



**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: 5

Applicant: District Five Pro Bono Committee

Mailing Address: c/o Vicki Williams, Indiana Legal Services, Inc., PO Box 1455

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Judicial Appointee: Honorable Thomas Perrone, Cass Superior Court 1

Plan Administrator: Vicki Williams

Counties served: Cass, Fulton, Howard, Miami, Tipton and Wabash

Number and Percentage of volunteer attorneys: No. 16 % 7.2

	Registered Attorneys: (Per Clerk of Courts)	Volunteer Attorneys	Participation Rate	No. of Clients Served
Cass	42	6	14.2%	8
Fulton	16	4	25.00%	2
Howard	99	0	0	0
Miami	24	4	16.66	4
Tipton	11	0	0	0
Wabash	29	2	6.9%	9
Total in Dist 5	221	16	7.2%	23

Number of volunteer attorneys (as defined on page 3) who provided pro bono representation for at least 50 hours during 2006: 0

Number of potential clients requesting help in 2006: ILSI Lafayette office completed 1,228 total intakes in 2006 for 14 county service area that includes Pro Bono Districts 4 and 5.

Number of potential clients who were actually provided with legal services: 23

Amount of grant received for 2007: \$56,900.00

Amount of grant (2007 & prior years) projected to be unused as of 12/31/07: \$22,500.00

Amount requested for 2008: \$34,950.00

District 5 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.

Attorney Recruitment and Recognition: Recruitment of additional pro bono attorneys will be the highest priority for the Committee. In 2008 committee members will continue personal efforts to recruit new pro bono attorneys. The plan administrator will travel each week to District 5 counties to personally recruit attorneys, conduct client intake and inform social service agencies of District 5 pro bono services. CLE programs will be sponsored throughout the District to recruit new pro bono attorneys. Recognition events will be held in each county to publicly recognize pro bono attorneys.

Increasing Number of Pro Bono Cases: The Committee's goal of referring two (2) cases to each pro bono attorney in 2008 will be achievable with the plan administrator calling on pro bono attorneys on a more regular basis to discuss new cases.

Howard County Legal Aid: Organized by the Howard County Bar Association, Howard County Legal Aid ("HCLA") has a long history of serving the legal needs of low-income individuals in Howard County. In 2006 HCLA did not provide statistics regarding case numbers or attorney hours to District 5. The Committee will continue working with HCLA in an effort to quantify the number of cases handled and the number of hours donated by HCLA pro bono attorneys.

Community Legal Education/Outreach Programs: Coordinated by the plan administrator, one community legal education program will be held in each county utilizing pro bono attorneys as speakers on topics of local community interest. Building on previous efforts by the Hispanic outreach paralegal, additional community education programs will also target the legal needs of the Spanish speaking communities in District 5. The plan administrator has considerable experience writing newspaper columns, and will prepare regular articles on legal topics of interest to low income persons for distribution to local District 5 newspapers, social agencies and organizations with their own newsletters to increase public awareness of District 5 activities.

Local Intake and Talk to a Lawyer Programs: The Plan Administrator will maintain a dependable schedule of traveling to District 5 counties to conduct face-to-face intake. Committee members will continue to explore with their local Bar Associations the establishment of regular talk to a lawyer programs staffed on a rotating basis by pro bono attorneys to meet with prospective clients for legal advice, representation, or assistance with pro se filings.

Pro Se Activities: Efforts will continue to seek the cooperation of Courts and Clerks in each county to facilitate access to and use of pro se materials by pro se litigants. Pro bono attorneys participating in talk to a lawyer programs mentioned above will be available to assist pro se litigants. District 5 will continue to provide copies of Parenting Time Guidelines to all judges for distribution to pro se litigants.

Client Intake, Eligibility Screening, Case Referral, and Administration: Indiana Legal Services will conduct client intake, eligibility screening, case referral, provide office space, receptionist support, staff supervision and other administrative responsibilities, including malpractice insurance for participating attorneys, handling District funds, record keeping and statistical reporting.

2006 REPORT OF VOLUNTEER ATTORNEY CASES IN DISTRICT FIVE

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): _____

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
Jay Hirschauer	Cass	1	0	0	10.5	Divorce
Jay Hirschauer	Cass	1	0	0	6	Divorce
Jay Hirschauer	Cass	0	0	1	2	Divorce
Lindsay Ruby	Cass	1	0	0	3	Child Support
George Stephenson	Cass	1	0	0	3	Foreclosure
Jim Brugh	Cass	1	0	0	8	Divorce
Robert L Murray	Cass	1	0	0	11	Divorce
Robert L Murray	Cass	1	0	0	25	Appeal/Civil
Robert L Murray	Cass	1	0	0	8	Divorce
Kelly Leeman	Cass	0	1	0	2.5	Divorce
Total	Cass	8	1	1	79	
			3			

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
Albert J Schlitt	Wabash	1	0	0	1.7	Custody
Albert J Schlitt	Wabash	1	0	0	4.9	Custody
Albert J Schlitt	Wabash	1	0	0	2.2	Visitation
Albert J Schlitt	Wabash	1	0	0	3.8	Visitation/Supp
Albert J Schlitt	Wabash	1	0	0	1.8	Corporate
Albert J Schlitt	Wabash	1	0	0	6.7	Collection
Albert J Schlitt	Wabash	1	0	0	4.5	Corporate
Albert J Schlitt	Wabash	1	0	0	3.8	Corporate
Albert J Schlitt	Wabash	1	0	0	1.3	Corporate
Total	Wabash	9	0	0	30.7	
Jeff Price	Miami	1	0	0	8	Custody/Visit
Jeff Price	Miami	1	0	0	12	Custody/Visit
Elizabeth Price	Miami	1	0	0	10.8	Divorce
Bryan Michaud	Miami	1	0	0	8	Divorce
Thomas Keith	Miami	0	0	1	2	Divorce
Michael J Smith	Miami	0	0	1	1.5	Divorce
Total	Miami	4	0	2	42.3	
James Wells	Fulton	1	0	0	2	Divorce
James Wells	Fulton	1	0	0	5.5	Divorce
Alan D Burke	Fulton	0	1	0	4.75	Guardianship
Andrew Perkins	Fulton	0	1	0	5.5	Post/Divorce

Gregory D Heller	Fulton	0	1	0	1.75	Custody/Visit
Total	Fulton	2	3	0	19.5	
Total for all		23	4	3	171.5	

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

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): _____

Volunteer Attorney Name	County	Type of Activity	Number of Hours
Jim Brugh	Cass	Letter	.25
Jim Brugh	Cass	Letter	.25
Jim Brugh	Cass	Consult	.50
Jim Brugh	Cass	Consult	.25
Jim Brugh	Cass	Consult	.75
Jim Brugh	Cass	Letter	.25
Jim Brugh	Cass	Letter	.25
Jim Brugh	Cass	Consult	.50
Jim Brugh	Cass	Consult	.50
Jim Brugh	Cass	Letter	.25
Jim Brugh	Cass	Consult	1
Jim Brugh	Cass	Consult	1
Jim Brugh	Cass	Consult	.50
Jim Brugh	Cass	Letter	.25
Jim Brugh	Cass	Consult	.50
Jim Brugh	Cass	Letter	.25
Jim Brugh	Cass	Consult	.50
Jim Brugh	Cass	Consult	.50
Jim Brugh	Cass	Letter	.25
Jim Brugh	Cass	Letter	.25
Jim Brugh	Cass	Letter	.25
Total	Cass		9.5
Albert J Schlitt	Wabash	Consult	.3
Albert J Schlitt	Wabash	Consult	.1
Albert J Schlitt	Wabash	Consult	.3
Albert J Schlitt	Wabash	Consult	.7
Albert J Schlitt	Wabash	Consult	.6
Albert J Schlitt	Wabash	Consult	.3
Albert J Schlitt	Wabash	Consult	.1
Total	Wabash		2.4
TOTAL:			TOTAL: 11.9

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>
2/15/06	District 5 Committee meeting, Peru
5/3/06	District 5 Committee meeting, Peru
6/5/06	Plan Administrator retreat, Indianapolis
6/11/06	Hispanic Outreach Immigration Law Community Education Program, Logansport
6/14/06	District 5 Committee meeting, Peru
8/30/06	District 5 Committee meeting, Peru
10/6/06	Plan Administrator retreat and Shepard Award Dinner, Indianapolis
12/6/06	District 5 Committee meeting, Peru

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.

The Lafayette Indiana Legal Services, Inc. (“ILSI”) office coordinates Community Volunteer Lawyer Panels in Cass, Fulton, Miami, Tipton and Wabash Counties. ILSI conducts intake, screens for eligibility and refers cases to panel members. ILSI periodically monitors case progress including hours spent, offers malpractice insurance, and litigation expense support when requested. Panel members contacted directly by potential clients can refer clients to ILSI for a referral back to the panel member. Non-panel member attorneys providing pro bono services outside the CVLP are encouraged to use simple self-reporting forms provided by the District to report cases and hours donated.

Howard County has maintained a separate program, Howard County Legal Aid (“HCLA”). Approximately 20 attorneys participate by taking two (2) days each year and meet with potential legal aid clients on the last three (3) Tuesdays of each month. The Lafayette ILSI office refers significant numbers of callers from Howard County to HCLA. The Committee has provided self-reporting forms for use by HCLA pro bono attorneys; however most are generally reluctant to use the forms citing additional administrative burdens. In his June 29, 2006 letter to Monica Fennell, Executive Director of the Indiana Pro Bono Commission, Brent Dechert, HCLA coordinator, confirms the general reluctance to use even the reporting forms HCLA provides. Mr. Dechert estimates that each of the 20 participating HCLA pro bono attorneys opens approximately 24 cases each year

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

The committee had hoped to be able to report the considerable amount of pro bono activity that the committee knows is being provided by many attorneys in District V outside of the ILSI administered Community Volunteer Lawyers Panels by way of the self-reporting mechanism publicized by the committee throughout District V over the last three years. The response has not been as great as hoped. The committee will continue efforts to encourage self-reporting. Howard County Legal Aid continues to provide considerable pro bono service, but the membership remains steadfast in its desire to maintain its independence and minimize administrative record keeping. The District was not able to obtain and report any self-reporting forms from HCLA pro bono attorneys as was the case in 2004, and therefore the cases reported is significantly lower in 2006, than 2004, the last year HCLA reported pro bono cases.

The demands of other responsibilities (Office Manager and Volunteer Intake Coordinator), Jennifer Miller, made it difficult to coordinate the community education programs and the Continuing Legal Education program District Five had wanted to sponsor in 2005. Pro bono attorney recognition events also could not be coordinated. The highest demand for assistance is with family law cases, and it continued to be difficult to get pro bono attorneys to handle the many family law cases that come at intake.

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.

B1) Full-time plan administrator – 37.5 hours per week at \$29,000 annual base salary (Paralegal level position).

B(4)(a) – Health, life and disability insurance for plan administrator

B(4)(c) – Cost of plan administrator recruitment advertisements in news papers.

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.

C(1): Occupancy cost is approximately \$10.80 per square foot and is average for downtown Lafayette based on distance from Courthouse. Amount charged is factored on total ILSI office space square footage and square footage of plan administrator’s office.

Utilities are calculated on approximately 5% of total building utility cost to ILSI.

Line _____

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