

Volunteer Legal Services Referral Form

King County Bar Association

Please read through this form *carefully* before making a referral to Volunteer Legal Services.

****Do not refer cases with immediate deadlines****

STEP ONE: Please have the client read and initial the following release **and** sign the attached client release form:

I give permission to the Neighborhood Legal Clinics to provide information about my case to the Volunteer Legal Services program to determine my eligibility for legal assistance. I may be contacted if my case falls within their program priorities.

(Client initials)

STEP TWO: Is the client income eligible for the program? ____ Yes ____ No

People in Household	Below 200% FPL Gross Monthly Income <small>Estate Planning and SSI/SSDI Overpayments</small>	Below 100% FPL Gross Monthly Income <small>Vacating Criminal Records</small>
1	\$2010	\$1005
2	\$2707	\$1353
3	\$3403	\$1702
4	\$4100	\$2050
5	\$4797	\$2398
6	\$5493	\$2747
7	\$6190	\$3095
8	\$6887	\$3443
Each person over 8	Add \$696	

If clients are income ineligible please refer them to either 211 or inform them they can schedule a follow up appointment with NLC by calling the scheduling line at (206) 267-7070, Tuesdays-Thursdays from 9am to noon.

STEP THREE: Does the legal issue fall into one of these categories?

Estate Planning	Household income below 200% FPL	_____ Simple wills _____ Health care directives (living wills) & durable powers of attorney _____ Disposition of remains	We do NOT assist with: probate or guardianships
SSI/SSDI Overpayments	Household income below 200% FPL	_____ SSI/SSDI overpayments ONLY	For clients with immediate deadlines, refer to Seattle Community Law Center
Vacating Criminal Records	Household income below 100% FPL	USE VACATING CRIMINAL RECORDS CHECKLIST IN RESOURCE BOX to determine if client is eligible to have their record vacated before making a referral. MUST BE CONVICTION. _____ Preventing employment, benefits, housing, or professional license	We do NOT assist with: restoring gun or voting rights; reducing or remitting Legal Financial Obligations (LFOs)

STEP FOUR: Inform the client that completion of this form **DOES NOT** guarantee eligibility or acceptance for pro bono legal assistance. It will often take up to **3 WEEKS** for a client to receive a call back from KCBA.
DO NOT REFER CASES WITH AN URGENT DEADLINE.

Date: _____ Intake Interviewer: _____

Client First Name: _____ Client MI: _____ Client Last Name: _____

Client Phone: _____ Safe for messages? _____ Preferred? _____

Language: _____ Interpreter Needed: _____

Additional information: To assist VLS in referring this case, provide key facts & details regarding the history of the action, filing dates, documents the client has & other information relevant to determining eligibility.

Please attach paperwork when possible.

Summary of Situation: _____

Action / Referral Needed: _____

Deadline(s): _____

Other Notes: _____

May we contact you with questions? _____

If so, your name & phone number: _____