

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:	
<input type="checkbox"/> Citizenship attestation <input type="checkbox"/> Financial eligibility <input type="checkbox"/> Info. to support codes <input type="checkbox"/> Timeliness	1st Review:	2nd Review:	
	CSR?	CSR?	Approved:
	Yes / No	Yes / No	

Attorney: Fill-in for Case Update(s) - and / or - Closing

<p><i>For update →</i></p> <p>Legal work thus far / current status:</p>	
<p><i>For closing →</i></p> <p>Describe outcome(s) / reason for closing:</p>	
Attorney hours 2019:	
Attorney hours 2020:	
Attorney hours 2021:	
Paralegal hours:	

Attorney Signature

Date

Federal ID/SSN (for Reduced Fee cases)



Turn Over - Circle Closing & Outcome Codes!

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.