


# Volunteer Lawyers Project - Closing / Update Form

\* **Attorney:** Please complete “Attorney” box below; return every 3 months and upon closing. \*

<i>VLP office use only</i>			<i>VLP office use only</i>
VLP Case No: V		Date Referred:	Reduced Fee?  Yes / No
Attorney Name:		Case Code:	
Client Name:		Case Type:	
◇ Citizenship attestation ◇ Financial eligibility ◇ Info. to support codes ◇ Timeliness	1st Review: CSR? Yes / No	2nd Review: CSR? Yes / No	Approved:

<b><u>Attorney:</u> Fill-in for Case Update(s) - and / or - Closing</b>	
<b><i>For update →</i></b>  Legal work thus far / current status:	
<b><i>For closing →</i></b>  Describe outcome(s) / reason for closing:	
Attorney hours 2019:	
Attorney hours 2020:	
Attorney hours 2021:	
Paralegal hours:	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 30%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Attorney Signature</b> </div> <div style="width: 20%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b> </div> <div style="width: 30%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>                 Federal ID/SSN (<i>for Reduced Fee cases</i>)             </div> </div> <div style="text-align: right; margin-top: 10px;">  <p style="margin-top: 0;"><b><i>Turn Over - Circle Closing &amp; Outcome Codes!</i></b></p> </div>	

**VLP Closing Codes – Circle one that best applies:**

01 Counsel & advice	05 Client withdrew	09A Uncontested court decision	12 Attorney will not handle
02 Limited action	06 Negotiated settlement w/o litigation	09B Contested court decision	13 Client did not make contact
03 Referred post-Legal Assessment	07 Negotiated settlement w/ litigation	09C Appeal	14 Closed by Administration
04 Insufficient merit to proceed	08 Administrative agency decision		15 Extensive service

**VLP Outcome Codes - Circle all that apply:**

**\*\*\* HOUSING – All \*\*\***

- 1210 Prevented/corrected discrimination or reas. accom. provided
- 1213 Housing retained til client chose to move
- 1217 Prevented move during the school year
- 1224 Achieved healthy housing through move or transfer
- 1225 Helped client make plan for healthier housing
- 1226 Helped client make plan for affordable housing
- 2227 Client able to prevent housing crisis

**\*\*\* HOUSING - Rental \*\*\***

- 1201 Client not evicted
- 1202 Kept Section 8 voucher
- 1203 Kept unit-based subsidized housing
- 1204 Kept public housing
- 1205 Kept private rental housing
- 1207 Eliminated code violations and/or improved condition
- 1208 Prevented lockout/utilities shutoff
- 1209 Got personal property back or utilities restored
- 1214 Correction made to rental account
- 1215 Obtained affordable housing via admission, trfr or relocation
- 1219 Prevented threatened loss of rental hsg/hsg retained

**\*\*\* HOUSING – Homeowner \*\*\***

- 1211 Homeowner housing retained/secured
- 2229 Claim against homeowner defeated/reduced

**\*\*\* PUBLIC BENEFITS \*\*\***

- 1310 Secured income source for destitute person/family
- 1311 Prevented total loss of income
- 1312 Increased income (current/new program eligibility)
- 2315 Prevented income decrease

**\*\*\* FAMILY - Divorce \*\*\***

- 1412 Divorce obtained: home/personal safety secured
- 1413 CPO obtained: home/personal safety secured against AP
- 1414 Parties reconciled
- 1415 Divorced obtained: non-DV case
- 1417 Secured pension/retirement/health ins benefits
- 1421 Obtained/retained child or spousal support

**\*\*\* FAMILY – Custody/Visitation/Children \*\*\***

- 1416 Child returned to juris./kidnapped child ret'd./child snatch prevented
- 1419 Proper services provided for child
- 1420 Obtained/retained custody
- 1421 Obtained/retained child or spousal support
- 1423 Resolved paternity
- 1424 Ensured child safety via restricted visitation
- 1425 Secured parent-child relationship via visitation
- 1426 Obtain/retain custody: risk to child eliminated
- 1427 Obtained safe placement for minor
- 1432 Created plan to secure or enforce child support order
- 1433 Provided help to resolve custody/visitation/paternity
- 1434 Created plan for improved fam. stability re: custody/visit.
- 1450 Child protected from further abuse/neglect
- 1451 Child placed in legal custody of kinship provider
- 1452 Child placed in legal custody of foster parent
- 1453 Child reunified with parent
- 1454 Child emancipated

**\*\*\* EDUCATION \*\*\***

- 1456 Assessed educ. needs and/or made referrals
- 1618 Obtained school enrollment or access to education
- 1619 Modified/implemented IEP/504 Plan or obtained intervention
- 1620 Improved communication with school
- 1621 Obtained special education evaluation
- 1622 Created plan for improved acad. achievement or attendance
- 1624 Connected child to mental health assessment or service
- 1625 Improved child/family stability to support educ. success

**\*\*\* EMPLOYMENT \*\*\***

- 1508 Expungement granted
- 1514 Resolved legal problem impeding employment
- 2521 Secured illegally withheld wages

**\*\*\* CONSUMER \*\*\***

- 1630 Prevented/reversed repossession of personal property
- 1631 Prevented/reversed garnishment of funds or wages
- 1633 Discharged debts through bankruptcy
- 1634 Stopped deceptive or fraudulent business practices
- 1656 Secured auto for work/medical/child needs
- 1657 **TAX** refund to client
- 1658 Stopped **TAX** collection
- 1659 Reduced/relieved **TAX** debt
- 1660 Other **TAX** resolution

**\*\*\* IMMIGRATION \*\*\***

- 1701 Permanent residency obtained
- 1702 Deferred action obtained/residency stabilized
- 1703 Work authorization obtained
- 1704 Visa renewed/secured
- 1705 Removal prevented
- 1706 Removal on least restrictive terms
- 1707 Obtained release from civil detention
- 1708 Citizenship obtained
- 1709 Immigration status advanced
- 1710 Immigration options assessed

**\*\*\* PROBATE \*\*\***

- 1429 Adoption completed
- 2401 Will or Estate documents prepared
- 2402 Advance directive prepared
- 2405 Estate administration completed
- 2406 Secured estate assets
- 2410 Guardianship obtained
- 2411 Guardianship defeated

**\*\*\* GENERAL - All \*\*\***

- 2110 Money recovered for client
- 2111 Resolved lawsuit favorably
- 2112 Problem resolved thru advice or brief service
- 2113 Claim/judgment against client defeated
- 2114 Lost case; client's main objective not achieved
- 2115 Prepared legal docs
- 2118 Client advised of rights
- 2119 Case closed with no outcome
- 2120 Made referral or sent written info.
- 3000 VLP use only: meets CSR reqs.