**LEGAL JUSTICE ACCESS (LJA) AT THE CSC**

1. What does LJA do at the CSC in Lawrence?
2. LJA gives legal advice to litigants who qualify for their services. Litigants with income below 125% of the Federal Poverty Level may qualify for the Free Legal Advice Program.
3. In uncontested cases under the Free Legal Advice Program LJA may also be able to represent the litigants for their hearings.
4. Litigants with income above 125% of the Federal Poverty Level may qualify under the Sliding Fee/Low Bono Legal Representation Program (Offered at the LJA office).
5. Citizenship is not a criterion for LJA’s services.

 2. What legal services are offered?

 a. Family Law

 b. 209A/258E and post 209A/post 258E matters

 c. Immigration

 If a litigant needs help in an area that is not listed, LJA may be able to refer them to other legal agencies or the private bar.

 3. When does LJA come to the CSC

Beginning next fiscal year (July 2018), LJA will run a \_\_\_\_\_\_\_\_\_\_\_\_\_ Law clinic out of the CSC every Tuesday from 8:30am to 1:30pm.

 \*\* please note that services could be sought from our office until 4pm.

 4. How does it work?

1. The Litigant signs in with the volunteer working at the front desk of the CSC. As the volunteer asks questions, they try to do a basic pre-screening of the litigant to see if they may qualify for the Free Advice Program or the Sliding Fee/Low Bono Program and note potential LJA clients in the note section of the sign in sheet.

\*Sometimes people just want forms help and not legal advice, therefore the CSC would just take them.

 2. The LJA intake person then looks at the list and takes back people one by one to do an income, status and conflict check (if they have helped the opposing party, they cannot assist the litigant).

 3. If the litigant qualifies for the Free Legal Advice Program the litigant signs a separate waiver from LJA acknowledging that LJA is only giving them assistance for that particular day and they are not their lawyers.

4. One of the LJA Attorneys will sit with the litigant and provide legal assistance and advice. The LJA volunteer at the front then notes that they are being assisted by LJA and they will fill out the back of the intake form noting what litigant was there for, that they were referred to legal aid and write a time in, time out.

5. If uncontested, LJA Volunteer Attorneys may provide representation at the hearing.

6. If contested, the litigant may opt for the Sliding Fee/Low Bono Program and they may be directed to the LJA office to see the LJA Staff Attorneys. Also if the litigant does not qualify for the Free Legal Advice Program for some reason, they may opt for the Sliding Fee/Low Bono Representation Program and will be referred to LJA office.

**\*\*This is great because even if the litigant is above 125% and does not qualify for free/government funded legal help they will still have access to a lawyer under the Sliding Fee/Low Bono Program. This measure also eases the burden on the CSC from having the litigants “kicked back” to the CSC.**

7. LJA keeps screening litigants until all of their attorneys are assisting people. Once this happens, litigants can either wait for one of the LJA attorneys to finish up with their current case or litigants can be seen by the CSC.

8. Sometimes LJA’s lawyers and CSC volunteers work on the same case together. In cases where there is a joint petition (1A divorce or joint mod) LJA can only help one side, so we help one side and CSC helps the other.

9. The LJA supervisor provides guidance to volunteers/staff attorneys and reviews their work to ensure effective assistance of counsel.

10. LJA’s volunteers will be covered by LJA’s liability insurance in the course of their work with clients receiving assistance from LJA.

**\*\*The CSC and LJA will review (whenever necessary) to ensure a smooth and successful running of the clinic program\*\***

**WHAT NEEDS TO BE DONE/ PROPOSED TIMELINE**

**August 2017**

Meet with the CSC staff and Judges to discuss the extent of collaboration

**November 2017 - May 2018**

Fundraising - We have a proposed budget of $100,000. We need to raise this money by May 2018 for a smooth start. We may be forced to limit services if we are unable to achieve our fundraising goal. Catherine will discuss fundraising plans with Atty Bassi on how best to proceed.

We will climax our fundraising with an Event in May. We intend to invite SJC Judges or our own Judge Harris and Judge Newman if the SJC Justices are unable to make it.

**June 2018**

1. Finalize hiring a Coordinator/Attorney experienced in Family, Abuse and Immigration issues. This person will represent clients below 125% at the CSC; advise and support the Volunteer Attorneys. (Paid Contractor Position- 2 days a week - 8:30 am - 1:30 pm)
2. Recruit a volunteer who will act as program manager or supervisor. (Unpaid Position/Non-employee, but eligible for a stipend) This person will oversee all aspects of the program by assigning volunteers after the training; conducting monthly performance reviews with the coordinator; ensuring volunteers are reimbursed for mileage; supervising the program coordinator. Catherine will inquire if Attorney Bassi would take the supervisor position (2 hours each Tuesday at the CSC from 9:30am - 11:30am) Much of this work will be done virtually, via email at the supervisor’s own discretion and schedule.
3. We will recruit volunteer Attorneys to assist the coordinator at the CSC.

**July 2018**

The legal Clinic begins at the CSC