

## Pro Bono Project Guidelines

*Please Read Carefully*

### APPLICATION

You will need to fill out some paperwork so that our staff can determine if you qualify for our services under our income guidelines. This paperwork must be filled out *accurately* and *completely*.

Our staff will consider several factors in determining if you qualify for our program. First, your income must meet our eligibility guidelines. Second, we will consider whether or not you have a legal issue requiring the assistance of an attorney. We will also examine the merits of your case and other factors.

If you qualify, and our caseload permits, we will notify you in writing that your case has been accepted into the pro bono program. We will then begin to try to find an attorney to represent you at no charge. Our attorneys are volunteers. Therefore, we cannot guarantee that we will find an attorney with the necessary expertise and time to assist you. Unfortunately, there are times when it is impossible to place a particular case. If your case cannot be placed after 90 days, you will be contacted and your case with us may need to be closed. In the meantime, if you decide to proceed by other means, it is imperative that you notify our office immediately, as we have many other applicants waiting for representation.

### RELEASE OF INFORMATION

In order to place your case with a pro bono attorney, we will need to release some information about your case to potential pro bono attorneys and all of the information you have provided to us to the pro bono attorney who ultimately accepts your case. By applying for our services and seeking a pro bono attorney, you are agreeing that we may release such information to a pro bono attorney and potential pro bono attorneys as necessary.

### SERVICES TO OPPOSING PARTY

Because we are one of the only organizations in Clark County providing pro bono legal services, it is possible that the other individual(s) in your case may come to us seeking assistance. Please be aware that we may talk to the other party/parties in your case, review their applications, and even accept their case for placement with a pro bono attorney. However, be assured that all information collected from one party in a case will be kept separate and confidential from the other party in the case. A pro bono attorney for one party will not have access to any information gathered from the other party.

### ATTORNEY FEES

If you are accepted for attorney representation, your assigned attorney will represent you without charge unless awarded attorney's fees from the opposing party. If a court awards your pro bono attorney fees from the opposing party, the attorney is authorized to keep such fees.

### COPIES OF DOCUMENTS

Any documents you provide to our office will not be returned to you. Accordingly, please do not leave any original documents with us. We can make copies for you if necessary. Please note, copies provided to us will remain part of your file in this office, regardless of whether or not we are able to provide you with services.

### CLIENT RESPONSIBILITIES

**Filing Fees and Costs:** The court will normally, but not always, waive the filing fees for individuals who qualify for our services. The notable exception is the bankruptcy petition filing fee which is rarely waived. In the event the fees in your case cannot be waived, you will need to be prepared to pay the appropriate filing fee if necessary.

**Filing fees are as follows:**

*\*Filing fees are subject to change without notice\**

|                                  |            |  |       |
|----------------------------------|------------|--|-------|
| Complaint (Annulment)            | \$269      | Answer or Appearance (Divorce/Annulment) | \$217 |
| Complaint (Custody)              | \$259      | Answer or Appearance (Custody)           | \$212 |
| Complaint (Divorce)              | \$289      | Answer or Appearance (Civil/District)    | \$223 |
| Complaint (Civil/District Court) | \$270      | Answer or Appearance (Civil/Justice)     | \$71+ |
| Complaint (Civil/Justice Court)  | \$71-\$246 | Probate/Guardianship: Estate < \$20,000  | \$0   |
| Adoption Proceeding              | \$238      | Estate between \$20,000 -\$200,000       | \$286 |
| Bankruptcy Chapter 7             | \$335      | Estate > \$200,000                       | \$539 |
| Bankruptcy Chapter 13            | \$310      | Objection to Guardianship                | \$223 |

While volunteer attorneys with our program agree to handle cases without charging the clients fees for their work, they are not necessarily agreeing to spend their own money to cover the costs in those cases. The clients are ultimately responsible for all costs associated with their cases which cannot be waived. Accordingly, if you are assigned a pro bono attorney, it is very important that you talk with that attorney in your first meeting about potential costs that may arise in your case.

COOPERATION WITH YOUR PRO BONO ATTORNEY

If you are placed with an attorney, you must cooperate with him/her in prosecuting and/or defending your case. You must keep all scheduled appointments and be prompt, courteous and prepared. Please leave small children with a competent sitter.

Do not report anything about your case to any “social media” sites you may belong to, or send any information about your case through texting or e-mail, etc. (except to the attorney assigned to your case, since that is privileged information). Opposing parties, their attorneys, and representatives routinely monitor such sites and seek e-mail and text addresses of claimants to obtain information, and can subpoena such information direct from the service providers. Not only could you damage your case, but any “friend” on your site could be forced to become a witness and discuss all conversations they ever had with you. ***Please take this warning seriously.***

When your case is completed, your attorney will withdraw from further representation and will not appeal a court decision on a pro bono basis.

**An attorney assigned to you is strictly a volunteer and is not obligated by rule of law to represent you without charge. The attorney has agreed to provide you with a consultation but there is no guarantee that he or she will negotiate or litigate your matter to conclusion; that decision is left to the attorney’s professional judgment. The attorney is not employed by or otherwise associated with the Pro Bono Project, other than volunteering to assist you with your legal problem without charge.**

**PLEASE NOTE: WE WILL CLOSE YOUR CASE IMMEDIATELY**, if: 1) You misrepresent information in your application; 2) You fail to show for scheduled appointments; or 3) You don’t cooperate with your attorney. Failure to cooperate is grounds for your attorney to withdraw from your case and you will no longer be eligible for further assistance.

REPORTING NEW INFORMATION

If you change your address or telephone number, you must notify our office and your attorney immediately. If we cannot locate you because you moved and/or changed your telephone number and did not notify us, we will have to close your case.

If you are accepted into our Program, while awaiting placement with a pro bono attorney, you must keep our office updated regarding significant developments in your case (i.e. if you are served with a motion or find out something has been scheduled in your case).

While your case is open, you must inform the Pro Bono Project in writing if your income changes from what it was at the time of your first interview. If your new income exceeds our guidelines, you will be declared ineligible for pro bono services and your attorney may be permitted to charge his/her normal hourly rate, starting when you became ineligible. We reserve the right to inquire into your financial situation.

I hereby acknowledge that I have read and understand the above policies and have received a copy of the same.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)