



Uncompahgre Volunteer Legal Aid

Client Policy and Instructions Please Read and Keep This Letter

Dear Client:

1. Thank you, for contacting UVLA regarding your legal problem. Enclosed please find our application to be completed and returned. Feel free to include an extra sheet of paper to write down additional information. You may contact us at 970-249-7202 if you have questions about the status of your application.
2. Please complete the following application, describe the legal problem in detail. Then, return your completed application along with the \$25 application fee. We will not begin processing your application without the fee.
3. UVLA does not accept the following cases: Post Family cases (this means the Judge has already signed the final Orders on your case), criminal cases, traffic cases and fee generating cases. Your household gross monthly income must be between 200% and 125% of the poverty guideline to be eligible for pro bono services.
4. PLEASE INCLUDE COPIES of any court papers, leases, or other papers which are necessary to understand your case.
5. If you are meeting with our staff attorney for a consultation, please be prepared to pay a \$40 consultation fee at the time of your meeting.
6. Remember that you are responsible for any deadlines in your case unless and until we find an attorney to represent you.
7. IF YOU HAVE AN EMERGENCY SITUATION, you must provide us with a phone number where we can reach you during the day. You must be able to receive and return calls quickly at this number.

IF YOU WANT TO BRING YOUR APPLICATION TO OUR OFFICE and no one is available to accept your application, please leave it under our door. However, DO NOT leave your application with someone who does not work for our program.

Please understand that program eligibility does not necessarily mean we'll be able to place you with an attorney.

Sincerely,
Valarie Dickson
Executive Director

Client Conflict of Interest Policy

- 1) A client-lawyer relationship is established the UVLA staff attorney agrees to provide consultation and/or representation to an applicant for UVLA services.
- 2) Once a client-lawyer relationship is established, the UVLA staff attorney shall abide the Colorado Rules of Professional Conduct including the rules addressing conflicts of interest with former, current and prospective clients.
- 3) Pursuant to Rule 1.18, even when a client-lawyer relationship does not ensue, a UVLA staff attorney who has learned information from a prospective client shall not use or reveal that information except as permitted by Rule 1.9.
- 4) Information provided by an applicant for UVLA pro-bono referral services does not create a client-lawyer relationship between the applicant and UVLA. Nevertheless, such information may be revealed only as necessary for the purposes of attaining pro-bono representation by a private attorney and to comply with grants and other funding sources.
- 5) UVLA is not precluded from making pro-bono referrals to private attorneys where an applicant is an adverse party to a client who has consulted with or has at any point been represented by the UVLA staff attorney.
- 6) Where an applicant for UVLA pro-bono referral services is adverse to a client who has consulted with or has at any point been represented by the UVLA staff attorney, the UVLA staff attorney shall be timely screened from receiving any of such information in the matter and UVLA will take all necessary steps to prevent material information from being disclosed to the UVLA staff attorney.

Client(s) Signature

Date



Please return your completed application with a \$25 Application Processing Fee

Today's Date: _____

PERSONAL INFORMATION

Your Name: _____ Date of Birth: _____

Your Social Security Number: _____ Sex: M/F

Mailing Address: _____ City: _____ State: _____ Zip code: _____

EMAIL Address: _____ Phone Number: _____

What is your Driver's License # _____ Is it a Colorado license? _____ If not list the issuing state? _____

Complete this section only if you are living together

Spouse's Name: _____ Phone Number: _____

Your Spouses Social Security Number: _____ Date of Birth: _____

Marital Status: _____ Single _____ Married _____ Separated _____ Divorced _____ Widowed

Total # of adults living in your home _____ Total # of children living in your home _____

Briefly, explain your legal need: _____

EMPLOYMENT INFORMATION

Yes, I am employed: I work _____ hrs. per week. No, I am not employed and I last worked on: _____ (date)

Employer Name: _____ Phone: _____

_____ of other members of my household employed? Family members name: _____

His/Her Employer Name: _____ Phone: _____

INCOME INFORMATION

	MINE	SPOUSE	OTHER HOUSEHOLD INCOME
Gross Monthly Income	\$ _____	\$ _____	\$ _____
Welfare	\$ _____	\$ _____	\$ _____
Social Security	\$ _____	\$ _____	\$ _____
Child Support	\$ _____	\$ _____	\$ _____
Unemployment Compensation	\$ _____	\$ _____	\$ _____
Other (2 nd job, help from friend/family, pension)	\$ _____	\$ _____	\$ _____
Food Stamps	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____

If you listed no income above, how are you supporting yourself and your family? _____

EXPENSE INFORMATION

My estimated monthly expenses for a household of _____ adults and _____ children are:

- A. Rent/Mortgage Payment \$ _____
- B. Utilities \$ _____
- C. Food \$ _____
- D. Medical \$ _____
- E. Transportation \$ _____
- F. Other (insurance, clothing, child support, etc.) \$ _____
- Total Monthly Expenses:** \$ _____

- A. Equity in home/trailer \$ _____
- B. Equity in Real Estate (not a home) \$ _____
- C. Car/Truck (including equity*) \$ _____
- D. Cash on hand \$ _____
- E. Bank Account: Checking \$ _____
 Savings \$ _____
- F. Other (stocks, bonds, insurance, pension, retirement fund, boats, etc.) \$ _____

Car info: _____ / _____ / _____
 Make Model Year

Car info: _____ / _____ / _____
 Make Model Year

My Assets and equity are:

Creditors Name	Item	Total Amount Owed	Monthly Payment
_____	_____	_____	\$/_____
_____	_____	_____	\$/_____
_____	_____	_____	\$/_____

Have you applied for our services in the past? _____ No _____ Yes, if yes, when? _____

Client Signature'(s)

(The above information is true and complete to the best of my/our knowledge)

Today's Date

CITIZENSHIP QUESTION:

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that:
(print your name on the above line)

(check the appropriate box below)

- I am a citizen of the United States of America.
- I am not a United States citizen, but I am a Permanent Resident of the United States.
- I am not a United States citizen, but I am lawfully present in the United States pursuant to Federal law.
- I am a foreign national not physically present in the United States.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature

Today's Date

**Uncompahgre Volunteer Legal Aid's Client
Authorization to Release Information to
Volunteer Attorneys**

Client Name(s): _____

Uncompahgre Volunteer Legal Aid (UVLA) often asks volunteer attorneys to help our clients. If we refer your case to a volunteer attorney, you will still be a client of UVLA, but you will also be a client of the volunteer attorney. This Authorization allows UVLA and your volunteer attorney to talk to each other about your case, and to share information and documents about your case with each other.

This includes:

- Talking about your case (including the facts and legal issues involved)
- Talking about your eligibility for help by UVLA and your volunteer attorney
- Talking about any difficulties the volunteer attorney has while working with you
- Sharing information about the outcome of your case
- Sharing copies of court papers or other papers such as letters, agreements, or contracts
- Giving your volunteer attorney help with your case, which could include sample documents or help from another attorney, whom your volunteer attorney may need to talk to about your case.

Why do we need to do this?

The volunteer attorney is working with you because UVLA asked the volunteer attorney to help you. UVLA supports the volunteer attorney and wants to help them do their best work on your case. UVLA also needs to know that its rules are being followed, including making sure that you are eligible for help.

Who decides what happens in your case?

- You, the Client, decide what action should be taken in your case (after talking to your volunteer attorney).
- Your volunteer attorney decides if the action you choose to take is (1) legal and ethical; (2) helpful to you; and (3) related to the case that UVLA referred to your volunteer attorney. (Volunteer attorneys **will not** help with legal matters beyond what UVLA asked them to help you with.)
- UVLA decides which cases to refer to volunteer attorneys.
- If you or your volunteer attorney decide to end your working relationship UVLA **will not** place you with another attorney.

Who pays?

- You, the Client, will be expected to pay for costs of the case, including court filing fees, serving papers on the other party, office costs like copies and postage, etc.
- ***Volunteer attorneys do not pay any of your court costs.*** They are giving their time and skills to help you.
- You, the Client, do not pay fees to the volunteer attorney.

Your right to complain

- You have the right to complain if you don't like the way your case is handled, by UVLA or by your volunteer attorney.
- You can also decide at any time to stop getting help from UVLA or your volunteer attorney. However, you must contact UVLA and the volunteer attorney to let them know you want to end services. If you take this step, UVLA **will not** place you with another attorney.
- You can cancel this Authorization at any time. (However, UVLA and your volunteer attorney will stop helping you if you cancel this Authorization).
- This Authorization ends when your case is closed.

I authorize UVLA and my volunteer attorney to share information, and I understand and agree to these terms.

Sign Here 

Signature of Client(s)

Date

UNCOMPAHGRE VOLUNTEER LEGAL AID
Your Responsibilities as a Legal Aid Client

Please read the following information carefully. It outlines the conditions under which you are accepted as a legal aid client.

1. KEEP IN TOUCH. Be sure to keep in touch with the attorney who takes your case. If you move or if your phone number changes, let your attorney know right away.
2. GIVE US COMPLETE INFORMATION. The application form asks a lot of questions about your financial situation – how much you earn, what you own and what you owe. All of this information is necessary for us to determine if you qualify for low-income aid services. Your answers to all of these questions must be complete and correct. When you talk to your attorney about your case, you must tell your attorney all the facts. Keeping something from your attorney won't help you – in fact, it could be a deterrent to solving your legal problem. Everything you write on the application, and everything you tell your attorney, is confidential: nobody else will hear about it without your permission.
3. INITIAL CONSULTATION. As resources and case priorities permit within our volunteer attorney panel, we may refer you to an attorney for an initial consultation. The attorney you are referred to will provide you with an initial consultation without charge. The maximum time limit of the consultation will be one hour. If your case requires more attention than provided for by this initial consultation, and you do not qualify for free or below-cost services, the attorney will charge you his/her regular hourly rate for any additional work. At the close of the initial free consultation, your attorney may be able to provide you an estimate regarding the number of hours and an approximate cost to complete your case. The attorney may ask you to pay a retainer fee in advance. You should ask your attorney to explain any charges you don't understand.
4. BE READY TO PAY FILING FEES AND OTHER COSTS. You also understand and agree to pay any direct expenses incurred by the attorney on your behalf, such as court charges, witness fees, telephone calls, etc. You understand that it is your obligation to pay these costs whether you win or lose.
5. BE RESPONSIBLE. If your attorney tells you to do something, do it! If you make an appointment to see your attorney, be there! If you're supposed to get some information for your attorney, get it! The quality of help you get from your attorney will often depend upon how much cooperation you give and how responsible you are.
6. THERE MAY BE A WAITING LIST. Your case will be assigned to an attorney as soon as possible, depending upon:
 - a. When an attorney is available who handles your type of case; and
 - b. How urgent your case is. Domestic violence victims, and those who have immediate court appearances, or who face an immediate loss (such as a threatened eviction) will have priority.
7. YOU ARE RESPONSIBLE FOR YOUR OWN CASE. Even after applying for help, you are responsible for your case unless and until you are assigned to an attorney who has agreed to handle your case. Your responsibilities include all deadlines and all actions necessary for your case. If an attorney agrees to offer advice only, you are responsible for deadlines and actions in your case after seeing the attorney.

I have read the instructions for **UNCOMPAHGRE VOLUNTEER LEGAL AID** clients. I understand the rules and agree to follow them. The financial information I have given on my application is complete and correct to the best of my knowledge. I realize that if I don't give complete financial information, or if I don't follow the rules listed above, my application for legal aid can be turned down and/or my volunteer legal aid attorney will stop representing me.

Signature of Client

Date