

Application for pro bono legal services

Legal name of organization: _____

Other names of organization: _____

Mailing address: _____

City: _____

Province: _____ Post code: _____

Phone number: _____

Email: _____

Chair/president: _____

Executive director: _____

Charitable registration # (if applicable): _____

Incorporation # (if applicable): _____

Jurisdiction of incorporation: _____

Primary contact

Name: _____

Phone: _____

Email: _____

What is the mission statement of your organization?

How did you find out about VLS? _____

What is the legal issue your organization needs help with?

NOTE: VLS volunteers do not provide ongoing legal assistance. Your request must be for a specific issue or question that you have at this time.

If you need to provide more information about your legal issue, please send as a separate document.

Does your organization have funds to pay for lawyer fees at this time? Yes No

If no, why not?

Disbursements

- I understand and agree that our organization will be responsible for the payment of all disbursements associated with this file, payable in full upon receipt of an invoice for the disbursements. Examples of disbursements include: court and governmental filing fees, long distance telephone calls, postage, delivery, photocopying and any other out-of-pocket expenses.

Attachments

- I have attached a list of our organization's Board of Directors and Officers including their full names, addresses and positions.
- I have attached a summary of our organization's operating budget, sources of revenue and expenses.

If you are unable to provide either or both attachments, please explain why:

Terms and conditions

The Volunteer Lawyer Services (VLS) Roster program tries to match charitable organizations and individuals that are unable to afford a lawyer with lawyers who are willing to provide *pro bono* legal services. This document sets out the standard terms and conditions for non-profits and charities applying to VLS. By signing and returning this application form, you agree to be bound by these terms and conditions, unless there are express variations or exclusions given in writing.

Application for assistance

1. The VLS Program Coordinator reviews all applications for assistance individually and can decline your application in accordance with VLS policies.
2. Approved files are distributed for six weeks and there is no guarantee that a match will be made. Unmatched files are closed after six weeks.
3. The VLS Program Coordinator cannot provide legal advice.
4. It is your responsibility to inform VLS of any changes to your legal matter and financial circumstances in a timely fashion.
5. If your file is matched to a VLS volunteer and you fail to respond to the notice of match within two weeks, the VLS Program Coordinator will close your file and will not circulate it again or continue to look for another lawyer.
6. If you require assistance with interpretation and your file is matched, it will be your responsibility to get an interpreter.

No ongoing solicitor-client relationship with PBLA

7. No ongoing solicitor-client relationship is formed with VLS or any of its officers or employees by submitting this application.
8. Neither VLS nor any of its officers or employees has any duty to look after my legal interests.

Confidentiality

9. Information provided to the VLS Program coordinator regarding your legal matter may be shared with VLS volunteer lawyers and with third parties authorized by you. Information provided to the VLS Program Coordinator or PBLA employees by applicants and other third parties is confidential, with the exception that it is shared with VLS volunteer lawyers for the purpose of making a match or with third parties authorized by you.
10. Any verbal information or information set out in this application or any other form or document that you provide to, or is prepared by, VLS or the volunteer lawyer can be:
 - stored at the Pro Bono Law Alberta / VLS office;
 - reviewed by staff members of VLS, its employees, designates, and volunteers;
 - photocopied;
 - typed, scanned, transcribed, and stored in the VLS computer system; and,
 - uploaded and backed up via the internet to a third party data protection service.

Conflicts of interest

11. The VLS Program Coordinator may send all or part of the information listed your application to a pro bono lawyer to determine if the lawyer can assist you.
12. The pro bono lawyer cannot assist you if a conflict of interest is discovered or arises and makes it inappropriate for the pro bono lawyer to continue to provide assistance.
13. The pro bono Lawyer is free to act for other clients against you on other unrelated matters in the future, without notice to you.

Right to retain documents

14. Any documents that form part of your file may be kept by VLS for the following reasons:
 - Administrative record keeping;
 - Maintaining a database of people served;
 - Conducting conflict of interest searches;
 - Assessing the quality of service provided;
 - Gathering general and anonymous statistics about PBLA clients;
 - Evaluating types of services utilized; and
 - Sharing with VLS staff or volunteers whom I may visit in the future.

Consent for contact

15. You will be contacted by the VLS to provide feedback about the services provided by the VLS Program and its volunteer lawyers. If contacted, you may refuse to participate.

Full and final release

16. You release and undertake not to make any court-based or other claim against VLS, volunteer lawyers and all other parties and participating law firms together with all of their respective officers, employees, and volunteers for any advice/service you received or should have received through VLS.

By completing and signing this application form on behalf of my organization, I represent that the information provided is correct to the best of my knowledge and that I read, understand and agree to be bound by the terms and conditions in this document. I endorse this application and am prepared to spend sufficient time with a volunteer lawyer to assure the success of this matter.

Signature of chairperson/president:

Date: _____

Note: Eligibility is subject to the approval of Volunteer Lawyer Services.