



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

2009 DISTRICT REPORT, 2011 PRO BONO GRANT APPLICATION, AND 2011 PLAN

Pro Bono District: 5

Program Name: Wabash Valley Volunteer Attorneys, Inc

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

City: Lafayette, IN 47902-1455

Phone: (765) 423-5327 **Fax:** (765) 423-2253

E-mail address: Vicki.Williams@ilsi.net

Judicial Appointee: Honorable Robert R McCallen III, Wabash Circuit Court

Plan Administrator: Vicki Williams

Names of Counties Served: Cass, Fulton, Howard, Miami, Tipton, and Wabash

Number and Percentage of volunteer attorneys (participation rate): 44 attorneys 19.9 %

<u>County</u>	<u>Registered Attorneys</u>	<u>Volunteer Attorneys</u>	<u>Participation Rate</u>	<u>Clients Served</u>
Cass	47	14	29.8%	23
Fulton	14	3	21.4%	2
Howard	94	17	18.1%	48
Miami	24	2	8.3%	1
Tipton	13	1	7.7%	2
Wabash	<u>29</u>	<u>7</u>	<u>24.1%</u>	<u>10</u>
Dist 5 Totals	216	44	20.4	86

Number of volunteer attorneys who volunteered 50 or more hours in 2009: 2

Number of potential clients requesting help in 2009: 906

Number of potential clients who were provided legal services: 86

Amount of grant received for 2010: \$78,400

Amount of grant (2010 & prior years) projected to be unused as of 12/31/10: \$18,800

Amount requested for 2011: \$59,600

2011 PLAN SUMMARY

1. Please write a brief summary of the 2011 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.

In light of drastically reduced income expectations available for 2011, District 5 anticipates that 2011 will be a maintenance year. With the primary goal of maintaining current staffing, District 5 has limited non-essential, non-personnel expenditures so far this year and will do so for the rest of 2010. This will result in a larger than originally anticipated carryover into 2011. District 5 plans to continue the restriction on non-essential, non-personnel expenditures in 2011 (\$9,000 reduction), and with the anticipated carryover, is requesting almost \$19,000 less in 2011 than it received in 2010.

We hope to manage our resources to continue to meet the needs of low-income clients in Cass, Fulton, Howard, Miami, Tipton and Wabash counties without a decrease in service. Plan administrator, Vicki Williams, will keep the same schedule of meeting clients at the courthouses of District 5 that clients have grown accustomed to.

In 2009, District 5 sponsored two foreclosure seminars and appreciation dinners to which all District 5 attorneys were invited. Cass County attorney Randy Head, also spearheaded a Talk to a Lawyer Today program at the Cass County courthouse. Due to budgetary constraints, District 5 will not undertake such large-scale events in 2011 but will confine ourselves to possibly, luncheons with small appreciation gifts, such as portfolios, provided to participating attorneys in conjunction with a free CLE.

As we have in the past, District 5 will continue to offer copies of the Parenting Time Guidelines pamphlet to governmental agencies and law firms at their request as these are received with great appreciation.

We will, continue to meet with our board members quarterly.

We intend to make every effort to promote our services by means of the free media, such as press releases and radio interviews.

In the past, District 5 experienced some difficulty in maintaining timely paperwork due to the Plan Administrator's intake schedule of travel and the high number of applicants, however, in February of 2009, our District hired a paralegal, whose time and salary is shared with District 4. Her assistance has greatly eased that burden. We are hopeful that our approved 2011 budget will allow us to continue her employment.

As IOLTA funds decrease due to the poor economy, the need of clients rises in direct proportion. We are providing pro se paperwork to as many of our clients as feasible so that they may represent themselves. Our highest demand continues to be in the area of family law, with custody cases being particularly difficult to place.

As stated above, we expect to be able to maintain our current program of services with little change.

2009 REPORT OF VOLUNTEER ATTORNEY CASES IN DISTRICT 5

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 2009 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 the 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): Wabash Valley Volunteer Attorneys, Inc.

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 2009?	Was case opened in 2009?	Was case closed in 2009?	Number of hours worked on case if closed in 2009 (include prior years' hours)	Case type
M Elkin	Howard	Yes	No	No		DR
M Elkin	Howard	No	Yes	No		CC
M Elkin	Howard	Yes	No	Yes	9.9	DR
M Elkin		2	1	1	9.9	
H Pate	Howard	Yes	No	Yes		EM
H Pate	Howard	No	Yes	No		CC
H Pate	Howard	No	Yes	No		MI
H Pate		1	2	1		
M Arvin	Howard	Yes	No	Unknow n	No information	MI
M Arvin		1	1	0		

B Dechert	Howard	No	Yes	No		GU
B Dechert	Howard	Yes	No	No		DR
B Dechert	Howard	Yes	No	No		DR
B Dechert	Howard	No	Yes	No		DR
B Dechert	Howard	No	Yes	No		DR
B Dechert	Howard	No	Yes	No		DR
B Dechert	Howard	No	Yes	No		DR
B Dechert	Howard	No	Yes	No		DR
B Dechert	Howard	Yes	No	No		DR
B Dechert	Howard	Yes	No	Yes	3	GU
B Dechert		4	6	1	3	
R Hainlen	Howard	Yes	No	No		DR
R Hainlen	Howard	Yes	No	No		DR
R Hainlen	Howard	Yes	No	No		DR
R Hainlen	Howard	No	Yes	No		DR
R Hainlen	Howard	No	Yes	No		DR
R Hainlen	Howard	No	Yes	No		DR
R Hainlen		3	3	0		
C Welke	Howard	No	Yes	No		DR
C Welke	Howard	No	Yes	No		DR
C Welke	Howard	No	Yes	No		DR
C Welke	Howard	No	Yes	No		RS
C Welke	Howard	Yes	No	Yes	3	DR
C Welke	Howard	Yes	No	Yes	3	DR
C Welke		2	4	2	6	
D May	Howard	Yes	No	No		DR
D May	Howard	Yes	No	No		JP
D May	Howard	No	Yes	No		RS
D May		2	1	0		
D Harrigan	Howard	Yes	No	No		DR
D Harrigan	Howard	Yes	No	Yes	5	CC
D Harrigan	Howard	Yes	No	Yes	5	DR
D Harrigan		3	0	2	10	
E Dechert	Howard	Yes	No	No		DR
E Dechert	Howard	Yes	No	No		GU
E Dechert		2	0	0		
C Griffin	Howard	Yes	No	No		DR

C Griffin		1	0	0		
B Parry	Howard	No	Yes	No		DR
B Parry	Howard	No	Yes	No		DR
B Parry	Howard	Yes	No	Yes	10	DR
B Parry		1	2	1	10	
C Dechert	Howard	No	Yes	No		DR
C Dechert	Howard	Yes	No	No		DR
C Dechert	Howard	No	Yes	No		RS
C Dechert	Howard	No	Yes	No		DR
C Dechert	Howard	No	Yes	No		DR
C Dechert	Howard	No	Yes	No		DR
C Dechert	Howard	No	Yes	No		DR
C Dechert	Howard	No	Yes	No		DR
C Dechert	Howard	Yes	No	Yes	5	DR
C Dechert		1	7	1	5	
C Maugans	Howard	No	Yes	No		MI
C Maugans	Howard	No	Yes	No		GU
C Maugans	Howard	No	Yes	No		DR
C Maugans	Howard	No	Yes	No		DR
C Maugans	Howard	No	Yes	No		CC
C Maugans		5	5	0		
J Leicht	Howard	No	Yes	No		DR
J Leicht	Howard	Yes	No	Yes	5	DR
J Leicht		1	1	1	5	
R Vent	Howard	No	Yes	No		GU
R Vent	Howard	Yes	No	Yes	5	DR
R Vent	Howard	Yes	No	Yes	2.5	MI
R Vent		2	1	2	7.5	
D Cox	Howard	Yes	No	Yes	1.5	CC
D Cox		1	0	1	1.5	
D Leicht	Howard	Yes	No	Yes	1.75	DR
D Leicht	Howard	Yes	No	Yes	4	DR
D Leicht	Howard	Yes	No	Yes	5	DR
D Leicht	Howard	Yes	No	Yes	2.5	DR
D Leicht	Howard	No	Yes	Yes	6	DR
D Leicht	Howard	No	Yes	No	4.5	DR
D Leicht	Howard	Yes	No	Yes	5	DR
D Leicht	Howard	No	Yes	No		DR

D Leicht	Howard	Yes	No	Yes		
D Leicht	Howard	Yes	No	Yes	6	DR
D Leicht	Howard	No	Yes	No		DR
D Leicht	Howard	Yes	No	Yes	6.25	DR
D Leicht	Howard	No	Yes	No		DR
D Leicht	Howard	Yes	No	Yes	4.5	DR
D Leicht	Howard	Yes	No	Yes	4.75	DR
D Leicht	Howard	Yes	No	Yes	4.25	DR
D Leicht	Howard	Yes	No	Yes	2.25	DR
D Leicht	Howard	Yes	No	Yes	5.75	DR
D Leicht	Howard	No	Yes	Yes	3.5	DR
D Leicht	Howard	Yes	No	Yes	4.5	DR
D Leicht	Howard	Yes	No	Yes	6.5	DR
D Leicht	Howard	Yes	No	Yes	6	DR
D Leicht	Howard	No	Yes	No		GU
D Leicht	Howard	No	Yes	Yes	4.5	DR
D Leicht	Howard	Yes	No	Yes	6.5	DR
D Leicht	Howard	No	Yes	No		DR
D Leicht	Howard	Yes	No	Yes	4.5	DR
D Leicht	Howard	No	Yes	Yes	5	DR
D Leicht	Howard	Yes	No	Yes	4.75	RS
D Leicht	Howard	No	Yes	No		JP
D Leicht	Howard	No	Yes	Yes	4.75	RS
D Leicht	Howard	No	Yes	Yes	6.5	DR
D Leicht	Howard	No	Yes	Yes	5.25	DR
D Leicht	Howard	No	Yes	Yes	5.5	DR
D Leicht	Howard	Yes	No	Yes	6	DR
D Leicht	Howard	Yes	No	Yes	6	DR
D Leicht	16	16	15	30	140.75	
Howard – 17		48	48	42	198.65	
T Keith	Miami	No	Yes	Yes	11.5	AD
T Keith	Miami	Yes	No	Yes	6	DR
T Keith		1	1	2	17.5	
E Price	Miami	Yes	No	Yes	24.9	DR
E Price		1	0	1	24.9	

Miami – 2		2	1	3	42.4	
E Stoops	Wabash	Yes	No	Yes	6	DR
E Stoops		1	0	1	6	
D Lehman	Wabash	No	Yes	No		DR
D Lehman		0	1	0		
K Lynn	Wabash	Yes	No	Yes	5	DR
K Lynn		1		1	5	
M Mize	Wabash	Yes	No	Yes	10	DR
M Mize		1	0	1	10	
A Plummer	Wabash	No	Yes	Yes	1	MI
A Plummer			1	1	1	
J Johnson	Wabash	No	Yes	Yes	15	DR
A Plummer		0	1	1	15	
A Schlitt	Wabash	No	Yes	No		GU
A Schlitt	Wabash	No	Yes	No	4	DR
A Schlitt	Wabash	No	Yes	Yes	1	DR
A Schlitt	Wabash	No	Yes	Yes	1.3	MI
A Schlitt	Wabash	No	Yes	Yes	4.6	DR
A Schlitt	Wabash	No	Yes	Yes	2.6	DR
A Schlitt	Wabash	No	Yes	Yes	1.9	DR
A Schlitt		0	7	5	30.4	
Wabash – 7		3	10	10	52.4	
G Heller	Fulton	Yes	No	No		DR
G Heller		1	0	0		
R Arndt	Fulton	No	Yes	No		DR
R Arndt		0	1	0		
C Wells	Fulton	Yes	No	Yes	5	DR
C Wells	Fulton	Yes	No	Yes	2.5	DR
C Wells	Fulton	No	Yes	Yes	9	DR
C Wells		2	1	3	16.5	
Fulton – 3		2	2	3	16.5	
J Quakenbush	Tipton	No	Yes	Yes	6	DR

J Quakenbush	Tipton	No	Yes	Yes	8	DR
J Quakenbush		0	2	2	14	
Tipton - 1		0	2	2	14	
J Hirschauer	Cass	No	Yes	No		RS
J Hirschauer		0	1	0		
S Johnson	Cass	No	Yes	Yes	2	RS
S Johnson	Cass	No	Yes	No	2	DR
S Johnson		0	2	1	4	
J Austen	Cass	No	Yes	No		DR
J Austen		0	1	0		
R Murray	Cass	Yes	No	Yes	7	JP
R Murray	Cass	Yes	No	Yes	16	RS
R Murray		2	0	2	23	
C Justice	Cass	No	Yes	No		DR
C Justice	Cass	Yes	No	Yes	5	DR
C Justice		1	1	1	5	
K Leeman	Cass	Yes	No	Yes	24	DR
K Leeman		1	0	1	24	
R Justice	Cass	Yes	No	Yes	5	DR
R Justice		1	0	1	5	
J Damm	Cass	No	Yes	Yes	2.5	MI
J Damm		0	1	1	2.5	
B Rozzi	Cass	Yes	No	Yes	2	MI
B Rozzi		1	0	1	2	
J Muehlhausen	Cass	No	Yes	Yes	10	MI
J Muehlhausen	Cass	No	Yes	Yes	10	MI
J Muehlhausen	Cass	No	Yes	Yes	1	MI
J Muehlhausen		3	3	3	21	
J Hillis	Cass	No	Yes	Yes	29.5	MI
J Hillis		0	1	1	29.5	
F Tolbert	Cass	No	Yes	Yes	1	CC
F Tolbert	Cass	No	Yes	Yes	4	MI

F Tolbert	Cass	No	Yes	Yes	11	MI
F Tolbert	Cass	No	Yes	Yes	4	CC
F Tolbert		0	4	4	20	
J Myers	Cass	No	Yes	Yes	5	DR
J Myers	Cass	No	Yes	Yes	11	MI
J Myers		0	2	2	16	
J Brugh	Cass	No	Yes	Yes	13	MI
J Brugh	Cass	No	Yes	yes	4.75	MI
J Brugh	Cass	No	Yes	Yes	13	MI
J Brugh	Cass	No	Yes	Yes	1.5	MI
J Brugh	Cass	No	Yes	Yes	7.75	DR
J Brugh	Cass	No	Yes	Yes	16	MI
J Brugh	Cass	No	Yes	Yes	1.5	EM
J Brugh		0	7	7	57.5	
Cass - 14		6	23	25	209.5	
TOTAL:	<i>No total needed</i>	TOTAL: 61	TOTAL: 91	TOTAL: 85	TOTAL: 523.45	<i>no total needed</i>

2009 REPORT

Please list your District's 2009 activities—including committee meetings, training, attorney recognition, newspaper or magazine articles, marketing and promotion—in chronological order.

<u>Date</u>	<u>Activity</u>
April 27	Plan Administrator Retreat
May 16-17	Equal Justice Conference – Orlando, Florida
August 21	Foreclosure Seminar/Appreciation Dinner - Wabash
August 27	Foreclosure Seminar/Appreciation Dinner - Kokomo
October	Radio Interview – The Bash, 105.9, Wabash
November 6	Plan Administrator Retreat
December 3	Access to Justice Conference – Indianapolis
December 15	District 5 Board Meeting - Peru

2009 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 districts, how referrals are made, and how reporting is done.

The Plan Administrator in District 5 travels to each of the member counties to do intake applications. This schedules amounts to twice a month in Wabash, Fulton, Miami and Cass Counties, every Friday in Howard County and Tipton County, upon request. Since county employees, law enforcement and social service agencies have become familiar with this schedule, most of our clients are referred to us by the Clerk, police, CASA, Family Services, etc.

Once we have the completed application and a conflict check has been done, we begin to contact county attorneys to elicit their assistance in representation for our clients. In all counties except Howard, we normally send a letter of all the cases in each county to the attorneys in those counties and then follow up with phone calls based on the types of cases they agree to take. In Howard County, we assign cases to participating attorneys five at a time.

We send out status reports every sixty days and attorneys return with the status of each case. If case has closed, they provide hours and resolution.

Please describe any special circumstances affecting your District's 2009 implementation of its plan.

We have been able to implement our plan much as we conceived it.

BUDGETS FOR 2009, 2010, and 2011 FOR DISTRICT # 5					7/1/2010
INCOME CATEGORY	Final 2009 Income	2010 Actual Income To 6/30/2010	2010 Budget	2011 Budget	Difference Between 2010 and 2011
A. INCOME					
1. IOLTA Grant Amount	78,400	78,400	78,400	59,600	(18,800)
2. Previous year IOLTA grant carryover	5,756	17,120	13,583	18,600	5,017
Other Income: <i>Explain source in narrative</i>					-
3. Interest Income		172		150	150
4.					-
5. Total Income (sum of lines A1 - A4)	\$ 84,156	\$ 95,692	\$ 91,983	\$ 78,350	\$ (13,633)
EXPENSE CATEGORY	2009 Actual Expenditures	2010 Actual Expenditures to 6/30/2010	2010 Budget	2011 Budget	Difference Between 2010 and 2011
B. PERSONNEL EXPENDITURES					
1. Plan Administrator (Salary and FICA)	32,833	17,225	34,450	36,085	1,635
2. Paralegals (Salary and FICA)	12,206	7,225	14,450	15,265	815
3. Support Staff (Salary and FICA) Other-- Please Explain					-
4. Employee benefits					-
a. Insurance (WC, Health, Life)	7,226	4,082	11,632	9,365	(2,267)
b. Retirement plans	305	160	875	455	(420)
c. Other - Please Explain					-
5. Total Personnel Expenditures (sum of lines B1 - B4c)	\$ 52,570	\$ 28,692	\$ 61,407	\$ 61,170	\$ (237)
C. NON-PERSONNEL EXPENDITURES					
1. Occupancy (include utilities)	3,900	2,190	4,380	4,380	-
2. Equipment Rental	790	400	400	800	400
3. Office Supplies	1,400	600	1,500	1,200	(300)
4. Telephone	1,938	1,033	4,500	3,000	(1,500)
5. Travel	2,474	1,377	4,000	3,000	(1,000)
6. Training/Conferences	-	-	400	-	(400)
7. Library/Information Technology	300	150	300	300	-
8. Malpractice Insurance/D&O Insurance	500	500	2,000	500	(1,500)
9. Dues and Fees	750	-	250	-	(250)
10. Marketing and promotion	-	-	2,000	-	(2,000)
11. Attorney recognition	765	800	3,000	2,000	(1,000)
12. Litigation Expenses	1,110	-	2,000	2,000	-
13. Equipment Acquisition	164	-	500	-	(500)
14. Contract Services	-				-
15. Grants to other pro bono providers	-				-
16. Other - Educational Materials	375	-	1,000	-	(1,000)
18. Total Non-Personnel Exp. (sum of lines C1 - C16)	\$ 14,466	\$ 7,050	\$ 26,230	\$ 17,180	\$ (9,050)
D. TOTAL EXPENDITURES (sum of B5 & C18)	\$ 67,036	\$ 35,742	\$ 87,637	\$ 78,350	(9,287)
E. ENDING FUND BALANCE (A5 less D)	\$ 17,120	\$ 59,950	\$ 4,346	\$ -	(4,346)

2011 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) Full-time plan administrator: 37.5 hours per week at \$33,500 annual base salary (paralegal position), plus FICA.

B(2) District 5's one-half share of legal secretary/administrative assistant at a full-time rate of \$28,344, plus FICA.

B(4)(a) Health, life, disability, and unemployment insurance for plan administrator, and one-half of same (except for health ins.) for legal secretary/administrative assistant.

B(4)(b) 1% matching contribution for plan administrator and legal secretary/admin. assistant.

These salaries include increases of \$1,500 over 2010, and are possible without increasing personnel expenses over 2010 because the legal secretary/administrative assistant has elected not to take the health insurance benefit.

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.

Occupancy cost is approximately \$12.50 per square foot and is average for downtown Lafayette based on distance from Courthouse. Amount charged is factored on total ILSI office square footage and square footage of plan administrator's office and one-half of the legal secretary/admin. assistant office space.

Utilities are calculated at approximately 7.5% of total building utility cost to ILSI.

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

ANNUAL TIMETABLE FOR IOLTA GRANT FORM SUBMISSION:
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January, April, July and October:	Quarterly IOLTA payments 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