attorney Name:

Thank you for your recent pro bono representation of Client Name. Our current and potential funders love and require numbers! We previously asked you to complete a Case Closure Report. Unfortunately, we have not yet received a completed form. Another copy is enclosed for your convenience or you can simply send me an e-mail with your hours on this matter.

If we have not received a completed Case Closure Report within the next week, we will credit you for ## (#) hours of pro bono work based on the usual and customary hours spent on this type of case.

Legal Aid of Western Ohio very much appreciates your service to clients who would otherwise have been denied legal assistance.

Please contact me if you have any questions. Thank you.

Sincerely,

Paralegal  
Pro Bono Program

Enclosure

**Limited Legal Assistance Agreement  
Legal Aid of Western Ohio, Inc. (LAWO)**



1. (Print your name) \_\_\_\_\_ and \_\_\_\_\_

LAWO agree that LAWO will provide the following services for free:

\_\_\_\_\_ Legal advice about the following legal issue(s):  
\_\_\_\_\_

\_\_\_\_\_ Review of the following document(s):  
\_\_\_\_\_

\_\_\_\_\_ Help to prepare or fill out the following document(s):  
\_\_\_\_\_

\_\_\_\_\_ Other limited help, specifically:  
\_\_\_\_\_

I understand this agreement is for these legal services only. It does not cover any other legal services or any other legal problem. If I need help with a different legal problem, or need more help with this legal problem, I must apply again through Legal Aid Line at 888-534-1432 or [www.legalaidline.org](http://www.legalaidline.org).

2. Signing this limited legal assistance agreement means I understand:
- Information or help provided to me today is based upon facts and information I told LAWO staff or the volunteers at this legal clinic.
  - Participation in today's legal clinic in no way guarantees that a court will accept or enforce any documents reviewed or prepared by me;
  - I may be required to pay court costs or filing fees for my case. I may be able to have court costs or filing fees waived if I have low income.
  - The legal help provided by LAWO staff or the volunteers at this clinic end when the items listed in Section "1" are completed. LAWO will not provide any additional services to me other than those listed in Section "1." LAWO will not be representing me in court. If I need more help with this legal problem or help with a different legal problem, I must apply again through Legal Aid Line at: 888-534-1432 or [www.legalaidline.org](http://www.legalaidline.org).

3. I understand the limitations of the help provided to me. I have read and understand this agreement. I have been given a copy of this agreement.

*Client signs here:* \_\_\_\_\_ Date: \_\_\_\_\_

*LAWO signs here:* \_\_\_\_\_ Date: \_\_\_\_\_

*Volunteer Attorney* \_\_\_\_\_ Clinic: \_\_\_\_\_



# Volunteer Notes

Client Name \_\_\_\_\_

LAWO Case No. \_\_\_\_\_

NOTES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I identified the client's problem and gave general information about the legal system.

Yes  No

I provided legal counsel and advice to this client.  
The area(s) of law in which advice and counsel were given: \_\_\_\_\_

Yes  No

I referred the client to Legal Aid Line (LAL) for intake and possible legal assistance with the following legal problem(s): \_\_\_\_\_

I am willing to accept this case to assist this client through LAWO's Pro Bono Program.

Yes  No

Attorney Signature \_\_\_\_\_

Date: \_\_\_\_\_

Supreme Court Registration Number \_\_\_\_\_

**IN THE COURT OF COMMON PLEAS**

\_\_\_\_\_

\_\_\_\_\_

_____	:	
Plaintiff	:	Case No. _____
_____	:	
Street Address	:	
_____	:	Judge _____
City, State and Zip Code	:	
	:	
vs.	:	Magistrate _____
	:	
_____	:	
Defendant	:	
_____	:	
Street Address	:	
_____	:	
City, State and Zip Code	:	

**APPLICATION FOR LEAVE TO FILE WITHOUT PREPAYMENT OF COSTS**

Now comes the pro se Plaintiff, \_\_\_\_\_, and requests this Court to consider this affidavit of inability to give security or a cash deposit to secure costs and allow Plaintiff leave to file a \_\_\_\_\_ without being required to prepay fees and costs or give security for them as authorized by ORC 2323.30-32.

**AFFIDAVIT**

1. I am a party in the foregoing action;
2. I am without the funds or assets to give security or a cash deposit to secure costs at this time;
3. I understand that I must inform the court if my financial situation should change before the disposition of my case;
4. I understand that I am subject to criminal charges for providing false information;
5. I understand that if it is determined by the Court, that I was not entitled to the suspended deposit/costs that were provided to me, I may be required to reimburse the county for the costs.

6. I understand that the Court will ultimately determine which party will be responsible for the payment of costs in this case, unless costs are waived.

\_\_\_\_\_

Sworn before me and subscribed in my presence this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

ATTORNEY CERTIFICATION (required if affiant is represented by counsel):

I, \_\_\_\_\_, Attorney at Law, certify that based on my inquiry and the information available to me, that the foregoing statements are true.

I further certify that I **am not** being paid by the affiant for my services in the above-mentioned case in the amount of \$0.00.

I further understand that I am under a continuing obligation to advise the Court of any change in the financial status of my client.

Respectfully submitted,

\_\_\_\_\_

**IN THE COURT OF COMMON PLEAS**

\_\_\_\_\_  
\_\_\_\_\_  
Division  
COUNTY, OHIO

\_\_\_\_\_  
Plaintiff : Case No. \_\_\_\_\_  
: :  
: Judge \_\_\_\_\_  
vs. : Magistrate \_\_\_\_\_  
: :  
: :  
\_\_\_\_\_  
Defendant :

**ORDER FOR LEAVE TO FILE WITHOUT PREPAYMENT OF COSTS**

Upon application of Plaintiff and for good cause shown, the Court hereby grants Plaintiff's request to file a \_\_\_\_\_ without prepayment of costs.

SO ORDERED:

\_\_\_\_\_  
Judge/Magistrate

## Attorney CLE Pro Bono Hours Letter

Date

Attorney name  
Attorney at Law  
Address  
City, State, Zip

Dear Attorney:

Thank you for providing pro bono legal help in 2021. Without you, your pro bono client would not have had access to an attorney's services. Legal Aid of Western Ohio, Inc. (LAWO) is one of the organizations eligible to report Continuing Legal Education (CLE) credits earned through pro bono legal services.

According to LAWO records, you have contributed 6 hours to date of pro bono legal services in 2016. This will result in you receiving 6 hours of Continuing Legal Education (CLE) credit for the calendar year 2016. (The Supreme Court allows individuals to receive 1 CLE for every 6 hours of pro bono legal services performed, up to a total of 6 CLE credits per an attorney's two-year CLE reporting cycle.)

If you have a current pro bono case with LAWO or accept a new pro bono case from LAWO before the end of the year, LAWO will add the remaining hours for 2021 to the report that will be submitted to the Supreme Court. You should receive a second letter from us as to your individual cases, if this is your situation.

If your reporting year is not until next year, your hours will be saved in our system and reported to the Supreme Court as well. Everyone can continue to acquire hours for the next reporting cycle.

I would very much appreciate your assistance on the following:

- If everything is correct, please sign, date and return the enclosed form in the enclosed self-addressed stamped envelope or you can scan and email to [mlarocco@lawolaw.org](mailto:mlarocco@lawolaw.org) or fax to 419-334-9148.
- If the hours indicated are incorrect, please immediately call me at 419-930-2479 or email me at [mlarocco@lawolaw.org](mailto:mlarocco@lawolaw.org). I need to verify the hours submitted and will need to explain any discrepancy in our records.
- Please provide the requested information by **December 1**

Again, thank you for helping our clients and for your invaluable pro bono work. We look forward to working with you next year.

Sincerely,  
Melissa S. LaRocco  
Pro Bono Director for LAWO, Attorney at Law  
Enclosures

**PART 1**

**REPORT BY ATTORNEY PROVIDING PRO BONO LEGAL SERVICES**

An attorney who wishes to receive continuing legal education credit for performance of pro bono legal services must complete this form and submit it to the pro bono program. The attorney should submit this form to the pro bono program no later than December 31 of the calendar year in which the legal services were provided.

**A. Case Information**

Attorney \_\_\_\_\_

Client(s) \_\_\_\_\_

Assigning Organization **Legal Aid of Western Ohio, Inc. (LAWO)**

**B. Type of Matter**

**C. Matter Completed**       Yes     No

**D. Total Number of Hours of Legal Services Performed**

**E. CLE hours Requested** (You may request one CLE hour for every six hour of pro bono legal services performed.)

I hereby affirm that I have performed the above stated number of hours of pro bono legal services.

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney Registration Number

**Part II**

**REPORT BY ORGANIZATION WHICH ASSIGNED THE PRO BONO MATTER TO THE REPORTING ATTORNEY**

The pro bono program should verify the information provided by the attorney in Part I. The pro bono program should submit the total number of CLE credits, as calculated in Part II, Section D, to the CLE Commission no later than 30 days after December 31 of the calendar year in which the legal services were provided.

**A. Information Regarding Assigning Attorney:**

Name of Organization: **Legal Aid of Western Ohio, Inc. (LAWO)**

Name and title of person completing this form: \_\_\_\_\_

**B. Confirmation of Assignment:** Did your organization assign the above reported matter to the reporting attorney for pro bono legal services?

Yes     No

**C. Determination of Financial Eligibility:** Prior to assigning the matter to the reporting attorney, did your organization determine that the client was eligible for pro bono legal services?

Yes     No

**D. Verification of Legal Services Performed:** Has the attorney provided the legal services assigned?

Yes     No

**E. Total Number of Pro Bono Hours Provided by Attorney** \_\_\_\_\_ ÷ 6 = \_\_\_\_\_ (Number of Hours to be reported to CLE Commission)

\_\_\_\_\_  
Signature of person completing the form

\_\_\_\_\_  
Date

---

## General Background

The Private Attorney Involvement (PAI) Program was created by Legal Aid of Western Ohio (LAWO) in 2006 to improve our ability to meet the ever growing and diverse needs of our client communities by involving private attorneys in providing access to justice for our clients. The PAI Unit has a director and two part-time paralegals working under the direct supervision of LAWO's Advocacy Director. It covers 25 of the 32 counties in LAWO's service area. LAWO also provides funding for the Volunteer Lawyer's Project (VLP) in Dayton, which covers six counties, and the Toledo Bar Association (TBA) Pro Bono Legal Services Program, which covers Lucas County.

## Opportunities for Pro Bono Legal Work

LAWO and partner agencies VLP and TBA administer several projects to help meet the demands for civil legal assistance through pro bono participation. These include:

- Direct pro bono referrals
- Batch pro bono clinics
- Reduced fee (PAI) referrals in rural counties
- Brief advice clinics
- Pro se legal clinics
- Community Legal Education
- Co-counseling arrangements
- Prisoner Reentry Legal Clinics
- Corporate Counsel brief advice phone appointments with clients

## Support for Pro Bono Attorneys

The PAI Program unit and local pro bono programs recruit volunteer attorneys through outreach to local bar associations and direct contact. Pro bono attorneys receive support as incentive to participate and make their participation as efficient and rewarding as possible. Volunteer attorneys receive:

- Malpractice insurance at no cost for the duration of the client's case
- Sample pleadings and forms to be used as models
- Reimbursement of extraordinary litigation expenses and out-of-pocket expenses
- Free Continuing Legal Education
- Case maintenance and follow-up for the duration of the case
- Yearly tracking of volunteer attorneys' pro bono hours
- Subject matter support by in-house attorneys, e.g., a volunteer attorney handling a foreclosure case will have access to an attorney for consultations

## Opportunities to Participate in Innovative Projects

The PAI project leverages its pro bono capacity by partnering with county bar associations and corporate law departments whenever possible.

**LiveChat Project:** Pro Bono attorneys assist LAWO in providing “chat-based” counsel and advice to eligible low-income clients via LivePerson technology. The pro bono LiveChat project offers a unique opportunity for attorneys to expand their potential for volunteer work without a large time commitment. This new project leverages existing online communication tools and matches low-income persons with pro bono attorneys based on availability and expertise. The LiveChat project provides pro bono attorneys practicing in rural counties a brief time-limited volunteer opportunity with flexible time options.

**Legal Aid Line Pro Bono Clinics:** Pro bono attorneys from Marathon Petroleum’s legal department and several affinity groups provide brief counsel and advice via pre-scheduled phone appointments with clients from across LAWO’s 32 county service area through LAWO/ABLE’s Legal Aid Line. Groups of 5-15 attorneys and paralegals can provide legal advice followed by referrals and written instructions to as many as 40 clients in an afternoon. Volunteers receive free Continuing Legal Education in areas of poverty law in preparation for the clinics, e.g., housing, consumer debt collection, landlord-tenant, and domestic relations. Attorney teams have commented that they enjoy the team-building aspect of training and working together, making this clinic ideal for an in-house/ outside law firm project. Pro bono attorneys have the opportunity to provide counsel and advice from remote locations.

**The Prisoner Reentry Legal Needs Project** links pro bono attorneys and law students to assist with First Wednesdays at One Government Center in Toledo. Volunteers interview potential clients to help determine their legal needs in the areas of housing, child support, public benefits, possible record sealing, driver’s license reinstatement, and outstanding warrants and fines – all of which interfere with employability and successful day-to-day living. We will provide interview outlines.

## **ALLEN COUNTY**

**Bar Association Email Blasts:** The Allen County Bar Association’s members receive descriptions of available cases and updates to its volunteers by mass email. This system increases efficiencies and allows the PAI program to increase placement in this county. We are working on adding more bar associations to this system.

**Batch Clinics:** The Allen County Domestic Relations Divorce Clinic in Lima provides clients with a pro bono attorney, selected by Judge Staley. These cases are screened for no issues such as assets, debts, retirement, or custody. LAWO staff prepares all the documents and assists with filing the action. At the monthly clinic, the clients meet with the pro bono attorney, and review and sign the pleadings and forms. Any minor changes are made by LAWO staff in attendance. LAWO staff copy the pleadings and forms and walk client to the Clerk of Courts to file the new case. The pro bono attorney attends the hearing with the client to finalize the divorce case.

## **HANCOCK COUNTY**

**Pro Bono Pro Se Clinics:** Answering the needs expressed by local judicial officers, LAWO partnered with the Hancock County Bar Association to spearhead and develop a clinic for pro se divorce filers. Volunteer attorneys instruct and assist local residents in completing the numerous forms and pleadings required for a divorce or dissolution. Volunteer attorneys and paralegals received a free Continuing Legal Education course prior to providing their pro bono service.

## LOGAN AND SHELBY COUNTIES

**Virtual Office Clinic:** The funding, spearheaded through Judge Walter Rice, federal district judge for the Southern District of Ohio, supports LAWOW counsel and advice clinics in the Southern District's rural counties. LAWOW staff screen applicants and identify their legal issues before setting appointments with pro bono attorneys via video conferencing during monthly clinics. The applicants anticipate brief counsel and advice only. Attorneys are able to provide ongoing representation at their discretion. LAWOW staff attorneys and paralegals will partner with volunteers to minimize case work and travel time.

## SHELBY COUNTY

**Pro Se Divorce Clinic:** Answering the needs expressed by local judicial officers, LAWOW partnered with the Shelby County Bar Association to spearhead and develop a clinic for pro se divorce filers. Volunteer attorneys instruct and assist local residents in completing the numerous forms and pleadings required for a divorce. Volunteer attorneys and paralegals received a free Continuing Legal Education course prior to providing their pro bono service.

## MERCER COUNTY

**Batch Clinic:** The Mercer County Domestic Relations Divorce Clinic in Celina provides clients with a pro bono attorney. These cases have no issues such as assets, debts, retirement, or custody, etc. LAWOW staff prepares all the documents and assists with filing the action. At the monthly clinic, the clients meet with the pro bono attorney, review, and sign the pleadings and forms. Any minor changes are made by LAWOW staff in attendance. LAWOW staff copy the pleadings and forms and walk client to the Clerk of Courts to file the new case. The pro bono attorney attends the hearing with the client to finalize the divorce case.

**For more information regarding participation in one of our Pro Bono opportunities please contact Melissa S. LaRocco, Director of Private Attorney and Law Student Involvement, at 419-930-2479 or by e-mail at [mlarocco@lawolaw.org](mailto:mlarocco@lawolaw.org)**



# VOLUNTEER PREFERENCES

Your Name

Registration Number

Firm Address

Email

Phone

Fax

Preferred form of contact by LAWO:  Email  Phone  Fax

Preferred County/Countries

Languages Spoken

**Indicate how many indigent clients you will consider helping annually by providing:**

- full representation     advice/limited action matters     mentor a new attorney
- co-counsel with LAWO/new pro bono attorney     representation if a LAWO paralegal prepares pleadings
- I will assist with legal research and writing     I will prepare self-help educational materials

**Family**

- Divorce w/o Children
- Divorce w/ Children
- Custody/ Visitation
- Post Divorce
- Adoption
- Guardianship

**Housing**

- Eviction
- Misc. Landlord/Tenant
- Foreclosures
- Foreclosure Rescue Scams

**Consumer Defense**

- Garnishment
- Consumer Dispute
- Bankruptcy

**Estate and Probate**

- Estate Administration
- Wills
- Powers of Attorney

**Children**

- School Expulsion/Suspension
- Special Education
- Juvenile Court
- Custody/ GAL

**Employment**

- Benefits
- Unemployment Compensation
- Pension Problems

**Other**

- SSI/SSDI
- Immigration
- Tax
- License Suspension
- Sealing Criminal Record
- Prisoner Re-Entry Issues
- Refugee Clinics
- Specify:

- I will assist with 1-2 Clinics (Batched Cases) per year. LAWO Pro Bono provides paralegal support for these cases. Please specify:  Divorce     Chapter 7 Bankruptcy     Advanced Directives
- I will provide advice via a virtual video appointment. (Virtual Clinic Project)
- I will provide advice via an online chat session. *The LiveChat Project utilizes prepared advice content.*
- I will assist non-profit and start-up corporations in the western Ohio region.
- I would like to receive CLE training in the following areas: \_\_\_\_\_

**Return this completed form to LAWO Pro Bono by fax at (419) 334-9148 or (937) 449-8131 or by email to Pro Bono Director Melissa LaRocco: [mlarocco@lawolaw.org](mailto:mlarocco@lawolaw.org)**

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**Admin. Assistant:** Laura Breyman: [lbreyman@lawolaw.org](mailto:lbreyman@lawolaw.org)

**THANK YOU FOR AGREEING TO ASSIST INDIGENT CLIENTS!**

REV'D 03.08.17