



### **PRO BONO CASE ADMINISTRATION CHECKLIST**

LS NO: \_\_\_\_\_

Pro Bono Attorney: \_\_\_\_\_

Date Case Assigned: \_\_\_\_\_

Client(s) Name: \_\_\_\_\_

Legal Issue: \_\_\_\_\_

- **Pro Bono Representation:** Thank you for accepting the above pro bono matter! You may contact the Client directly to arrange your initial meeting and proceed with resolving this matter. The Client has received a letter indicating your willingness to accept this case, as well as your contact information.
- **Pro Bono Hours:** Please keep track of the hours you spend on this case. It is not necessary to provide a detailed description of time spent; however, at the conclusion of this matter, we do need the total number of hours spent resolving this case, so we may credit the same.
- **Client/Case Documents:** Via email, we have sent you information pertaining to this specific legal matter (e.g., documents, notes, photos). If you prefer hard copies of these documents, please let us know by emailing Debra Talley, Case Placement Manager, at [Debra.Talley@jaxlegalaid.org](mailto:Debra.Talley@jaxlegalaid.org).
- **CLE/Training/Resources:** We are committed to supporting you during this case. Not only are you covered by JALA's professional liability insurance when serving a JALA pro bono client, but you also have various resources available to you through JALA. If you would like a CLE webinar sent to you or an expert resource attorney with whom to consult during your case, please contact us. Additionally, we may be able to provide a volunteer student to work with you on the case. Also available to you is access to Westlaw through JALA should you require research services. Requests for any of the foregoing may be sent to Aaron Irving, Director of Pro Bono, at [Aaron.Irving@jaxlegalaid.org](mailto:Aaron.Irving@jaxlegalaid.org).
- **Case Contact:** Jennifer Bennett, Case Administration Coordinator, will be your JALA/NFMLP contact moving forward. Please contact Jennifer Bennett at [Jennifer.Bennett@jaxlegalaid.org](mailto:Jennifer.Bennett@jaxlegalaid.org), if you need assistance contacting your client, require meeting space, or if you have questions about costs.
  - **Note About Costs:** In general, if there are litigation costs that cannot be waived for indigency, please ask your client to pay these costs. However, if it is not financially feasible for your client to pay these costs, JALA may consider covering certain litigation expenses, such as deposition and expert fees. JALA is not able to cover expenses such as mediation fees, custody evaluation fees, drug tests, or application fees to FDLE and the client must cover these costs.
  - **Status Updates:** Periodically, you will be asked to provide brief case status updates. Requests will be sent to your email and your response can be short and concise.
- **Case Completion:** Upon completion of the case, please send an email titled "Case Closing Information for JALA Pro Bono Client – (client name)," to Jennifer Bennett and include the following:
  - The total number of hours you spent on the case,
  - A brief statement of the outcome of the case with date of final hearing,
  - Copies of relevant case documents.

**On behalf of JALA, your client, and the underserved in our community, thank you for sharing your expertise to help ensure that legal advocacy is available to all.**

- Aaron J. Irving, Esq., Director, [Aaron.Irving@jaxlegalaid.org](mailto:Aaron.Irving@jaxlegalaid.org), 356-8371, ext. 363
- Debra Talley, Case Placement Manager, [Debra.Talley@jaxlegalaid.org](mailto:Debra.Talley@jaxlegalaid.org), 356-8371, ext. 362
- Jennifer Bennett, Case Administration Coordinator, [Jennifer.Bennett@jaxlegalaid.org](mailto:Jennifer.Bennett@jaxlegalaid.org), 356-8371, ext. 346