



Indiana Pro Bono Commission
 230 East Ohio Street, Suite 400
 Indianapolis, IN 46204

**COMBINED 2008 DISTRICT REPORT, 2010 PRO BONO GRANT APPLICATION,
 AND 2010 PLAN**

Pro Bono District 12

Program Name: Legal Volunteers of Southeast Indiana, Inc.

Mailing Address: 318 Walnut Street

City: Lawrenceburg, **IN** **Zip:** 47025

Phone: 812/537.0100 **Fax:** 812/537.7090

E-mail address: district12probono@legalvolunteers.com

Judicial Appointee: Hon. Alison Frazier

Plan Administrator: Frank J. Cardis, Esq.

Names of Counties served: Dearborn, Jefferson, Ohio, Ripley & Switzerland

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 2008 per registered attorneys in district, i.e. the district's pro bono participation rate:

53 % 41

Please also provide pro bono participation rates by county, if available.

<u>County</u>	<u>Registered Attorneys</u>	<u>Volunteer Attorneys</u>	<u>Participation Rate</u>
<u>Dearborn</u>	<u>44</u>	<u>25</u>	<u>57%</u>
<u>Jefferson</u>	<u>32</u>	<u>13</u>	<u>41%</u>
<u>Ohio</u>	<u>4</u>	<u>0</u>	<u>0%</u>
<u>Ripley</u>	<u>43</u>	<u>14</u>	<u>33%</u>
<u>Switzerland</u>	<u>5</u>	<u>1</u>	<u>20%</u>

Number of volunteer attorneys (as defined on page 3) who provided pro bono representation for at least 50 hours during 2008: 13

Number of potential clients requesting help in 2008 (limit this to actual intake done or sessions in which plan administrator or his/her delegate provided more than minimal assistance): 231

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: 183 [Dearborn 49%; Jefferson 26%; Ripley 25%].

Amount of grant received for 2009: \$81,800

Amount of grant (2009 & prior years) projected to be unused as of 12/31/09: \$ 0

Amount requested for 2010: \$ 81,100

2010 PLAN SUMMARY

- 1. Please write a brief summary of the 2010 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.**

2010 is expected to be a year in which Legal Volunteers deals with change. In the five county area, the joint Ohio-Switzerland Superior Court and the joint Switzerland-Jefferson Circuit Court have been abolished. A new circuit court has been established in Switzerland County. Ohio County will be served solely by the joint Dearborn-Ohio Circuit Court, to which a full time magistrate was allocated. Due to the restructuring of these various courts, four of nine judicial positions in the district have new judges or magistrates. Fortunately, the Jefferson Superior Court Judge [who was recently appointed by the Chief Justice as the district's Judicial Appointee] has been a member of the board of directors/pro bono committee for some time and the new magistrate in the Dearborn-Ohio Circuit Court was Legal Volunteers' 2007 Volunteer of the Year. The restructuring of Courts will have the most profound impact in Switzerland and Ohio Counties, where the now-retired superior court judge engaged in the practice of appointing local attorneys to represent clients in civil legal matters at county expense. The former recipients of court-appointed attorneys will now be redirected to Legal Volunteers. Significantly, this will occur in the two counties with the smallest population of attorneys. Public awareness of the program as well as promotion of the program among governmental entities and social service agencies will require an increased effort in the approaching year.

The Board of Directors of Legal Volunteers is likewise undergoing substantial change. Most notably, Judge Alison Frazier of the Jefferson Superior Court has succeeded G. Michael Witte as Judicial Appointee. Judge Witte proved to be an accessible, engaged advocate for the program. Due to her prior experience on the board, Judge Frazier has extensive knowledge of the pro bono efforts throughout the district and her appointment by the Chief Justice was encouraging. Quarterly meetings of the board will continue to occur during her Presidency. The board of directors also lost two members due to relocation or retirement from active practice. While new board members have been recruited, the beginning of 2009 proved interesting, as those two directors were also officers. Until the appointment of Judge Frazier, only one of four officer positions on the board was filled. In spite of this, the business organization and its business carried forward and other members of the board have indicated a willingness to step into leadership roles.

While Legal Volunteers will continue to pursue adjunct programs such as legal advice clinics, its core focus remains the direct representation of low-income persons. In the larger counties of the district, a high percentage of the local bar participates in the program by providing such representation. While it appears in the 2008 report that a smaller percentage of attorneys are participating, the numbers are more reflective of a change in grant instructions and criteria that a decrease in participation. By way of illustration, in Dearborn County, 87% of attorneys participated in pro bono representation in 2007. With the new reporting instructions, only 57% of attorneys appeared to participate in 2008. The roll of attorneys shows 44 attorneys registered in Dearborn County. However, 14 of the 44 are employed full time as judicial officers, prosecutors, or full time government attorneys (e.g. DCS, IRS). Effectively, 83% of Dearborn County lawyers able to provide direct representation do so. It is anticipated that an even greater number of applications for services will be submitted in 2010 than prior years due to the economy and the anticipated change in eligibility requirements in mortgage foreclosure cases. In a five-county area where a four or five attorney office is a "mega-firm," it is difficult to keep going back to the same volunteers requesting more referrals to be taken. By providing increased litigation support and continuing legal education, it hoped that a greater number of applicants will be served. Also, increased initiatives to involve in-house counsel and out-of-state, Indiana-licensed attorneys will be undertaken.

A vital component to providing direct representation is the recruitment and retention of attorneys. Steps will be taken to mitigate the loss of several volunteer attorneys, whose 400+ hours of service will be lost due to illness, relocation, retirement and/or employment in judicial/government jobs. Free CLE opportunities associated with the Talk to a Lawyer Today program and the mortgage foreclosure initiative have been a source for both recruiting volunteer attorneys and educating the bar about the program. The TTALT program was extended to three locations in 2009. Six CLE programs were presented on foreclosure or TTALT topics. The 2009 attorney recognition event has been moved to October to coincide with National Pro Bono Appreciation activities. The 2008 event at Belterra Casino and Resort drew a nice crowd of 50-75 attorneys and guests. More importantly, the event was so well received that it created a buzz in the community. Public awareness of programming and recognition of volunteer efforts will continue to be placed in local media. It is also hoped that new members of the judiciary will be allies in recruiting attorneys for the program.

2008 REPORT OF VOLUNTEER ATTORNEY CASES IN DISTRICT 12

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 one case per each line in the chart below. The information provided in this chart, and the charts immediately following, should be for the calendar year 2008 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 in 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. Please be sure to include the mortgage foreclosure code of MF, if applicable.

Program Name (includes legal service provider, court, plan administrator, bar association, and other organizations or individuals): District 12

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 of case	Was case pending at beginning of 2008?	Was case opened in 2008?	Was case closed in 2008?	Number of hours worked on case if closed in 2008 (include prior years' hours)	Case Type
Blondell, Thomas	Dearborn	Yes	No	Yes	30	DR
		No	No	Yes	8	JP
		No	Yes	Yes	30	MISC
		No	Yes	Yes	5	DR
Charls, Jerome	Dearborn	No	Yes	No	20	DR
		No	Yes	No	8	DR
TOTAL: 36	<i>No total needed</i>	TOTAL: 40	TOTAL: 98	TOTAL: 108	TOTAL: 1277 Note: An additional 392 hours was reported on cases that did not close in 2008.	<i>No total needed</i>

Program Name (includes legal service provider, court, plan administrator, bar association, and other organizations or individuals): District 12

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 of case	Was case pending at beginning of 2008?	Was case opened in 2008?	Was case closed in 2008?	Number of hours worked on case if closed in 2008 (include prior years' hours)	Case Type
Cardis, Francis	Dearborn	No	Yes	Yes	20	DR
		No	Yes	Yes	9	DR
		No	Yes	Yes	2	DR
		No	Yes	Yes	1	POA
		No	Yes	No	2	DR
		No	Yes	Yes	4	RE
		No	Yes	Yes	1	POA
		No	Yes	Yes	1	POA
		No	Yes	Yes	1	POA
		No	Yes	Yes	2	POA
		No	Yes	Yes	2	POA
		No	Yes	Yes	1	POA
DeJulia, Martin	Dearborn	No	Yes	Yes	5	MISC
		No	Yes	Yes	5	MISC
		No	Yes	Yes	5	MISC
Fentress, Michelle	Dearborn	Yes	No	Yes	7	DR
Holland, Douglas	Dearborn	Yes	No	Yes	50	MISC
		No	Yes	Yes	25	MISC
		Yes	No	Yes	8	BK
		No	Yes	Yes	8	BK
Kramer, Frank	Dearborn	No	Yes	Yes	4	DR
		Yes	No	Yes	23	DR
Lehner, Lisa	Dearborn	Yes	No	Yes	5	AD
Loechel, Angela	Dearborn	Yes	No	Yes	15	DR
McGill, Arnold	Dearborn	No	Yes	Yes	5	DR

Program Name (includes legal service provider, court, plan administrator, bar association, and other organizations or individuals): District 12

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Volunteer Attorney Name	County of case	Was case pending at beginning of 2008?	Was case opened in 2008?	Was case closed in 2008?	Number of hours worked on case if closed in 2008 (include prior years' hours)	Case Type
Meyer, Jr., Donald	Dearborn	Yes	No	No	5	DR
		Yes	No	Yes	3	JP
Miller, Alan	Dearborn	Yes	No	Yes	3	DR
		No	Yes	Yes	2	Landlord/ Tenant
		No	Yes	Yes	9	AD
Sarapata, Michael	Dearborn	Yes	Yes	No	27	DR
		Yes	No	Yes	14	DR
		Yes	No	Yes	12	DR
		No	Yes	Yes	3	CC
		Yes	No	Yes	2	DR
		Yes	No	Yes	2	DR
		No	Yes	Yes	8	DR
Schmaltz, Kimberly	Dearborn	No	Yes	Yes	5	DR
Sorge, Gary	Dearborn	Yes	No	Yes	3	RE
		No	Yes	Yes	4	GU
		No	Yes	Yes	5	DR
Wyly, Barbara	Dearborn	No	Yes	Yes	27	DR
		No	Yes	Yes	25	Estate
		No	Yes	Yes	8	CS
		No	Yes	Yes	35	PI
		No	Yes	Yes	3	DR
		No	Yes	Yes	6	CC
		No	Yes	Yes	2	GU
		No	Yes	Yes	19	DR
		No	Yes	Yes	35	DR
No	Yes	Yes	38	DR		
Zerbe, David	Dearborn	No	Yes	Yes	3	POA

Program Name (includes legal service provider, court, plan administrator, bar association, and other organizations or individuals): District 12

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 of case	Was case pending at beginning of 2008?	Was case opened in 2008?	Was case closed in 2008?	Number of hours worked on case if closed in 2008 (include prior years' hours)	Case Type
Zerbe, Mathew	Dearborn	Yes	No	Yes	20	GAL
		Yes	No	No	5	GAL
		Yes	No	No	10	GAL
		Yes	No	Yes	15	GAL
Barlow, Robert	Jefferson	Yes	No	No	9	DR
		Yes	No	No	4	SSI
		Yes	No	No	12	CC
		No	Yes	Yes	5	DR
Joas, Jennifer	Jefferson	No	Yes	No	6	DR
		No	Yes	No	3	DR
		No	Yes	No	6	DR
		No	Yes	Yes	6	DR
Sage, Heidi-Kendall	Jefferson	Yes	No	Yes	2	Elder
		Yes	No	Yes	4	CC
		Yes	No	Yes	6	CS
		No	Yes	Yes	6	DR
		No	Yes	Yes	1	CC
		No	Yes	Yes	2	CC
		No	Yes	Yes	4	SSD
		No	Yes	No	4	DR
		No	Yes	Yes	5	CC
		No	Yes	Yes	2	PI
		No	Yes	Yes	2	MEDC
		No	Yes	Yes	2	MEDC
		No	Yes	Yes	2	SSI
		Yes	No	Yes	1	DR
		No	Yes	Yes	1	MEDC
No	Yes	Yes	1	MEDC		
No	Yes	No	4	DR		
No	Yes	Yes	1	DR		
No	Yes	No	2	DR		
No	Yes	Yes	1	CC		
No	Yes	Yes	5	DR		

Program Name (includes legal service provider, court, plan administrator, bar association, and other organizations or individuals): District 12

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 of case	Was case pending at beginning of 2008?	Was case opened in 2008?	Was case closed in 2008?	Number of hours worked on case if closed in 2008 (include prior years' hours)	Case Type
Schwartz, Ann	Jefferson	No	Yes	No	4	DR
		No	Yes	No	4	DR
Sparks, Susan	Jefferson	No	Yes	No	20	AD
		No	Yes	Yes	5	DR
Colussi, Joseph	Jefferson	Yes	No	No	182	Appeal
Volunteer1	Ripley	No	Yes	Yes	3	Estate
		No	Yes	Yes	30	Lease
		No	Yes	Yes	3	Estate
		No	Yes	Yes	10	GU
		No	Yes	Yes	1	MEDC
		No	Yes	Yes	10	Military
		No	Yes	Yes	1	Estate
		No	Yes	Yes	32	Real Est
Dorenbusch, Jr., John	Ripley	Yes	No	No	2	Custody
Eaton, Larry	Ripley	No	Yes	No	10	GU
		No	Yes	Yes	6	GU
Ertel, John	Ripley	Yes	No	Yes	3	DR
		No	Yes	Yes	3	MISC
		Yes	No	No	4	DR
Gay, Mary Ann	Ripley	No	Yes	Yes	1	Taxes
		No	Yes	Yes	1	POA
		No	Yes	Yes	1	POA
		No	Yes	Yes	1	POA
		No	Yes	Yes	1	Warr D
		No	Yes	Yes	1	Real Est
		No	Yes	Yes	1	POA

**2008 REPORT OF VOLUNTEER ATTORNEY LIMITED INFORMATION
ACTIVITY IN DISTRICT 12**

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.

Program Name (includes legal service provider, court, plan administrator, bar association, and other organizations or individuals): District 12.

Volunteer Attorney Name	County	Type of Activity	Number of Hours
Blondell, Thomas	Dearborn	Legal Advisory	150
		Contract	78
		TTALT	2
Cappel, Harry	Dearborn	TTALT	2
Cardis, Frank	Dearborn	Legal Advisory	6
		TTALT	5
Charls, Jerome	Dearborn	TTALT	2
DeJulia, Martin	Dearborn	Contract Neg.	15
		Misc	36
		TTALT	2
Garner, Douglas	Dearborn	Legal Advisory	10
		Red Fee Leg Svcs	23
		Red Fee Leg Svcs	20
		TTALT	2
Goodridge, Laura	Dearborn	TTALT	2
Holland, Douglas	Dearborn	TTALT	2
Miller, Alan	Dearborn	TTALT	2
Sarapata, Michael	Dearborn	TTALT	2
Schomaker, Patrick	Dearborn	TTALT	2
Sorge, Gary	Dearborn	TTALT	2
Stratman, Jeffrey	Dearborn	TTALT	2
Swincher, Della	Dearborn	TTALT	5
TOTAL: 32			TOTAL: 110

2008 REPORT

Please list your District's 2008 activities—including committee meetings, training, attorney recognition, newspaper or magazine articles, marketing and promotion—in chronological order.

<u>Date</u>	<u>Activity</u>
01/03/08	Dearborn & Ohio Counties Bar Association Meeting
01/09/08	Mailing to All Attorneys Gathering Hours for Pro Bono in 2007
01/14/08	Draft Articles for TTALT for Lawrenceburg & Madison Indiana
01/14/08	Mailing to local churches and agencies regarding TTALT
01/16/08	Radio Talk Show re: TTALT
01/21/08	MLK – Madison, Indiana
01/21/08	MLK – Lawrenceburg, Indiana
01/29/08	Quarterly Board Meeting
01/31/08	2 nd Mailing to All Attorneys re: Pro Bono in 2007
02/04/08	Mailing / Invitations re: Attorney Recognition Event
02/07/08	Dearborn & Ohio Counties Bar Association Meeting
02/28/08	Attorney Recognition/Awards Banquet
03/06/08	Dearborn & Ohio Counties Bar Association Meeting
04/03/08	Dearborn & Ohio Counties Bar Association Meeting
04/16/08	Quarterly Plan Administrator Conference
04/25/08	Conclave Meeting
05/01/08	Dearborn & Ohio Counties Bar Association Meeting
05/13/08	Quarterly IPBC Meeting
05/20/08	Quarterly Board Meeting
06/05/08	Dearborn & Ohio Counties Bar Association Meeting
06/23/08	Mailing to Re-Qualified Needs
07/03/08	Dearborn & Ohio Counties Bar Association Meeting
08/01/08	501(c)(3) Approval Received!
08/07/08	Dearborn & Ohio Counties Bar Association Meeting
08/26/08	Quarterly Board Meeting
09/03/08	Meeting with Judge May & Judge Witte re: Grant Request
09/04/08	Dearborn & Ohio Counties Bar Association Meeting
10/02/08	Dearborn & Ohio Counties Bar Association Meeting
10/03/08	Shepherd Dinner & Awards
11/06/08	Dearborn & Ohio Counties Bar Association Meeting
11/11/08	CLE for Lawrenceburg Indiana
11/14/08	CLE for Madison Indiana
11/18/08	Quarterly Board Meeting
11/21/08	Meeting/Interview/Draft Magazine Article re: John Kellerman, Sr. & Pro Bono Services
12/04/08	Dearborn & Ohio Counties Bar Association Meeting
12/11/08	Christmas Toy & Book Drive for Dearborn & Ohio Counties Agencies
12/12/08	CLE for Batesville Indiana
12/16/08	IPBC Quarterly Meeting

2008 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 conducts its intake process internally. Program information is made available to the public by placement of informational brochures in county courthouses and publication on state court web resources. Local social service agencies, governmental agencies, the courts, and volunteer attorneys are additional sources for referrals. Indiana Legal Services, Inc., New Albany office remains a secondary intake conduit for the program. Client intake is accomplished exclusively by telephone, with applicants making initial contact with the plan administrator or his administrative assistant. Applicants are thereafter scheduled for a telephone appointment on Thursdays, where basic information is gathered. Thereafter, an initial determination is made whether the applicant qualifies financially for the program and whether the area of legal need falls within guidelines. Toll free numbers are provided to the public for incoming phone calls. The telephonic intake originates from our office, causing no additional costs to the applicant. Financial guidelines require the applicant to have household income less than 125% of the federal poverty guidelines (with up to 200% in limited circumstances). Expansion of these guidelines in the area of mortgage foreclosure defense is under consideration of the Board of Directors.

Once initial eligibility has been determined, the plan administrator attempts to match the applicant with a volunteer attorney. Once a volunteer attorney has been located, the intake information is sent to the attorney with a letter indicating that the applicant has been directed to initiate contact with the attorney. The volunteer attorney notifies the program whether the referral is accepted and, upon conclusion notifies the program, indicating the hours worked. In addition, the plan administrator contacts all attorneys throughout the district at least semi-annually by e-mail, fax and/or letter to request information regarding case status and hours worked for cases referred through the program, as well as other pro bono hours originating from other sources. Such information is currently maintained in a database.

Legal Volunteers and Indiana Legal Services Inc. have worked closely since the advent of this program. Formerly, ILSI performed all intake services for District 12 and administered its funds. While that relationship evolved in August, 2006, Legal Volunteers continues to receive referrals from ILSI from overflow cases or clients needing services not permitted under ILSI regulations. The ILSI managing attorney, J. Mark Robinson, continues to be an integral member of the District 12 board. The continuity of this cooperative relationship is a priority to both ILSI and Legal Volunteers.

Please describe any special circumstances affecting your District's 2008 implementation of its plan.

The 2008 pro bono plan in District 12 was significantly impacted by the loss of several key members of an already small pool of volunteer attorneys. The board's vice president took an indefinite sabbatical from active law practice. The board's secretary relocated to California. The 2007 volunteer of the year became a magistrate. Three other attorneys who contributed more than 50 hours of pro bono service relocated or lost time in their practice due to retirement, family illness or their own illness. As alluded to elsewhere, there was a substantial restructuring of the judiciary. While these factors reduced the potential number of low-income person's served by the program, the program continued a steady growth. While the loss of these key players cannot be understated, several newly-admitted attorneys will be encouraged to participate in the program. New judges appear to have a cognizance of the underserved in the community and are potential resources to assist in attorney recruitment and retention.

2008 also saw that the needs of the program could not be fully served by a part time administrator. Delegation of additional duties to administrative support staff was necessary to permit the administrator to focus on case placement, program promotion, and attorney recruitment. Fortunately, increased funding allowed for the employment of support staff and the program continued to move towards fulfilling its mission. Additional support may be necessary to achieve further growth of the program, particularly as additional initiatives are undertaken.

BUDGETS for 2008, 2009 and 2010					
Income Category	Final 2008 Income	2009 Actual Income To 6/30/09	2009 Budget	2010 Budget	Difference between 2009 and 2010
A. INCOME					
1.IOLTA Grant Amount	68,900	81,800	81,800	81,100	-700
2. Previous year carryover	0	5,501		0	
Other Income: <i>Explain source in narrative.</i>					
3.					
4.					
5. Total Income (sum of lines A1-A4)	\$68,900	\$87,301	\$81,800	\$81,100	-\$700
Expense Category	2008 Actual Expenditures	2009 Actual Expenditures to 6/30/09	2009 Budget	2010 Budget	Difference between 2009 and 2010
B. PERSONNEL EXPENDITURES					
1. Plan Administrator (Salary & FICA)	30,000	17,496	35,000	35,000	0
2. Paralegals (Salary & FICA)	7,800	7,500	15,000	15,000	0
3.Support Staff Other – Please Explain					
4. Employee Benefits					
A. Insurance (WC, Health, Life)	7,008	3,504	7,000	7,000	0
B. Retirement plans					
C. Other- Please Explain			2,000		-2,000
5. Total Personnel expenditures (sum of lines B1-B4c)	\$44,808	\$28,500	\$59,000	\$57,000	-\$2,000
C. NON-PERSONNEL EXPENSES					
1. Occupancy (include utilities)	0	0	0	0	0
2. Equipment Rental	0	0	1,500	0	-1,500
3. Office Supplies	2,937	1,275	1,750	3,000	1,250
4. Telephone	1,204	681	1,750	1,500	-250
5. Travel	125	0	1,200	500	-700
6. Training/Conferences	407	197	1,000	1,000	0
7. Library/Info. Technology	422	490	0	1,000	1,000
8. Malpractice Insurance/D&O insurance	2,804	2,244	3,000	3,000	0
9. Dues & Fees	170	150	200	200	0
10. Marketing & promotion	1,627	151	2,500	2,500	0
11. Attorney recognition	5,795	0	5,000	5,000	0
12. Litigation expenses	700	425	2,500	1,500	-1,000
13. Equipment Acquisition				0	0
14. Contract Services	2,400	1,200	2,400	2,400	0
15. Grants to other pro bono providers	0	0	0	0	0
16. Other- Please Explain	0	1,365	0	1,500	1,500
17. Total Non-Personnel Expenditures (sum of lines C1-C-17)	18,591	8,178	22,800	24,100	300
D. TOTAL EXPENDITURES (sum of B5 & C18)	63,399	36,678	81,800	81,100	-700
E. ENDING FUND BALANCE (A4 less D)	5,501	50,623	0	0	0

2010 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 and any significant deviation in requests from previous years.

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.

(B)(1) – Frank Cardis is District 12’s part-time plan administrator, working 20 – 25 hours per week.

(B)(2) – Paralegal – Includes a part-time paralegal working 25 hours a week at \$11/hr with no benefits.

(B)(4A) – Health Insurance is provided for Mr. Cardis.

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 – Rent, utilities, phone system, internet access, etc., are donated by Frank Cardis, Plan Administrator.

(C)(15) – Contract Services – We pay Indiana Legal Services \$200 month for monthly intakes in addition to what District 12 does.

(C)(17) – Other – Accounting Fees and Corporate fees required for annual tax reporting and annual filing fees.

Line _____

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

ANNUAL TIMETABLE FOR SUBMISSION OF FORMS AND CHECKS:

First week of January:	Checks distributed
July 1:	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 12 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 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 services 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. Clients 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 the 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 association.** 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, 2008.

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 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.

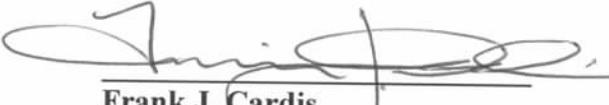
Signatures:



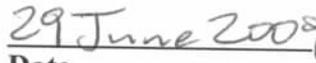
Hon. Alison T. Frazier
Judicial Appointee



Date



Frank J. Cardis
Plan Administrator



Date