

**What is Philadelphia LawWorks?**

Philadelphia LawWorks<sup>1</sup> matches eligible homeowners, non-profit organizations, community groups and small businesses with attorneys who provide free (*pro bono*) legal services and education. This is the application for small businesses. If you are a community group or non-profit organization, please fill out our “Non-Profit Organization Application for *Pro Bono* Legal Assistance.”

**What services does Philadelphia LawWorks provide?**

LawWorks volunteers are able to assist on issues including, but not limited to: incorporation, contracts, real estate, tax, intellectual property and employment.

*Note:* While all legal services are free, clients are responsible for paying filing fees and any other out-of-pocket costs.

**Who is eligible for Philadelphia LawWorks legal services?**

Small business owners and microentrepreneurs are eligible for free legal assistance if the business is located in Philadelphia and he or she meets our eligibility guidelines, including income eligibility. For this reason, please disclose your income at the appropriate place on the application and ***include tax returns for the two most recent years.***

*Note:* LawWorks only accepts litigation cases in extraordinary circumstances and does not provide assistance to small businesses for collection cases.

**What happens after I submit my application to Philadelphia LawWorks?**

Philadelphia LawWorks will review your application to determine what your legal needs are and if you meet the eligibility requirements. If your organization is eligible for assistance, we will attempt to refer your case to a volunteer attorney.

**You may submit the LawWorks application by mail, fax or email to the contact information listed below. Please contact Alison Merrick with any questions or concerns.**

**Alison Merrick  
 Community Economic Development Coordinator  
 Philadelphia VIP, LawWorks Project  
 1500 Walnut Street, Suite 400  
 Philadelphia, PA 19102**

**Phone: 215-523-9565  
 Fax: 215-564-0845  
 Email: amerrick@phillyvip.org**

<sup>1</sup>Philadelphia LawWorks was created in 2002, when the Philadelphia Bar Association, Philadelphia VIP, Community Legal Services and other local public interest programs collaborated to better address the transactional legal needs of the Philadelphia community and provide business lawyers with an opportunity to serve that community.

## Small Business Application for Pro Bono Legal Services

	<b>Business</b>	<b>Business Owner</b>	<b>Contact Person 2</b>
<b>Name</b>			
<b>Address</b>			
<b>Phone</b>	Phone:  Fax:	Home:  Work:  Cell:	Home:  Work:  Cell:
<b>E-mail/ Website</b>			
<b>Title or Position</b>			
<b>Race</b>		<input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> White <input type="checkbox"/> Other	<input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> White <input type="checkbox"/> Other
<b>Gender</b>		<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female

**1. Describe the nature of the business including what products are sold and/or what services are rendered.**

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**2. Describe the geographic area that the business will or currently serves.**

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**3. How long have you been operating the business?**

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**4. What is the current business entity? For example, sole proprietor, partnership, LLC, etc. If you have not started the business, please write "N/A."**

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**5. Describe the legal needs of your business with as much detail as possible. Please include any deadline relating to your request for assistance. Attach a separate sheet of paper if necessary.**

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**6. List the names, addresses, and telephone numbers of any attorneys who have worked with your business. Please include what type of work the attorney(s) provided. Explain why the attorney is currently unable to provide your business with assistance.**

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7. If you are seeking legal assistance for a matter that involves other people, organizations, or businesses, list their names below. LawWorks must eliminate all conflicts of interest in order to refer your case to a volunteer attorney. Attach a separate sheet of paper if necessary.

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8. Please list any special needs, such as the use of an interpreter or accommodations for persons with disabilities.

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9. How did you hear about Philadelphia LawWorks?

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10. **For applicants who wish to provide child care services:**

The Department of Public Welfare offers an orientation for childcare providers that is required by law for all providers prior to opening their child care facility. Information about these sessions can be obtained at 215-560-2807 or at this link:

<http://www.dhs.pa.gov/provider/training/orientationtrainingforchildcareproviders/index.htm#.Vje7zqRWk4s>

LawWorks will only accept applications from businesses that wish to provide child care services if the business owner has attended the orientation (or an equivalent) *or* has scheduled a date to attend the orientation. Have you attended or scheduled such a session, and if so, when?

Yes \_\_\_\_\_ Date \_\_\_\_\_

No \_\_\_\_\_

**PLEASE INCLUDE THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION.** In addition, enclose any other documents that may assist Philadelphia LawWorks in assessing your application including copies of all documents related to the specific legal problem(s) of your business.

- \_\_\_\_\_ Copy of Business Plan, *if available*.
- \_\_\_\_\_ Copies of your individual tax returns for the most recent two years. ***We cannot open your case without this information.***
- \_\_\_\_\_ If your business is something other than a sole proprietorship, or someone else has an ownership interest in the business, include a list of all other co-owners, partners, officers and directors. Include their names, titles (if any), addresses, phone numbers and financial information (i.e. tax returns, two years for each person). ***We cannot open your case without this information.***
- \_\_\_\_\_ If your business is already established, the income tax returns for your business for the past two years. ***We cannot open your case without this information.***

**AUTHORIZATION TO RELEASE INFORMATION AND VERIFICATION**

Application Information: I hereby authorize Philadelphia LawWorks, its collaborating organizations and their agents and employees, to verify, disclose and make copies of any and all information provided in this Application in the course of determining eligibility and in securing a volunteer attorney.

Release: I hereby release any person or entity complying with this Authorization from any and all claims relating to the disclosure of any such information and documents.

Validity: A copy of this Authorization shall be as valid as the original.

The undersigned hereby certifies that all of the information in this application is true, correct, and complete, and that he/she is authorized by the above organization to submit this application to Philadelphia LawWorks. The applicant further agrees to notify Philadelphia LawWorks in the event of any changes to this information and understands and agrees that Philadelphia LawWorks has the right to reject any applicant or withdraw from representing a client that submits an application with inaccurate information.

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**2018 Philadelphia LawWorks  
 Small Business Owner(s) Income Guidelines**

Household Members	<b>LawWorks Small Business Owner's Income Guidelines (300% of Poverty Guidelines)</b>
<b>1 person</b>	\$36,420.00
<b>2 people</b>	\$49,380.00
<b>3 people</b>	\$62,340.00
<b>4 people</b>	\$75,300.00
<b>5 people</b>	\$88,260.00
<b>6 people</b>	\$101,220.00
<b>7 people</b>	\$114,180.00
<b>8 people</b>	\$127,140.00
Each Additional Person	\$12,960.00