



**SOUTH ALABAMA
VOLUNTEER
LAWYERS PROGRAM**

Application for Legal Assistance

To return completed application:

fax to: 251-438-1982

email to: info@savlp.org

mail to: 118 North Royal St., Suite 402, Mobile, Alabama 36602

For more info call 251-438-1102/toll free 855-997-2857; voicemail answers 24/7

Please print & fill in all sections of this application & sign where required.
Incomplete application will cause delays. Use 0, none, or unknown if needed.

Personal Info

Full Name _____ Gender: _____
FIRST MIDDLE LAST SUFFIX

Other Names you have used (circle maiden name) _____

SS # X X X - X X - _____ Birth Date _____

Street Address _____

City _____ County _____ State _____ Zip Code _____

Is this a safe address to send mail? Yes No **If you use a different mailing address, list on back of page or a separate sheet**

Your email address _____ May we contact you by email? Yes No

Cell phone # _____ May we leave a message at this number? Yes No

Home phone # _____ May we leave a message at this number? Yes No

Do you have a device (smart phone, tablet, laptop, etc.) with internet access? Yes No

Are you comfortable having a virtual appointment with a lawyer? Yes No

If needed, we will give you instructions to download an app and we will do a test contact with you before any appointment with a lawyer.

If you have limited access to email or do not have voicemail, list another person for us to contact:

Friend/relative who will give you a message Name _____ # or email _____

Marital Status: Single Separated Married Common-Law Married Divorced Widowed

United States Citizen? Yes No **If no, are you a legal (registered) non-citizen?** Yes No

Are you, or any other person that lives in your household, a Veteran? Yes No

Race: Asian Black Hispanic Native American Pacific Islander White Other

General Household Info

How did you hear about this program? please check all that apply

- Lawyer Prior Use Internet Court/Government Office United Way 211 Media
- Family/Friend Legal Services Social Service Organization FaceBook/Twitter Other _____

How many people live in the household where you live? _____

Do you or any household member receive any of these benefits? Yes No

If yes, check all that apply and list dollar amount Utility Check \$ _____ TANF \$ _____ Food Stamps \$ _____

If you receive food stamps, how many people does food stamps count as part of your household? _____

When was your last review with your food stamp case worker? _____

Living Arrangements - please check all that apply

- Own/buying house Rented house Apartment Hotel/Motel Shelter
- Own/buying mobile home/RV HUD/Public Housing Rented Room Nursing Home With friends
- Rented mobile home/RV Section 8 voucher Military Base Rehab Facility With relatives

If you live with friends or relatives, list how long you have been living with these friends or relatives ____ months years

If you rent, is your rent amount based on your income? Yes No

General Household Info (continued)

List all persons living in the household where you live & list all gross income amounts for everyone in the household

Examples of types of Income: Alimony; Annuity; Asbestos; Cash from family and friends; Child Support; Disability (short or long term); Pension or Retirement; Employment; Military Reserves, Self-Employment; Social Security; SS Disability; SSI; SS Survivor's Benefit; TANF; Tips; Trust; Interest; Dividends; Unemployment (list weekly amount); Veteran's Benefits; Worker's Comp, Student Financial Aid

Name	Relationship	Age	Type of Income	List Monthly Income or circle 0
_____	(myself/client)	_____	_____	\$ _____ or 0
_____	_____	_____	_____	\$ _____ or 0
_____	_____	_____	_____	\$ _____ or 0
_____	_____	_____	_____	\$ _____ or 0
_____	_____	_____	_____	\$ _____ or 0

If more than 5 persons in household, list all of the same info for others on back of page or on a separate sheet

Does anyone in the household receive child support payments for current child support or back child support? Yes No

Are you, or any household member, expecting an increase of income in the near future? Yes No

If yes, list type (ex: lawsuit, settlement, withdrawal of 401K, new job, pending SS claim) and estimated dollar amount of the income:

If no, and you did not list any source of income, how are you paying your bills and expenses?

Household Expense Info

Monthly expenses that are being paid - include payment info for all members of household

Do not list home insurance or property tax if cost is included in mortgage payment

- Rent/Mortgage \$ _____
- Health insurance \$ _____
- Home insurance \$ _____
- Payday/Title Loan \$ _____
- Lot rent/Land note \$ _____
- Dr. bills/Medicines \$ _____
- Back taxes (state/irs) \$ _____
- Property tax \$ _____
- Car insurance \$ _____
- Child support \$ _____
- Car note \$ _____
- Alimony \$ _____
- Garnishment \$ _____
- Bankruptcy \$ _____
- Student loan \$ _____
- Other \$ _____

If you checked other, list the type of expense(s) here: _____

Does anyone in the household have a lot of medical bills (usually from a hospital stay or treatment)? Yes No

If yes, name who all is owed? _____

How much is owed (total of all medical bills)? \$ _____ Total amount of all payments on medical bills each month? \$ _____

List any monthly expenses or payments (bill and amount of bill) that the household cannot pay at this time

Household Asset Information (include information for all members of household)

If there is no vehicle owned or being purchased by any household member, check here

If you or any household member are buying, or own, any vehicle fill in the following: (estimate value if needed)

Year _____	Make _____	Model _____	\$ _____	Balance owed \$ _____	Value of vehicle _____
Year _____	Make _____	Model _____	\$ _____	Balance owed \$ _____	Value of vehicle _____
Year _____	Make _____	Model _____	\$ _____	Balance owed \$ _____	Value of vehicle _____

If more than 3 vehicles in household, list the same information for each vehicle on back of this page or on a separate sheet

Do you or any other household member have any cash? Yes No If yes, how much \$ _____

Do you or any other household member have a checking account? Yes No Current balance \$ _____ Do not list 0 as balance

Do you or any other household member have a savings account? Yes No Current balance \$ _____

Do you or any household member own any land/property other than the home where you live? Yes No

If yes, list address and value _____

Do you or any household member own any personal property or investments worth more than \$3,000? Yes No

Include information about any stocks, bonds, certificates of deposit, boats, recreational vehicles, etc.

If yes, list item(s), value, and owner _____

If more accounts, property, or possessions: list same information for other assets on back of this page or on a separate sheet

Job Info

Number of persons employed in household _____ Number of persons self-employed in household _____
Household member _____ Job title/position _____ How long employed ___ months years
Name of employer _____ Hourly wage _____ How many hours worked each week _____

Household member _____ Job title/position _____ How long employed ___ months years
Name of employer _____ Hourly wage _____ How many hours worked each week _____

If more than 2 persons in household employed, list the same info on the 2 lines above for any other(s) on back of this page or on a separate sheet

Self-employed person _____ What type of work is done? _____
How long self-employed ___ months years Average monthly income \$ _____
Amount of self employment income claimed on last tax return: Gross \$ _____ Net \$ _____ For what tax year _____

If more than 1 person in household is self-employed, list the same info on the 3 lines above for any other on back of this page or on a separate sheet

Job related expenses

Child care \$ _____ Week Month Uniforms \$ _____ Week Month
 Payroll tax \$ _____ Week Month Other \$ _____ & list details of cost: _____
 Travel Miles to get to work _____ Day Week Month How many days a week do you work _____

Legal Case Info

What kind of legal problem or issue do you want help with? _____
(example: being sued, car repair, divorce, estate, landlord/tenant, name change, will, etc...)

Adverse Party (Name of the person or company with whom you are having a problem) _____

OR

Other Party (Name of person who must agree and / or sign papers) _____

What do you hope a lawyer can help you accomplish? _____

If there is a deadline for your request? Yes No

If yes, list the deadline date and reason for deadline _____

Have you already talked to a lawyer and gotten advice about your problem or request? Yes No

If yes, list the name of the lawyer's name and what the lawyer told you _____

Have you ever hired a lawyer about this problem or request? Yes No

Have you received any Court papers? Yes No

If yes, what date did you receive the Court papers? _____

Have you responded and filed an Answer? Yes No

If no, what is the deadline for filing your Answer? _____

Is there a Court date set for this case? Yes No

If yes, what is the Court date? _____

What County is the case in? Baldwin Clarke Mobile Washington

Other Legal Information

Do you or any household member have other current legal matter(s) with legal representation for this matter(s)? Yes No

If yes, list the type of case(s) and the name of your lawyer(s) _____

This application gives the personal, household, and financial info we have to get to find out if you and your household qualify for legal help through this program. If your household qualifies, we also have to get specific details about your legal request, which must also fit in this program's current subject guidelines.

To the best of my knowledge, all of the information provided in this application is truthful and accurate.

Signature

Date

South Alabama Volunteer Lawyers Program

REFERRAL AUTHORIZATION & INFORMATION RELEASE

I, _____, hereby authorize the South Alabama Volunteer Lawyers Program (hereinafter the VLP) to refer my legal matter to a volunteer private lawyer. By signing this agreement I agree that I understand the following:

1. **VLP cannot guarantee me representation in this matter.** I do not currently have a lawyer. VLP is not required to provide me a lawyer and can only try to find a volunteer lawyer for me to talk to about my legal matter. The volunteer lawyer will decide whether or not s/he will represent me in this matter after meeting with me.
2. **CONTACT LAWYER:** As soon as I am notified by VLP that a referral has been made, I am responsible for contacting the volunteer private lawyer to arrange an appointment with him/her. I am responsible for staying in touch with my lawyer; failure to do so may lead to my case being closed.
3. **FEES:** If the volunteer lawyer agrees to represent me, the volunteer lawyer will do so without charge for his/her services. **I am responsible for paying all fees and expenses (such as court costs and publication expenses) associated with my case.**
4. **DOCUMENTS:** The VLP will keep my original client file and documents for a period of six (6) years after the case is closed. At that point, my file may be scanned or converted into electronic format and then destroyed. VLP cannot accept original documents; we may make copies in limited circumstances. Any original documents may be given to my volunteer lawyer once he/she have accepted my case.
5. **MY INFORMATION TO OTHERS:** VLP respects me and my right to privacy. In order to help me, VLP will release records and information about me and my legal matter to volunteer lawyers to whom they are referring my case. VLP will release certain information to Legal Services Alabama, Legal Services Corporation, and other grant funders to comply with monitoring requirements. This information will be used only for case and grant reporting purposes and will not be released for any other purpose.
 - a. I authorize other agencies to release to the VLP any information needed in connection with my legal representation.
 - b. The private lawyer who represents me through the VLP will release records and information about me and my case to VLP.
6. **Lawyer / client relationships are built on shared trust and confidence.** If I do not give the lawyer all of the information needed to help with my legal matter, or misinform VLP or my lawyer about my legal matter, my case will be closed. If I am unable to reach my lawyer or I have a grievance I may contact VLP by calling 251-438-1102 and leaving a voicemail. If I do not immediately tell VLP and the lawyer of any change in my legal matter, address, telephone number, or any new income in my household my case will be closed.

This agreement is limited to the matter about which I contacted VLP. **Any new legal matters must be discussed with the VLP (251-438-1102).**

I have read, understood, and agree to the terms of this agreement

Signature

Date

CERTIFICATION OF CITIZENSHIP

By signing below, I certify that I am a citizen of the United States.

Signature

Date

Volunteer Lawyers Program Information for You

This tells you more about this program and the process every applicant goes through before VLP can try to match you with a lawyer.



After we screen your request, if it sounds like you may qualify for help

- You have to fill out and turn in an application print from VLP website at www.savlp.org > Apply Online > paper application.
- We have to enter all required information about your **household** (income, names, ages) and your legal request.
- We have to get specific details about your legal request.
- Your file is reviewed for approval.
 - If your file is approved, we start the process to match you with a lawyer.
 - If your file is not approved, we will let you know as soon as possible and give you any appropriate referral info.

Help us try to help you by following these instructions

After you have turned in your application

+++If you receive any court papers or something happens which makes your request an emergency, contact us immediately at (251) 438-1102 or toll free (855) 997-2857 and leave a detailed message. +++

- While reviewing and/or processing your application, we may have to contact you. The contact may be by telephone or email, VLP is not set up to get missing info by text message. At this time, we are not doing any apply in person work.
- All questions about your legal request or application need to be made by telephone. Call 251-438-1102 and leave a message. You will be called when it is your turn.
- Do not contact VLP to ask about your application unless it has been at least 6 weeks since you turned in the application. All time frames we give to you are estimates. We work as quickly & efficiently as we can. We will call you when we have something to tell you. Thank you for your patience while you wait to hear from VLP.
- Allowances are made for priority requests, if you let us know that you have a limited time frame or a deadline.
- Any refusal on your part to follow VLP instructions only slows down the process for you and all others waiting for help. The office staff has a process to follow, every step takes time and VLP handles thousands of requests each year.

Information for contacting VLP

- Follow directions every time you call the VLP office. If you don't spell your first and last name and give your date of birth, we can't match your message to you in the computer system.
- VLP may call from a blocked line. The call may show on caller id as private, unknown, or restricted.
- We will always leave a voicemail message. **Don't call VLP until you check for a message.** We may be giving you instructions, asking for more info, or giving you an appointment. If you call back & we can tell you have not checked your message, we will not return the call. We are a very small office and we rely on you to follow instructions.
- If we leave a message asking for more information. **It is your responsibility to respond to any message from VLP. When you apply for services you have to be ready to follow through with your request by giving VLP any needed information.**
- If you reject unknown calls. We can't talk to you or leave a message. We will not be able to process your application.
- If you miss a call & don't have voicemail, don't have voicemail set up, or voicemail is full: We will try to contact you again. Not on the same day, but when it is your turn. If we can't connect with you, we won't be able to process your application.
- Leaving more than one message for VLP will not get us to call you back faster. **You will always get voicemail when you call VLP.** When you leave multiple messages, it slows down our response time.
- VLP cannot text.

KEEP THIS PAGE FOR YOUR REFERENCE

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