

**SMRLS VOLUNTEER ATTORNEY PROGRAM
CASE CLOSING FORM**

Client's Name: _____ **Attorney Name:** _____

Legal Problem: _____ **Date:** _____

Attorney hours spent on case: _____ **Paralegal hours spent on case:** _____

REASON FOR CLOSING THE CASE:

- NEGOTIATED SETTLEMENT WITHOUT LITIGATION:** Reached a settlement without a court action or administrative appeal.
- NEGOTIATED SETTLEMENT WITH LITIGATION:** Reached a settlement of a pending court action or administrative appeal.
- ADMINISTRATIVE AGENCY DECISION:** Case dispositive decision by an administrative agency after a hearing or other formal administrative process.
- UNCONTESTED COURT DECISION:** No adverse party or the adverse party does not contest the case.
- CONTESTED COURT DECISION:** Adverse party contests the case in whole or part.
- *EXTENSIVE SERVICE:** Includes the preparation of complex legal documents, extensive transactional work, extensive on-going assistance to a pro se party, extensive negotiations that did not result in a settlement, administrative or court actions that are not settled or decided, etc.
- *COUNSEL AND ADVICE:** Only provided simple legal advice.
- *LIMITED ACTION:** Wrote letter, prepared simple legal document, etc.
- NO LEGAL SERVICES PROVIDED**

***Advice / Extensive Service / Limited Action/ Cases Only:** (Please provide a 1-2 sentence statement about the advice/service you gave the client):

CASE OUTCOME:

- TRIAL OR HEARING WON TRIAL OR HEARING LOST
- SETTLED FAVORABLY SETTLED UNFAVORABLY
- OTHER FAVORABLE OUTCOME OTHER UNFAVORABLE OUTCOME
- NO EFFECT

PLEASE ATTACH A COPY OF THE FINAL ORDER, IF POSSIBLE

1. Did the client cooperate, keep appointments, provide requested documents and information, and keep you informed of his/her whereabouts? _____ YES _____ NO
2. Did you in any way experience difficulty with the volunteer attorney case referral process? _____ YES _____ NO
3. If you needed assistance from SMRLS staff, did you receive assistance? _____ YES _____ NO
4. Did you derive personal satisfaction from assisting this client? _____ YES _____ NO
5. Would you recommend this program to other attorneys? _____ YES _____ NO

Comments: _____

LSAC Outcome Measures Case Closing Form
(Full Representation Cases Only - Advice Only Do Not Need to Complete)

Client Name: _____

1. Please check the most appropriate box for each statement below. A blank line will be tallied as a "No" response. There can be more than one "Yes" response per case.

AS A RESULT OF MY LEGAL SERVICES IN THIS CASE, MY CLIENT

Has increased ability to pay for daily necessities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is less likely to be harassed by creditors	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is in a better position to keep or find a job	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is in a better position to keep or find housing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Has improved housing conditions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Has increased safety [1]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Has improved quality of life	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

2. Did your legal services protect **[2]** money/benefits for the client? Yes No

[IF YES, PLEASE PROVIDE AMOUNT AND TYPE BELOW]

Amount

Lump sum/back payment \$ _____

Ongoing monthly benefits \$ _____ x 12= _____

Type (Select One)

Federal Money/Benefit State Money/Benefit Child Support Other Money/Benefit

3. Did your legal services obtain/recover **[3]** money/benefits for the client? Yes No

[IF YES, PLEASE PROVIDE AMOUNT AND TYPE BELOW]

Amount

Lump sum/back payment \$ _____

Ongoing monthly benefits \$ _____ x 12= _____

Type (Select One)

Federal Money/Benefit State Money/Benefit Child Support Other Money/Benefit

DEFINITION:

[1] Examples of legal services increasing safety include (but are not limited to) securing an OFP or safety plan; custody changes that eliminated or reduced risk to children; immigration cases that avoided deportation or secured U or T visas; improved access for people with disabilities.

[2] "Protect" is defined as keeping resources/income/benefits the client was already receiving. Examples include bankruptcy protection of assets, keeping a housing subsidy that was threatened, getting a child support modification appropriate to client income, keeping child support at appropriate level when faced with reduction, etc.

[3] "Obtain/Recover" is defined as getting new resources/income/benefit for the client. Examples include having the court establish or increase child support, unpaid wage claims, lifting inappropriate garnishment, rent abatement, debt forgiveness, return of damage deposit, etc.