

South Alabama Volunteer Lawyers Program CED Application for Assistance

118 North Royal St., Suite 402, Mobile, Alabama 36602

Fax: (251) 438-1982 Email: Info@savlp.org Client line: (251) 438-1102 or toll free (855) 997-2857

Directions: Please print. Fill in all the blanks and submit completed application. Don't forget to include all the information and support documentation. You may return the application by mail, fax, or email.

Date: _____

Name of Organization/Group: _____

Tax ID #: __-_____-____

Mailing address: _____
_____, AL _____ County: _____
Zip Code

Phone: work: _____ cell: _____

Email address: _____

Contact Person Name: _____

Title: _____

Mailing address: _____
_____, AL _____ County: _____
Zip Code

Phone: (home) _____ (work) _____ (cell) _____

Email address: _____

Please use the space provided to answer the following questions or attach your responses on separate sheets if additional space is required.

1. History of Organization/Group: _____

2. Organization/Group Mission: _____

3. Brief Description of Legal Assistance requested: _____

4. Please Describe:

A. Number of people served yearly: _____ **Service Areas:** _____

B. What percentage of those people served are low-income: _____

C. Describe your organization or group's qualification for "low-income".

5. Please attach the following to the completed application and signed release:

- 1. Budget and financial information (Last two years)**
- 2. Organization/Group literature**
- 3. List of Board Members with their contact information. Please identify officers.**
- 4. Articles of Incorporation**
- 5. By-laws**

South Alabama Volunteer Lawyers Program

REFERRAL AUTHORIZATION & INFORMATION RELEASE

I, _____, (organization's agent) hereby authorize the South Alabama Volunteer Lawyers Program (hereinafter the VLP) to try to refer the legal problem of _____ (organization's name) to a volunteer private attorney. As soon as I am notified by mail by the VLP that such a referral has been made, I agree to contact the volunteer private attorney to arrange an appointment for an initial interview with him/her.

I understand that I do not yet have an attorney to talk to through the VLP and, further, that the VLP cannot guarantee representation in this matter. I understand that the VLP is not required to provide an attorney and can only attempt to find a volunteer attorney for me to talk to about this organization's legal problem. I understand that the volunteer attorney himself/herself will decide whether or not s/he will represent this organization/group in this matter after the initial interview.

I understand that if the volunteer attorney agrees to represent this organization, the volunteer attorney will do so without charge for his/her services. **I understand and agree that this organization is responsible for paying all fees and expenses (such as court costs and publication expenses) associated with my case.**

I give permission to the VLP to release records and information about this organization and its legal problem to volunteer attorneys to whom they are referring my case, to Legal Services Alabama, and to Legal Services Corporation to comply with monitoring requirements.

I authorize other agencies to release to the VLP any information needed in connection with this legal representation. **I also give permission to the private attorney who represents this organization through the VLP to release records and information about this case to the VLP.**

I agree to provide the lawyer with all of the information necessary to the case and to immediately tell the VLP and the lawyer of any change in this organization's case, address, telephone number, or financial status.

These legal services are limited to the matter about which I contacted the VLP. **Any new legal matters must be discussed with the VLP (438-1102).**

I have received a copy of this document.

Organization/Group Name

Date

Signature of Agent

Title

South Alabama Volunteer Lawyers Program

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PLEASE KEEP THIS COPY FOR YOUR RECORDS

Organization/Group Name

Date

Signature of Agent

Title

Volunteer Lawyers Program Info for You



Help us by following these instructions

- For questions about your request or application, call 251-438-1102 and leave a message. We return calls in the order received.

- Allowances are made for priority requests. Tell us if you have a short time frame or a deadline.

If you have any changes (no longer need legal help, receive court papers, change phone number or address, have new information about your legal request) call us immediately at 251-438-1102 and leave a message with all the details.

Information for contacting VLP

- Unless you have a change in circumstance, please do not contact VLP to ask about your application unless it has been at least 6 weeks since you turned in a completed application. All time frames we give to you are estimates. We will call you when we have info about your request.

- Follow directions every time you call the VLP office. Spell your first and last name and give your date of birth, so we can match your message to you in our 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 we leave a message asking for more information. We need you to respond and give the requested details. We need this info to process your application, have your request reviewed for approval, and/or match your case to a lawyer.

- Leaving more than one message will not get us to call you back faster. **You always get voicemail when you call VLP.** When you leave more than one message, it slows down our response time.

- VLP cannot text.

KEEP THIS PAGE FOR YOUR REFERENCE