



Indiana Pro Bono Commission  
One Indiana Square, Suite 530  
Indianapolis, IN 46204

Indiana Bar Foundation  
230 East Ohio Street, 4<sup>th</sup> Floor  
Indianapolis, IN 46204

## COMBINED 2006 DISTRICT REPORT, 2008 PRO BONO GRANT APPLICATION, AND 2008 PLAN

Pro Bono District 14

Applicant: AMY W. ROTH

Mailing Address: 406 PEARL STREET

City: NEW ALBANY, IN Zip: 47150

Phone: 812-949-2292 Fax: 812-949-2292

E-mail address: probono14@sbcglobal.net

Judicial Appointee: J. TERRENCE CODY

Plan Administrator: AMY W. ROTH

Names of Counties served: Clark, Crawford, Floyd, Harrison, Orange, Scott, Washington

**Number and Percentage of volunteer attorneys (as defined on page 3) who rendered pro bono service to at least one low-income client during the year or who accepted a pro bono case in 2006 per registered attorneys in district, i.e. the district's pro bono participation rate.**

**# 56 % 17.5.** Please also provide pro bono participation rates by county, if available.  
**Clark =12.6%; Crawford, 0%; Floyd, 21.3%; Harrison, 7.4%; Orange, 11.1%; Scott, 25.0%; Washington, 40.0%.**

**Number of volunteer attorneys (as defined on page 3) who provided pro bono representation for at least 50 hours during 2006: 1 Clark County**

**Please also provide this information by county, if possible.**

**Number of potential clients requesting help in 2006 (limit this to actual intake done or sessions in which plan administrator or his/her delegate provided more than minimal assistance): 275**

**Number of potential clients who were actually provided with legal services (through volunteer attorney referral or assistance organized by the plan administrator) as a result of their request: 80 Please also provide this information by county, if available.**

**Amount of grant received for 2007: \$92,200**

**Amount of grant (2007 & prior years) projected to be unused as of 12/31/07: 0**

**Amount requested for 2008: \$125,742**

## 2008 PLAN SUMMARY

- 1. Please write a brief summary of the 2008 grant request. Please include information regarding your district's planned activities including committee meetings, training, attorney recognition, newspaper or magazine articles, marketing and promotion. The grant request should cover needs to be addressed, methods, target audience, anticipated outcomes, and how past difficulties will be addressed.**

We plan to continue building on the impetus begun in 2007 in a number of areas: recruitment; encouragement of the 50 hour goal; marketing through social service and DV providers and court agencies; monthly Talk to A Lawyer call-in clinics; attorney recognition; exploring new avenues to support our attorneys more effectively; mini-CLEs when feasible, such as during a Bar meeting; continuing to explore creative ways to use our data base that will save us time and give more information—to name a few. The data base is new to us and has had a learning curve, but we are continuing our training and learning its possibilities. Our application is on the state website, and that has been a huge time and effort saver—we continue to encourage its use so that we do not have to mail out applications or spend time on the phone with intakes. The Plan Administrator is on a state committee to explore standardizing the application so that more districts can use it. We will soon begin publishing a periodic newsletter for our attorneys and support organizations, such as the DV shelter. Building attorneys' trust in the program by various means is a long-term and constant goal.

The District 14 Committee meets quarterly, with frequent email communication in between, and this seems to be effective. We utilize newspapers, Southern Indiana Interfaith, and the 211 link to publicize our monthly call-ins, and we distribute our client brochures not only to the various service agencies and court staff, but also in various other venues, including doctors' offices and ladies' rooms in the courthouses. These efforts will continue, hopefully with even more coverage.

The Plan Administrator is Chair of the Clark/Floyd Domestic Violence Task Force, which is actively working to identify and coordinate the support systems of our communities; the goal is to help all of us as we help people. The Task Force recently sponsored, in collaboration with the Indiana Coalition Against Domestic Violence, training for a Fatality Review Committee. This attracted advocates, law enforcement, and judges from several counties. Legal Volunteers gets many referrals from the agencies which serve DV clients as well as other agencies, and the Task Force is actively exploring the feasibility of establishing a Family Court in a cluster of counties.

Our big plan for 2008 is to hire a second, and part-time, assistant, preferably a paralegal, to serve two purposes: one would be to provide attorney support by working with clients to prepare them for the legal experience—client counseling for selected cases; and also to assist in developing legal access in our outlying and more rural counties. We plan to work more closely with judges in our less-populous areas in recruiting attorneys and in exploring ways to overcome the barriers to justice. Some ideas for doing this include: holding an "intake clinic" on a rotating basis in these counties with printed applications the clients could fill out by hand (as a practical alternative to our web-based application); working more closely with advocates who actually go into homes; exploring partnering with other, possibly non-traditional, groups to make legal access more readily available. The major point person in dealing with judges and attorneys would be the Plan Administrator, who would share the out-of-office work with the part-time person.

Most difficulties have been slowly dissolving, but it has become increasingly difficult to persuade attorneys to take cases; better preparation of clients for the legal experience would help alleviate some of the problems. This is detailed on our supplementary page. We are beginning now, and will continue, to distribute to our attorneys the excellent ABA flier entitled "Pro Bono Clients: strategies for success", a guide for dealing with the unique challenges that pro bono clients and the population they represent, many of whom are in a cycle of "generational poverty."

Our client service numbers have already increased dramatically, and we know that we are not touching even a fraction of the need. We are trying to prepare, given the limitations of the numbers of attorneys in the area, to deal with more increase in the future.

**2006 REPORT OF VOLUNTEER ATTORNEY CASES IN DISTRICT \_\_\_14\_\_\_**

Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider page 3A.

Please list each attorney only once in the volunteer attorney column but complete one line for each pro bono case for that attorney. The information provided in this chart, and the charts immediately following, should be for the calendar year 2006 and not the fiscal year.

Definitions

Case: A legal matter referred to and accepted by a pro bono attorney volunteer. This includes mediation and GAL services.

Volunteer Attorney: An attorney who has rendered pro bono service to at least one low-income client during the year or accepted a pro bono referral from the identified program. This does not include attorneys who are on the list of pro bono volunteers but who have never taken a case. The case numbers do not include cases screened, only cases actually referred to a pro bono attorney. This also includes an attorney who has worked solely on a pending pro bono case that was neither opened nor closed during the reporting year. Volunteer attorneys for modest means programs may be counted, as long as they are separately identified as such.

Case Type: Please use the abbreviations listed in Indiana Supreme Court Administrative Rule 8(B)(3) or any other defined abbreviation.

**Name of Pro Bono Provider** (includes legal service provider, court, plan administrator, bar association, and other organizations): LEGAL VOLUNTEERS

**IOLTA funding accounts for 98 % of total pro bono provider budget. Please state the percentage of volunteers and cases which are attributable to IOLTA funding 98%. If this percentage is substantially more than the percentage of IOLTA funding, please explain.**

Volunteer Attorney Name	County	Number of new cases accepted/opened in 2006	Number of cases closed (but not opened) in 2006	Number of cases pending in 2006 that were neither opened nor closed in 2006	Number of hours for cases closed in 2006 (column 4)	Case Type
<b>Green, Graham</b>	<b>Clark</b>		<b>1</b>	<b>1</b>	<b>5</b>	<b>Bk.</b>
<b>DeSimone, J.</b>	“		<b>2</b>		<b>31</b>	<b>GU</b>
“	“	<b>1</b>	<b>1</b>	<b>1</b>	<b>8</b>	<b>Div.</b>
“	“	<b>1</b>	<b>1</b>		<b>2</b>	<b>Sup.</b>
<b>Carmichael, V.</b>	“	<b>1</b>	<b>2</b>	<b>1</b>	<b>25</b>	<b>Div.</b>
“	“		<b>1</b>		<b>8</b>	<b>Div.</b>
<b>Grannan, J.</b>	“		<b>1</b>	<b>1</b>	<b>30</b>	<b>Sup.</b>
“	“	<b>1</b>	<b>1</b>		<b>20</b>	<b>Pat.</b>
<b>Fondrisi, M.</b>	“	<b>1</b>	<b>1</b>		<b>21.5</b>	<b>Cus.</b>
“	“	<b>1</b>	<b>1</b>	<b>1</b>	<b>21.5</b>	<b>Div</b>
“	“	<b>1</b>	<b>1</b>		<b>4</b>	<b>Cust.</b>
<b>DeSimone, J.</b>	“	<b>1</b>	<b>1</b>		<b>22.5</b>	<b>Div.</b>
<b>Note: Ms. DeSimone gave 63.5 hrs</b>	<b>In 2006</b>	<b>Ms. Fondrisi did 47 hours</b>				
<b>TOTAL:</b>	<i>No total needed</i>	<b>TOTAL: 64</b>	<b>TOTAL: 60</b>	<b>TOTAL: 25</b>	<b>TOTAL: 646</b>	<i>No total needed</i>

**2006 REPORT OF VOLUNTEER ATTORNEY LIMITED  
INFORMATION ACTIVITY IN DISTRICT   14**

This limited legal information chart can include activities such as pro se clinics and call-in or walk-in informational services.

Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider page 4A.

Please list each attorney only once in the volunteer attorney column but complete one line for each type of legal information activity for that attorney.

**Name of Pro Bono Provider** (includes legal service provider, court, plan administrator, bar association, and other organizations):   LEGAL VOLUNTEERS  

Volunteer Attorney Name	County	Type of Activity	Number of Hours
		<b>Clark ADR Program for Pro Se Divorces</b>	
<b>Carmichael, Vicki</b>	<b>Clark</b>	“	<b>6</b>
<b>Carpenter, Cheryl</b>	<b>Clark</b>	“	<b>3</b>
<b>Rush, Richard</b>	<b>Floyd</b>	“	<b>4</b>
<b>DeSimone, Judith</b>	<b>Clark</b>	“	<b>4</b>
<b>Lorch, Linda</b>	<b>Floyd</b>	“	<b>4</b>
<b>Thomas, Sally</b>	<b>Floyd</b>	“	<b>2</b>
<b>Robinson, Mark</b>	<b>Clark</b>	<b>Consumer Finance</b>	<b>9</b>
<b>Conrad, Marianne</b>	<b>Floyd</b>	“	<b>9</b>
<b>Brengle, John</b>	<b>Floyd</b>	“	<b>9</b>
<b>TOTAL:</b>			<b>TOTAL:</b>
<b>OVERALL VOLUNTEER ATTORNEY TOTAL: 9</b>			<b>OVERALL HOURS TOTAL: 50</b>

## 2006 REPORT

**Please list your District's 2006 activities--including committee meetings, training, attorney recognition, newspaper or magazine articles, marketing and promotion--in chronological order.**

<u>Date</u>	<u>Activity</u>
<u>January</u>	
12	Clark/Floyd Domestic Violence Task Force
17	Floyd County Bar Association Meeting
24	Conference Call regarding new report form
24	Legal Volunteers Board Meeting
25	DV Task Force
<u>February</u>	
13	Planning Meeting with DV Shelter Director
23	DV Task Force Meeting
28	Presentation, with an attorney, to Clients of local unwed mothers agency
<u>March</u>	
14	Training meeting with shelter advocates
15	Legal Volunteers Board
22	DV Task Force
24	Meet with Judicial Appointee
29-April 1	Equal Justice Conference in Philadelphia
<u>April</u>	
25	DV Task Force
<u>May</u>	
9	Presentation to Indiana PB Commission
16	Legal Volunteers Board
18	Training session on DV—all day at camp in Brown County
23	DV Task Force
<u>June</u>	
5	PA Retreat, Indy
13	Meeting with Advocate re: domestic violence
28	DV Task Force
<u>July</u>	
10	TTALT Conference Call
20	Floyd Bar Meeting
26	DV Task Force
<u>August</u>	
6	Meet with Amy Applegate, Mary Fondrisi, Judge Cody re report
11	Southern Group Evaluation meeting—available by phone
22	LV Board
23	DV Task Force
<u>September</u>	
7	Meeting of ADR committee-Clark County
27	Floyd Bar Meeting

October

6 PA Fall Retreat all day/Shepard dinner in evening  
12 DV Task Force  
24 Presentation to Harrison County Step Ahead  
25 Indy for Limited Scope Seminar  
26 Limited Scope Seminar

November

3 TTALT Training in Indy  
8 PowerPoint Presentation on Family Court Project to LV Task Force  
13 LV Board  
14 Floyd Bar Meeting

December

15 Meeting of DV Task Force and others with Francie Hill re: Family Court  
All month: Prepare to move office—rented new space and hired assistant

## 2006 REPORT

**Please provide a short summary of how the provision of pro bono service is coordinated in your district, including the intake process, the relationships of pro bono providers in the district, how referrals are made, and how reporting is done.**

Legal Volunteers' application has been on the state web site for over a year and has been a resounding success. All of our applications come in by mail or fax, and we either tell callers what the URL for the application is or send them a blank copy. All the service advocates we deal with (and every county is covered by one agency or another) have access to the application and either have the clients fill it out by themselves or assist them in understanding the protocol. Since our major advocate pool has been instructed in how to do this, this method amounts to having many people doing intake instead of a centralized process. We also get applications from ILS and we either accept their form as is or we ask clients to give us further information on our form. Since ILS is the only other provider of any kind of free legal service in the district, we maintain a collaborative relationship with that office.

When applications are received, we do a preliminary evaluation and ranking, asking both clients and advocates questions as appropriate and pertinent. The ranking system is being refined as we consider whether or not to develop a waiting list. All referrals are done from our office, generally after pre-qualifying the cases with attorneys—a process that adds much time to the referral, but one which has become necessary as we have maxed out our attorney base. Client and attorney each get a different referral letter, along with a release from the client and our intake form. We also send each a form about the pro bono process as we administer it, although whether clients actually read it is another matter. As noted earlier in this report, we will soon start sending attorneys the ABA's brochure on dealing with pro bono clients, especially the ones in generational poverty.

Our Board gets periodic reports of how the numbers are running in regards to numbers processed, numbers placed, counties, and types of cases. We process about 80-85% domestic violence cases. As our database matures, we will be enabled to do all reporting in a much more thorough format.

**Please describe any special circumstances, including difficulties encountered, affecting your District's 2006 implementation of its plan.**

The lack of funding in 2006 caused most of our woes—trying to keep costs down on everything is difficult—and, like some other districts, we ran into trouble trying to get attorneys to take cases at all, much less the really difficult ones. This district contains areas where most attorneys don't want anyone or any program telling them what to do, and there is has been—for whatever reason—some antagonism towards ILS in general and especially because they ran the pro bono program for a while. Building trust in the system has been a big part of our effort and is beginning to succeed.

Unlike areas where Legal Aid has a strong tradition we have had problems in obtaining any financial backing from law firms, especially those which are branch offices of the very firms in Louisville that are strong supporters of Louisville Legal Aid.

Recruitment of new attorneys has not gone smoothly, but as this trust in the system increases, the new attorneys have been much easier to get on board. If they are in firms with experienced people, they have built-in mentors; those without this cushion are provided outside mentors.

In the last few months of 2006, we noticed an increase in the numbers of clients with a strong sense of entitlement—these clients are demanding and badger us to put their needs ahead of everyone else's. This attitude is not unique to the legal field, and it seems to be age-related. There is no magic solution, and the problem takes quite a bit of time. It is one of the reasons we want to introduce client counseling for selected cases. We have urged the advocates who may also work with these people to let us know when a would-be client is not cooperating; the premise is that a client who does not cooperate with her advocate is not going to cooperate with an attorney.

2008 Budget Narrative

Please provide descriptions of the following line items in the foregoing budget chart, by item number, in the space provided. Please explain any other budget entries that are not self-explanatory, including other sources of income.

Lines (B)(1), (2), (3), (4) Please indicate the number of hours per week for each personnel position, rate of pay, and all employee benefits.

- (1) **Plan Administrator is full time with no benefits. Rate is approximately \$23.75-\$24.00 per hour for a salaried position.**
- (2) **Staff legal and intake support (paralegal): 24 hours per week, no benefits. This position does not currently exist. Rate is approximately \$15 per hour, for a salaried position.**
- (3) **Program Assistant, full-time, no benefits. The rate is about \$12.98 per hour, but a salaried position.**

Line (C)(1) Please describe the occupancy cost in terms of square footage, utilities or other amenities and indicate whether the occupancy cost is above or below the market rate for that space. **\_\_960 square feet total, reception area with assistant's desk and computer, private office for PA, conference area with table and chairs, and bathroom. This is in an old building in downtown New Albany, and normally rents for \$900, which includes all utilities. We are paying \$500 and then \$75 more for electricity—there are no other amenities. This latter charge will go to \$100 next year. We are paying well below market rate for this space. (C)(3) second figure of year to date reflects the cost of buying equipment for the new office, excluding computers—see below for that at (C)(17).**

**Line\_(A)(4)\_ Our fiduciary charges us 2% for all incoming monies (see C, 15) and in turn, pays us interest on all held monies. The interest income is estimated in this budget.**

**(C)(1) Occupancy figure includes premises liability insurance.**

**(C)(6) Training contemplates staff training, not what we provide for others.**

**(C)(17)\_Figure to date is high because of having to purchase two new computers, one at the outset for the assistant, and then an unexpected expense to replace the four-year old basic computer. Proposed budget figure includes monthly fee for data base as well as a computer for new employee to use.**

**Under A, expected donations did not materialize; the fact that we received what we requested from IOLTA seemed, to potential donors, to preclude the need for other funds. This is not the case, of course, and we will have to work harder in the future.**

**NB: Telephone expenses are running considerably over budget. This is partly because of the addition of a second line, made necessary not only by the heavy flow of calls during regular working times, but also because of an unexpectedly heavy response to Talk To A Lawyer. Budgeted figure for 2008 contemplates the two lines plus the addition of an 800 number.**

**One supplemental, explanatory page may be added to the end of this report and plan.**

**ANNUAL TIMETABLE FOR SUBMISSION OF FORMS AND CHECKS:**

January 1:	Checks distributed
July 2:	Annual report, plan and grant application due to IPBC
November:	Notification of awards
<b>December 1:</b>	<b>IBF grant agreement due and revised budget due</b>

## **PRO BONO DISTRICT NUMBER \_\_14\_\_ LETTER OF REPRESENTATION**

**The following representations**, made to the best of our knowledge and belief, are being provided to the Indiana Pro Bono Commission and Indiana Bar Foundation in anticipation of their review and evaluation of our funding request and our commitment and value to our Pro Bono District.

### **Operation under Rule 6.6**

In submitting this application for funding, this district is representing itself as having a Pro Bono Plan, which is pursuant to **Rule 6.6** of the Indiana Rules of Professional Conduct. The plan enables attorneys in our district to discharge their professional responsibilities to provide civil legal pro bono services; improves the overall delivery of civil legal services to persons of limited means by facilitating the integration and coordination of services provided by pro bono organizations and other legal assistance organizations in our district; and ensures access to high quality and timely pro bono civil legal services for persons of limited means by (1) fostering the development of new civil legal pro bono programs where needed and (2) supporting and improving the quality of existing civil legal pro bono programs. The plan also fosters the growth of a public service culture within the district which values civil legal pro bono publico service and promotes the ongoing development of financial and other resources for civil legal pro bono organizations.

We have adhered to **Rule 6.6** (f) by having a district pro bono committee composed of:

- A. the judge designated by the Supreme Court to preside;
- B. to the extent feasible, one or more representatives from each voluntary bar association in the district, one representative from each pro bono and legal assistance provider in the district, and one representative from each law school in the district; and
- C. at least two (2) community-at-large representatives, one of whom shall be a present or past recipient of pro bono publico legal services.

We have determined the governance of our district pro bono committee as well as the terms of service of our members. Replacement and succession members are appointed by the judge designated by the Supreme Court.

Pursuant to **Rule 6.6** (g) to ensure an active and effective district pro bono program, we:

- A. prepare in written form, on an annual basis, a district pro bono plan, including any county sub-plans if appropriate, after evaluating the needs of the district and making a determination of presently available pro bono services;
- B. select and employ a plan administrator to provide the necessary coordination and administrative support for the district pro bono committee;
- C. implement the district pro bono plan and monitor its results; and
- D. submit an annual report to the Commission.

### **Commitment to Pro Bono Program Excellence**

We also understand that ultimately the measure of success for a civil legal services

program, whether a staffed or volunteer attorney program, is the outcomes achieved for clients, and the relationship of these outcomes to clients' most critical legal needs. We agree to strive for the following hallmarks which are characteristics enhancing a pro bono program's ability to succeed in providing effective services addressing clients' critical needs.

**1. Participation by the local bar associations and attorneys.** The associations and attorneys believe the program is necessary and beneficial.

**2. Centrality of client needs.** The mission of the program is to provide high quality free civil legal services to low-income persons through volunteer attorneys. Client needs drive the program, balanced by the nature and quantity of resources available.

**3. Program priorities.** The program engages in a priority-setting process, which determines what types of problems the program will address. Resources are allocated to matters of greatest impact on the client and are susceptible to civil legal resolution. The program calls on civil legal providers and other programs serving low-income people to assist in this process.

**4. Direct representation component.** The core of the program is direct representation in which volunteer attorneys engage in advocacy on behalf of low-income persons. Adjunct programs such as advice clinics, pro se clinics and paralegal assistance are dictated by client needs and support the core program.

**5. Coordination with state and local civil legal providers and bar associations.** The programs work cooperatively with the local civil legal providers. The partnerships between the civil legal providers and the local bar association results in a variety of benefits including sharing of expertise, coordination of services, and creative solutions to problems faced by the client community.

**6. Accountability.** The program has mechanisms for evaluating the quality of service it provides. It expects and obtains reporting from participating attorneys concerning the progress/outcome of referred cases. It has the capability to demonstrate compliance with requirements imposed by its funding source(s), and it has a grievance procedure for the internal resolution of disputes between attorneys and clients.

**7. Continuity.** The program has a form of governance, which ensures the program will survive changes in bar leadership, and has operational guidelines, which enable the program to survive a change in staff. Programs should have written job descriptions, policies and procedures to ensure continuity. Every pro bono program which receives IOLTA funding from the Indiana Pro Bono Commission and Indiana Bar Foundation must be incorporated and have obtained or applied for federal tax-exempt status by July 1, 2007.

**8. Cost-effectiveness.** The program maximizes the level of high quality civil legal services it provides in relationship to the total amount of funding received.

**9. Minimization of barriers.** The program addresses in a deliberate manner linguistic, sensory, physical and cultural barriers to clients' ability to receive services from the program. The program does not create undue administrative barriers to client access.

**10. Understanding of ethical considerations.** The program operates in a way which is consistent with the Rules of Professional Conduct; client confidentiality is assured and conflicts of interest are avoided. The staff and volunteers are respectful of clients and sensitive to their needs.

**11. ABA Standards.** The program is designed to be as consistent with the ABA Standards for Programs Providing Civil Pro Bono Legal Services to Persons of Limited Means as possible.

No events, shortages or irregularities have occurred and no facts have been discovered which would make the financial statements provided to you materially inaccurate or misleading. To our knowledge there is nothing reflecting unfavorably upon the honesty or integrity of members of our organization. We have accounted for all known or anticipated operating revenue and expense in preparing our funding request.

We agree to provide human-interest stories promoting Pro Bono activities in a timely manner upon request of the Indiana Bar Foundation or Indiana Pro Bono Commission. We further agree to make ourselves available to meet with the Pro Bono Commission and/or the Indiana Bar Foundation to answer any questions or provide any material requested which serves as verification/source documentation for the submitted information.

**Explanation of items stricken from the above Letter of Representation:**

**It is understood that this Letter does not replace the Grant Agreement or other documents required by the Indiana Bar Foundation or Indiana Pro Bono Commission.**

**Signatures:**

\_\_\_\_\_  
**Judicial Appointee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Plan Administrator Signature**

\_\_\_\_\_  
**Date**

## **Supplemental Page**

*This page will attempt to explain our request for funding for another (part-time) staff person (preferably a paralegal) for specific support functions.*

In recent months, it has become clear that our applicants for legal assistance are coming from those further down on the socio-economic scale than we have had before. They are lacking in life skills, not to mention educational ones, and it is clear that they do not read the instructions (simple, one page) we give all our referrals to help them deal with their attorneys and with the courts. Couple this with the increasing sense of entitlement many have, and they become difficult for attorneys to deal with. Our district committee has raised the issue, aside from all the above, about finding more and better ways to support our attorneys and discussed this at length at the last committee meeting; there is no argument that one of the best things we can do for them is to refer better-evaluated and better-prepared clients. We have asked the Domestic Violence advocates for their assistance in pulling together a set of criteria to use in selecting clients who will most benefit from counseling, either one-on-one or in small groups, to prepare them to work with the legal system. This client counseling is the first function we want another staff person to perform. Using the criteria we establish and also relying on the advocate's recommendation for those clients who come via that route, the Plan Administrator and the Program Assistant (both evaluating applications) will refer selected clients to the Client Counselor. Another District uses this type of system successfully.

The second major problem we will tackle beginning soon and moving into 2008 is the development of a program that helps increase access to justice in our more rural counties. Every county in District 14 has a strong rural component, but five of the seven counties are predominantly rural—Crawford, Harrison, Orange, Scott, and Washington. New Albany, in Floyd County, is the largest town in the district ( $\pm$  40,000) but, like the contiguous towns of Clarksville and Jeffersonville (both in Clark County), takes on a different character by being across the Ohio River from Louisville. In addition, of the seven, only four have poverty levels at or less than the state average—Harrison, Clark, Floyd, and Washington, with Harrison being the lowest and Washington very close to the state average. Crawford has the highest poverty level at 14.3% (state average is 11.1), with Scott and Orange about one percentage point below that. These demographic figures are from 2005. The five counties other than Floyd and Clark are underserved by the legal system in general and by the pro bono program in particular. In 2003, the ABA's Center for Pro Bono published an excellent overview entitled "Rural Pro Bono Delivery". This document points out that rural counties are significantly poorer than more "urban" counties—no surprise, but when coupled with a whole menu of other contributing factors, a fact that becomes significant in pro bono legal circles. Some of these factors are: distance from one place to the other; isolation; shortage of lawyers in rural areas, with many of them solo or in small firms short on support staff; conflict of interest issues more likely; modern technology, such as good cell-phone service and high speed internet, is spotty at best; no public transportation; abused or controlled clients frequently are denied access to vehicles and are away from family and friends; generational poverty is more common.

The report suggests several general ways of dealing with some of these barriers and then goes into detail about a number of specific programs. The main general ways are to take the pro bono program to the areas in question and partner with whatever agencies or organizations are open to doing this, be they traditional or non-traditional, such as churches, welfare departments, public libraries, community groups. The other suggestion is to, as much as possible, tap into the resources of the "urban" areas, and also set up mentorship programs. We already do both of those, as a number of attorneys in Floyd and Clark take cases in the outlying counties, and supporting our volunteer attorneys in any way possible includes providing mentoring when needed.

We want to target two counties to start this process yet in 2007 and partner with judges and attorneys there to enlist other organizations; we already partner with the domestic violence advocates in every county and will also use their contacts. It is clear from the demographic statistics that Crawford is probably the county with the most need—and, we know, the fewest attorneys. On the other hand, Scott and Orange have few attorneys but at least some pro bono participation. Obviously, there is much to be done. One easy thing we can do is increase visibility by having someone doing intake in these counties on a regular, publicized, basis. Just having someone taking applications in a room in a Court House for half a day would be a wonderful exposure for the pro bono program and show our willingness to serve that population.

**2008 Budget Narrative Amended**

Please provide descriptions of the following line items in the foregoing budget chart, by item number, in the space provided. Please explain any other budget entries that are not self-explanatory, including other sources of income.

Lines (B)(1), (2), (3), (4) Please indicate the number of hours per week for each personnel position, rate of pay, and all employee benefits.

- (1) **Plan Administrator is full time with no benefits. Rate is approximately \$23.75-\$24.00 per hour for a salaried position.**
- (2) **Staff legal and intake support (paralegal): 24 hours per week, no benefits. This position does not currently exist. Rate is approximately \$15 per hour, for a salaried position.**
- (3) **Program Assistant, full-time, no benefits. The rate is about \$12.98 per hour, but a salaried position. This position was paid at part-time rates for 2007, but in actuality she has worked nearly full-time and is needed at the full time level.**

Line (C)(1) Please describe the occupancy cost in terms of square footage, utilities or other amenities and indicate whether the occupancy cost is above or below the market rate for that space. **\_\_960 square feet total, reception area with assistant's desk and computer, private office for PA, conference area with table and chairs, and bathroom. This is in an old building in downtown New Albany, and normally rents for \$900, which includes all utilities. We are paying \$500 and then \$75 more for electricity—there are no other amenities. This latter charge will go to \$100 next year. We are paying well below market rate for this space. (C)(3) second figure of year to date reflects the cost of buying equipment for the new office, excluding computers—see below for that at (C)(17).**

**Line\_(A)(4)\_ Our fiduciary charges us 2% for all incoming monies (see C, 15) and in turn, pays us interest on all held monies. The interest income is estimated in this budget.**

**(C)(1) Occupancy figure includes premises liability insurance.**

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**(C)(6) Training contemplates staff training, not what we provide for others.**

**(C)(17)\_Figure to date is high because of having to purchase two new computers, one at the outset for the assistant, and then an unexpected expense to replace the four-year old basic computer.**

**Proposed budget figure includes monthly fee for data base as well as a computer for new employee to use.**

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**Under A, expected donations did not materialize; the fact that we received what we requested from IOLTA seemed, to potential donors, to preclude the need for other funds. This is not the case, of course, and we will have to work harder in the future.**

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**NB: Telephone expenses are running considerably over budget. This is partly because of the addition of a second line, made necessary not only by the heavy flow of calls during regular working times, but also because of an unexpectedly heavy response to Talk To A Lawyer. Budgeted figure for 2008 contemplates the two lines plus the addition of an 800 number.**

**One supplemental, explanatory page may be added to the end of this report and plan.**

<b>ANNUAL TIMETABLE FOR SUBMISSION OF FORMS AND CHECKS:</b>
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January 1:	Checks distributed
July 2:	Annual report, plan and grant application due to IPBC
November:	Notification of awards
December 1:	<b>IBF grant agreement due and revised budget due</b>

<b>BUDGETS for 2006, 2007, and 2008 (2006 Figures Amended)</b>					
<b>Income Category</b>	<b>2006 Actual Income</b>	<b>2006 Budget</b>	<b>Income &amp; Expenses to 6/15/07</b>	<b>2007 Budget</b>	<b>2008 Budget</b>
<b>A. INCOME</b>					
1. IOLTA Grant Amount	\$17,000.00	\$17,000.00	\$92,200.00	<b>\$92,200.00</b>	<b>\$125,742.00</b>
Other Income: <i>Extra allocation for Kemp's database system</i>			\$1,472.00	\$1,472.00	
2.					
3. Donations	\$750.00	\$2,000.00	\$10.00	\$1,000.00	\$70.00
4. Int. from Fiduciary (to offset C-15) est.	\$363.21	\$0.00	\$1,059.07	\$750.00	\$2,473.00
5. Total Income (sum of lines A1 - A4)	\$18,113.21	\$19,000.00	<b>\$94,741.07</b>	<b>\$95,422.00</b>	<b>\$128,285.00</b>
<b>Expense Category</b>	<b>2006 Actual Expenditures</b>	<b>2006 Budget</b>	<b>2007 Expenses to 6/15/07</b>	<b>2007 Budget</b>	<b>2008 Budget</b>
<b>B. PERSONNEL EXPENSES</b>					
1. Plan Administrator	\$21,000.00	\$21,000.00	\$22,560.00	\$48,880.00	\$49,500.00
2. Part-time Staff Paralegal					\$18,720.00
3. Others - Program Assistant			\$8,064.00	\$17,472.00	\$27,000.00
4. Employee benefits					
a. Insurance					
b. Retirement plans					
c. Other - <b>Please explain FICA</b>	\$1,606.50	\$1,606.50	\$2,342.74	\$5,075.93	\$5,852.25
5. Total Personnel Expenses (sum of lines B1 - B4c)	\$22,606.50	\$22,606.50	\$32,966.74	\$71,427.93	\$101,072.25
<b>C. NON-PERSONNEL EXPENSES</b>					
1. Occupancy ( <i>includes insurance</i> )	\$600.00	\$400.00	\$3,950.00	<b>\$7,300.00</b>	\$7,600.00
2. Equipment Rental					
3. Office Supplies ( <b>Includes Postage</b> )	\$282.22	\$200.00	\$566.47	<b>\$1,500.00</b>	\$2,600.00
<i>Initial office setup--2007</i>			\$4,046.00	<b>\$6,420.00</b>	\$0.00
4. Telephone	\$1,046.02	\$700.00	\$1,162.00	\$1,300.00	\$2,800.00
5. Travel	\$313.59	\$150.00	\$383.75	\$800.00	\$1,800.00
6. Training	\$0.00	\$50.00	\$0.00	\$100.00	\$200.00
7. Library					
8. Malpractice Insurance	\$1,091.63	\$500.00	\$0.00	\$1,200.00	\$1,500.00
9. Dues and Fees	\$35.00	\$50.00	\$30.00	\$35.00	\$65.00
10. Reserve	\$0.00	\$300.00	\$0.00	\$0.00	\$531.51
11. Marketing and promotion	\$0.00	\$0.00	\$55.50	\$1,000.00	\$1,800.00
12. Attorney recognition	\$0.00	\$0.00	\$0.00	\$1,200.00	\$2,000.00
13. Litigation Expenses	\$0.00	\$0.00	\$56.04	\$789.07	\$750.00
14. Property Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15. Contract Services ( <b>Fiduciary fees</b> )	\$340.00	\$340.00	\$2,023.64	\$1,878.00	\$2,516.24
16. Grants to other pro bono providers	<u>\$0.00</u>	\$0.00	\$0.00	\$0.00	\$0.00
17. Other - Computer and Data Base			\$5,660.07	\$1,472.00	\$3,050.00
18. Total Non-Personnel Expenditures (sum of lines C1 - C18)	\$3,708.46	\$2,690.00	\$17,933.47	\$24,994.07	\$27,212.75
<b>D. TOTAL EXPENDITURES</b> (sum of B5 & C19)	\$26,314.96	\$25,296.50	\$50,900.21	\$96,422.00	\$128,285.00
<b>E. ENDING FUND BALANCE</b> (A5 less D)	<b>-\$8,201.75</b>	<b>-\$6,296.50</b>	<b>\$43,840.86</b>	<b>-\$1,000.00</b>	<b>\$0.00</b>

Volunteer Attorney Name	County	Number of new cases accepted/opened in 2006	Number of cases closed (but not necessarily opened) in 2006	Number of cases pending in 2006--neither opened nor closed in 2006	Number of hours for cases closed in 2006 (column 4)	Case Type
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Voelker, S.	Clark		1		10	Pat.
Thomas, T.	"	1		1		Cus
Bertrand, J.	"	2	1	1	15	Div.
Lockard, R.	"	1	1		1	Div.
"	"	1				Guard.
Gray, W.	"	2	1		1	Guard.
Forsee, M.	"	1	1	1	30	Div.
Moore, D.	"	1				Cust.
Williams, J.	Clark	1	1		23	L/T
Carpenter, C.	"	1				Medicare
Fondrisi, M.	"		1		7	Div.
Palmquist, S.	Floyd	1	1		14	Guard.
"	"		1		11	Div.
Ward, M	Floyd	1	1		4	Guard.
"	"	1			3	Real Est.
Naville, T.	Floyd	1				Real Est.
Smith, W.E. III	Floyd	1		2		Div.
Lowe, J.	"	1				Lic.
Neely, G.	"	1				Guard.
Woodard, J.	"	1	1		30	Real Est.
Woodard, J.	"	1				Cust.
Schad, M.	"	1	1		3	Cust.
Robison, S.	"	1		1		Cust.
"	"			1		Cust.
"	"		1		2	Supp.
Thomas, S.	"	1	1		9.5	Div.
Lorch, L.	"	1	1		8	Div.
"	"	1				Cust.
Conrad, K.	"	1	1		2	Name Chg,
Bennett-Howard,R	"	1				Visit.
"	"	1				Div.
Conrad, M.	"		1		11	Div.
Rush, R.	Floyd			1		Real Est.
"	"			1		Cust.
Schad, L.	"			1		Pat.
Ulrich, J.	"			1		Div.
Stiller, C.	"	1	1		3	Guard.
Timmel, M.	"	1	1		12	Guard.
"	"	2	1		12	Guard.
Goodwell, K.	"	1	1		2	Empl.

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Volunteer Attorney Name	County	Number of new cases accepted/opened in 2006	Number of cases closed (but not necessarily opened) in 2006	Number of cases pending in 2006--neither opened nor closed in 2006	Number of hours for cases closed in 2006 (column 4)	Case Type
Goodwell, K.	Floyd	1				Guard.
Ulrich, J.	Floyd	1	1		1	Cust.
"	"		1		5.5	Div.
Gesehues, G.	"	1	1		20	Adopt.
Naville, M.	"	1				Guard.
Fox, R.	"	1				Div.
Lohmeyer, S.	"	1				Adopt.
Smith, W.E.III	"	1				Supp.
Palmquist, S.	"	1	1		8	BK
Platt, A.	"	1	1		2	A & C
Thomas, S.	"	1				Cust.
Kraft, Jennifer	"	1				Home Own
Cade, P.	"	1				Cust.
Robison, S.	"		1	2	12	Div.
Mattox, F.	"		1		4	Div.
Eichenberger	"		1		2	POA
Smith, W.E.III	"		1		5	BK
Lohmeyer, S	"		1		5	BK
Bourne, J.	"		1		1	Div.
"	"		1		8	Guard.
Reger, G	"		1		12	Real Est.
Reger, L.	"		1		22	Supp.
Conrad, M.	"		1		11	Div.
Woodard, J.	"		1		23	Div.
Dietrich, J.	Scott		1	2	5	Cust.
Dietrich, J.	Scott	1				Div.
"	"			1		Cust.
Houston, R.	"	1				Guard.
Thompson, K.	"		1		5	Cust.
Isom, J-P	Orange		1	1	2.5	Pat
"	"	1	1		17	Real Est.
Briscoe, D.	Wash.		1		35	Div.
Scifres, T.	"		1		22	Real Est.
Hamilton, R.	"	1				Pat/Cust
"	"		1		3	Prot. Ord.
Brown, D.	"	1			1	A & C
Palmquist	Floyd			1		GU
Scifres, T.	Wash.			2		Other

