CONTRACT ATTORNEY CASE PROCEDURE AND TRACKING SPREADSHEET EXAMPLES

[redacted]

Lawyers for Victims Program

Referral/Case Procedure

1) [redacted] clients are screened by advocates for qualification for the program (current domestic violence client whose temporary protection order was granted in county court and who has a child in common with the respondent). A release of information is obtained from the client.

2) Case information is forwarded to the Legal Director for review to determine the likelihood a Permanent Protection Order may be granted.

3) If a client is eligible for the project, a contract attorney will be contacted and asked if they are available on the date of the PPO hearing, and if they can take the case (party names will be provided for conflict checks). If they are not available, or do not respond within 24 hours, another contract attorney will be contacted until someone is available.

4) The client is contacted by [redacted] within 3 business days of the TPO to inform them whether they have qualified for the project, and if so, which attorney has been assigned to their case. Verbal consent (in addition to the prior release) is obtained to send case information to the attorney.

5) Case information is sent to the attorney (client contact information, TPO documents).

6) The attorney will work directly with the client to prepare for the PPO hearing and attend the hearing with the client.

7) Someone from [redacted] will also typically attend the PPO hearing to observe and provide court support.

8) Following the conclusion of the case, the attorney will be sent a very brief evaluation form to complete, and the client may be contacted for feedback.

9) A payment request can be submitted by the attorney after the conclusion of the PPO hearing and the completion of the evaluation form. Payment will be mailed within 30 days.

Sample Tracking Spreadsheet

#	Date	Name	Status	Case #	County	Adv.	TPO	PPO	Cnflcts Email	Atty	Client Notifyd	Docs to Atty	Outcome	Pymnt Reqst	Atty Survey	Client Survey	Pymnt Sbmtd	Pymnt Sent
01	4/17/17	[redacted]	Closed	17 C XX	Adams	Heidi	4/17	5/1	Sent	Ryan H.	4/18	4/18	PPO w CC	5/2	complt	emailed	5/3	5/15
02	4/24/17	[redacted]	Open	17 C ZZ	Denver	Leanna	4/24	5/7	Sent	Peggy S.	4/27	4/28	PPO w/o CC	5/19	complt	emailed	5/19	