



2017 Private Attorney Involvement (PAI) Plan

You are invited to comment on ICLS' PAI Plan for 2017, a year in which funding reductions will likely happen. Comments should be addressed to Mr. George Theios, Board President, Inland Counties Legal Services, 1040 Iowa Avenue, Suite 101, Riverside, California, or via email to vpayne@icls.org with subject line: 2017 PAI Plan Comment.

In 2017, a core component of ICLS' plan to involve private attorneys in providing legal assistance to low income persons is the continued funding of the Legal Aid Society of San Bernardino, the Inland Empire Latino Lawyers Association and the Public Service Law Corporation (dba Riverside Legal Aid). Since 1982, these non-profit organizations have all demonstrated an ability to establish and develop opportunities for private attorneys to volunteer to provide legal assistance to the poor in family, housing, consumer matters. Other areas include guardianships and conservatorships as well as bankruptcy work.

The ICLS Board of Directors decides the Subgrant awards which are finalized upon receiving the prior written permission of the Legal Services Corporation whose federal grant funds are used to fund the Subgrants. The *pro bono* programs abide by LSC rules and regulations regarding client eligibility under federal guidelines. ICLS' governing body consists of attorneys appointed by the Riverside County Bar Association, San Bernardino County Bar Association and the Inland Empire Latino Lawyers Association, as well as client eligible members nominated by various community groups and accepted by the Board. A non-profit law firm, ICLS provides free legal assistance and representation to low income persons in civil matters who live in Riverside and San Bernardino Counties.

LEGAL AID SOCIETY OF SAN BERNARDINO, INC. ("LASSB")

"Legal Aid" in San Bernardino has been providing legal help to poor people for the past 58 years in the downtown area of the city. In 1982, the organization received its initial LSC Subgrant award from ICLS. The organization thrived under the leadership of Roberta Shouse, whose commitment resulted in the recruitment of hundreds of volunteer private attorneys to serve clients in the legal clinics and to provide effective Board leadership under the auspices of the San Bernardino County Bar Association. The organization continues to excel under her successor attorney Josefina Valdez, whose involvement with the bar association as well as community based stakeholders contributes to the high visibility of the organization.

This organization is essential in meeting the high demand for family law help. Volunteer attorneys confidentially interview clients, provide legal advice and give instructions to the staff on the legal documents to be prepared for the clients to proceed as self-represented litigants. Staff lawyers review the case file, the prepared pleadings and thereafter approve the release of the documents to the client with instructions on where and how to file the documents.

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Existing clients return for additional assistance in the course of their family law case. Another key area where LASSB fills the gap is in providing *pro se* legal assistance in guardianships and conservatorships. A standard area of practice for all three programs is eviction defense. LASSB provides legal help to clients at its headquarters office at 588 W. 6th St. in the City of San Bernardino as well as at remote locations in Fontana, Victorville, Barstow, Joshua Tree, Colton and Chino Hills.

**PUBLIC SERVICE LAW CORPORATION, INC.
("Riverside Legal Aid")**

The Public Service Law Corporation of the Riverside County Bar Association (dba Riverside Legal Aid) was incorporated as a non-profit in 1982 and has been providing legal services with the assistance of an ICLS Subgrant. The Riverside County Bar Association established the Legal Aid Society of Riverside (which later became Legal Services of Riverside County and then Inland Counties Legal Services in 1977). From the inception, the RCBA and the SBCBA worked together to build a strong ICLS program to serve both counties.

PSLC began operations at the RCBA Bar Building in 1982 with Charlene Nelson, now the Executive Director of the RCBA, enjoying a very long and successful tenure as PSLC Program Director. Nelson's administration was hallmarked by effectiveness in recruiting of volunteer attorneys for their clinics. During the past four years, PSLC demonstrated remarkable expansion of its services under the leadership of attorney Diane Roth, who secured new funding and established several *pro se* legal services programs to help fill the gap in legal help for low income persons. These new endeavors with non-LSC funds included a federal bankruptcy, guardianship and conservator and small decedent's estates. Diane Roth recently retired but continued to volunteer her services to help in the transition to new leadership. Michael H. White is the new Executive Director.

Thirteen RCBA members sit on the governing body and oversee the organization. Riverside Legal Aid maintains an office at 4129 Main Street, Suite 101, in Riverside, California. PSLC also has office space in the ICLS Indio Office. It holds legal clinics in west, southwest and eastern Riverside County.

**INLAND EMPIRE LATINO LAWYERS ASSOCIATION, INC.
("IELLA")**

In 1976, there were a few Latino attorneys in the Inland Counties; in that year, Irene Morales was the first Latina attorney admitted to practice in both counties. By 1979, there were about a dozen Latino and Latina attorneys. Most worked as staff lawyers at ICLS and also volunteered at an evening church sponsored legal aid clinic. The ICLS group of ICLS Latino/a attorneys established the Inland Empire Latino Lawyers Association with the mission of providing free legal services to poor people in the community. In 1982, under the leadership of the former ICLS Executive Director Ronald L. Taylor, Ret. Judge, IELLA, along with PSLC and LASSB, were accepted by the ICLS Board of Directors as Subgrantees and received approval from LSC to be funded and begin providing free legal services.

IELLA incorporated as a non-profit organization in 1985 and has provided legal services to thousands of low income persons in its 31 year history. IELLA maintains an office at 2060 University Avenue, Suite 113, Riverside, California, and also holds legal clinics in Colton, Corona, Ontario, Arlanza, Riverside Self Help Clinic and San Bernardino County Law Library.

ADDITIONAL INFORMATION – ALL SUBGRANTEES

Types of Legal Problems: Primarily Family, Housing and Consumer law problems. Riverside Legal Aid has a Bankruptcy clinic at the Federal Court in Riverside (non-LSC funded); LASSB, as well as PSLC, provide *pro se* legal assistance in guardianship and conservatorship actions. IELLA serves clients in both counties at community centers and reaches the underserved population of limited English/Spanish speaking clients.

Increasing Access to the Court a Major Goal: Subgrantee legal clinics increase access to justice for people who work and have difficulty going to legal aid during the day.

Conflict Cases: Subgrantees refer conflicts cases to each other. Through these *pro bono* programs, low income persons get the assistance needed to self-represent to obtain necessary court orders.

ICLS Direct Attorney Program: ICLS managers recruit volunteer attorneys and paralegals. Through October 31, 2016, a total of 14 volunteer cases have been closed.

Proposed Attorney Incubator Program: ICLS is planning to launch an Attorney Incubator Program at its San Bernardino Office in 2017 to increase *pro bono* attorney services in court cases. ICLS will work out an arrangement with newly admitted attorneys to provide office space, mentoring, training and coaching in exchange for volunteer *pro bono* services.

2017 PAI Budget: ICLS plans to devote \$675,801 for the operation of its Private Attorney Involvement (PAI) Program in 2017.

SUBSTANTIVE MATTERS PROPOSED ICLS 2017 PAI FUNDING ALLOCATIONS			
SUBGRANTEE PROGRAM	GRANT AMOUNT	%	% of Total
LSC PAI Subgrantees			
Inland Empire Latino Lawyers Association	177,312	30.17%	
Legal Aid Society of San Bernardino	233,083	39.66%	
Public Service Law Corporation	177,312	30.17%	
Subgrant Funds Total	\$587,707	100%	88.25%
In-kind Support to Subgrantee (PSLC)			
Space: PSLC at Indio Office (in kind)	\$12,163		
ICLS PAI PROGRAM			
PAI Consultant Attorney- Immigration	\$2,500		
ICLS Staff Advocate Time (Consultations)	\$1,000		
ICLS Program personnel related time	\$9,816		
	\$13,316		2.00%

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ICLS PAI ADMINISTRATION			
LSC PAI Subgrant Manager	\$15,369		
Administrative Support	\$26,225		
Space: Executive Office	\$7,488		
Audit	\$4,635		
Other	\$8,898		
Subtotal ICLS Administration	\$ 62,615		9.42%
2016 PAI PROGRAM TOTAL	\$675,801	100%	100%

ESTIMATED NUMBER AND TYPES OF CASES-2015: In 2016, ICLS estimates that Subgrantees will close a total of 3,660 cases by Counsel and Advice, Limited Actions and Extended Services, including negotiations with third parties, court appearances and hearings.

MARKET VALUE OF SERVICES: The market value of ICLS PAI activities is estimated to be \$1.8 million, an amount which substantially exceeds the PAI Program’s direct and indirect costs of \$675,801. ICLS is using a market value of \$150 for Counsel & Advice; \$1,500 for Limited Actions (advice and document preparation) and \$5,000 for Extended Services where the client is directly assisted or represented by a volunteer attorney who works on their case until the case is resolved by settlement or court decision.

SUBGRANTEE	Advice Only	Limited Actions	Extended Services	Total
Inland Empire Latino Lawyers	234	520	26	780
Legal Aid Society of San Bernardino	840	1,155	105	2,100
Public Service Law Corporation	130	520	130	780
Total Number of Cases	1,204	2,195	261	3,660
EST. FAIR MARKET VALUE:	\$180,600	\$329,250	\$1,305,000	\$1,814,850
ICLS Direct Attorney	6	7	1	14
	\$900	\$10,500	\$5,000	\$16,400
	\$181,500	\$339,750	\$1,310,000	\$1,831,250

ICLS DIRECT ATTORNEY INVOLVEMENT PROJECTS: In 2016, ICLS has had seven (7) private attorneys volunteer their services, handling client and Justice Bus clinic cases and accepting some cases for direct assistance. The total estimated value of these services is \$16,400: \$900 (2 CAOs); \$10,500 (7 Limited Actions) and \$5,000 (1 direct represent).

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Our goal in 2017 is to increase recruitment of volunteer attorneys by 10%. ICLS will provide substantive law training, mentoring and case support assistance by experienced legal services attorneys.

DIRECT PAYMENT TO FORMER ICLS STAFF LAWYERS: No direct payments are made to any attorney previously employed with ICLS during the last two years, or who derived more than half of his/her annual professional income from the proceeds of an LSC grant.

JOINT VENTURES: None

**PRIORITIES, EFFECTIVE AND ECONOMIC DELIVERY TO ELIGIBLE CLIENTS,
BARRIERS, CONFLICTS, VOLUNTEER ATTORNEY EXPERIENCE**

Subgrantees have adopted ICLS program priorities: family, housing, benefits, consumer and elder law. Their experienced volunteer attorneys are available to mentor new attorneys. Clients are screened for income, asset, citizenship and legal status. The program reaches underserved groups such as the elderly, teen mothers, disabled, deaf and hearing impaired and persons who are Limited English speaking or because of language, culture, lack of education or other barriers do not understand the law or court procedures. The programs have Language Access plans in place and when needed, the resources to serve a diverse clientele are made available. Conflicts are referred to other programs, to the Family Law Facilitator, the Small Claims advisor or to ICLS.

INTAKE AND CASE ACCEPTANCE PROCEDURES: Written intake and case acceptance procedures are used to screen applicants for financial eligibility, citizenship or legal status, case type and conflicts. Programs advertise whether they accept walk-ins or require appointments. Advice is given to clients directly by attorneys, or at an attorney's direction. An attorney provides instructions on the preparation of legal documents. All legal documents prepared are reviewed by an attorney. Supervising clinic attorneys provide case oversight. Clients are advised on how to proceed as *self-represented* litigants in court. Sometimes they will return to the clinics after the hearing to have the court orders explained and prepared.

REVOLVING LITIGATION FUND: None

FINANCIAL SYSTEMS AND PROCEDURES: ICLS' 2017 PAI Program will consist of the transfer of LSC funds to Subgrantee organizations for the sole purpose of providing *pro bono* PAI legal services. The transferred funds include payment for administrative costs. ICLS has established financial procedures and systems which identify and account separately for costs related to PAI activities. Each Subgrantee submits a line item budget with an Application for PAI Funding. ICLS' Board PAI Committee recommends grant awards to the ICLS Board of Directors, which makes the final decision. Subgrantees and ICLS execute Subgrant agreements, which are submitted to LSC for prior written approval. Subgrantees submit a monthly Statement of Income and Expenses with supporting documentation for all expenditures which are reviewed and allowed or disallowed by the ICLS Controller who is a CPA.

PRIVATE ATTORNEY PAYMENTS: Fees paid to private attorneys by Subgrantees may cover actual costs and expenses, but may not exceed 50% of the prevailing market rate for that type of service in this area. ICLS monitors these expenses.

OTHER MATTERS: The ICLS Executive Director has overall responsibility for the PAI Program. ICLS' PAI Subgrant Manager provides ongoing oversight on program and regulatory compliance and the Controller monitors the budgets monthly. ICLS' Deputy Director will monitor random cases for quality of service.

JOINT PAI EFFORTS: None are currently planned.

CLIENT SURVEYS: All applicants for legal services are provided information on how to file a grievance. Subgrantees are encouraged to undertake client surveys or hold focus groups to obtain community feedback.

TRAINING: Experienced attorneys mentor new attorneys at the clinics. Volunteer attorneys are given access to appropriate legal resources. Experienced volunteer attorneys mentor new attorney volunteers. ICLS has trained volunteer attorneys in substantive areas of poverty law.

SIGNIFICANT PLANS: ICLS will publicize its Private Attorney Involvement program in a new brochure to be widely disseminated in the communities through outreach efforts.

VOLUNTEER ATTORNEY CLINICS: Please visit our website: www.inlandlegal.org for current clinic schedules.

Please submit any comments to Irene Morales, Executive Director, Inland Counties Legal Services, 1040 Iowa Avenue, Suite 101, Riverside, CA 92507. Your comments will be presented to the ICLS Board of Directors at its January 2017 meeting.

For information please contact Irene Morales, Executive Director

imorales@icls.org or 951-368-2540.