



Legal Aid Services of Oregon
Pro Bono Case Closure Form

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|---|--|--|------------|
| Client Name: | | Date Opened: (or Clinic Date) | |
| Attorney Name: | | LASO Case #: | |
| <u>Case Closing Information</u> <i>To be completed by all volunteer attorneys at the completion of client's legal matter.</i> | | | |
| 1. Please identify the client's legal issue: | | | |
| 2. What assistance did you provide to the client? (i.e., drafted a will, represented client in a contested restraining order hearing, advised client regarding custody, drafted letter to creditor, negotiated a settlement with landlord). <i>Please tell us how the case was resolved.</i> | | | |
| | | | |
| 3. Did your case settle (either with or without litigation)? The Legal Services Corporation, LASO's Federal funder now requires that LASO have written documentation of the settlement agreement. This could be a formal memorialization, a letter to opposing counsel, or a letter of explanation to the client. If your case settled, please email/send us written documentation of your settlement agreement. | | | Yes |
| | | | No |
| 3. How many hours did you spend on the matter? | | | |
| 4. Date you completed work on the matter: | | | |

Or please mail/email (ProBono@lasoregon.org) this form to Legal Aid Services of Oregon as soon as you complete work on the case.

Thank you for your support of our pro bono program!

Legal Aid Services of Oregon, Attn: Statewide Pro Bono Manager
520 SW Sixth Avenue, Suite 1130, Portland, OR 97204
(503) 224-4086 (phone)