



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

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

Pro Bono District 7

Program Name: District 7 Pro Bono Corporation

Mailing Address: 506 Ohio Street, Suite 2

City: Terre Haute, Indiana **Zip:** 47807

Phone: 812-478-2666 **Fax:** 812-478-2666

E-mail address: dist7probono@joink.com

Judicial Appointee: Honorable Joseph D. Trout

Plan Administrator: Sheriden Thompson

Names of Counties served: Clay, Parke, Putnam, Sullivan, Vermillion and Vigo

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: 279 % 10.

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>
Vigo	192	25	13%
Parke	11	1	10%
Sullivan	15	1	7%
Clay	17	2	11%
Putnam	33	0	0%
Vermillion	11	0	0

Number of volunteer attorneys (as defined on page 3) who provided pro bono representation for at least 50 hours during 2008: 2

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): 82

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: 36 Please provide this information by county, if available. (See attached).

Amount of grant received for 2009: \$35,000

Amount of grant (2009 & prior years) projected to be unused as of 12/31/09: \$500.00

Amount requested for 2010: \$41,500.00

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.**

District 7 had a part-time Plan Administrator for most of 2008. Sheriden Thompson began work as District 7's Plan Administrator in late January. Ms. Thompson works 20 hours per week for District 7.

District 7 was formerly administered by an employee of the Counsel on Domestic Abuse (CODA). CODA was paid an annual fee to be District 7's Plan Administrator and handle the day-to-day activities of the corporation. It became apparent in 2007 that District 7 was not a CODA priority.

Ms. Thompson was a former CODA employee that had worked with District 7 previously. Ms. Thompson has office hours four days per week. Ms. Thompson's employment has added stability to District 7. Regular office hours allow District 7's applicants and clients to contact Ms. Thompson in person, by telephone or e-mail.

Ms. Thompson is also developing a relationship with area attorneys. Attorneys now know Ms. Thompson as District 7's contact person. The attorneys know who will be assigning cases on District 7's behalf and who they can contact with questions, or to discuss assignments or active cases. Ms. Thompson's appointment has allowed District 7 to manage its case load more effectively and ultimately serve more clients.

District 7 also established a separate office in 2008. District 7 formerly shared space with CODA. District 7 now has an office in a building owned by a local law firm. The separate office allows Ms. Thompson to meet privately with District 7 applicants and clients. The office has also allowed District 7 to have regular office hours.

The District 7 Board continues to meet quarterly. District 7's goal is to increase lawyer participation which will allow more clients to be served. The assignment of family law custody cases continues to be the biggest problem confronting District 7.

While several attorneys will handle family law cases they will not accept files involving custody related issues.

District 7 is now exploring alternatives such as mediation that will help decrease the number of custody cases on the waiting list. Area attorneys are being contacted to determine their interest in serving as mediators. Clients would sign an agreement that will be filed with the court referring their case to mediation. A mediator will then be appointed.

The mediator would schedule a settlement conference. Mediation would be non-binding. The mediator would file a report with the court if an agreement was reached. The report would also include the terms of the agreement. A report would also be issued if an agreement was not reached. It is hoped that even if mediation is not successful it will narrow the issues and allow the court to try the custody cases quickly more efficiently.

District 7's board of directors also agreed that an attorney recognition dinner would be held annually in conjunction with the Terre Haute Bar Association. The meeting would acknowledge attorneys who have worked with District 7 during the past year. The meeting will also be used to increase attorney participation in District 7. Attorneys who attend the dinner will be given one hour of CLE ethics credit.

District 7 has also explored sponsoring a family law seminar. The seminar would be directed at attorneys who do not work in family law but would agree to accept pro bono cases in this area. The attorneys would participate in the seminar free of charge and receive six hours of CLE credit.

The seminar would be presented by attorneys with family law expertise. The seminar participants would agree to handle two family law cases annually in exchange for the six hours of free CLE credit.

District 7 will be addressing attorney participation by having regular contact with attorneys to encourage them to become a program participant. Annual recognition dinners and CLE programs will also be used to spur attorney involvement. Alternative dispute resolution will be another means to increase lawyer participation as well as to serve more clients.

2008 REPORT OF VOLUNTEER ATTORNEY CASES IN DISTRICT SEVEN

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 7 Pro Bono Corporation

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
Abel, Eric	Vigo				27	
Bodine, John	Vigo					
Bough, Brad	Vigo				67.8	
Brown, Jason	Clay					
Bruner, Jim	Parke					
Clary, Thomas	Vigo				18	
Craig, Scott	Vigo				.7	
Daily, Chris	Vigo				42.17	
Ellis, Mike	Vigo				23	
Friedrich, Dave	Vigo				296	
Frohman, Tom						
Hear, Chris	Clay					

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
Johnson, Keith	Vigo					
Klotz, Joleen	Vigo					
Kondras, Bob	Vigo					
Leedy, Steve	Vigo					
Lind, Jeff	Vigo				43.3	
Lorenz, Teri	Vigo				39.8	
McKee, Craig	Vigo				15.75	
Phipps, Lora	Vigo					
Racop, Scott	Vigo					
Reedy, Holly	Vigo					
Skillman, Scott	Vigo				21.5	
Slagle, Mike	Vigo				13	
Smith, Phillip	Vigo				1.75	
Wilkerson, Andy	Vigo					
Wilkinson, John	Vigo					
Williams, Rowdy	Vigo					
Wright, Mike	Vigo					
TOTAL:	No total needed	TOTAL:	TOTAL:	TOTAL:	TOTAL: 609.77	No total needed

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

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 7 Pro Bono Corporation.

Type of Activity	Number of Cases		
Custody	14		
Divorce	6		
Guardianship	8		
Bankruptcy	5		
Visitation	1		
Support – Issues	3		
Adoption	3		
Social Security Issues	1		
Power of Attorney	1		
Hardship License	4		
Protective Order Issues	3		
Financial Issues	3		
TOTAL OPEN CASES	100		
TOTAL WAITING TO BE ASSIGNED	60		
TOTAL ASSIGNED AND PENDING	40		
TOTAL CLOSED CASES	117		

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>
January – December	The District 7 Pro Bono Corporation meets quarterly. New board members are selected so that the corporation has an active and fully functioning board.
January	Sheriden Thompson is hired as District 7's part-time Plan Administrator. District 7 severed its relationship with CODA effective December 31, 2008. Ms. Thompson continued to share space with CODA in early 2008 to limit expenses and keep overhead to a minimum.
June	CODA moved from its current location prompting District 7 to lease an office from a local law firm. The new office allows District 7 for the first time to meet privately with applicants and clients.
November	District 7 and the Terre Haute Bar Association agree to host an annual Attorney Recognition Dinner. The dinner will be held at Rose Hulman Institute of Technology. Local attorneys will be recognized for their work on District 7's behalf. Attorneys who attend the dinner will also be given one hour of CLE ethics credit. The dinner will be set in January or February each year.
November – December	District 7's Board of Directors agree to participate for the first time in a "Talk to a Lawyer" day. District 7 will participate in the program as part of Martin Luther King Day. District 7 will be a co-sponsor of the program with the Vigo County Public Defender's office. District 7 will attempt to recruit ten local attorneys to meet with 25-50 clients on its waiting list to discuss pending legal matters. It is District 7's intention to host a "Talk to a Lawyer" day 2-3 times annually if the initial program is successful.
June – December	Ms. Thompson and Dave Friedrich meet with representatives from area law firms. The meetings were scheduled in an attempt to increase attorney/law firm participation in District 7's region.

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.

District 7 is the contact for pro bono services in a six county area in West Central Indiana. Referrals are made to District 7 primarily through the Terre Haute Bar Association and local attorneys. District 7's telephone number and office hours have also been distributed to local not-for-profit agencies who may deal with prospective clients who are unable to afford legal services. Eligibility for participation in District 7 is confirmed before an intake meeting is scheduled or an application mailed. Eligibility is based on income and location.

Qualified applicants may be referred to the Bloomington office of Indiana Legal Services. Applicants from the Greencastle area may be referred to the Putnam County Family 7 Court facilitation project or the Putnam County Pro Se help desk.

A client is placed on a waiting list once an application is completed. The case will be assigned immediately if the client is involved in active litigation. Other cases on the waiting list will be referred to local attorneys as they are accepted. A "case acceptance" form is completed once an attorney accepts a referral. District 7 will contact the attorney periodically to check on the status of the case. The attorney completes a "case closing" report at the close of the representation. The attorney describes in the report the legal issue involved, the results of the representation and the number of hours spent on the case.

PUTNAM COUNTY

PRO SE DESK 2009

VOLUNTEER ATTORNEYS

Tuesday, January 20, 2009	<u>Monica Fennell</u>
Tuesday, February 17, 2009	<u>Cheryl Danberry</u>
Tuesday, March 17, 2009	<u>Darrell Felling</u>
Tuesday, April 21, 2009	<u>Del Brewer</u>
Tuesday, May 19, 2009	<u>Jeff Boggess</u>
Tuesday, June 23, 2009	<u>Diana LaViolette</u>
Tuesday, July 21, 2009	<u>Cy Young</u>
Tuesday, August 18, 2009	<u>Scott Hoff</u>

Tuesday, September 15, 2009

Trudy Selvia

Tuesday, October 20, 2009

Jim Ensley

Tuesday, November 17, 2009

Sharon Hammond

Tuesday, December 15, 2009

Karen Temple

The Pro Se Desk is open from 12:00 p.m. to 2:00 p.m.

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

District 7 is operating more efficiently since it has employed a part-time administrator. The Plan Administrator only works for District 7 and no longer splits time with another entity.

District 7 also has regular office hours and clients have an individual they can contact in person or by telephone. A part-time administrator has increased communication with attorneys in the area. Attorney participation will continue to increase as Ms. Thompson and local attorneys become more familiar with the caseload and one another.

Attorney participation continues to be an issue. It is especially difficult to get attorneys to accept family law custody cases. Attorney participation in Vigo County is increasing but assignments to the outlining counties are an issue. The problems can be traced to two sources. There are a limited number of attorneys in Sullivan, Parke and Vermillion counties. Most of the cases from these counties involve family law custody cases which makes them difficult to assign to local attorneys much less lawyers from Vigo and Putnam counties.

District 7 hopes that "Talk to a Lawyer" days and implementation of mediation in family law cases will increase attorney participation and decrease District 7's waiting list.

BUDGETS for 2008, 2009 and 2010					
Income Category	Final 2008 Income	2009 Actual Income To July 1	2009 Budget	2010 Budget	Difference between 2009 and 2010
A. INCOME					
1.IOLTA Grant Amount	\$32,300.00	\$35,000.00	\$35,000.00	\$42,000.00	\$7,000.00
2. Previous year carryover					
Other Income: <i>Explain source in narrative.</i>					
3.					
4.					
5. Total Income (sum of lines A1-A4)	\$32,300.00	\$35,000.00	\$35,000.00	\$42,000.00	\$7,000.00
Expense Category	2008 Actual Expenditures	2009 Act.ual Expenditures to July 1	2009 Budget	2010 Budget	Difference between 2009 and 2010
B. PERSONNEL EXPENDITURES					
1. Plan Administrator (Salary & FICA)	\$18,827.21	\$9,638.44	\$20,000.00	\$20,000.00	0
2. Paralegals (Salary & FICA)					
3.Support Staff Other – Please Explain					
4. Employee Benefits					
A. Insurance (WC, Health, Life)				\$7,000.00	\$7,000.00
B. Retirement plans					
C. Other- Please Explain					
5. Total Personnel expenditures (sum of lines B1-B4c)	\$18,827.21	\$9,638.44	\$20,000.00	\$27,000.00	\$
C. NON-PERSONNEL EXPENSES					
1. Occupancy (include utilities)	\$1,050.00	\$1,050.00	\$2,000.00	\$2,000.00	0
2. Equipment Rental					
3. Office Supplies	\$1,077.36	\$233.54	\$2,000.00	\$2,000.00	0
4. Telephone	\$1,309.03	\$494.09	\$2,000.00	\$2,000.00	0
5. Travel					
6. Training/Conferences					
7. Library/Info. Technology			1,000.00	\$1,000.00	0
8. Malpractice Insurance/D&O insurance	\$1,552.87	0	\$2,000.00	\$2,000.00	0
9. Dues & Fees					
10. Marketing & promotion					
11. Attorney recognition	0	\$310.00			
12. Litigation expenses		\$475.00	\$2,000.00	\$2,000.00	0
13. Equipment Acquisition			\$1,500.00	\$1,500.00	0
14. Contract Services	\$876.95	\$906.00	\$2,500.00	\$2,500.00	0
15. Grants to other pro bono providers					
16. Other- Please Explain					
17. Total Non-Personnel Expenditures (sum of lines C1-C-17)	\$5,866.21	\$3,468.63	\$15,000.000	\$15,000.00	0
D. TOTAL EXPENDITURES (sum of B5 & C17)	\$24,693.42	\$13,107.07	\$35,000.00	\$42,000.00	\$7,000.00
E. ENDING FUND BALANCE (A4 less D)	\$7,606.58	\$21,893.00	\$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.

Sheriden Thompson works 20 hours per week as District 7's part-time Plan Administrator. Ms. Thompson's salary will not be increased in 2010 but she will require health insurance. Ms. Thompson will lose health insurance through another source and will need coverage through District 7.

Quotes obtained by District 7 to date place the annual premium cost of Ms. Thompson's health insurance at \$7,000. The only increase in District 7's budget from 2009 – 2010 is to cover Ms. Thompson's health insurance expense. All other income and expense items remain the same for 2010. District 7 is obtaining other health insurance quotes which it hopes will be less expensive.

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.

District 7 rents an office from the Terre Haute law firm of Wright, Shagley and Lowery. The office is located on the second floor of the building is approximately 200 square feet. The law firm leases the office to District 7 for \$150 per month which is well below market rent for an office in downtown Terre Haute.

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