

## **ARIZONA COMMUNITY LEGAL ASSISTANCE ELIGIBILITY GUIDELINES**

### **PURPOSE**

The purpose of Arizona Community Legal Assistance (ACLA) is to provide access to quality pro bono legal representation to non-profit community-based organizations who provide health, human, charitable and/or social services, to promote the arts or cultural activities or to promote community economic development.

ACLA recruits lawyers willing to provide legal assistance to community-based organizations engaged in qualifying activities. ACLA, aided by its Advisory Board, will approve or disapprove requests for legal assistance from community organizations.

### **ELIGIBILITY CRITERIA**

Criteria considered in determining the eligibility of community organizations or specific projects include but are not limited to:

1. Whether the organization or project is providing services or encouraging development within the scope of ACLA's philosophy as stated in the purpose.
2. Whether the organization or project serves disadvantaged constituents.
3. The history of the organization or project and its management.
4. List of the organization's officers and directors or volunteer leaders if not yet formally organized.
5. Whether the organization or project has adequate resources to retain legal assistance.
6. Whether there are other parties providing legal assistance to the organization or project.
7. The number of attorney hours required to complete the project.
8. Whether there are available attorneys on ACLA's referral panel with sufficient expertise to provide needed assistance.

### **ORGANIZATIONS OR PROJECTS THAT MAY NOT BE ELIGIBLE FOR ACLA SERVICES**

1. Religious organizations whose activities solely relate to its religious purposes.
2. Political organizations or projects.
3. Lobbying activities.
4. Organizations or projects which benefit only a narrowly defined segment of the community.
5. Organizations which discriminate on the basis of race, color, sex, national origin or religious belief.
6. Organizations or projects whose primary purpose is to benefit communities outside of Arizona.
7. Organizations requesting legal services for the purposes of litigation.

**ARIZONA COMMUNITY LEGAL ASSISTANCE  
APPLICATION FOR ASSISTANCE**

**Agency Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

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Describe the organization's purpose and activities (if you have a recent grant application or other brochure, please attach a copy).

Describe what the organization seeks to accomplish within the next few years:

Describe legal services requested:

Describe the organization's sources of funding, budget and ability to obtain private counsel (please attach your most recent financial statement):

How long has the organization been in existence, how many members does it have, and how often does the organization (or its board) meet?

Are there any deadlines for provision of legal service? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, state dates and urgency of completion:

**NOTE: Please attach (1) any Articles of Incorporation, (2) Bylaws, and (3) a list of the current Board of Directors and Officers, showing which, if any, are attorneys. If possible, include addresses and telephone numbers. YOUR APPLICATION WILL NOT BE CONSIDERED FOR APPROVAL WITHOUT THESE DOCUMENTS OR EXPLANATION AS TO THEIR ABSENCE.**

## ACKNOWLEDGEMENTS

By signing this form, the signor and the agency the signor represents acknowledges and confirms that:

The applicant lacks financial resources adequate to retain private counsel or hire staff counsel, and is ineligible for legal assistance from other public and private sources;

That Arizona Community Legal Assistance (ACLA) is a non-profit corporation which is engaged solely in referring volunteer attorneys to eligible applicants, and in itself does not offer legal advice or perform legal services to individuals or agencies;

Volunteer attorneys recruited and assigned by ACLA serve without compensation for services rendered. The applicant is responsible for all out-of-pocket costs such as filing fees, telephone charges, copying and postage and mailing.

ACLA reserves the right to reject any or all requests for legal assistance in its sole and absolute discretion. In addition, ACLA reserves the right to withdraw a referral to an attorney, to change attorneys, to monitor the progress of any matter referred, and to refuse to continue to refer any applicant for additional legal services after an initial referral has been completed, subject only to the Rules of Professional Conduct of the State Bar of Arizona and the Arizona Supreme Court.

ACLA shall not be responsible for the passage of time between receipt of application and referral, and takes no responsibility for the harm, if any, caused by the applicant's inability to obtain counsel in time to meet legal deadlines such as statutes of limitations, Rules of Civil Procedure or rules for administrative agency practice and procedure, and the applicant agrees to release and hold harmless ACLA from any and all obligation and responsibility arising from any such failure to obtain counsel.

ACLA reserves the right to request both the applicant and the attorney to complete progress or status reports, completion reports and such other reports as may be necessary to monitor ACLA referrals, which reports shall be kept confidential at all times and not make public without the advance, written permission of both parties.

Paralegal: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

### ACLA

**VOLUNTEER LAWYERS PROGRAM  
ATTENTION: M. SOCORRO DIAZ  
64 E. BROADWAY BLVD.  
TUCSON, AZ 85701  
PHONE: (520) 623-9465 ext. 164**