

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

Indiana Bar Foundation
 230 East Ohio Street, 4th Floor
 Indianapolis, IN 46204

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

Pro Bono District 2

Applicant: The Volunteer Lawyer Network, Inc.

Mailing Address: 17561 State Road 23

City: South Bend, IN Zip: 46635

Phone: (574) 277-0075 Fax: (574) 273-9545

E-mail address: 2districtprobono@sbcglobal.net

Judicial Appointee: The Honorable Jenny Pitts Manier

Plan Administrator: Mary J. Anderson, Esq.

Names of Counties served: St. Joseph, Elkhart, Kosciusko, and Marshall

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
 # 80 attorneys ; 9% overall participation rate.

County	Number of volunteer attorneys	Number of registered attorneys*	Percentage of participation
St. Joseph	67	564	12%
Elkhart	2	217	1%
Kosciusko	3	91	3%
Marshall	8	45	18%
Total	80	917	9%

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

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): 520

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: 96 Please also provide this information by county, if available.

Amount of grant received for 2007: \$80,672.00.

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

Amount requested for 2008: \$100,800.00

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.**

The year 2006 was a time of rebuilding the infrastructure of the District 2 program. The year 2007 has continued that solidification of our program infrastructure along with establishing a greater presence in our district communities. Consequently, it is anticipated that the year 2008 will be a time to begin new projects and programming based upon a more solid program structure. By the beginning of the year 2008, the program will have a new structure as a nonprofit corporation. This new structure will allow for joint Board/Committee meetings. Our goal is to conduct these meetings quarterly in order to create a strong, cohesive, and consistent membership on the Board.

With the assistance of the new Board, we will strive to identify the most valuable training opportunities and topics for our participating attorneys. It is our goal that these training opportunities will come in the form of Continuing Legal Education credit for our attorneys. Our goal is to provide three (3) CLE training seminars in 2008. It is our goal that at least one of these seminars is conducted outside of St. Joseph County in order to make this training as accessible as possible to our attorneys practicing in our outer counties. We also have identified the importance of training opportunities for individuals who work with the poor but are not program attorneys. One method for addressing this need is to survey all district judges and clerks offices in order to identify specific difficulties they are experiencing in working with low-income *pro se* litigants. After identification of these issues, it is our goal to work with the individual clerk's offices and other organizations such as the Pro Bono Committee of the St. Joseph County Bar Association to implement training opportunities for litigants and clerks on specific *pro se* litigation issues.

Because our program attorneys are so important to our community and are so greatly valued by our program, we are aware of the importance of recognizing their efforts and assistance. As a result, we plan on continuing our recent tradition of hosting an annual attorney recognition event in the fall of 2008. We plan to continue to co-host this event with the South Bend office of Indiana Legal Services. We plan to create and distribute awards and certificates at this event recognizing the service of these attorneys. We plan on continuing to focus on increasing attendance at this event. Additionally, in order to show our gratitude to participating attorneys, we will continue to provide each attorney who accepts a case for representation, a small gift of appreciation. Currently, our attorneys receive a \$5.00 Starbucks gift certificate when they agree to take on a new case. Many attorneys have informed us that they enjoyed receiving this gift card in their letter confirming their representation of a program applicant. Consequently, we will continue to provide some similar gesture. Moreover, in appreciation and recognition, we would like to begin a mailing to all program attorneys updating them on new news regarding our program and providing helpful educational material in their field of law. This information could be provided when they are sent status reports in order to save on postal costs.

The year 2008 will be the first year that our program will have formed a nonprofit corporation. Even more exciting it that our program will have a new name: The Volunteer Lawyer Network, Inc. As a result, we will be implementing an advertising campaign informing our district community of our new name. With our new Board's assistance, we will identify the most valuable places to advertise and the most effective method for reaching the low-income population of our communities. Our goal is to advertise our program effectively to low-income persons of all ages and races, with the hope of reaching individuals in our community whom may not have previously been aware of our program. Also, we have identified the need to become more involved in the legal issues facing our immigrant population in the district. In 2008, we would like to identify and implement a method for disseminating information to our local immigrant population, not only about our program, but also about the most common legal issues faced by this population. This goal could be achieved by consulting with the Notre Dame Immigration Clinic, which will begin its operations again in 2008.

Advertising our program has been identified as a definite need of our program. We also have identified other program needs to be addressed in 2008. One of the needs is a result of the new formation of our nonprofit corporation. We will need to address the role of our new Board and how best we are able to use the talents of our Board members to improve our program. We will also seek the Board's advice on how best to handle increased intake as a result of our advertising campaign.

We will continue to focus on the past difficulties of recruiting new program attorneys and increasing the cases accepted by participating attorneys. We will address these issues by increasing incentives such as CLE credit, and through the cooperation with the local bar associations and targeted advertising. We will seek our new Board's advice on We also plan on exploring the possibility of creating a Pro Bono Mediation Program through the use of the ABA's "A Manual for Legal Services and Pro Bono Mediation Programs."

2006 REPORT OF VOLUNTEER ATTORNEY CASES IN DISTRICT 2

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): **District 2 Pro Bono Legal Services Committee.**

IOLTA funding accounts for 100% of total pro bono provider budget. Please state the percentage of volunteers and cases which are attributable to IOLTA funding 100%.

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
Joseph Amaral	St. Joseph					
Michael Arney	Kosciusko		2		10	SC
Michael Arnold	St. Joseph			1		TR
Rosalind Bachtel	Elkhart					
Kelly Baer	St. Joseph					
Larry Beeson	Kosciusko		1		2	GU
Edward Benchik	St. Joseph			1		Bankruptcy
Laura Ezzell	Elkhart					
David Bent	St. Joseph					
Donald Berger	St. Joseph			1		DR
Bruce Bondurant	St. Joseph					
John Broden	St. Joseph	1		1		DR
James Burke	St. Joseph			1		JP
James Butts	St. Joseph		1		20.35	DR
Kevin Butler	St. Joseph			1		DR
Rebecca Butler	Elkhart					
Robert Canfield	St. Joseph	1		2		DR
Eugene Chipman	Marshall			1		DR
Paul Cholis	St. Joseph	1				DR
Sherry Clarke	St. Joseph	1	9	1	138	DR

James Clevenger	Marshall					
Dianna Cole	St. Joseph			1		DR
Mary Connelly	Marshall			1		JP
Brien Crotty	St. Joseph			1		DR
Paul Crowley	St. Joseph			1		GU
Aladean DeRose	St. Joseph		1	3	10	DR
Stephen Drendall	St. Joseph	1	2	2	4	GU
Harolyn Dutt	St. Joseph	1	1		4.25	DR
Bernard Edwards	St. Joseph					
Frederick Ettl	St. Joseph	1		1		DR
Janine Felder-Kahn	St. Joseph			1		DR
George Filippello	St. Joseph	1	1		5.10	DR
Rebecca Fischer	St. Joseph					
William Fortin	Marshall	1	1		6.3	DR
Martin Gardner	St. Joseph			1		CT
Carl Greci	St. Joseph			1		TORT
Fred Hains	St. Joseph					
James Hall	St. Joseph			1		MI
Andrea Halpin	St. Joseph		1	1	39.3	DR
Thomas Hamilton	St. Joseph			1		DR
Lyle Hardman	St. Joseph			1		PL
B. Douglas Hayes	Elkhart					
Mitch Heppenheimer	St. Joseph			1		DR
George Herendeen	St. Joseph		1	1	40	DR
George Horn, Jr.	St. Joseph					
Jeremy Humphrey	Marshall			1		DR
Ralph R. Huff	Marshall	1				SC
Ronald Jaicomo	St. Joseph					
Mark James	St. Joseph		2	1	6.5	DR
Jeffrey Johnson	St. Joseph		1		38	Bankruptcy
Susan Johnson	St. Joseph					
William Jonas, Jr.	St. Joseph			1		CT
Fred Jones	Marshall			1		DR
Matt Kaczmarek	St. Joseph					
David Keckley	St. Joseph			1		CC
David Kessler	St. Joseph			1		PL
David Kibbe	St. Joseph			1		GU
James Knepp	St. Joseph	1		2		GU, PL
Mary Kohn	St. Joseph	1	1		4	DR
Lee Korzan	St. Joseph			1		PL
John Krisor	St. Joseph		1		10	DR
Vern Landis	Elkhart					
Jay Lauer	St. Joseph			1		DR
Douglas Lemon	Kosciusko			1		DR
Mark Lenyo	St. Joseph	1		1		Criminal, JP
John Lloyd	St. Joseph			1		TORT
Marvin Lopata	St. Joseph					
Eric Marshall	St. Joseph			1		Administrative
Patrick McFadden	St. Joseph			1		DR
Timothy McLaughlin	St. Joseph	1				DR

Lee Mellinger	Elkhart					
Kate Mueller	St. Joseph	1				DR
James Nafe, Jr.	St. Joseph					
Ann Carol Nash	St. Joseph					
Theodore Noell	St. Joseph			1		GU
Richard Nussbaum	St. Joseph			1		SC
Steven Parkman	St. Joseph		1		6	TORT
Chrissy Payne	Elkhart					
Rita Parsons	Elkhart					
John Peddycord	St. Joseph			1		GU
Daniel Pfeifer	St. Joseph					
Mark Phillipoff	St. Joseph			1		DR
David Redding	Elkhart			1		PL
Michael Rehak	St. Joseph			1		GU
Colin Reilly	St. Joseph		2		10	SC
Charles Rice	St. Joseph			1		GU
Amanda Richman	St. Joseph			1		DR
Jay Rigdon	Kosciusko					
Irving Rosenberg	St. Joseph			1		Bankruptcy
Robert Rosenfeld	St. Joseph					
Aric Rutkowski	St. Joseph	1		1		DR/JP
Diane Shields	St. Joseph					
Phil Skodinski	St. Joseph			1		DR
Andrea Slagh	St. Joseph					
John M. Smith	St. Joseph		1		15	Bankruptcy
Jeff Stesiak	St. Joseph	1	1		2	GU,CC
Thomas Stipp	St. Joseph	1				DR
Michael Trippel	St. Joseph	1		1		MF/ES
Bradley Varner	St. Joseph			2		DR
Julie Verheye	St. Joseph	1				GU
Spencer Walton	St. Joseph			1		DR
James Walmer	Kosciusko					
Thomas Walz	St. Joseph		1		10.5	Bankruptcy
E. Andrea Welch	St. Joseph		1		21	JP
William Wilson	St. Joseph		1		12.5	DR
Matt Yeakey	Elkhart			1		SC
Mario Zappia	St. Joseph		2	1	7.45	AD
TOTAL:	<i>No total needed</i>	TOTAL: 20	TOTAL: 40	TOTAL: 62	TOTAL: 433.25	<i>No total needed</i>

**2006 REPORT OF VOLUNTEER ATTORNEY LIMITED
INFORMATION ACTIVITY IN DISTRICT 2**

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): **District 2 Pro Bono Legal Services Committee.**

Volunteer Attorney Name	County	Type of Activity	Number of Hours
Sherry Clarke	St. Joseph	pro se clinic	10
Mary J. Anderson	St. Joseph	pro se clinic	7
		informational service - telephone	11.25
		informational service – written letter/email	3.75
		informational service – walk-in	1
TOTAL:	2		TOTAL: 33
OVERALL VOLUNTEER ATTORNEY TOTAL:	2		OVERALL HOURS TOTAL: 33

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>
April 10, 2006	New plan administrator begins. Relocated office to new location. Created new lease agreement and new inventory of all furniture and equipment. Implemented new email account and telephone number. Informed all district committee members; judges; legal service providers; and bar association presidents of change.
April 2006	Met with managing attorney of South Bend office of Indiana Legal Services, Angelika Mueller, to discuss relationship between ILS' pro bono program and our organization and goals.
May – July 2006	Created a new database for the recordation of the activities of the program regarding open cases; closed cases; brief services; and rejected applications. Created application forms, general and specific to the type of legal issue involved. Created letterhead, facsimile forms, and status report forms. Created form letters to applicants and attorneys. Created an operating manual for the program. Developed and included in this manual, a protocol for intake from telephone calls, emails, walk-ins, and ILS referrals. Created an informational brochure for district attorneys describing our program and answering common questions regarding how clients are chosen; malpractice insurance; scope of representation; attorneys' fees; litigation costs; status reports; and incentives. Created new accounting system for the program and new form for Quarterly Financial Report for the committee.
June 22, 2006	Met with State and District Committee member, Gail Peshel to discuss program goals.
June 29, 2006	Met with Monica Fennell and Chuck Dunlap in South Bend to discuss status of the program and issues regarding converting to a nonprofit organization.
June 29, 2006	Meeting with 2 nd year law student Michelle Gottlieb regarding a possible student internship.
July 14, 2006	Prepared and sent Randall T. Shepard Award nomination for Sherry Clarke.
August 28, 2006	Began sending out status report forms for all pending cases and identifying all open cases.
September 2006	Met with Carolina Arroyo, Director of Internships in the Office of Undergraduate Studies at the University of Notre Dame. As a result, became associated with the Internship Program of the Department of Political Science of the University of Notre Dame. Created a student internship policy form; confidentiality form; and reporting form.
October 6, 2006	Attended the Pro Bono Plan Administrator Retreat and the Randall T. Shepard Dinner in Indianapolis.
October 27, 2006	Conducted a Pro Se Clinic on divorce and child support at the courthouse in downtown South Bend.
November 3, 2006	Created new database of all program attorneys and addresses (approximately 250 attorneys). Sent out invitations to all program attorneys for the recognition luncheon. Sent all program attorneys a survey regarding our program's incentives and their willingness to participate.
December 1, 2006	Hosted a recognition luncheon at the Morris Inn at the University of Notre Dame for all program attorneys. Created a luncheon program listing all program attorneys, those receiving awards, and discussing the background of our luncheon speaker, Mr. Louis Nanni of the University of Notre Dame. Door prizes were donated by Barnes & Thornburg and Baker & Daniels.
December 5, 2006	Corresponded with new student intern for the Spring semester, Kaitlin Moran.

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.

District 2 is fortunate to have four (4) providers of free legal services. These providers are: the District 2 Pro Bono Legal Services Committee, the Notre Dame Legal Aid Clinic, Indiana Legal Services Inc., and Elkhart Legal Aid Service, Inc. Of these organizations, two (2) coordinate the use of volunteer community attorneys: Indiana Legal Services (“ILS”) and the District 2 Pro Bono plan. In terms of intake, our program receives applicants from telephone calls, e-mails, and walk-ins. Generally, our program receives direct referrals from the district’s judges, the Notre Dame Legal Aid Clinic, the St. Joseph County Bar Association, local attorneys, the YWCA, Catholic Relief Services, Madison Center, our district’s prosecutors’ offices, and from the newly formed Family Justice Center. We also receive applications from ILS when they are unable to place a case or have a conflict of interest. In 2007, we have invited the managing attorney of Elkhart Legal Aid to become one of our new committee members. As a result, we anticipate referrals from that organization as well.

Reporting the hours of volunteer attorney pro bono service is done by our program independent of any other program. We have our own list of program attorneys and we report their volunteer hours for cases we have placed with them.

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

The year 2006 was one of building an infrastructure for the administration of our District’s plan. It was discovered that many administrative forms and structures were not in place and needed to be provided in order to effectively and responsibly carry out the plan. A new plan administrator was hired and began in April of 2006. From April to December of 2006, the plan administrator was able to create a new database for the recordation of the activities of the program regarding open cases; closed cases; brief services; and rejected applications. She created application forms, letterhead, facsimile forms, status report forms, and form letters to applicants and attorneys. She created an operating manual for the program. She developed a protocol for intake from telephone calls, emails, walk-ins, and ILS referrals. Finally, she created a system for financial record-keeping and a form for quarterly financial reporting to the committee. Many of these forms, letters, and record-keeping did not previously exist. As a result, the program was, in many aspects, rebuilt from the ground up. Consequently, the number of cases placed with volunteer attorneys is significantly less than in the previous year. This can be attributed to the freeze on accepting applications for several weeks following the hiring of the new plan administrator, and the fact that the new plan administrator did not personally take on clients for representation.

BUDGETS for 2006, 2007 and 2008

Income Category	2006 Actual Income	2006 Budget	2007 Actual Income To Date	2007 Budget	2008 Budget
A. INCOME					
1. IOLTA Grant Amount	\$49,000.00	\$50,560.00	\$79,200.00	\$79,200.00	\$100,800.00
Other Income: <i>Explain source(s) and if Actual/Expected in narrative</i>	0	0	\$1,472.00	\$1,472.00	
2.					
3.					
4.					
5. Total Income (sum of lines A1 - A4)	\$49,000.00	\$50,560.00	\$80,672.00	\$80,672.00	\$100,800.00
Expense Category	2006 Actual Expenditures	2006 Budget	2007 Actual Expenditures To Date (06/15/07)	2007 Budget	2008 Budget
B. PERSONNEL EXPENDITURES					
1. Plan Administrator	\$31,000.00	\$31,000.00	\$14,123.00	\$30,600.00	\$40,000.00
2. Paralegals		0	\$9,692.00	\$21,000.00	\$30,000.00
3. Others - Please explain		0	0	0	0
4. Employee benefits	\$984.00	\$6,900.00	0	0	0
a. Insurance				0	0
b. Retirement plans				0	0
c. Other – payroll taxes, payroll service cost, workers' compensation insurance	\$3,531.00		\$1,727.00	\$6,000.00	\$8,400.00
5. Total Personnel expenditures (sum of lines B1 - B4c)	\$31,984.00	\$37,900.00	\$25,542.00	\$57,600.00	\$78,400.00
C. NON-PERSONNEL EXPENDITURES					
1. Occupancy	\$6,300.00	\$3,600.00	\$3,600.00	\$7,200.00	\$7,200.00
2. Equipment Rental	0	\$500.00	0	\$200.00	\$200.00
3. Office Supplies	\$763.00	\$750.00	\$3,682.00	\$4,028.00	\$2,500.00
4. Telephone	\$731.00	\$800.00	\$800.00	\$1,200.00	\$1,800.00
5. Travel	\$506.00	\$400.00	0	\$900.00	\$900.00
6. Training	0	\$350.00	\$254.00	\$572.00	\$500.00
7. Library	0	0	0	\$250.00	\$250.00
8. Malpractice Insurance	\$2,460.00	\$2,460.00	\$1,734.00	\$2,000.00	\$2,300.00
9. Dues and Fees	0	0	\$480.00	\$650.00	\$650.00
10. Reserve	0	0	0	\$600.00	\$600.00
11. Marketing and promotion	\$263.00	\$1,900.00	\$87.00	\$1,500.00	\$1,500.00
12. Attorney recognition	\$1,967.00	0	0	\$1,000.00	\$2,000.00
13. Litigation expenditures	\$370.00	\$1,200.00	\$187.00	\$1,000.00	\$500.00

14. Property Acquisition	0	0	0	0	0
15. Contract Services (including services of an accountant)	\$125.00	\$700.00	\$299.00	\$1,972.00	\$1,500.00
16. Grants to other pro bono providers	0	0	0	0	0
17. Other - Please explain	0	0	0	0	0
18. Total Non-Personnel Expenditures (sum of lines C1 - C17)	\$13,485.00	\$12,660.00	\$11,123.00	\$23,072.00	\$22,400.00
D. TOTAL EXPENDITURES (sum of B5 & C18)	\$49,000.00	\$50,560.00	\$36,665.00	\$80,672.00	\$100,800.00
E. ENDING FUND BALANCE (A5 less D)	\$0	\$0	\$44,007.00	\$0	\$0

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.

Line (B)(1): The position of plan administrator should be compensated at the annual salaried rate of \$40,000.00 per year. This is a full-time position ranging from 35 to 40 hours per week. However, it is anticipated that overtime hours will be required when necessary. Benefits of this position include paid holidays in accordance with the 2008 St. Joseph County Employee Holiday Schedule; three (3) weeks of paid vacation time; and twelve (12) paid sick leave days. No health insurance, disability insurance, 401(k) plans or other retirement benefits are available at this time.

Line (B)(2): The position of paralegal/office assistant should be compensated at the annual salaried rate of \$30,000.00 per year. This is a full-time position ranging from 35 to 40 hours per week. Benefits of this position include paid holidays in accordance with the 2008 St. Joseph County Employee Holiday Schedule; two (2) weeks of paid vacation time; and twelve (12) paid sick leave days. No health insurance, disability insurance, 401(k) plans or other retirement benefits are available at this time.

Line (B)(3): No other paid employees are anticipated for the fiscal year 2008.

Line (B)(4): No insurance benefits or retirement plans are available for paid employees at this time.

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.

It is anticipated that the program will continue to lease and occupy office space located at a community attorney's office. This space includes a private office for the plan administrator which is approximately 12ft x 14ft. The program's paralegal occupies approximately half of an office space of 13ft x 28 ft., along with one member of the attorney's staff. A waiting area, kitchen, conference room, and bathroom are shared between the program staff and the attorney's staff. The program does not pay for any utilities other than its own telephone costs. The leased space includes free parking for staff and clients; unlimited use of the copy machine and facsimile machine; free internet services and e-mail accounts; free use of a receptionist to handle walk-in clients and some telephone calls; mail distribution; free bottled water; all utilities and taxes. Occupancy costs are \$600.00 per month. This is believed to be below fair market value in South Bend, Indiana.

Line (C)(3): The budgeted amount for office supplies is down significantly from the year 2007, as it is anticipated that computers will not need to be purchased in 2008.

Line (C)(4): The budgeted amount includes payment for a cellular phone service.

Line (C)(8): The budgeted amount includes the cost of renter's insurance.

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
December 1:	IBF grant agreement due and revised budget due

PRO BONO DISTRICT NUMBER 2 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.

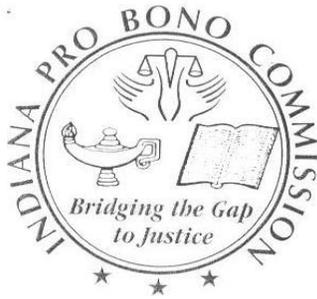
Signatures:

Judicial Appointee Signature

Date

Plan Administrator Signature

Date



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

**Indiana Bar Foundation
230 East Ohio Street, 4th Floor
Indianapolis, IN 46204**

2007 INTERIM REPORT

In the space provided below, please provide a description of how your pro bono district has been able to improve its performance during the first half of 2007, based on its 2007 funding level. In answering this question, please (1) discuss the specific improvements made in your program (e.g., additional staffing or capabilities), and (2) identify any resulting indicators of improvement in your district's ability to provide pro bono representation, including but not limited to the number of additional pro bono attorneys now participating in your district; the number of additional pro bono attorneys who have provided at least 50 hours of pro bono service to date during 2007; any increase in the number of cases and/or clients receiving pro bono legal services (compared to the number of such cases and/or clients at this point in time during 2006); and any increase in the number of counties in your district providing pro bono representation. Please also discuss any problems or obstacles your district is encountering in meeting its goals during 2007, and the reasons for such problems or obstacles. If you need additional space for this answer, please include this information on the one supplemental, explanatory page identified on page 8.

The increase in funding for 2007, has allowed our program to hire a part-time staff person for the first time. This has made a phenomenal difference in the service provided to the individuals who seek our help. Our part-time paralegal/office assistant has been able to answer telephone calls and emails immediately. This has made a considerable improvement in the amount of time between contact with our office and placement with an attorney. Moreover, several clients have commented on the rapid assistance they have received from our program. Additionally, our new staff member has been able to perform research, help with projects (including a recent CLE), and keep track of many of our statistics. With the additional staff, we have seen a significant increase in cases opened this year compared with this time last year. Additionally, because we have been able to send out and track status reports twice as quickly, we have seen a significant rise in closed cases this year as compared with our number of closed cases last year. With the additional funding, we also have been able to purchase new computers and software. We previously had been working with a computer that was purchased as a used computer over five years ago. Not only were we not able to rely on it, we could not open many attachments or use many programs. We also have been able to purchase the use of the Kemp's database services. As a result of all of these improvements, we have had several attorneys take cases who had never before participated in our program.

While we are very excited by the progress we have made in 2007, we have had some difficulty regarding our goal of advertising and marketing our program. One of our goals for 2007 is to develop a directed advertising campaign for our new nonprofit corporation. Because our program is changing to a nonprofit corporation, we decided to use the opportunity to change our very long name from "The District 2 Pro Bono Legal Services Committee" to the "Volunteer Lawyer Network, Inc." However, because of delays with assistance in filing the proper documents, our advertising campaign (of our new name) has been delayed. Nonetheless, we are thrilled to report that the Indiana paperwork has been filed and we have been informed that soon the federal tax documents will be filed as well.