



Because equal access to justice is everyone's fight

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

Client name(s): \_\_\_\_\_ Case type: \_\_\_\_\_

(1) You were interviewed today by \_\_\_\_\_ at the \_\_\_\_\_ Legal Clinic. This was to get information to help us decide whether a Chicago Volunteer Legal Services Foundation volunteer attorney may be able to represent you.

**CVLS HAS NOT AGREED TO REPRESENT YOU.**

- I am reviewing your case and you should hear from me within (3) weeks. If you have not heard from me after three weeks, call CVLS at (312) 332-7521.
- You were given advice at your interview, and this was the only assistance you needed. We are closing your file.

(2) **Before** we can determine whether we can look for an attorney for you, CVLS needs:

- Court costs totaling \$\_\_\_\_\_.

*Note: CVLS does not accept personal checks.* Make a money order out to "CVLS" and mail it to CVLS, 33 N. Dearborn St., Suite 400, Chicago, IL, 60602. Put the name of the person who interviewed you on the envelope.

- The following information should be faxed to: Attn: Kathy Koester at 312-332-1460 Or emailed to [kkoester@cvls.org](mailto:kkoester@cvls.org), or mail copies to Chicago Volunteer Legal Services

(3) If you have a court date, you **MUST** attend on your own. Tell the Judge you are trying to find an attorney, and ask for a continuance of your case. We cannot guarantee that a Judge will give you a continuance. If you do get a continuance, call Ms. Koester at (312) 332-7521 and let her know the next court date.

(4) If after your interview you move, change your phone number, or receive any court papers, call Ms. Koester at (312) 332-7521 immediately so that your case and contact information is up-to-date.

Client Signature: \_\_\_\_\_

**VOLUNTEERS: COPY THIS LETTER FOR THE FILE**

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