

Community Economic Development Law Project

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LEGAL ASSISTANCE APPLICATION

Enclosure Checklist:

- List of Officers and Directors
- Have you signed the Application?
- Mission statement, sample grant proposals, brochures, flyers, informational materials.
Please submit in duplicate.
- Budget Information or Annual Report
- CEDLP Application Fee (see below) ***Note: Application will not be processed without receipt of fee***
- Miscellaneous documents relating to the legal assistance being requested.
Please submit in duplicate.

Fee Schedule

The CEDLP requires an application fee in order to process your request. The fee schedule is as follows:

Organizations with budgets	0 - 25,000.....	\$50.00
Organizations with budgets	\$25,000 - \$100,000.....	\$75.00
Organizations with budgets	\$101,000 - \$500,000.....	\$100.00
Organizations with budgets	\$501,000 - \$1 million.....	\$250.00
Organizations with budgets	Over \$1 million dollars.....	\$500.00

If you are unsure which fee applies to your organization, please call CEDLP staff at 312/939-3638.

A separate fee will be charged for each request for legal assistance that requires the assignment of an attorney with expertise in a specialized area.

EXCEPTIONS AND WAIVERS:

1. All groups that receive money through the City of Chicago's Department of Planning & Development's Community Development Block Grants Program do not have to submit an application fee.
2. Groups that are unable to pay an application fee MAY REQUEST A WAIVER IN WRITING

COMMUNITY ECONOMIC DEVELOPMENT LAW PROJECT
LEGAL ASSISTANCE APPLICATION

DATE: _____

1) Name of Organization: _____

Address: _____

City, State Zip: _____

Telephone and Fax: _____

Website: _____

2) Contact Person (Name and Title or Position): _____

Address: _____

City, State Zip: _____

Telephone: Business: _____ Home: _____

Email: _____

3) Who else may be contacted for additional information?

Name and Title or Position: _____

Address: _____

Telephone: Business: _____ Home: _____

Email: _____

Statistical Information:

The CEDLP is a not-for-profit service organization that is dependent on funding from government, corporate and private sources. Without this support, the CEDLP would not be able to provide you with legal advice and representation. To apply for funding, we must supply statistics on our clients.

4) a) Does your organization specifically service one or more of the following constituencies?
Native American ___ African American ___ Latino/Hispanic ___ Asian ___ White ___
Disabled ___ Women ___ Homeless ___ Unemployed ___ Other: _____

b) Does your organization specifically service one or more of the following age groups?
Under 18 ___ 60 & Over ___

If the information requested in questions 5 - 9 are in the organization's brochures, annual reports, etc., submit a copy of the printed information and skip to question no. 10.

5) PURPOSE OF ORGANIZATION

a) State the problems, issues, and concerns that the group is addressing. _____

b) Describe in detail the programs, projects and services that are or will be offered by the organization. _____

6) Constituency / persons served: _____

7) Community / Area (s) of Service (if specific neighborhood, please list names of neighborhoods):

8) If membership organization, number and type of members: _____

9) Officers / Directors of the Organization: PLEASE ATTACH, IN DUPLICATE, A LIST OF ALL OFFICERS AND DIRECTORS, WITH ADDRESSES AND PHONE NUMBERS. YOUR REQUEST CANNOT BE PROCESSED WITHOUT THIS!

ATTACH ADDITIONAL SHEETS IF NECESSARY

10) Number of staff persons: paid ____ unpaid ____

11) Please describe in detail the type of legal assistance the group is seeking. *** PLEASE SEND COPIES OF ALL RELATED DOCUMENTS AND/OR CORRESPONDENCE (KEEP ORIGINALS FOR YOUR RECORDS).

12) If you are seeking assistance for a housing program, please state the type (s) of housing:
Single Room Occupancy ____ Transitional ____ Permanent ____ Emergency Shelter ____
Other _____

13) Are there any attorneys involved with your organization who have provided legal assistance to your group? If yes, please list their name (s), whether they have an ongoing relationship with your group, and the type (s) of legal work provided: _____

14) Has the organization ever used the services of other attorneys? Yes ____ No ____
If yes, please list the following for each attorney:
Name: _____
Dates and Types of Services Provided: _____
Name: _____
Dates and Types of Services Provided: _____

15) Did you pay for the above-described services? Yes ____ No ____
If yes, please explain why pro bono assistance is now being requested. _____

16) Please attach a copy of your income and expenses budget for the current year or the organization's most recent annual report. **YOUR REQUEST CANNOT BE PROCESSED WITHOUT THIS!**

17) How did you hear about the Community Economic Development Law Project?

BY SIGNING THIS FORM YOU ARE AGREEING THAT THE INFORMATION YOU HAVE PROVIDED TO CEDLP MAY BE DISCLOSED TO ATTORNEY/VOLUNTEERS AND LAW FIRMS IN ITS EFFORTS TO RECRUIT PRO BONO ASSISTANCE FOR YOUR ORGANIZATION. YOU ALSO AGREE THAT CEDLP MAY DISCLOSE TO ITS FUNDERS ITS EFFORTS TO RECRUIT PRO BONO ASSISTANCE FOR YOUR ORGANIZATION

SIGNATURE: _____ DATE: _____

RETURN TO: CEDLP, 100 N. LaSalle Street, Suite 600 – Chicago, Illinois 60602

WHAT HAPPENS NOW?

- ❑ A CEDLP staff attorney reviews the application to determine if it is complete;
- ❑ COMPLETE includes submitting the application fee and signing the application;
- ❑ After review, you will be contacted within 7 to 10 days and informed if additional information is needed or if the file is ready to be placed;
- ❑ If the file is complete, we will find a volunteer with the appropriate skills to work with your group
- ❑ If the file is incomplete, you will need to supply the additional information before we attempt to place it with a volunteer;
- ❑ This process may take a few days or a few weeks;
- ❑ Once an attorney has volunteered we will send him/her your legal assistance questionnaire and the included information;
- ❑ After the attorney reviews the file, it is submitted to the law firm's conflicts and pro bono committees for approval. Unfortunately the CEDLP does not control this part of the process which may take several weeks;
- ❑ Once the firm has given the lawyer the go-ahead to represent you, we will call you to schedule the initial client meeting;
- ❑ These meetings take place at the lawyers' office in downtown Chicago. A CEDLP staff attorney will attend the meeting along with a representative(s) from your organization;
- ❑ If you have questions before the initial meeting, you should feel free to call the CEDLP staff.