



PRO BONO PROGRAM

Form can be emailed to probono@603legalaid.org or sent via regular mail to:
603 Legal Aid - Pro Bono, 93 N. State Street, Suite 200, Concord, NH 03301
If you have questions, please call Pro Bono Department Manager, Emma M. Sisti at (603) 584-5145

Name: _____

NHBA #: _____ Year admitted to NH Bar: _____

Law School: _____ Year of Graduation: _____

Firm/Organization: _____

Preferred Mailing Address: _____

Preferred Phone: _____ Preferred E-Mail: _____

Please check the areas of law in which you are willing to represent clients:

Primary Areas:
Family Law: Divorce, Parenting Rights & Responsibilities, Child Support, Domestic Violence*, QDRO/ERISA, Post-Divorce Issues, Unbundled Services
Housing: Private Landlord/Tenant, Foreclosures, Mobile Home Park Issues, Record Annulments
Bankruptcy/Debt: Chapter 7, Chapter 13, Collection Defense
IRS/Federal Taxes*: Collections, Liability Issues

*Please send me information about the following special Pro Bono projects:

DOVE (Domestic Violence Emergency Project), or contact Pam Dodge, 603-224-3333 x230
Low-Income Taxpayer Project (LITP), or contact Adrianna Siniawski, Esq., 603-224-3333 x215

Other Areas:
Advance Directives, Consumer, Driver's License, Elder Law, Employment, Guardianship - Adult, Guardianship - Minor, Immigration, Insurance, Juvenile, Military Issues, Nonprofit Issues, Social Security, Special Needs Trust, Tort Defense, Wills & Estates, Worker's Compensation
Please list other types of cases you might consider: _____

I'm interested in brief advice clinics:

Family Law, Record Annulment, Debt Collection

In which counties are you willing to accept referrals?

Belknap, Carroll, Cheshire, Coos, Grafton, Hillsborough N, Hillsborough S, Merrimack, Rockingham, Strafford, Sullivan

RESOURCES AVAILABLE TO VOLUNTEER ATTORNEYS WITH THE PRO BONO REFERRAL PROGRAM

1. Malpractice Insurance:

Professional liability insurance is provided through the 603 Legal Aid's Pro Bono Program to cover volunteer attorneys handling cases of eligible clients referred through Pro Bono. 603 Legal Aid's insurance policy provides primary coverage for cases handled through Pro Bono of qualified clients.

2. Court & In-State Service Fees, Waiver of:

Pro Bono qualified clients are entitled to automatic waiver of filing and in-state service fees under RSA 499:18(b). Each referral will include a "Certificate of Indigency" that can be submitted to the Court. A sample cover letter to sheriffs requesting waiver of service fees is included on an information sheet that Pro Bono sends with the referral packet.

3. Litigation Expenses:

The Pro Bono Program can reimburse volunteer attorneys up to \$30 for out-of-pocket expenses incurred in a Pro Bono case. These expenses include long distance phone calls, travel (at 25¢ per mile), copying costs (at 10¢ per copy), non-waivable out-of-state service fees and other similar expenses. In certain situations, the Pro Bono Manager can waive this limit and approve reimbursement requests in excess of \$30. Whenever possible, clients should be asked to cover at least a portion of out-of-pocket expenses in their cases.

4. Depositions:

Through the generosity of the New Hampshire Court Reporters Association, attorneys can receive free transcription services for depositions in connection with Pro Bono Program cases. To use this resource, contact the Pro Bono Program at 224-3333 ext. 203.

Guidelines for use of free deposition services include:

- The matter must be directly related to a case handled through 603 Legal Aid's Pro Bono Department.
- Requests should be made at least two weeks in advance, if at all possible.
- Emergency services will only be provided when extenuating circumstances exist and if the resources are available.

5. Criminal Record Annulments:

603 Legal Aid will provide you with a Certificate of Indigency, which you can present to the Clerk of Court to obtain a waiver for the filing fee of any petitions to annul. The statute (RSA 651:5) also provides that indigent persons may have the fees waived related to the investigation of their record by the Department of Corrections and the fee related to the correction of their record by the Department of Safety. These agencies require the applicant to file a department specific waiver which you can obtain from each department upon request.

6. Mentors:

Through its mentoring program, Pro Bono offers linkages between newer attorneys or attorneys new to the practice area of their Pro Bono case and practitioners experienced in areas of the law commonly referred to by Pro Bono. Names of mentors are available by contacting the Pro Bono Manager or Coordinator.

7. Pensions/Tax/Financial:

Help is available regarding “Qualified Domestic Relations Orders” (QDROS) by volunteer attorneys and CPAs. If such assistance is required in a Pro Bono case, attorneys should contact the Pro Bono Manager. Thanks to the New Hampshire CPA Society and its members, the Pro Bono Program offers referrals to CPAs for information on and assistance with income tax issues, pensions and other financial matters arising in Pro Bono cases.

8. Interpreters:

When interpreters are needed for out-of-court client communications, the 603 Legal Aid will assist volunteer attorneys in identifying resources and defraying the cost of this expense. Payment of interpreters is subject to prior approval by the Pro Bono Manager.

9. Real Estate Appraisals:

A number of real estate appraisers have volunteered to provide appraisals at no charge when needed in Pro Bono cases. Attorneys should contact the Pro Bono Program Director for more information.

10. Other Resources:

At the request of volunteers, the Pro Bono Program will do its best to locate other resources required in representing Pro Bono clients.