



## **Pro Bono Case Closure Information**

Dear Volunteer Attorney,

Thank you for your pro bono service! We realize how busy you are, and that you may still be working on your pro bono cases, especially those that may have been referred very recently. Whenever your work on a pro bono case has been completed, please take a moment to let us know how things went.

For your convenience, we have attached a Pro Bono Case Closure Form. Alternatively, you can also just write a brief note to describe the case outcome and send it by email to LASO's statewide pro bono manager, at: [ProBono.Manager@lasoregon.org](mailto:ProBono.Manager@lasoregon.org). Please be sure to include the number of hours you spent on the case, so your volunteer service can be credited in our annual pro bono reports submitted to the Oregon State Bar!

Thank you again for your generous support of our pro bono projects! Your work helps make Access to Justice a reality for low-income Oregonians!

## Legal Aid Services of Oregon Pro Bono Case Closure Form

<b>Client Name:</b>		<b>Date Opened: (or Clinic Date)</b>	
<b>Attorney Name:</b>		<b>LASO Case #:</b>	
<b><u>Case Closing Information</u></b>			
<i>To be completed by all volunteer attorneys at the completion of client's legal matter.</i>			
<b>1. Please identify the client's legal issue:</b>			
<b>2. Client's county of residency:</b>			
<b>3. What assistance did you provide to the client?</b> (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>			
<b>4. Did your case settle (either with or without litigation)?</b> 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.			<b>Yes</b>
			<b>No</b>
<b>5. How many hours did you spend on the matter?</b>			
<b>6. Date you completed work on the matter:</b>			

Please mail/email ([ProBono.Manager@lasoregon.org](mailto:ProBono.Manager@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