



# PRO BONO Referral Program

OF THE NEW HAMPSHIRE BAR ASSOCIATION

Form can be emailed to [probono@nhbar.org](mailto:probono@nhbar.org) or sent via regular mail to: Pro Bono, 2 Pillsbury Street, Suite 300, Concord, NH 03301.

If you have questions, please call Pro Bono at (603) 715-3203.

Name: \_\_\_\_\_ NHBA #: \_\_\_\_\_

Firm: \_\_\_\_\_

Preferred method for initial contact regarding potential referrals:

Phone: \_\_\_\_\_  E-Mail: \_\_\_\_\_

Please check the areas of law in which you are willing to represent clients.

*The Pro Bono Program has referrals primarily in the following areas*

<p><b>Family Law</b></p> <input type="checkbox"/> Divorce <input type="checkbox"/> Parenting rights & responsibilities <input type="checkbox"/> Child support <input type="checkbox"/> <b>Domestic Violence *</b> <input type="checkbox"/> QDRO/ERISA <input type="checkbox"/> Post-divorce issues <input type="checkbox"/> Unbundled Services	<p><b>Housing</b></p> <input type="checkbox"/> Landlord/Tenant <input type="checkbox"/> Private <input type="checkbox"/> Public/Section 8 <input type="checkbox"/> Foreclosures <input type="checkbox"/> Mobile Home Park Issues <input type="checkbox"/> Home Ownership Issues <input type="checkbox"/> <b>Record Annulments</b>	<p><b>Bankruptcy/Debt</b></p> <input type="checkbox"/> Chapter 7 <input type="checkbox"/> Chapter 13 <input type="checkbox"/> Collection Defense <p><b>IRS/Federal Taxes *</b></p> <input type="checkbox"/> Collections <input type="checkbox"/> Liability Issues
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**\*Please send me information about the following special Pro Bono projects:**

DOVE (Domestic Violence Emergency Project), or contact Pam Dodge, 715-3230  
 Low-Income Taxpayer Project, or contact Barbara Heggie, Esq., 715-3215

**Other Areas**

<input type="checkbox"/> Advance Directives	<input type="checkbox"/> Guardianship - Minor	<input type="checkbox"/> Social Security
<input type="checkbox"/> Consumer	<input type="checkbox"/> Immigration	<input type="checkbox"/> Special Needs Trust
<input type="checkbox"/> Driver's License	<input type="checkbox"/> Insurance	<input type="checkbox"/> Tort Defense
<input type="checkbox"/> Elder Law	<input type="checkbox"/> Juvenile	<input type="checkbox"/> Wills & Estates
<input type="checkbox"/> Employment	<input type="checkbox"/> Military Issues	<input type="checkbox"/> Workers' Compensation
<input type="checkbox"/> Guardianship - Adult	<input type="checkbox"/> Nonprofit Issues	

Please list other types of cases you might consider: \_\_\_\_\_

**In which counties are you willing to accept referrals?**

<input type="checkbox"/> Belknap	<input type="checkbox"/> Coos	<input type="checkbox"/> Hillsborough S	<input type="checkbox"/> Strafford
<input type="checkbox"/> Carroll	<input type="checkbox"/> Grafton	<input type="checkbox"/> Merrimack	<input type="checkbox"/> Sullivan
<input type="checkbox"/> Cheshire	<input type="checkbox"/> Hillsborough N	<input type="checkbox"/> Rockingham	

**I'm interested in brief advice clinics: (Circle)**

Family Law

Record Annulment

Debt Collection

May we recognize your participation in Bar News?  Yes  No

## **RESOURCES AVAILABLE TO VOLUNTEER ATTORNEYS WITH THE PRO BONO REFERRAL PROGRAM**

### **1. Malpractice Insurance:**

Professional liability insurance is provided through the Pro Bono Referral Program to cover volunteer attorneys handling cases of eligible clients referred through Pro Bono. For attorneys without lawyers malpractice coverage, the Pro Bono Referral Program's insurance policy provides primary coverage for cases handled through Pro Bono of qualified clients.

### **2. Court & In-State Service Fees, Waiver of:**

Pro Bono qualified clients are entitled to automatic waiver of filing and in-state service fees under RSA 499:18(b). With appropriate referrals, the Pro Bono Program sends out "Notice of Indigency" forms for the courts that require them. (Cheshire, Grafton and Sullivan Counties are the exception and only require a copy of your referral form.) A sample cover letter to sheriffs requesting waiver of service fees is included on an information sheet that Pro Bono sends with the referral packet.

### **3. Litigation Expenses:**

The Pro Bono Program can reimburse volunteer attorneys up to \$30 for out-of-pocket expenses incurred in a Pro Bono case. These expenses include long distance phone calls, travel (at 25¢ per mile), copying costs (at 10¢ per copy), non-waivable out-of-state service fees and other similar expenses. In certain situations, the Program Director can waive this limit and approve reimbursement requests in excess of \$30. Whenever possible, clients should be asked to cover at least a portion of out-of-pocket expenses in their cases.

### **4. Depositions:**

Through the generosity of the New Hampshire Court Reporters Association, attorneys can receive free transcription services for depositions in connection with Pro Bono Program cases. To use this resource, contact the Pro Bono Program Secretary or Coordinator at 224-6942.

Guidelines for use of free deposition services include:

- The matter must be directly related to a case handled through the Pro Bono Referral Program.
- Requests should be made at least two weeks in advance, if at all possible.
- Emergency services will only be provided when extenuating circumstances exist and if the resources are available.

## **5. Criminal Record Annulments:**

Pro Bono is the recipient of a grant through the NH Bar Foundation. Pro Bono uses these funds to help pay expenses for non-violent criminal record annulments. Funds are available to pay court fees (if not waived), Department of Corrections fees, Department of Safety fees and other incidental expenses

## **6. Mentors:**

Through its mentoring program, Pro Bono offers linkages between newer attorneys or attorneys new to the practice area of their Pro Bono case and practitioners experienced in areas of the law commonly referred to by Pro Bono. Names of mentors are available by contacting the Pro Bono Program Director or Coordinator.

## **7. Pensions/Tax/Financial:**

Help is available regarding “Qualified Domestic Relations Orders” (QDROS) by volunteer attorneys and CPAs. If such assistance is required in a Pro Bono case, attorneys should contact the Program Director. Thanks to the New Hampshire CPA Society and its members, the Pro Bono Program offers referrals to CPAs for information on and assistance with income tax issues, pensions and other financial matters arising in Pro Bono cases.

## **8. Interpreters:**

When interpreters are needed for out-of-court client communications, the Pro Bono Program will assist volunteer attorneys in identifying resources and defraying the cost of this expense. Payment of interpreters is subject to prior approval by the Pro Bono Program Director.

## **9. Real Estate Appraisals:**

A number of real estate appraisers have volunteered to provide appraisals at no charge when needed in Pro Bono cases. Attorneys should contact the Pro Bono Program Director for more information.

## **10. Other Resources:**

At the request of volunteers, the Pro Bono Program will do its best to locate other resources required in representing Pro Bono clients.