

2023

October 23rd - 28th

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# LAWYERS IN LIBRARIES

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*Guide for  
Attorneys*

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Louisiana  
State Bar  
Association

*Serving the Public. Serving the Profession.*



**LEAP**

LEGAL EDUCATION AND ASSISTANCE PROGRAM



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## INTRODUCTION

In partnership with the Law Library of Louisiana, the State Library of Louisiana, and the Louisiana Library Association, the Louisiana State Bar Association (LSBA) is hosting its **10th annual Lawyers in Libraries events**. With the help of Louisiana's librarians and the LSBA's Access to Justice staff, volunteer attorneys will provide library patrons with brief, **limited legal services and resources** at no charge.

Louisiana's Lawyers in Libraries statewide week of service is held annually during National Celebrate Pro Bono Week, scheduled this year for **October 23-28, 2023**. Individual events are scheduled throughout the week based on attorney preference and library availability.

This year's Lawyers in Libraries events will take place both **in-person** and **virtually**. Attorneys can register to volunteer at: [www.LouisianaLawyersinLibraries.org](http://www.LouisianaLawyersinLibraries.org) by clicking on the "Register Here" button under "For Lawyers" or by going directly to <https://lil.ivolunteer.com/2023>.

When you register, you will sign up to volunteer for one or more **"Ask-A-Lawyer" sessions**, a two-hour event where you will meet with patrons one-on-one to answer their civil legal questions and connect them to further resources. You have the option of choosing to volunteer **in person at a library** or **over the phone**.

Lawyers in Libraries will also again host attorneys for **virtual webinars** educating the public on timely legal issues, broadcast on our ["LSBA Louisiana Lawyers in Libraries" Facebook page](#) throughout the week of the program.

For more information, contact Stephanie Beagh, Access to Justice Projects Counsel, at [stephanie.beagh@lsba.org](mailto:stephanie.beagh@lsba.org).

**\*The last day to register to volunteer is:  
Monday, October 9, 2023.**

## WHY VOLUNTEER?

The motto of the LSBA reads “*Serving the Public. Serving the Profession.*” For attorneys, the Bar aims to better connect the public with counsel and enable a more efficient and just legal system. For the public, this ideal confirms our commitment to providing access to the legal system for all individuals, regardless of financial circumstance.

Legal aid staff attorneys are **outnumbered** by Louisianans eligible for their service by **22,500 to 1**. In Louisiana, there remains overwhelming legal needs following the pandemic and the natural disasters our State has faced this past year.

**Pro bono volunteers** are *essential* to meeting the legal needs of those who are unable to afford the cost of an attorney. Please consider volunteering a few hours of your time to help Louisiana's residents most in need.



### HELPING COMMUNITY

Over 74% of low-income households in the U.S. experience at least 1 civil legal problem in a year.

Nearly 20% of Louisianans live in poverty. You can help your community by addressing those unmet legal needs.



### ACCESS TO TRAININGS & RESOURCES

To help assist with pro bono sessions, volunteers have access to trainings and resources on a variety of topics, including a list of other free legal resources to refer patrons to.



### CLE CREDIT

Louisiana Supreme Court Regulation 3.21 states lawyers can earn CLE credit by doing pro bono work.

A lawyer can earn 1 hour of CLE credit for every 5 hours of pro bono work, up to a maximum of 3 hours of CLE credit per year.

## LAWYERS IN LIBRARIES

### ASK-A-LAWYER SESSIONS

### VIRTUAL ASK-A-LAWYER

### ON-CALL VOLUNTEERS

### LEGAL PRESENTATIONS ON FACEBOOK

## EVENT OVERVIEW

Ask-A-Lawyer sessions are 2-hour events where patrons to meet one-on-one with an attorney for 15-20 minutes each to ask questions about their individual legal issues. As a volunteer, you can provide as much information and guidance as you feel comfortable communicating. You can also direct patrons to free and low-costs legal resources in the "Resources & Referrals" list (pg. 15), which includes contact information for legal aid & pro bono organizations, resources for self-represented litigant, & additional resources.

During COVID-19, we introduced phone consultations as a way to continue the program while we couldn't meet in person, but we learned that they are a great option for attorneys and patrons alike who may not be able to get to the library for an event. To sign up for the virtual option, select \*Virtual Calendar\* from the drop-down menu at <https://lil.ivolunteer.com/2023> and select the days and times you wish to volunteer. Then, in the week prior to your event, we will email you a list of patrons and their phone numbers for you to call during your scheduled time slot. We will make every effort to match you with patrons from the parish you volunteered for.

If a patron does not answer when you call, you can leave the following message: *"Hello, this is [name]. I am an attorney volunteering with Lawyers in Libraries. I am calling regarding your legal question and will try calling back at [time]. If you receive this message after that time, you can submit your question online at [LA.FreeLegalAnswers.org](https://www.la.freelegalanswers.org), or visit [www.lsba.org](https://www.lsba.org) for more resources."*

Opting to be an "On-Call" volunteer means we can contact you during the week of Lawyers in Libraries (Oct. 23-28, 2023) to possibly cover any Ask-A-Lawyer sessions that had a last-minute cancellation by their volunteer attorney. On-Call volunteers may be asked to handle phone consultations or in-person consultations if the library in need is nearby.

Lawyers in Libraries will again host attorneys for virtual webinars on timely legal issues, broadcast on the "[LSBA Louisiana Lawyers in Libraries" Facebook page](#) throughout the week of the program. Past topics have included divorce and custody, successions and estate planning, bankruptcy, and more. We encourage you to share our promotional posts on your library's Facebook page to help spread the word.

Additionally, based on feedback from patron, attorney, and library feedback, we are opting not to organize in-library workshops as we have in previous years, unless specifically requested by an attorney or library. This will allow us to focus more closely on making sure events meet individual patrons' legal needs, which may include complex personal or private matters.

## LAWYERS IN LIBRARIES

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**WHAT IF SOMEONE  
ASKS A QUESTION  
OUTSIDE OF MY  
PRACTICE AREA?**

**WHAT DO I DO  
WITH THE INTAKE  
WAIVERS?**

**WHO WILL  
PROMOTE MY  
EVENT?**

**CAN I GET CLE  
CREDIT FOR  
VOLUNTEERING?**

## FREQUENTLY ASKED QUESTIONS

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Library patrons will come with all kinds of questions – about divorce, custody, successions, housing issues, and more. As a volunteer, you are not expected to be an expert in any one area or to give more than basic information. Feel free to give patrons as much guidance as you feel comfortable sharing, and direct them to the resources we have listed in this guide. Many times, people are simply looking for a place to start, and finding out about a local resource or program can be invaluable.

All patrons participating in an Ask-A-Lawyer session are required to sign an intake waiver which explicitly acknowledges that enrollment of counsel is neither expressed nor implied. The bottom of each waiver includes a brief report form that attorneys are requested to fill out in order to indicate the type of issue discussed & the degree of assistance provided. This information is of great assistance to local legal aid organizations, as well as for future Lawyers in Libraries events. Please make sure that the completed intake waiver forms are given to the library staff at the end of the session.

We have encouraged libraries to contact local media outlets to promote their upcoming event. Attorneys should advise the participating library whether they want their name & firm acknowledged. Included in this Guide are a sample Press Release & sample flyers libraries may use to promote events.

Yes! Attorneys can obtain CLE credit for the pro bono work they do at a rate of 1 hour of CLE per 5 hours of pro bono representation, up to a maximum of 3 CLE credits per year. Attorneys can complete the 5 hours at different organizations, meaning if an attorney provides 2 hours of pro bono assistance with 'Lawyers in Libraries,' they can apply for 2/5 of 1 CLE credit and complete a further 3 hours of pro bono assistance at a different organization. To apply for CLE credit, complete the form on pg. 17 and email it to [stephanie.beaugh@sba.org](mailto:stephanie.beaugh@sba.org).

# CHECKLIST FOR ATTORNEYS

## 1

### Sign Up

- Review your availability during the week of October 23-28. Lawyers in Libraries events typically are are scheduled in two-hour time slots, 9:00 AM through 7:00 PM.
- Sign up for one or more time slots at <https://lil.ivolunteer.com/2023>. Select the library branch location you would like to volunteer at using the drop-down menu (or select "Virtual Calendar" to participate in phone consultations).
- IMPORTANT:** After signing up, you will receive an automated email with a link to confirm your appointment. You must click through this link to confirm your appointment.

## 2

### Connect with Libraries

- Once registered, LSBA staff will confirm your event(s) & e-mail introduce you to the contact for the library branch(s) you chose.
- Volunteer attorneys are not allowed to directly solicit clients at the event, but they can inform their partner library if they would like their name or firm included in promotional materials.

## 3

### Pre-Event Promotion

- The LSBA promotes all events via LSBA publications & partner organizations. Libraries will also promote these events to their patrons. See Sample Media Documents in this Guide.
- Attorneys are encouraged to promote the program to colleagues & encourage other attorneys to volunteer. You can share any of the materials in this Guide.

## 4

### Pre-Event Organization

- Review the "Event Overview & FAQ" and "Trainings & Resources for Volunteer Attorneys" materials included in this Guide.
- For Ask-A-Lawyer sessions at the library, please confirm with the library that they will print copies of the Sign-up Sheet, Intake Waiver Form & the "Resources & Referrals" list. You may also wish to confirm details such as what space the library will use for the event, who will meet you when you arrive, whether you will have WiFi access, etc.
  - *Sign-up Sheet* (pg. 12 ) – The library may post the Sign-Up Sheet in advance of the event or use it to organize walk-in patrons on the day of the event.
  - *Intake Waiver* (pg. 14) – All patrons who meet with you must sign an Intake Waiver acknowledging that you are not providing legal representation.
  - *Resources & Referrals List* (pg. 15) – A list of free & low-cost legal providers and resources in Louisiana.
- For Ask-a-Lawyer phone consultations:
  - Print or have open a copy of the "Resource & Referrals" list for your own reference during calls. You can also download the resources and flyers individually at [www.LouisianaLawyersinLibraries.org](http://www.LouisianaLawyersinLibraries.org) to send to patrons via email if you feel comfortable.
  - Phone consultation patrons agreed to the terms of the Intake Waiver when signing up ahead of time.
  - Look out for an email from the LSBA in the week before the event containing the list of patrons to call during your time slot.
- Note:** LSBA Staff will have two **Zoom Q&A Sessions** to answer any questions you may have about volunteering. Use the link to register to attend one of the sessions below:
  - [Friday, August 25, 2023 from 12PM to 1PM](#)
  - [Wednesday, October 4, 2023 from 12PM to 1PM](#)



# CHECKLIST FOR ATTORNEYS

## 5 Day of Event

- For Ask-A-Lawyer sessions at the library, please arrive 15 minutes ahead of your scheduled time to get set up. Library staff may have had patrons sign up ahead of time, or they may have you take patrons as they come. Have each patron sign an Intake Waiver Form before meeting with them, and plan to spend 15-20 minutes with each person discussing their legal issue. Once your session concludes, return the completed Intake Waivers to library staff.
- For Ask-a-Lawyer phone consultations, plan to spend 15-20 minutes on the phone with each patron assigned to you during your time slot.
  - If a patron does not answer when you call, you can leave the following message: *"Hello, this is [name]. I am an attorney volunteering with Lawyers in Libraries. I am calling regarding your legal question and will try calling back at [time]. If you receive this message after that time, you can submit your question online at LA.FreeLegalAnswers.org, or visit www.lsba.org for more resources."*
- Please take pictures of the event! To protect people's privacy, please avoid photos of the patrons attending the events. However, we encourage you to take pictures with library staff and pictures of yourself volunteering to use for future event promotion.
- Participants are likely to have legal issues that may be outside your practice area. As a volunteer, you are not expected to be an expert in any one area or to give more than basic information. Feel free to give patrons as much guidance as you feel comfortable sharing, and direct them to the resources we have listed in this guide.

## 6 After the Event

- Please return completed Intake Waivers to the library.
- Send any pictures of the event, identifying the people in them, to [stephanie.beaugh@lsba.org](mailto:stephanie.beaugh@lsba.org).
- To receive CLE credit, fill out and submit the CLE credit form included in the materials. Submit forms to [stephanie.beaugh@lsba.org](mailto:stephanie.beaugh@lsba.org).
- At the conclusion of the week, all volunteers will receive a follow-up survey via email. Your feedback is greatly appreciated and helps us improve the event for future years.

## For More Information

- If you have any questions about the event, please contact Stephanie Beaugh, Access to Justice Projects Counsel, at [stephanie.beaugh@lsba.org](mailto:stephanie.beaugh@lsba.org) or (504) 619-0106.
- If you need to **cancel** for any reason, please provide as much notice as possible to Stephanie Beaugh at [stephanie.beaugh@lsba.org](mailto:stephanie.beaugh@lsba.org) & Bridget Berins at [bridget.berins@lsba.org](mailto:bridget.berins@lsba.org).

# TRAININGS & RESOURCES FOR VOLUNTEER ATTORNEYS

## 1) **ProBono.net/LA Volunteer Hub**

ProBono.net/LA is the central hub for attorney volunteers in Louisiana where users can connect with volunteer opportunities and access free resources. Sign up for a free account at [www.probono.net/la/join/](http://www.probono.net/la/join/) and click the “Use the Library” tab to access a host of training videos, case law, sample pleadings, briefs, forms, and more in a wide variety of practice areas.

## 2) **Pro Bono Desk Manual**

The [Louisiana Legal Services & Pro Bono Desk Manual](#) is a concise resource designed to help legal aid attorneys respond to questions about frequent issues from low income communities. The following topics are included in the Desk Manual: bankruptcy, consumer law, employment law, family law, federally subsidized housing, foreclosure, landlord-tenant, Medicaid, social security/disability, and successions. Please note that the Manual has not been updated since 2013.

## 3) **LouisianaLawHelp.org**

[LouisianaLawHelp.org](http://LouisianaLawHelp.org) is a free site designed to offer clear, concise legal information to members of the public in a variety of areas. The site also provides self-help tools for pro se litigants and links to local legal aid providers. The site is regularly updated and may be helpful in discussing issues with patrons legal issues which fall outside your practice area.

## 4) **Emergency/Disaster Training Manual for Volunteer Attorneys**

[This manual](#) contains information for attorney volunteers on common legal issues that arise after a disaster, such as FEMA Assistance; insurance issues; rental and housing issues; medical, food, income, and childcare assistance programs; banking issues; immigrant eligibility for benefits; lost document issues; heirship property; and more.

# MATERIALS FOR THE DAY-OF

- Sign-Up Sheets – use to organize patrons for in-person and phone consultations.
- Intake Waiver – each patron meeting in person with an attorney must complete this waiver.
- Resources & Referrals – print copies to provide to patrons if needed.



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**LOUISIANA STATE BAR ASSOCIATION  
"LAWYERS IN LIBRARIES"**

OCTOBER 2023

**INTAKE WAIVER**  
(REQUIRED FOR ALL PARTICIPANTS)

Name: \_\_\_\_\_

Legal Issue: \_\_\_\_\_

I am requesting assistance with my legal issue from a volunteer attorney at the Louisiana State Bar Association (LSBA) "Lawyers in Libraries" event. I understand that an attorney may provide me with information or advice based on the information I provide, but does not represent me in this matter. Enrollment of counsel is neither expressed nor implied. I further understand that the volunteer attorney may assist both sides in cases. I do not have any expectation of confidentiality concerning any matter discussed, and understand that if I wish to have a confidential consultation, I should consult with or retain a private attorney. I have read and understand the disclosure statement written above.

**Signature:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Volunteer Name: \_\_\_\_\_

Legal Issue Discussed: \_\_\_\_\_

(Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Brief Q&A (0-5min)         | <input type="checkbox"/> Provided Form(s)               |
| <input type="checkbox"/> Extended Q&A (5-15min)     | <input type="checkbox"/> Assisted w/Form(s) Preparation |
| <input type="checkbox"/> Analyzed Court Document(s) | <input type="checkbox"/> Referral to _____              |
| <input type="checkbox"/> Analyzed Other Document(s) | <input type="checkbox"/> Other _____                    |

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# RESOURCES & REFERRALS

*Below are free and low-cost legal services and resources for Louisianans.*

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## 1) 'Find Legal Help' Online Portal: [www.LSBA.org/goto/FindLegalHelp](http://www.LSBA.org/goto/FindLegalHelp)

The Find Legal Help Portal found on the Louisiana State Bar Association's page provides information on the spectrum of legal resources available throughout the state. This page includes information on: lawyer referral programs, legal aid organizations, online resources, forms, self-represented litigant resources, and other organizations that provide legal information.

## 2) Louisiana Bar Foundation & Lagniappe Law Lab's Civil Legal Navigator:

The Civil Legal Navigator, available at [www.LouisianaLegalNavigator.org](http://www.LouisianaLegalNavigator.org), is a FREE online resource that provides customized legal information, local court forms, referrals to legal aid, and more for a limited number of civil legal topics.

## 3) Louisiana's Legal Service Providers

Legal service organizations are non-profit legal aid programs that provide civil legal help to those who meet certain income qualifications. Refer patrons to a legal aid office in their area:

### Acadiana Legal Service Corporation: [www.la-law.org](http://www.la-law.org)

- Alexandria Office (d.b.a. Legal Services of Central Louisiana): (800) 256-4343
- Franklin Office: (844) 577-6456
- Lafayette Office: (800) 256-1175
- Lake Charles Office: (877) 256-0639
- Monroe Office (d.b.a. Legal Aid of North Louisiana): (800) 259-6591
- Natchitoches Office (d.b.a. Legal Aid of North Louisiana): (800) 960-9109
- Shreveport Office (d.b.a. Legal Aid of North Louisiana): (800) 826-9265

### Southeast Louisiana Legal Services: [www.slls.org](http://www.slls.org)

- Baton Rouge Office: (855) 512-3980
- Covington Office: (800) 891-0076
- Gretna Office: (800) 624-4771
- Hammond Office: (800) 349-0886
- Houma Office: (800) 256-1660
- New Orleans Office: (877) 521-6242
- St. Charles Office: (985) 331-3034

## 4) Modest Means Directory: [www.LSBA.org/public/FindLegalHelp/ModestMeans.aspx](http://www.LSBA.org/public/FindLegalHelp/ModestMeans.aspx)

The Modest Means Online Directory provides a list of attorneys who charge reduced fees to people who earn up to 400% of the Federal Poverty Line.

## 5) Free Legal Answers: <https://LA.FreeLegalAnswers.org>

LA.FreeLegalAnswers.org is an online pro bono program that allows people to ask civil legal questions that are answered by attorney volunteers. Financial Eligibility Requirements apply.

# RESOURCES & REFERRALS

*Below are free and low-cost legal services and resources for Louisianans.*

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## 6) Guides for Self-Represented Litigants & Court Forms

- A variety of approved forms for self-represented litigants, mostly for domestic issues, are available at: [www.lsba.org/Public/FindLegalHelp/Forms.aspx](http://www.lsba.org/Public/FindLegalHelp/Forms.aspx).
- The Law Library of Louisiana's Guide for Self-Represented Litigants ([lasc.libguides.com/SRL](http://lasc.libguides.com/SRL)) includes help finding legal information, resources, and referrals.
- The Legal Education & Assistance Program (LEAP) has published LibGuides, which provide basic information about various legal issues and connect people with attorneys and services in their area.

## 7) Louisiana Law Help: [www.louisianalawhelp.org](http://www.louisianalawhelp.org)

Louisiana Law Help is a free site designed to offer clear, concise legal information to members of the public in a variety of areas. The site also provides self-help tools for people representing themselves and links to local legal aid providers.

## 8) Lawyer Referral Programs

If patrons don't know the name of an attorney, some cities have local bar associations that provide contact for a referral to attorneys in their area. These referral programs are listed below:

- Lafayette Bar Association: (337) 237-4700 - [www.lafayettebar.org](http://www.lafayettebar.org)

## 9) LSBA Disaster Hotline: 1-800-310-7029

Those in need of disaster-related help can call the LSBA's Disaster Hotline to speak with an attorney. Post-disaster tips for recovery, tips for filing insurance or FEMA claims, and information on legal aid, fraud, and important contact information is also available in this Post-Disaster Tips for Recovery:

[www.lsba.org/documents/News/LSBANews/DisasterTipsWorksheet.pdf](http://www.lsba.org/documents/News/LSBANews/DisasterTipsWorksheet.pdf).

## 10) Domestic Violence Resources

- Louisiana Coalition Against Domestic Violence Confidential 24/7 Hotline - (888) 411-1333 or visit <https://lcadv.org>
  - For parish-specific domestic violence organizations and programs, please visit <https://lcadv.org/programs-resources/>
- National Domestic Violence Hotline - (800) 799 SAFE (7233) or [www.ndvh.org](http://www.ndvh.org)
- National Sexual Assault Hotline - (800) 656-HOPE (4673)

## 11) Other State Resources

- Governor's Office of Elderly Affairs: (225) 342-7100 or <http://goea.louisiana.gov/>
- Louisiana Child Abuse Hotline: 1-855-4LA-KIDS, (1-855-452-5437)

# APPLICATION FOR CLE CREDIT FOR PRO BONO REPRESENTATION

1. The lawyer who performed the representation must complete Part I of this form, and then provide the original to the assigning court, program, entity, or law school.
2. The assigning court, program, entity or law school must complete Part II of this form, and then submit the original to the MCLE Department at the following address:

LSBA MCLE Department  
601 St. Charles Ave.  
New Orleans, LA 70130-3404

Form 7  
Rev. 10/2018

<b>PART I</b>	<b>PRO BONO REPRESENTATION</b>
---------------	--------------------------------

**Regulation / Rule 3.21.** Credit may also be earned through providing uncompensated pro bono legal representation to an indigent or near-indigent client or clients. To be eligible for credit, the matter must have been assigned to the Member by a court, a bar association, or a legal services or pro bono organization that has as its primary purpose the furnishing of such pro bono legal services and that has filed a statement with the Louisiana State Bar Association MCLE Department. A Member providing such pro bono legal representation shall receive one (1) hour of CLE credit for each five (5) hours of pro bono representation, up to a maximum of three (3) hours of CLE credit for each calendar year.

A. Attorney: \_\_\_\_\_

Client Case Number: \_\_\_\_\_  
(Do Not Include Confidential Client Information)

Lawyers in Libraries Program

Assigning Organization: \_\_\_\_\_

Access to Justice - Louisiana State Bar Association

B. Type of Representation Provided:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Consumer          | <input type="checkbox"/> Economic Assistance | <input type="checkbox"/> Education           |
| <input type="checkbox"/> Employment        | <input type="checkbox"/> Expungement         | <input type="checkbox"/> Family Law          |
| <input type="checkbox"/> Health            | <input type="checkbox"/> Housing             | <input type="checkbox"/> Immigration/Refugee |
| <input type="checkbox"/> Individual Rights | <input type="checkbox"/> Juvenile            | <input type="checkbox"/> Seniors             |
| <input type="checkbox"/> Social Security   | <input type="checkbox"/> Wills or Probate    | <input type="checkbox"/> Other _____         |

Date range of representation: \_\_\_\_\_

Number of Hours of Pro Bono legal representation \_\_\_\_\_ Number of CLE credit hours claimed: \_\_\_\_\_

I hereby affirm that I have performed the above stated number of hours of pro bono legal services.

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bar Roll Number

**See Part II for verification by assigning authority.  
This must be completed to qualify for CLE credit.**



**PART II**

**VERIFICATION BY ASSIGNING ORGANIZATION**

The assigning organization's representative *must* verify the information provided by the attorney in Part I.

A. Information Regarding Assigning Party:

Name of Organization (judge, court, \_\_\_\_\_  
etc.): \_\_\_\_\_

Name and title of person completing this form: \_\_\_\_\_

B. Confirmation of Assignment: Did your organization assign the above listed matter to the reporting attorney for pro bono legal services?

Yes       No

C. Determination of Financial Eligibility: Prior to assigning the matter to the reporting attorney, did your organization determine that the client was eligible for pro bono legal services?

Yes       No

D. Verification of Legal Services Performed: Has the attorney provided the legal services assigned?

Yes       No

I hereby certify that the above information concerning pro bono services is correct.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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



# PROMOTIONAL MATERIALS

The following documents are to assist librarians with advertising events in their parish libraries. If volunteer attorneys would like their name & firm name included, please let the library contact know. Attorneys may also use these materials to promote events.

Insert Library Logo

<add date>

<add contact person(s)/info -- either LSBA, LLA, from local libraries, or all>

**<Library> Parish Library Partners with La. State Bar Association to Host Lawyers in Libraries Events October 23rd – 28th**

<Insert Library Name> Library is pleased to announce that it is participating in the tenth annual “Lawyers in Libraries” statewide program in partnership with the Louisiana State Bar Association (LSBA), the State Library of Louisiana, and the Louisiana Library Association. This year, library patrons across the state have the opportunity to meet with attorney for brief “Ask-a-Lawyer” consultations in person at participating libraries and over the phone.

<If you’re participating in in-person events, include this paragraph:>

On Oct. <\_\_>, <Attorney name> will provide free <individual consultations on legal issues> at <time> at the <name> branch located at <address>. Those interested in the event at XXX branch on <date> [can sign up \_\_ / do not need to sign up in advance]. Presentations from other attorneys on topical legal issues will also be broadcast daily throughout the week via the “LSBA Louisiana Lawyers in Libraries” Facebook page. These programs are free and open to the public.

<If you’re participating in virtual/phone events, include this paragraph:>

Patrons interested in phone consultations can sign up [enter what way you’re having them sign up]. Presentations from other attorneys on topical legal issues will also be broadcast daily throughout the week via the “LSBA Louisiana Lawyers in Libraries” Facebook page. These programs are free and open to the public.

This attorney-library partnership is a critical one in a state where nearly 20% of the population lives below the federal poverty line, with many more just barely making ends meet. Many people need legal assistance but cannot afford an attorney or don’t know where to start. The Lawyers in Libraries program allows participants to get basic information on their legal issue and be connected to further free and low-cost legal resources. Attorneys can answer questions on a wide range of civil legal topics such as: Bankruptcy, Collection Matters, Custody, Divorce, Evictions, FEMA/Disaster Benefits, Food Stamps, Foreclosures, Housing, Medicaid, Social Security, SSI/SSDI, Successions, Taxes and Wills, and more. (The program does not address criminal matters.)

<Insert quote from local librarian; suggested quote below:>

“Public libraries are natural starting points for people in search of information and services. Library staff can provide direction to available resources, but not legal advice. The Lawyers in Libraries program is a great benefit to patrons needing legal help, especially in areas without a legal aid office.”

Thanks to the combined efforts of the LSBA, LSBA members, the State Library of Louisiana, LLA, Law Library of Louisiana, legal aid partners, local bar associations, and other community partners, the success of Lawyers in Libraries has only grown over the years. Since its launch, attorneys have assisted over 8,000 Louisianans and reached patrons in every parish in the state.

For more details or help finding an event in your area, contact your local library or visit [www.LouisianaLawyersinLibraries.org](http://www.LouisianaLawyersinLibraries.org).

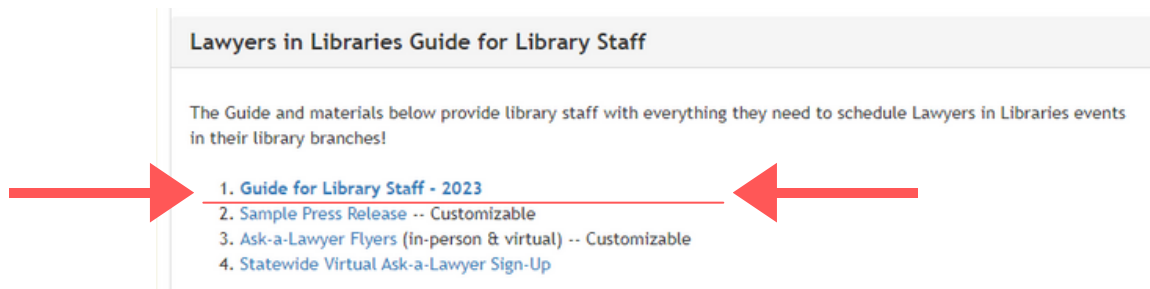
*The Louisiana State Bar Association assists its more than 23,000 members in the practice of law. The statewide association, as part of its multi-faceted mission, promotes and maintains access to justice initiatives for the state’s residents, assists the Louisiana Supreme Court in its regulation of the practice of law, upholds the honor of the courts and the profession, and supports programs that increase public understanding of and respect for the law.*



## CUSTOMIZING FLYERS

To change the electronic versions of the Ask-a-Lawyer flyers, please follow these steps.

1. Download the Powerpoint file with both flyers from "For Librarians" page on [www.LouisianaLawyersinLibraries.org](http://www.LouisianaLawyersinLibraries.org).



2. Double-click on the blanks to edit the text and enter the information specific to your event.



3. After it is correct, to export as a .jpeg (for website applications), click on the File menu. Choose "Save As" and in the drop-down menu on the right, click on "JPEG".

**DISCUSS YOUR LEGAL CONCERNS WITH A LAWYER  
FOR FREE!**

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# ASK-A-LAWYER EVENT

\*This clinic does NOT handle criminal matters.

## GET ANSWERS TO YOUR QUESTIONS ABOUT:

- Bankruptcy
- Civil Lawsuits
- Collection Matters
- Custody
- Divorce
- Evictions
- FEMA/Disaster Benefits
- Food Stamps
- Foreclosures
- Housing
- Medicaid
- Social Security
- SSI/SSDI
- Successions
- Taxes
- Wills

More information about the LSBA Lawyers in Libraries  
program available @  
[www.LouisianaLawyersinLibraries.org](http://www.LouisianaLawyersinLibraries.org)



DISCUSS YOUR LEGAL CONCERNS WITH A LAWYER BY PHONE FOR *FREE!*

# Virtual Ask-a-Lawyer Event

## HOW IT WORKS:

- Sign up now for a free, 15-20 minute “Ask-a-Lawyer” phone consultation!
- When signing up, indicate dates and times you are available during Lawyers in Libraries week (October 23-28, 2023).
- An attorney will call you during one of these times. They can answer basic questions about your civil legal issue and direct you to more free or low-cost legal resources.
- They cannot answer questions about criminal issues.

Sign up @

*\*Registration ends  
October 16th.*

**LIVE WEBINARS  
ON LEGAL TOPICS**

Check out the “LSBA Louisiana Lawyers in Libraries” Facebook page for daily workshops Oct. 23-28th!

## WHAT IF I MISS THE CALL?

If you miss the call, the attorney may leave a message stating that they will try again at another time. If they are not able to reach you during the window, you can



submit your question online at [LA.FreeLegalAnswers.org](https://www.LA.FreeLegalAnswers.org) or visit [www.lsba.org](https://www.lsba.org) for more resources.

# ADDITIONAL MATERIALS

The following documents are flyers for legal resources available throughout the state. Attorneys and Library Staff may give these to patrons who may need additional assistance and/or information.



# Find Legal Help

The Louisiana State Bar Association's "Find Legal Help" Portal is designed to help you identify your legal options, find an attorney and/or legal aid organization in your area, and access other services and resources that may be of assistance in resolving your legal issue. To access the information listed below, go online to:

[www.LSBA.org/goto/FindLegalHelp](http://www.LSBA.org/goto/FindLegalHelp)



## Find an Attorney

It is always in your best interest to speak with a licensed attorney about your legal issue. Use the "Find an Attorney" button to search a directory of Louisiana attorneys by name or location. Some cities have a "referral program" through local bar associations.



## LOUISIANA CIVIL LEGAL NAVIGATOR

The Louisiana Civil Legal Navigator is a free online resource that helps diagnose your legal issue and provides customized legal information, local court forms, referrals to legal aid, and more for a limited number of civil legal topics.



## Legal Aid and Pro Bono Organizations

If you cannot afford to hire an attorney, you may be able to get free legal help from a "legal aid" or "pro bono" organization in your area. To view services in your area, click this button in the portal and select your parish.

## Legal Aid & Pro Bono Organizations



## Modest Means Directory

The Modest Means Directory provides a list of attorneys who charge reduced fees to people who meet certain income eligibility requirements. Use the directory to locate an attorney near you who handles your specific type of legal issue.

## Modest Means Directory



## Self-Help Services & Legal Forms

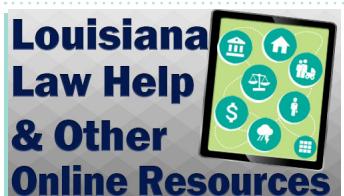
If you cannot afford an attorney and legal aid services are unavailable, you may be able to represent yourself in court. To view forms and any self-help centers or services in your area, click this button in the portal and select your parish.

## Self-Help Services & Legal Forms



## LA.FreeLegalAnswers.org

*LA.FreeLegalAnswers.org* is a free online program that allows you to ask civil legal questions through the website, which are answered by volunteer attorneys. Please note that you must meet certain income requirements to be eligible.



## Louisiana Law Help & Other Online Resources

## Law Help & Other Online Resources

This section of the portal provides links to LouisianaLawHelp.org, and other online resources, including local and statewide services, that can help you learn more about your legal issue and options.



# Louisiana Civil Legal Navigator



Legal Information. Simplified.



Choose a  
Legal Topic



Answer a Few  
Questions



Get Customized  
Legal Info

## Currently Available Navigators Include:



Divorce



Child Custody



Employment &  
Unemployment



Landlord Tenant



Legal Referrals

[www.LouisianaLegalNavigator.org](http://www.LouisianaLegalNavigator.org)

INFORMATION FOR THE PUBLIC

# Find Affordable Legal Assistance



Modest Means Online Legal Directory may be able to help  
[www.lsba.org/public/findlegalhelp/](http://www.lsba.org/public/findlegalhelp/)

The **Modest Means Online Legal Directory** is an online listing of attorneys who charge reduced rates. Those who qualify can view the list and directly contact an attorney.

**To use the Directory**, your income must fall at or below 400% of the Federal Poverty Guidelines (see chart). Before using, you must agree to the terms and input your household income and family size.

Once determined eligible and the list appears, **you can choose an attorney** you would like to reach out to and contact him or her directly using the contact information provided. There is no cost to use the Directory.



Your annual income based on household size must be at or below this amount to view the Directory:

Household Size	Annual Income*
1	\$58,320
2	\$78,880
3	\$99,440
4	\$120,000
5	\$140,560
6	\$161,120
7	\$181,680
8	\$202,240

\*The income information you provide will be verified by the attorney.

**This is not a referral service. You must directly contact the attorneys listed.  
Legal representation is not guaranteed.**

Louisiana State  
Bar Association  
*Access to Justice*

 Louisiana  
State Bar  
Association  
*Serving the Public. Serving the Profession.*

# **NEED A LAWYER, BUT CAN'T AFFORD TO HIRE ONE?**

***LA.FreeLegalAnswers.org***  
**may be able to help.**

LA.FreeLegalAnswers.org is for those who need legal information but cannot afford to hire an attorney. Legal questions submitted to the site will be reviewed and answered by a Louisiana licensed attorney. There is no cost to post a question or to receive an answer on the site.

**There are income eligibility requirements for those who want to use the site.**

Users must meet the following requirements:

- ◆ Be 18 or older
- ◆ Not currently in jail or prison
- ◆ Have a household income within the federal poverty guidelines

**This site ONLY allows civil legal questions – no criminal legal questions will be answered by volunteer attorneys.**



Louisiana  
State Bar  
Association

*Serving the Public. Serving the Profession.*

## ONLINE GUIDE TO FREE LEGAL HELP

# Louisiana LawHelp.org

Visit to find legal  
information and self help  
tools on topics like:

- Family Law
- Work and Employment
- Housing and Landlord  
Tenant Law
- Public Benefits
- Money, Debt, and  
Consumer Issues
- Wills and Life Planning
- Youth Rights
- and more!

**NEED LEGAL HELP?  
CHECK OUT THE LEGAL  
PROGRAM DIRECTORY.**

LouisianaLawHelp.org

