

VOLUNTEER LAWYERS NETWORK

In collaboration with the
Minnesota Justice Foundation

FAMILY LAW CLINIC

At the Family Justice Center Self-Help Center

For more information, contact:

Martha Delaney
Volunteer Lawyers Network
600 Nicollet Mall, Suite 390A
Minneapolis, MN 55402
(612) 752-6676 (direct line)
(612) 752-6656 (fax)
martha@hcba.org

Updated 03-29-05

Appendix (in the Family Justice Center Handbooks)

Legal Aid Society of Minneapolis Fact Sheets (Family Law Related) Tab 1
Sample Language for Findings of Fact, Conclusions of Law, and Judgment and Decree Tab 2
Minnesota Child Protection Process: Assessment to Permanency (Flowchart) Tab 3
Legal Access Point Attorney Resource Book Tab 4
Poverty Information Tab 5

VLN-MJF Family Law Clinic

The Family Law Clinic (FLC) is located at the Self Help Center (SHC) of the Family Justice Center (110 South Fourth Street). It runs Mondays and Fridays from 10:00 a.m. to noon and 1:00 p.m. to 3:00 p.m. Clients are seen on a walk-in (first come, first served) basis. All advice given at the FLC is covered by VLN's malpractice insurance.

Volunteer law students manage the clinic, including conducting income screening, contacting the attorney's office to do a conflicts check (unless requested not to), and obtaining client and court information and orders. Attorneys who would like the students' help with the conflicts check provide the staff member for the students to contact.

On the day of the clinic, staff members and/or the law students help the volunteer attorney set up and provide him/her with the on-site *Family Law Clinic Attorney Handbook (Attorney Handbook)*. Attorneys meet with clients in a room across the hall from the SHC. Attorneys are encouraged to bring their own statute books.

Attorneys meet with the clients along with the law student (unless the client objects). Attorneys spend approximately 30 minutes with each client, providing them with legal advice as more fully described below. Often, the Self Help Center staff or students will help clients carry out the attorney's advice, so it is recommended that the attorney or student provide the client with some brief written notes on the back of the SHC Referral Form.

Preparations for the Clinics

SHC staff prepare for the clinic by:

- Screening clients being at or below 300% of the federal poverty guideline (FPG) based on income;
- Completing a SHC Referral Form providing the client's name, opposing party's name, and a brief description of the legal advice issue the client needs help with;
- Listing clients on the sign-in sheet after completing a SHC Referral Form
- Reminding clients to bring all relevant legal documents.
- Facilitating any necessary interpreter services, if possible.

Role of the Volunteer Attorneys

Attorneys are encouraged to complement rather than duplicate SHC efforts and abilities. The below chart summarizes the main differences between the services law students and the SHC may provide to "customers" and the services attorneys may provide to "clients."

<p><u>Legal Information:</u></p> <p><u>SHC Staff Members, Law Students, and Volunteer Attorneys May:</u></p>	<p><u>Legal Advice:</u></p> <p><u>Only Volunteer Attorneys May:</u></p>
<p>Explain the legal options available to a customer.</p>	<p>Advise a client whether or not to bring a case to court, as well as which specific remedies will best achieve the client's goals.</p> <p>** A list of the forms packets available at the SHC is included in the Attorney Handbook. Law students may help you get the client the right packet.</p>
<p>Check a customer's court papers for completeness (e.g. all questions answered, signature, notary, attachments).</p>	<p>Advise a client what specific words to use in his/her court papers. (Please see below)</p> <p>** The entire pro se form must still be reviewed by a SHC facilitator. The volunteer attorneys cannot satisfy this court requirement.</p>
<p>Give a customer general information about courtroom protocol, procedures, rules, and practices.</p>	<p>Advise a client what to say in court.</p>
<p>Provide a client information regarding his/her case file.</p>	<p>Advise a client what a judge, magistrate, referee, and/or child support magistrate is likely to do.</p>
<p>Provide a customer with available court forms, instructions, and Legal Aid Fact Sheets.</p>	<p>Advise a client what this legal information means given his/her particular circumstances.</p> <p>** The Legal Aid Fact Sheets relating to family law—and available to clients at the SHC—are included in the Attorney Handbook. Law students may get clients a copy for you.</p>
<p>Answer questions about court deadlines and how to compute them.</p>	<p>Calculate the court deadline for the client.</p>

<p>Provide referrals to other legal services agencies, including LRIS, VLN, Legal Aid. Suggest that the person may want to hire an attorney.</p>	<p>Advise a person to get an attorney, and perhaps suggest specific attorneys who might be most helpful.</p> <p><i>** A list of community resources are included in the Attorney Handbook. Please consider referring those clients with household at or below 125% of the federal poverty guideline to VLN for full representation.</i></p>

Advising a Client As to Specific Language

Many clients ask for help with a specific paragraph in their motion papers. Because most clients are not able to orally state their request in court, their written request becomes that much more critical. For example, a common question is how to ensure an interest in the homestead. Rather than advising the client to get a lien, please write the most precise, detailed, comprehensive language possible within the time constraints. (The SHC is not allowed to give this type of assistance.) The *Attorney Handbook* includes a sample Legal Aid Findings of Fact, Conclusions of Law, and Judgment and Decree with language you may draw upon.

You may dictate to the law students or ask them to copy pages out of the sample Decree and fill in the blanks for the client. Then the client may write that in his or her papers. E.g.,

The homestead is subject to a lien in favor of John Smith in the amount equal to one-half of the “net proceeds” as defined herein. Nancy Smith shall be solely liable for normal maintenance and all monthly payments of principal, interest, taxes, and insurance on said homestead and Nancy Smith shall indemnify and hold John Smith harmless from any liability or obligation to make any payment whatsoever regarding said homestead.

That upon the happening of any of the events hereinafter enumerated, said homestead shall be placed on the market for sale at a price and upon terms to be mutually agreed upon by the parties, and the “net proceeds” from said sale shall be divided so that one-half of the “net proceeds” is paid to the petitioner and one-half of the “net proceeds” is paid to the respondent, thereby satisfying the lien of John Smith in full.

That the conditions on which such sale shall occur and said lien shall mature shall be as follows: (remarriage? Moving from the premises? Death? Cohabitation? Emancipation of children? Arrears? Other?)

The “net proceeds” are defined as follows: (etc)

Specific language is also critical when helping a client explain the reasons for his/her request, e.g., why he/she should have primary physical custody of the children. It is best if attorneys are able to help the client write out all the reasons for his/her request; the client will probably not be

able to explain his/her position well orally in court. *In short, the help you provide the client in completing the forms will probably, de facto, play the role of having an attorney argue in court.*

Attorney Supervisory Responsibilities

This clinic is a part of the exciting new program to add volunteer law students to VLN, which has been created in partnership with the Minnesota Justice Foundation. VLN is committed to recruiting, mentoring and supporting volunteer attorneys . . . and this now includes a commitment to invest in the next generation of lawyers – the Twin Cities’ large pool of law students.

The mission of the VLN-MJF Law Student Program is to expand current and future legal resources for low-income communities by involving law students in *pro bono* work. The goals of this program are to:

- Assist more clients
- Offer clients better services
- Support volunteer attorneys
- Provide law students with great experiences
- Expose law students to issues confronting persons in poverty
- Strengthen VLN collaborations

VLN and MJF hope that providing law students with high quality volunteer experiences will instill in them a career-long ethic of volunteering. So often, attorneys who do *pro bono* work cite a meaningful clinical law school experience that changed their direction.

Working in a clinic that includes students is enjoyable and adds an extra service component to the attorney’s work. It also means **the volunteer attorney assumes supervisory responsibility over the students**. That is, while attorneys are with students, attorneys make sure that students are acting appropriately and in accordance with Supreme Court Rules.

In the clinic setting, attorneys ensure that law students do work only that is preparatory, such as legal research, fact investigation, and working drafts of legal documents and correspondence. Specifically, a law clerk may NOT:

- Act in a representative capacity in protecting, enforcing or defending the legal rights of another
- Advice or counsel a person in connection with his or her rights (through in-person interviews, letters, or phone calls
- Dispose of legal issues by advice or negotiation.

VLN trains the law students specifically that they may not perform the above actions. If a student acts inappropriately, please bring it to his or her attention. If that does not correct the behavior, please bring it to VLN’s attention.

Students who exceed the scope of their law clerk duties (described above) may be liable for their actions. In addition, any violations by a student may be reported to the State Bar of Law Examiners when the student subsequently applies for admission to the bar.

The VLN volunteer attorney assumes the primary supervisory responsibility for the students namely, ensuring they do not take any inappropriate action at the clinic. VLN requests the students from MJF, sets up the schedule, conducts orientations, and (when necessary), disciplines.

Only For Attorneys with Student Attorneys

Student working under the Student Practice Rule can provide even greater assistance to attorneys, as they can, under attorney supervision, make court appearances on behalf of the client. The students also gain valuable skills while providing assistance to a client whom otherwise might go unrepresented.

In order to assume the role of a student attorney, however, a student **must** be certified under the student practice rule. The Minnesota Supreme Court is in charge of the student certification process.

If your volunteer student has finished the equivalent of two semesters of law school, he or she may be able to be certified as a student attorney. If you are willing to undertake the role of a supervising attorney (outlined below) and the student wishes to be certified, instruct the law student to visit his or her MJF staff attorney regarding the procedure for student certification at that law school. Below is the contact information for the MJF staff attorneys at each law school:

Hamline:	(651) 523-2081	hamline@mnjustice.org
U of M:	(612) 625-1584	uofm@mnjustice.org
St. Thomas:	(651) 962-4861	stthomas@mnjustice.org
WMCL:	(651) 290-8658	wmitchell@mnjustice.org

Under the General Student Practice Rule (different than the Clinic Rule), students may only appear on behalf of a local, state or other governmental unit or agency, or an indigent person.

When a student is certified to help a private attorney with a pro bono case, the student is certified for that case only. If the student wishes to work as a student attorney on another case, the student must undergo the certification process again. (In contrast, when students are working on cases for legal aid or nonprofit agencies, they do not have to be certified for each case.)

A supervising attorney has a duty to do the following:

1. Assume personal professional responsibility and supervision for the student's work
2. Sign all pleadings
3. Assist the student as needed
4. Appear with the student in all trials, except under rare circumstances
5. Ensure the student is doing adequate conflicts checking

A student attorney may never proceed on any aspect of a case or advise a client without the supervising attorney's approval. A student attorney may be liable for negligence, illegal

practice, and professional responsibility violations if, through contact or representations on which a client relies, he or she creates an attorney-client relationship.

If a student gives a client advice under circumstances in which a reasonable person would rely on the advice, an attorney-client relationship may be created.

Example: Student fails to identify him/herself as a law clerk or certified student attorney and gives advice to client.

Even certified student attorneys must clearly identify themselves as such and list the limitations on their legal activities.

The student may not be insulated from liability because he or she has a supervising attorney.

Rule 5.3 Minnesota Rules of Professional Conduct

Rule 5.3. Responsibilities Regarding Nonlawyer Assistants

With respect to a nonlawyer employed or retained by or associated with a lawyer:

- (a) A partner in a law firm shall make reasonable efforts to ensure that the firm has in effect measures giving reasonable assurance that the person's conduct is compatible with the professional obligations of the lawyer;
- (b) A lawyer having direct supervisory authority over the nonlawyer shall make reasonable efforts to ensure that the person's conduct is compatible with the professional obligations of the lawyer; and
- (c) A lawyer shall be responsible for conduct of such a person that would be a violation of the Rules of Professional Conduct if engaged in by a lawyer if:
 - (1) the lawyer orders or, with the knowledge of the specific conduct, ratifies the conduct involved, or
 - (2) the lawyer is a partner in the law firm in which the person is employed, or has direct supervisory authority over the person, and knows of the conduct at a time when its consequences can be avoided or mitigated but fails to take reasonable remedial action.

Volunteer Law Students at the Family Law Clinic

In chronological order, law student tasks at the Family Law Clinic include:

- Know the clinic procedures contained in this packet and answer the attorney's questions accordingly.
- Manage the sign-in sheet to ensure that clients are served in the order in which they arrived.
- Conduct income screening to ensure clients are at or below 300% FPG.
- Call a designated person at the attorney's office to conduct the conflicts check on the clients and opposing parties (unless the attorney makes other arrangements).
- Help clients complete the VLN Clinic Data Form. (*Note: Completion of this form is critical to continued VLN funding.*)
- Complete the Family Law Clinic Pre-Appointment Checklist form to:
 - a. Help clients identify the legal issue they would like to discuss with the attorney (*Note: the attorney will usually have time to address only one issue per client; if the client has more issues, the attorney may ask the client to come back another time.*)
 - b. Gather information related to court activity on the client's case if requested (CATS screens)
 - c. Help clients organize their papers for the attorney. If clients do not have a copy of the relevant court order, law students will, as time allows, assist clients in obtaining a copy.
- Review legal information provided by the SHC (e.g., Legal Aid Fact Sheets).
- Sit in on the advice sessions and assist as requested, e.g.
 - a. Encourage the attorney to write notes for the client on the Attorney Suggestion Form (back of the SHC Referral Form) or ask the attorney whether he/she wants you to write notes. (This also helps SHC staff when the client asks for SHC help)
 - b. Keep track of time and of waiting clients. (It is very helpful for the attorney to know when other clients are waiting, although the attorney decides when to end the session.)
 - c. Provide copies of the "free" motion papers to the attorneys as requested (namely:
 - i. IFP Form;
 - ii. Generic motion Form
 - iii. Accelerated Hearing Form
 - iv. Emergency Filing Form
 - v. Ex Parte Request Form

- vi. The “Short Form” for people who want a form that costs money but who are at or below 187.5% of the FPG.
- d. Obtain other motion papers from the SHC as requested by the attorney (and give the SHC staff either \$5.00 or a completed “Short Form.”)
- e. Help the client follow up on the attorney’s advice, if applicable.
- f. Help the attorney understand what services are provided by the SHC. (Law students, please become very familiar with the services the SHC offers so that you may assist the attorneys in this regard. Some information is provided in the chart on page 4; the SHC also has a website at:
<http://www.courts.state.mn.us/districts/fourth/SelfHelp/shpaperwork.htm>)
- g. If wished, wear name tags so people can know your name.

When there is down time, law students may: observe cases in the courtrooms; assist the SHC with administrative tasks; observe SHC interactions with customers; read SHC materials; watch SHC educational videos; or study.

Providing Additional Services

Clinic attorneys are not expected to provide any services advice. However, attorneys may, if wished, provide brief follow up services, such as sending clients a form, calling clients with additional information, etc.

If an attorney wishes to volunteer to take a client’s case, please refer the client back to VLN for intake and screening (client line phone number: 612.752.6677). Then contact VLN and offer to take that client. This enables VLN to keep track of full-representation cases, as well as to activate VLN’s malpractice policy.

It is very unlikely that a client will have the financial resources to retain a clinic attorney, as all clients are screened to have incomes at or below 300% of the federal poverty guideline. If a client wishes to retain you, please call Sue Pontinen at 612.752.6671.

If an Attorney is Unable to Come as Scheduled

In the event that an attorney is unable to come to the clinic as scheduled, VLN asks that he or she please take the following steps to make sure that the clinic time is covered:

- If possible, find a replacement attorney by calling or emailing the other clinic attorneys (the contact information for all clinic attorneys is sent out to all clinic attorneys at the beginning of each semester). When the attorney has found a replacement attorney, please notify Martha at VLN so she may update the schedule accordingly.
- If the attorney knows several days in advance and is unable to find a replacement, contact Kim at Kim@hcba.org or **612.752.6659**. (She will then try to find a replacement.)
- If the attorney knows less than several hours in advance, please call the VLN Administrative line at **612.752.6655**. This phone line will be answered and the attorney directed to the most appropriate staff person available at the time (who will try to find a replacement).
- If an attorney is running late, please contact the Family Justice Center Self Help Center directly at **612.596.1104**. If no one answers that phone, the attorney may call **612.596.1067** and leave a message.

If no attorney shows up for the clinic, law students will need to take the following steps.

- Call Sue Pontinen at 612.752.6671 to see whether she might be able to fill in as the attorney.
- If Attorney Pontinen is not available, apologize profusely to the clients (most of whom have made a special trip to see the attorney). They often have taken a day off of work, arranged for a sitter, arranged for rides, etc. Many may not have slept well in anticipation of their time with the attorney. Be as respectful as possible.
- If during the hours of 9:00 a.m. – 11:00 a.m., students may refer them to the Self-Help Center at the Hennepin County Government Center. The Legal Access Point attorneys during those times often will answer family law questions (although often not experts in family law).
- If during a morning clinic, and the client wishes to wait until the afternoon, there is a walk-in clinic from 1:00 p.m. – 3:00 p.m. (Mondays and Fridays). They probably would be the first person on the list.
- Students may also offer to schedule clients for an appointment on a different day.
-

Safety Notes

Family courts have a disproportionately high incidence of violence. Please consider the following security information while meeting with clients:

- There are security guards right outside of Room 172 in the event you need assistance
- You may prefer to sit on the side of the table closest to the door.

Frequent Agencies for Referral of Clients

Many times, attorneys will need to refer clients for additional services elsewhere. Below are the most common agencies to whom the family law clinic refers clients.

Volunteer Lawyers Network Client Intake Line: (612) 752-6677 Income Limits
125% FPG

VLN advises and represents economically disadvantaged people with legal problems through volunteer attorneys without charges to the client. While clients often face other issues in addition to their legal problems, VLN's aim is to address only the legal matters and refer clients to other helpful community resources for resolution of the other matters. In most instances, intake staff members screen clients based on financial eligibility, residential eligibility, and the type of legal issue.

United Way--First Call for Help: 211None

United Way's 211 is the Twin Cities' number one information and referral service. Its professional team can connect individuals with more than 20,000 community resources. Services are free, 24 hours a day, 7 days per week.

Multi-lingual Lines: Available Mon-Fri 8:30 am - 5 pm

Spanish — 651-291-0211

Russian — 651-698-9167

Hmong, Laotian and Vietnamese — 651-721-4852

Website: <http://www.firstcallnet.org/queries/keysearch.htm>

Legal Aid Client Intake Line: (612) 334-5970 **125% FPG**

Mid-Minnesota Legal Assistance (MMLA) is the primary provider of general civil legal services to low-income and elderly people in 20 central Minnesota counties. MMLA provides these services through its three member corporations: the Legal Aid Society of Minneapolis (LASM), St. Cloud Area Legal Services, and Western Minnesota Legal Services. This structure allows MMLA to staff three offices in Minneapolis, as well as offices in St. Cloud, Cambridge and Willmar. The oldest corporate component of MMLA—the Legal Aid Society of Minneapolis— was founded in 1913.

Low Fee Family Law Program Client Intake Line: (612) 752-6666200% FPG

Low Fee Family Law Project provides low-cost legal services for clients of modest means who have family law concerns such as divorce, child support, or child custody (financial screening is required.) A service of the Hennepin County Bar Association.

Lawyer Referral and Information Service Intake Line: (612) 752-6666.....None

The Lawyer Referral and Information Service (LRIS) is a public service of the Hennepin County Bar Association. LRIS referral counselors help callers focus on their legal issues and help determine the kind of assistance they need. If the client wishes to meet with a private attorney, the referral counselor will schedule an initial 30-minute consultation with a member attorney. There is no charge from the attorney for this consultation. However, LRIS charges a \$30 administrative fee, except in personal injury, workers' compensation, and malpractice cases, in order to maintain the service.

If the client chooses to retain the attorney after that initial meeting, fees are negotiated between the client and the attorney. LRIS attorneys have agreed to take into consideration a client's ability to pay when setting fees. All member attorneys are in private practice, carry appropriate insurance, and are in good standing with the bar.

LRIS staff are also familiar with other legal and social service resources, and will refer callers to those agencies if that is more appropriate.

Chrysalis Center for Women: (612) 871-0118None

Chrysalis provides effective health and human service programs to women, children and families. It is the only woman-centered multi-service agency in the Twin Cities metro area. Its programs and services include Resources & Referrals, Chemical Health Services, the Mental Health Clinic, Legal Assistance for Women, Divorce Education, Community and Professional Education, Support Groups, and the Kids' Cocoon Child Care Center. Each works to fulfill and advance the agency's mission to empower women and their families to initiate personal and/or social change.

Resource Center for Fathers & Families: (763) 783-4938None

The mission of the Resource Center for Fathers and Families is to provide resources that will help men become better parents and better parenting partners regardless of marital status, and to provide the model that all children deserve. As a result, communities, families, the family's economy and society in general will benefit. Services include: parenting classes, family law clinics, anger management courses, support groups, step-parenting classes, faith-based marriage counseling, relationship courses, and crisis lines.

SMRLS (Ramsey County): (651) 222-4731.....125% FPG

Southern Minnesota Regional Legal Services' (SMRLS) lawyers and paralegals provide free legal representation and advice to low income people in 33 counties of southern Minnesota. **Priority cases** include access to public assistance, obtaining and maintaining shelter, and protection from domestic abuse. SMRLS has specific **projects** focusing on education law, fair housing and discrimination, citizenship, and youth victims of domestic violence.

Family Justice Center Self-Help CenterNone

The Self Help Center provides assistance with forms and procedures for any family court matters, including divorce, custody, parenting time, contempt, paternity, third-party custody, agreements, delegations, ex parte motions, etc. Refer to the Self Help Center at the Family Justice Center, 110 South 4th Street, Minneapolis.

Also available: videos – “How to Start a Divorce” and “How to Fill Out a Family Court Motion.”

McKnight/Legal Aid Clinic: Family Justice Center.....300% FPG

Central Minnesota Legal Services attorneys provide family law advice, answer difficult procedural questions, draft pleadings, explain hearing process and evidence. For litigants up to 300% of federal poverty level. Refer to the Self Help Center at the Family Justice Center, 110 South 4th Street, Minneapolis.

Housing Court Project: 17th Floor HCGC187.5% FPG

The Housing Court Project offers free walk-in legal advice for low-income tenants and landlords at the Hennepin County Government Center (17th floor). Issues include evictions, lease violations, repair problems, emergency repairs, lockouts, expungement, and service issues. It is staffed by attorneys from Legal Aid of Minneapolis and VLN. Hours: Tuesdays through Fridays, 8:30 a.m. – noon.

Homeline: (612) 728-5767 None

HOME Line provides free legal, organizing, education and advocacy services so that tenants throughout Minnesota can solve their own rental housing problems. HOME Line works to improve public and private policies relating to rental housing by involving affected tenants in the process.

Misdemeanor Defense Project Client Intake Line: (612) 752-6666

None

Established in 1982, the Misdemeanor Defense Project (MDP) of the Hennepin County Bar Association schedules volunteer attorneys to provide brief legal advice and information about the criminal court process to pro se defendants at their initial arraignment hearing. Volunteer attorneys are available throughout the morning arraignment calendar each day at all four Hennepin County courts locations (Downtown, Brookdale, Ridgedale and Southdale). There is no charge to the client unless the attorney is retained for representation, in which case there is a \$30 administrative fee to LRIS and the attorney and client will establish fees for the representation.

Legal Rights Center: (612) 337-0030125% (no CHIPS or family)

Legal Rights Center represent, without charge, low-income people and people of color who have legal problems associated with the juvenile justice, criminal justice, and child welfare systems. LRC attorneys, community workers, and mediators are committed to protecting their clients' constitutional rights while assisting with the personal and social issues that often lead to the need for legal services. By addressing the broader problems, LRC seeks to restore the alleged offender to meaningful community life and reduce the likelihood of re-involvement with the juvenile or criminal justice system or the child welfare system. LRC's success will result in an increase in the quality of justice for low-income people and people of color and a decrease in the social costs associated with criminal behavior. The geographical focus of LRC's work is Hennepin County.

Tel-Law (612) 652-6699.....(none)

Tel-Law is a collection of recorded messages on more than 75 topics written by lawyers to provide general legal information about a variety of subjects. Individuals can find out whether they have a legal problem, general legal information concerning their problem, and information to help them understand the justice system and Minnesota law. Messages are generally three to five minutes long and presented in straightforward, easy to understand language.

Hennepin County Law Library(none)

The Law Library provides legal information to both attorneys and pro se parties. Approximately half of library users are non-attorneys, and sometimes are the same people being helped by VLN and Self Help Center.

VLN Issue Guidelines for Accepting Family Law Cases

Divorces with/without Children – Generally accepts representation of clients. When clients are financially ineligible, they are referred to phone advice clinics, courthouse clinic, or LRIS. Note: Respondents are given priority over petitioners and VLN will arrange for a respondent to have phone advice on the limited issue of avoiding a default situation prior to an attorney taking the case.

Annulments – if a client has grounds for an annulment, VLN will handle their case. Most of the time clients have a misconception of what an annulment is. These cases are first referred to phone advice to determine if they qualify for an annulment. If they do not qualify we will put them on our divorce waiting list.

Legal Separations – VLN will handle only if it is for religious reasons. Cases placed on divorce waiting list.

Order for Protections – VLN will look for an attorney if the client has an evidentiary hearing or initial hearing and the opposing party has an attorney. If it is not an evidentiary hearing and if they are not sure who the opposing attorney is, VLN will offer advice only. If client does not have a court date but wants to file because they are being abused, VLN refers them to the Domestic Abuse Office.

Child Support – VLN refers for cases are for advice only. Most cases are referred to Hennepin County Support and Collections.

Paternity – if a mother wants to establish paternity, VLN refers her to the county attorney. If a mother wants to fight paternity, VLN offers advice. If a father wants to establish paternity and he has the children living with him, VLN refers him to the county attorney for adjudication. If a father wants to fight or contest paternity, VLN refers to the family court public defender.

Post Decree – VLN does not represent clients on post decree issues, except for custody. VLN offers advice on post decree issues that do not involve custody. VLN has clients speak with original attorneys first before getting advice.

Spousal Maintenance – VLN does not handle these cases. They are referred to LRIS.

Visitation – if a client calls in with a visitation issue, VLN will only provide advice.

Custody – This category includes 3rd Party Custody and Custody Modification cases. These cases are screened for merit prior to being accepted. VLN will only help clients who have cases going through Hennepin County. If a client resides in Hennepin County, but the custody case is in another Minnesota county, VLN will offer advice only. If the children don't live in Hennepin County or have not lived in Hennepin County for at least 6 months, VLN puts client through phone advice to have attorney determine if this is a Hennepin County case.

Adoption – if client wants to adopt their spouse’s children or grandchildren then VLN will help with full representation. If a client wants to give up their parental rights then VLN refers to phone advice. If the adopting parents have been married one year, or less, VLN refers case to FLP. If adopting parents have been married longer than a year, VLN refers to juvenile law case manager.

The Family Justice Center Self Help Center

The Hennepin County Family Court Self Help Center is a department of the Fourth Judicial District Court of the State of Minnesota, located in the Hennepin County Family Justice Center, 110 South Fourth Street in downtown Minneapolis.

The Self Help Center (SHC) helps pro se litigants represent themselves in Hennepin County Family Court matters (i.e., marriage dissolutions, actions to establish paternity, actions to establish custody and parenting time, third party custody actions, etc). The SHC has videos, brochures, handouts, forms and instructions to help pro se litigants understand the court process and articulate their problem into a cause of action the Court can understand and remedy, as appropriate. The SHC staff also provides information about court rules regarding service of process, filing, courtroom conduct and other legal information.

The Self Help Center connects people with legal resources. Staff can address general questions about Hennepin County Family Court cases; refer litigants to on-site programs for family law assistance and brief attorney consultations; provide forms; provide information about full, reduced and no fee attorney services; and direct people to written materials intended to explain the law to non-lawyers.

The staff of the Self Help Center consists of one full-time supervising attorney, two part-time (job share) child support facilitator attorneys, one full-time paralegal, one full-time volunteer coordinator, two court clerks (one part-time at the FJC) serving customers at the counter and one court clerk acting as a Somali liaison (part-time at the FJC). Also, the SHC has many volunteers (paralegals, interns, law students, and attorneys) who screen marriage dissolution papers prior to service and filing and provide legal information to customers about the marriage dissolution process. Staff members speak Spanish, Somali, Hmong and English.

Self Help Center Staff Members:

Front Desk: Fartun Mohamed, Maria Boley

Facilitators: Melissa Rossow, (Supervising Atty), Betsy Lindgren/Walter Burk (Child Support Faciliator Attorneys); Pa Vang (Paralegal), Mary Griffith (Volunteer Coordinator)

SHC staff cannot give legal advice and do not represent or advocate for the litigants in the courtroom.

Below is information about the SHC taken from its tri-fold brochure (duplicated here for ease of reading).

Excerpt from Family Court Self Help Center Brochure

Hennepin County Fourth Judicial District

Family Court Self-Help Center

Open: Monday – Friday
8:00 a.m. – 11:30 a.m.
12:30 p.m. to 3:30 p.m.

Most initial services are walk-in.
For divorce, please arrive by 3:00 p.m.
For motions, please arrive by 2:30 p.m.

- Family Law Facilitators Can Assist Those Who –
 - Are not represented by an attorney. Persons representing themselves are called “pro se” litigants.
 - Are involved in a Family Court action such as: divorce with or without children, child custody and parenting time, family law motions, motions for temporary orders, contempt of existing orders, and emergency motions.
 - Live in Hennepin County or have an existing court order from Hennepin County.

Facilitators Help By -

- Providing forms and instructions for many family court actions. There is a fee of \$10.00 for divorce forms and \$5.00 for motion forms. Other forms and informational handouts are free.
- Giving you information on other court departments, legal services, and community resources.
- Providing assistance when the parties have reached an agreement, or in cases where there are no forms available.
- Reviewing completed family court forms, before the forms are served on the other party or filed with the court.

Important Notice: by Court Order, in Hennepin County, all family court motions prepared by a person not represented by an attorney must be reviewed by a Family Law Facilitator before a court date is set.

What to Expect

Divorce: If you are starting a divorce or responding to a divorce, you will watch a 30-minute video before obtaining the forms. You may view the video between the hours of 8:00 a.m. and 3:00 p.m. Monday – Friday.

After watching the video and purchasing the forms for \$10.00, you will complete the forms and return for a one-hour appointment with a facilitator. At the appointment, the facilitator will review the completed forms, give you additional forms, and help you understand how to complete the divorce. (We regret we cannot honor your appointment if you arrive more than 10 minutes late.)

Custody, Parenting Time, and Contempt: If you want to file a motion to change or establish custody or parenting time (visitation), or file a motion for contempt (to enforce an existing family court order), you will watch a 25-minute video and meet with a facilitator. Bring a copy of the court order you wish to change or enforce. If you do not have a copy of the order, you will be asked to purchase a copy of the order for \$5.00 at the court Records Center. To allow enough time to watch the video and meet with a facilitator, please arrive by 2:30 p.m., Monday – Friday. After you complete the motion forms, you will return for a one-hour appointment with a facilitator. (We regret we cannot honor you appointment if you arrive more than 10 minutes late.)

At the appointment, the facilitator will review the completed forms and answer questions you have about the process. The Motion must be reviewed by a facilitator before you can get a court date for a hearing.

Other family court motions: If you have issues other than divorce, custody, parenting time, or contempt, stop by the Self Help Center or call (612) 596-8519 for information about available assistance and hours.

Facilitators May Not -

- Give legal advice or tell you what legal action to take. Facilitators are neutral and will also assist the other party. What you tell a facilitator is not confidential.
- Draft legal documents, or research your issues.
- Fill out documents for you.
- Predict the outcome of your case or how the judicial officer will rule.

Please help by:

- Making arrangements for child care. We do not have a play area or toys for children. You need to be able to focus on your legal issues, without distraction.
- Being prepared to spend the necessary time at the Self Help Center (usually up to 2 hours).
- Bringing cash/checks for forms and copies, and a picture ID.
- Bringing copies of all relevant court orders and other papers.
- Arriving on time.

Who are the Facilitators

- The facilitators include court employees and trained and dedicated volunteers. Most are paralegals. The court funds this program to improve public access to the court and to help people achieve better outcomes for their families. Other

agencies assist the court in this mission by providing legal services and you may be referred to those agencies. Our volunteers donate their time to help YOU. Please thank them!

Frequently asked Questions:

Q: Are forms and instructions available on the internet?

A: A state-wide version of the forms is available at <http://www.courts.state.mn.us>. Click on "Clerks Office." These forms do not have addresses, phone numbers and other information specific to Hennepin County. If you obtain forms from this site, or if you purchase the forms at the courthouse, we strongly recommend watching a video before filling out the forms.

Q: Where can I get the video?

A: There is a video for divorce and a video for motions produced by the State of Minnesota. The videos are available for viewing at the Family Court Self Help Center and for viewing or checking out at the Minneapolis and Hennepin County Libraries and the Hennepin County Law Library. Titles are: "How to Start a Divorce" and "How to File A Motion."

Q: What will I learn from the video?

A: The videos tell you what you need to know to fill out the forms and serve the papers properly—the first time around. Customers tell us they learn a lot from the video, even if they have been to court many times before.

To improve your understanding of what the judge needs and expects, to allow us to better serve you, and to avoid delays and having to re-do paperwork, we ask that you watch the video before starting to fill out the forms.

Q: Can you mail the forms to me?

A: Forms can be mailed if you live more than 2 hours from the courthouse and you prepay for the forms and postage.

To request forms by mail, call (612) 596-8519.

Q: Why is there a requirement that my motion be reviewed by a facilitator before I can get a court date?

A: The review lets you know if your motion meets minimum legal standards. If your motion does not meet minimum legal standards, you are wasting your time and the court's time by filing your motion. After waiting weeks or months for the hearing, your case will likely be dismissed and you will have to start over. In some cases, the law requires you to wait an additional one or two years before you can try again. By screening motions, we can help you minimize delays and disappointments. If we can avoid wasting court hearing time on cases that are not properly before the court, everyone will get their day in court sooner.

Please read! If your motion is reviewed and approved, it does not mean you will get what you requested in your motion. The judge will grant or deny your motion based on the legal standards and the evidence and arguments of the parties.

Q: Will the judge help me with my case?

A: No. The judge must be neutral. When you do not have an attorney, you are acting as your own attorney. You are responsible for knowing and following all Minnesota laws, the General Rules of Civil Procedure, and the Rules of Family Court Procedure. Court rules and laws are available in the Law Library, C-24, Government Center, 300 S Sixth Street, Minneapolis.

List of Available Self Help Center Forms Packets

- Marriage Dissolution with Children (petitions and answers)
- Marriage Dissolution without Children (petitions and answers)
- Motions to Establish Custody and Parenting Time (for use in paternity actions, mostly with Recognitions of Parentage)
- Motions to Change Custody
- Motions for Parenting Time Assistance (when parents need a new schedule or there is a problem with visitation/parenting time)
- Motions for Contempt
- Motions for Temporary Relief
- Generic Motion and Affidavit (to cover miscellaneous situations)
- Packets to respond to the above motions
- Petition to Proceed *In Forma Pauperis*

In addition, the Self Help Center has forms, but no instructions, for the following:

- Summons and Complaint to Establish Paternity
- Third Party Custody
- Emergency Relief (Ex Parte Requests, Accelerated Hearing Requests, Emergency Filing Orders, etc) for very extreme situations
- Agreement to Change Custody
- Agreement to Change Support
- Agreement to Change Medical Support
- Agreement to Change Parenting Time

About Volunteer Lawyers Network

Volunteer Lawyers Network (VLN) was created to provide legal services to the economically disadvantaged of Hennepin County. It was established as a legal advice clinic in 1966 by a group of 28 lawyers in Hennepin County. Today it has 1,400 attorneys on its rolls, 500 of which are active at any one time. It is a non-profit corporation comprised of a staff of eight, a Board of Directors, and volunteer attorneys from the community.

Through the years, VLN's mission has remained to advise and represent economically disadvantaged people with legal problems through volunteer attorneys without charges to the client. While clients often face other issues in addition to their legal problems, VLN's aim is to address only the legal matters and refer clients to other helpful community resources for resolution of the other matters. In most instances, intake staff members screen clients based on financial eligibility, residential eligibility, and the type of legal issue.

About the Minnesota Justice Foundation

MJF strives for justice by creating opportunities for law students to perform public interest and pro bono legal services.

MJF was founded in 1981 by a group of University of Minnesota law students who were concerned about serving their communities. These visionary students believed that lawyers and law students have a special professional obligation to provide quality legal services to those who cannot afford legal representation. In addition, they were committed to improving the law school environment and the legal profession by calling attention to the need for legal services for low-income individuals and for creating pro bono opportunities for law students and lawyers.

Today, MJF continues to administer the Law School Public Service Program and the Summer Clerkship Program at Hamline University School of Law, the University of Minnesota School of Law, University of St. Thomas School of Law and William Mitchell College of Law. Through the work of full-time and part-time staff and AmeriCorps and *VISTA volunteers, MJF links law students to opportunities throughout the legal services community.

+

|

1.
2.

VLN-MJF Family Law Advice Clinic

Attorney Suggestions to client

Date: _____ Location: _____

Next Steps to take:

(continued on reverse)

Ask the Self Help Center _____ to help you.

Ask the Self Help Center _____ to help you.

Obtain copies of: _____

Contact _____ from the below list.

Other Resources to contact:

- Volunteer Lawyers Network Client Intake Line (9:00am–4:00pm) (612) 752-6677
- Lawyer Referral & Information Service Client Intake Line (9:00am–4:30pm)..... (612) 752-6666
- United Way--First Call for Help (24 hours)..... 211
- Legal Aid Society Client Intake Line (9:30–11:30am; 1:30–3:30pm)..... (612) 334-5970
- Low Fee Family Law Program Client Intake Line (9:00am–4:30pm)..... (612) 752-6666
- Chrysalis Center for Women (4432 Chicago Ave S, Mpls) (Mon–Thurs 8:30am–8:30pm, Fri 5:00pm)(612) 871-0118
- Resource Center for Fathers & Families (1201 89th Ave NE, Blaine)(763) 783-4938
- SMRLS Client Intake Line (Ramsey County) (9:00am–noon, 1:00–3:00pm)..... (651) 222-4731
- Homeline (Mon – Thurs 9:00 am– 6:00 pm.; Fri 9:00am –3:00pm)..... (612) 728-5767
- Misdemeanor Defense Project Client Intake Line (9:00am -4:30pm) (612) 752-6666
- Legal Rights Center (1611 Park Ave S, Minneapolis) (Intakes are Tuesday 9:00–11:00am)..... (612) 337-0030
- Tel-Law (24-hour legal information recorded library) (612) 752-6699
- Family Justice Center Self-Help Center (110 S. Fourth St, Minneapolis) (612) 596-8519
- Conciliation Court Resource Center (City Hall, Room 306) (8:00am– 4:30pm except lunch)..... (612) 348-2713
- VLN Criminal Expungement Clinic (Wed 1:00–4:00 pm, Fri 9:00 am-noon) make appointment at Self Help Center
- VLN Family Law Clinic (Mon and Fri, 10-noon and 1:00-3:00pm); make appointment at Family Self Help Center
- Housing Court Project: 17th Floor, Government Center, 8:30am–noon, Tues–Fri (housing matters)
- <http://www.midmnlegal.org/programresources.cfm?pagename=Program%20Resources> (Legal Aid Fact Sheets)
- <http://www.courts.state.mn.us/districts/fourth/ConcCt/ccmain.htm> (Conciliation Court Home Page)
- <http://www.courts.state.mn.us/districts/fourth/SelfHelp/shmain.htm> (Self Help Center website)

The above is advice-only and does not create an ongoing attorney client relationship, per the agreement signed today. It is based upon what you have stated to me today.

4.

Legal Access Point Volunteer Attorney Suggestions

The LAP Advice Clinic is managed by the Fourth Judicial District Court, Lawyer Referral and Information Service, and Volunteer Lawyers Network. We are grateful for your time helping those in need and would like to know how we can support you in providing high quality services.

Ideas for substantive or procedural trainings/CLEs

Ideas for additions to the LAP Attorney Resource Book

Ideas for resources to add to the cubicle

Other ideas

Thank you for your suggestions! Please place this form with completed Client Data Sheets.

☐

Referral From the Self Help Center to VLN-MJF Legal Advice Clinic

Time and date referred:

Client's name:

Opposing party's name:

Household income:

Number in household

Income qualifies for clinic: Yes

No

Issue on which customer needs legal advice:

VOLUNTEER LAWYERS NETWORK

Volunteer Law Student Acknowledgement - Clinics

Thank you for your interest in volunteering at a VLN Legal Advice Clinic. Please complete and sign below and return to Martha Delaney at VLN.

Volunteer law students at VLN are required to do the following:

- Complete the VLN Membership Form online at http://www.volunteerlawyersnetwork.org/sign_up.htm
Review the VLN materials (located on the VLN Web site) prior to orientation, including:
The orientation materials associated with the specific clinic
Volunteering as a Law Student
United Way "Immigrants in the Twin Cities" (Information regarding contrasts in beliefs, values, and practices of various populations in the Twin Cities)
May I Help You - describing the difference between legal information and legal advice
Attend all orientations as scheduled.
Keep all client information confidential. Discuss cases only with the attorney.
Never offer legal advice to a client.
Always introduce yourself to clients as a volunteer law student.
Observe professional standards of dress and conduct.
Commit to two semesters (Family Law or Criminal Expungement Clinics).
Contact Martha Delaney at VLN if any problems arise with your placement.
Complete and return to MJF the MJF Log Sheet at the end of the semester.

I understand the above requirements and agree to follow them.

Volunteer Signature: _____ Date: _____

Print Name: _____

VLN-MJF Clinic that Volunteering at: _____ Date/Time: _____

Phone: _____ Email: _____

Law School: _____ Year: _____

I plan to volunteer through (date): _____

Thank you! Please return the completed form to Martha Delaney. Email: martha@hcba.org. Fax: 612.752.6656. Address: 600 Nicollet Mall, Suite 390A, Minneapolis, MN 55402. Direct line: 612.752.6676

Updated 01-12-05

Attorney Survey Form (to be completed orally with a volunteer)

Attorney: _____ **Date:** _____

PBLC Program: VLN-MJF Family Law Clinic _____

Number of times volunteered: _____

Work Performed: _____

Comments: _____

Quality of experience of volunteering at Volunteer Lawyers Network:

1 = Strongly agree; 2 = Agree; 3 = Neutral; 4 = Don't Agree; 5 = Strongly Disagree

I was satisfied with VLN's administrative support	1	2	3	4	5
I was satisfied with the orientation I received	1	2	3	4	5
I was satisfied with the legal training I received (if applicable)	1	2	3	4	5
The volunteer experience was what I expected	1	2	3	4	5
I was satisfied with the use of my skills	1	2	3	4	5
I was able to work on new skills or improve upon my existing skill set	1	2	3	4	5
I believe my work helped the client	1	2	3	4	5
I would volunteer again at VLN	1	2	3	4	5

Suggestions to improve my experience at VLN

(If applicable) **Suggestions to improve the quality of the legal clinic**

Quality of experience of working with a law student:

1 = Strongly agree; 2 = Agree; 3 = Neutral; 4 = Don't Agree; 5 = Strongly Disagree

I was satisfied with the work of the law student	1	2	3	4	5
I was satisfied with the training the law student received	1	2	3	4	5
I was satisfied with the volunteer law student's skills	1	2	3	4	5
I was satisfied with the orientation I received for working with a law student	1	2	3	4	5
The law student's work lessened the time I needed to spend on the case	1	2	3	4	5
I would work with a law student again in my <i>pro bono</i> work	1	2	3	4	5

Suggestions to improve the law students' assistance to attorneys:

Suggestions for additional trainings and/or support services (e.g., forms, Web site, etc.) from VLN:

Other suggestions:

Client Satisfaction Survey

Date: April ____, 2005

1. Have you been to this clinic before? Yes No Not sure
2. What type of questions did you have for the attorney?
 Family law Criminal Expungement Other: _____
3. Did the lawyer answer your questions? Yes No Not sure
4. Did you understand the lawyer's answers? Yes No Not sure
5. Do you now have a better understanding of your legal rights? Yes No Not sure
6. Did you learn what steps to take to resolve your legal issues? Yes No Not sure
7. Were you told of other services that might be helpful? Yes No Not sure
8. Would you tell a friend or family member about this service? Yes No Not sure
9. After meeting with the attorney, do you:
 Plan to represent yourself Plan to contact Legal Aid
 Plan to hire an attorney Think no legal action is needed
 Plan to contact another agency Other: _____
 Plan to contact Volunteer Lawyers Network

-
10. Did you have a law student assist you at the clinic? Yes No Not sure
 11. If yes, how did the law student assist you? (Please check all that apply.)
 - Fill out a Clinic Data Sheet so I could see the attorney.
 - Helped organize my papers.
 - Helped me figure out what to ask the attorney.
 - Helped the attorney find another service that would be able to assist me.
 - Got pro se (do-it-yourself) or other forms from the Self Help Center.
 - Got necessary court papers or documents from the clerk of courts
 - Helped me to fill out papers for court.
 - Got a court date for my hearing
 - Mailed copies of my paperwork to other parties in the case
 - Got other items requested by the attorney
 - Other: _____
 12. Was the law student's assistance helpful to you? Yes No Not sure

Please write any comments or suggestions for improving the legal advice clinic on the back.
Thank you for your time in giving us this information!

Student Evaluation - Family Law Clinic

Please list what you have found to be the best part of the clinic.

Please list what you have found to be the worst part of the clinic.

List any ideas you have for improving the clinic's services to clients.

List any ideas you have for improving the clinic's experience for students.

List any ideas you have for improving the clinic's experience for attorneys.

List any questions that you've had that would have been helpful to address at the initial orientation.

Anything that VLN or Martha Delaney can do for you right now that would make this experience better for you?

On reverse, please give a story of one client who was helped by the clinic (don't use names).

VOLUNTEER LAWYERS NETWORK Clinic Data Sheet

CLIENTS: COMPLETE THIS SIDE

Name: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

U.S. Citizen: Yes No

Gender: Male Female _____

Date of Birth _____

How many adults (18 and over) live in your household? _____

How many children (under 18) live in your household? _____

What is your total monthly household income/support before taxes?

- | | | |
|--|--|--|
| <input type="checkbox"/> \$0 | <input type="checkbox"/> \$2,006 – 2,514 | <input type="checkbox"/> \$3,534 – 4,042 |
| <input type="checkbox"/> \$1 - \$1,495 | <input type="checkbox"/> \$2,515 – 3,023 | <input type="checkbox"/> \$4,043 – 4,552 |
| <input type="checkbox"/> \$1,496 – 2,005 | <input type="checkbox"/> \$3,024 – 3,533 | <input type="checkbox"/> Other (specify) _____ |

What are the sources of your monthly household income/support (check all that apply)?

- | | | |
|--|--|--|
| <input type="checkbox"/> Part time job | <input type="checkbox"/> Spousal support | <input type="checkbox"/> Social Security |
| <input type="checkbox"/> Full time job | <input type="checkbox"/> Unemployment Comp | <input type="checkbox"/> Public Assistance |
| <input type="checkbox"/> Child support | <input type="checkbox"/> Workers Comp | <input type="checkbox"/> Other (specify) _____ |

What is your race/ethnicity (check one)?

- | | | |
|---|--|--|
| <input type="checkbox"/> Asian-Pacific Islander | <input type="checkbox"/> Hispanic | <input type="checkbox"/> White |
| <input type="checkbox"/> Black | <input type="checkbox"/> Native American | <input type="checkbox"/> Other (specify) _____ |

Have you talked with an attorney about this matter yet? Yes No

Client Acknowledgement

I understand that the Legal Clinic offers me the opportunity to consult with an attorney, **free of charge**, at the clinic site. I may meet with this volunteer attorney for a limited consultation. The volunteer attorney can provide brief advice and information on most legal matters.

I understand that the attorney I meet with today will not provide on-going legal assistance, unless otherwise agreed to in writing. I also understand and agree that the opposing party may now, or in the future, be represented by this attorney’s law firm. However, I understand that anything that I tell the attorney today is privileged and confidential. I consent to allow my information to be shared with others as deemed appropriate in a good faith effort to assist me in this matter.

Client signature

Date

CLINIC STAFF and/or ATTORNEYS: COMPLETE THIS SIDE

Clinic Location: _____ **Date:** _____ **Time:** _____

Attorney: _____ **Law Student:** _____

Brief description of question or legal concern:

Opposing Party Name:

Area of Law (check the ONE area that best describes):

Bankruptcy	Civil	Criminal--Felony
Debtor Creditor	Conciliation Court	Criminal--Misdemeanor
Consumer	Personal Injury	Expungement--Criminal
Collecting a Judgment	Malpractice	Driver's License
Employment	Housing (Landlord)	Expungement--Housing
Workers Comp.	Housing (Tenant)	Tax
Civil Rights/Discrim.	Real estate (other)	Business
Family	Juvenile Delinquency	Wills or Probate
Traffic	Public Benefits	Car Title
Child Protection	Immigration	Other _____

Attorney Services provided (Note: Most VLN Clinics are Advice-Only):

- I provided the client with advice and/or a referral.
- Brief Service (i.e., follow-up phone call, follow up letter)
- Full Representation (and will fill out a VLN Representation Agreement)
- Other _____

Attorney Time with Client: _____ **Law Student Time:** _____

Estimate of any follow-up attorney time (if applicable): _____

Check if client was referred elsewhere:

Volunteer Lawyers Network: (612) 752-6677
United Way--First Call for Help: 211
Legal Aid: (612) 334-5970
Low Fee Family Law Program: (612) 752-6666
Lawyer Referral and Info: (612) 752-6666
Chrysalis Center for Women: (612) 871-0118
Ctr. for Fathers & Families: (763) 783-4938
SMRLS (Ramsey County): (651) 222-4731

Family Justice Center Self-Help Center
McKnight/Legal Aid Clinic: Family Justice Ctr
Legal Aid Housing project: 17th Floor HCGC
Homeline: (612) 728-5767
Misdemeanor Defense Project: (612) 752-6666
Legal Rights Center: (612) 337-0030
Other _____

Family Law Clinic Pre-Appointment Worksheet

Income Screening

Client Name: _____

Other party name: _____

Number of adults living in the client's household: _____. Number of children: _____

- | | | |
|--|--|---|
| <input type="checkbox"/> \$ 0 - 2,328 | <input type="checkbox"/> \$4,714 – 5,508 | <input type="checkbox"/> \$7,894 – 8,688 |
| <input type="checkbox"/> \$2,329 – 3,123 | <input type="checkbox"/> \$5,509 – 6,303 | <input type="checkbox"/> \$ 8,689 – 9,483 |
| <input type="checkbox"/> \$3,124 – 3,918 | <input type="checkbox"/> \$6,304 – 7,098 | <input type="checkbox"/> \$ _____ |
| <input type="checkbox"/> \$3,919 – 4,713 | <input type="checkbox"/> \$7,099 – 7,893 | |

Meets income criteria (300%) for clinic:

Yes No

(If no, refer to Government Center SHC on Second Floor, 300 S. Sixth Street, from 9:00 a.m. – 11:00 a.m. on Mondays through Fridays, 1:00 p.m. to 3:00 p.m. on Mondays.)

Conflicts Check

Conflict with attorney's office? _____

Yes No

Client is currently seeing another attorney? _____

Yes No

Issue Identification

• Legal issue the client wishes to discuss with the attorney:

- | | | |
|---|---|--|
| <input type="checkbox"/> Parenting Time | <input type="checkbox"/> Significant Debts | <input type="checkbox"/> Real estate |
| <input type="checkbox"/> Parent's Custody | <input type="checkbox"/> Maintenance (alimony) | <input type="checkbox"/> Business division |
| <input type="checkbox"/> 3rd Party Custody | <input type="checkbox"/> Inheritance | <input type="checkbox"/> Bankruptcy |
| <input type="checkbox"/> 3rd Party Parenting time | <input type="checkbox"/> Separate property | <input type="checkbox"/> Personal Injury Lawsuit |
| <input type="checkbox"/> Child support | <input type="checkbox"/> Military service | <input type="checkbox"/> Domestic Abuse |
| <input type="checkbox"/> Paternity issues | <input type="checkbox"/> Pre-nuptial agreement | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Significant Assets | <input type="checkbox"/> Immigration | |
| <input type="checkbox"/> Hidden Assets | <input type="checkbox"/> Pension/ retirement plan | |

Statement of issue: _____

Client has copy of most recent relevant court order: _____

Yes No

Note: if no, check with the SHC to write a request for the court order prior to seeing the attorney.

Other papers client has with him/her: _____

See reverse