

## Application Cover Page

### LawWorks Services:

LawWorks volunteers are able to assist on issues including but not limited to: incorporation, contracts, real estate, tax, intellectual property and employment. LawWorks rarely accepts litigation cases – that is, cases that involve going to court.

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

### Eligibility Requirements:

1. The business is located in Philadelphia, *and*
2. The income of the business owner(s) is no more than 300% of Poverty Guidelines (refer to Page 7).

### PLEASE INCLUDE THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION.

\_\_\_\_\_ Copy of Business Plan.

\_\_\_\_\_ Copies of ***individual*** tax returns for each business owner 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.

In addition, enclose any other documents that may assist LawWorks in assessing your application including copies of all documents related to the specific legal problem(s) of your business.

**What is LawWorks?**

LawWorks<sup>1</sup> matches eligible 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 nonprofit organization trying to apply for tax exempt status, please use our “Application to Incorporate/Apply for 501(c)(3) Status” available at <https://www.phillyvip.org/get-legal-help/small-businessnonprofit-law-works/>.

If you are a nonprofit organization that already has federal tax-exempt status, please use our “Application for Established Nonprofit Organizations” available at <https://www.phillyvip.org/get-legal-help/small-businessnonprofit-law-works/>.

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

LawWorks will review your application to determine what your legal needs are and if you meet the eligibility requirements. Once we determine that your organization is eligible for assistance, we will contact the person listed as the primary contact within two weeks of receiving the application. If you do not hear from us after two weeks, you may contact Philadelphia VIP/LawWorks at 215-523-9550 to ask about your application. After we are satisfied that your application is complete, we will attempt to refer your case to a volunteer attorney.

**Incomplete applications will not be considered for free legal assistance.**

Please answer all questions as completely and accurately as possible. The only exception is where the application specifically provides that you may skip a section. If you need extra space at any point, please feel free to attach extra paper. All information in the application and in documents submitted to LawWorks will remain confidential with LawWorks and with any volunteer attorney(s) we may match you with.

<b>You may submit the LawWorks application by mail, fax or email to the contact information listed below.</b>	
<b>Philadelphia VIP, LawWorks Project          1500 Walnut Street, Suite 400          Philadelphia, PA 19102</b>	<b>Fax: 215-564-0845          Email: <a href="mailto:phillyvip@phillyvip.org">phillyvip@phillyvip.org</a></b>

If you have any questions or concerns, please contact Alison Merrick at [amerrick@phillyvip.org](mailto:amerrick@phillyvip.org) or 215-523-9565.

<sup>1</sup>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.

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**PART I: CONTACT INFORMATION**

**Name of the Business:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Website:** \_\_\_\_\_

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**Business Owner Name:** \_\_\_\_\_

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

**Preferred Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Title or Position:** \_\_\_\_\_

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**Contact Person 2 Name:** \_\_\_\_\_

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

**Preferred Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Title or Position:** \_\_\_\_\_

**PART II: DEMOGRAPHICS**

A Minority/Women/Disabled Owned Business Enterprise (M/W/DSBE) certification verifies that at least 51% of the beneficial ownership interest and control is owned by a minority, woman, or disabled person. The City of Philadelphia is committed to ensuring that at least 25% of contracts for the City are fulfilled by M/W/DSBEs. M/W/DSBEs registered with the Office of Economic Opportunity (OEO) receive preference in the City of Philadelphia’s contracting process, as well as the City’s for-profit and nonprofit partners.

To be certified as an M/W/DBSE, see a full list of agencies whose certifications are accepted by the City of Philadelphia at:

[https://phila.mwdsbe.com/upload/customer/phila/certapp/Phila\\_RecognizedCertifyingAgencies.pdf](https://phila.mwdsbe.com/upload/customer/phila/certapp/Phila_RecognizedCertifyingAgencies.pdf).

To register a certified M/W/DBSE with the OEO, go to <https://phila.mwdsbe.com/>.

Is at least 51% of your business owned and run by minority group members?

Yes

No

If yes, is your business certified as a Minority Owned Business Enterprise (MBE) and registered with the Office of Economic Opportunity (OEO) as such?

My organization is certified and registered as an MBE.

My organization is certified as an MBE but not registered as such with the OEO.

My organization is not certified as an MBE.

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Is at least 51% of your business owned and run by women?

Yes

No

If yes, is your business certified as a Women Owned Business Enterprise (WBE) and registered with the Office of Economic Opportunity (OEO) as such?

My organization is certified and registered as a WBE.

My organization is certified as a WBE but not registered as such with the OEO.

My organization is not certified as a WBE.

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Is at least 51% of your business owned and run by persons with disabilities?

Yes

No

If yes, is your business certified as a Disabled Owned Business Enterprise (DSBE) and registered with the Office of Economic Opportunity (OEO) as such?

My organization is certified and registered as a DSBE.

My organization is certified as a DSBE but not registered as such with the OEO.

My organization is not certified as a DSBE.

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**PART III: BASIC INFORMATION ABOUT YOUR BUSINESS & ITS LEGAL  
NEEDS**

**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 and addresses 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 of the contact person(s) for your organization, such as the use of an interpreter or accommodations for persons with disabilities. This information will be provided to the volunteer attorney if we are able to refer your case to an attorney.**

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**9. How did you hear about Philadelphia LawWorks?**

- BRIC – Free Library
- Office of Business Services, Department of Commerce, City of Philadelphia
- Entrepreneur Works
- The Enterprise Center
- Urban League of Philadelphia
- Power Up Your Business

- SCORE
- Sustainable Business Network
- Women’s Business Enterprise Center East
- Other (Please specify):

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**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 \_\_\_\_\_

**2019 Philadelphia LawWorks  
 Small Business Owner(s) Income Guidelines**

Household Members	LawWorks Small Business Owner's Income Guidelines (300% of Poverty Guidelines)
<b>1 person</b>	\$37,470
<b>2 people</b>	\$50,730
<b>3 people</b>	\$63,990
<b>4 people</b>	\$77,250
<b>5 people</b>	\$90,510
<b>6 people</b>	\$103,770
<b>7 people</b>	\$117,030
<b>8 people</b>	\$130,290
Each Additional Person	\$13,260