



Irene Gomez-Bethke Papers.

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CENTRO LEGAL, INC.

IOLTA PROPOSAL 1990-91

I. AGENCY OVERVIEW

Centro Legal was incorporated in August 1981, as a non profit community law office. Its goals are:

1. To provide bilingual (English/Spanish) legal representation to low income persons in individual cases;
2. To provide community legal education seminars and literature for Hispanics on issues that have a significant impact on their well being; and,
3. To provide advocacy, and if necessary, initiate appellate litigation in areas that impact on the Hispanic community.

Currently, Centro Legal provides civil legal services to Hispanics and other low-income eligible clients residing in the metropolitan Twin Cities area and outstate regions. These services include:

Immigration - Our work in Immigration law has helped many individuals fulfill their dream of leading productive, stable lives in the United States. Additionally, we have helped reunite families; obtained employment authorization for individuals, allowing them to provide their families with a decent standard of living and escape economic exploitation; obtained political asylum for individuals fleeing persecution; and generally, provided high quality legal representation in the area of Immigration law to our clients. Centro Legal is particularly interested in representing clients that face institutional barriers or other institutional practices which have a potentially discriminatory impact on Hispanics and lead to a denial of constitutional or statutory rights.

Family Law - Priority is given to clients with children, monolingual Spanish speakers, cases involving domestic abuse, and cases having immigration implications. However, our services also include paternity, visitation, support modifications and post dissolution matters.

Other Legal - This category includes employment, housing, public benefits and consumer law representation and litigation. These would include wrongful discharge, employment discrimination, unemployment insurance claims, landlord/tenant problems, consumer issues and misrepresentations.

Special Projects - Centro Legal currently operates two special projects. The first is the Immigration Legalization Project, providing services to those who have applied for legalization pursuant to the Immigration Reform and Control Act of 1986, commonly known as the Amnesty Law. This project is scheduled to sunset in May, 1990. In late 1987 Centro Legal created Proyecto Ayuda, a project designed to provide legal representation and assistance to Hispanic battered women in the area of family law. This project has received excellent reviews from clients and shelter Directors and advocates.

Community Legal Education - Preventative legal education seminars are sponsored by Centro Legal, both to assist the community to avoid legal problems, as well as to reduce the need for direct individual service work in a particular area of law.

Centro Legal is the only non-profit agency providing a wide-range of bilingual civil legal services to the Hispanic population in the State of Minnesota. Our clients include those individuals unable to use existing legal service programs due to language barriers and/or ineligibility for

federally funded legal service providers as a result of federal income and statutory guidelines and restrictions. A person's immigration status may also act as a barrier to receipt of legal services; for example, unless aliens already have permanent resident or political asylum status, they are not eligible to receive services from federally funded legal services programs.

II. STATEMENT OF PROBLEMS / NEEDS

Centro Legal is committed to providing legal services to those persons for whom language, cultural and income barriers exist in accessing traditional Legal Aid programs or attorneys in the private bar. Our target client population are the Hispanic communities of the Twin Cities and to a lesser extent outstate Minnesota. A secondary target population are aliens residing in Minnesota and persons who do not qualify for traditional legal services, because they are slightly over income or because Legal Aid priorities disqualify their case from consideration.

Estimates indicate that there are approximately 60,000 -70,000 Hispanics currently residing in Minnesota. There are growing numbers of Central American refugees in the state, due to civil strife and persecution in their respective homelands.

As a rule, we evaluate our case priorities annually, to ensure that we are concentrating our resources in the areas that will be most effective to our clients. Centro Legal has focused on family law and immigration law. We have also focused on legal problems relating to, or arising from, limited English proficiency. These include employment, housing and consumer law problems. Approximately half the cases Centro Legal refers out are due to lack of program resources.

III. PROGRAM SERVICES

A. FAMILY LAW

Our request is for assistance with Centro Legal's non-immigration law services. During 1989 these services represented approximately 55% of the total legal problems presented to Centro Legal's staff.

The bulk of our non-immigration work is in the family law area. Our services are the widest ranging and most complete services available to low income persons in the metropolitan Twin Cities area. The following are the known providers of legal services in the family law area:

1. Legal Aid Society of Minneapolis: Its priority areas are abused individuals with children and persons served with dissolution papers where custody is at issue. These priorities are subject to case management. Legal Aid receives approximately 30 requests for service per week and is able to take approximately 5 cases per week, depending on available personnel. It serves only the Hennepin County area. Generally, they will not be involved in non-divorce and post-divorce issues, (i.e. visitation, paternity or child support). This program is funded by the Legal Services Corporation, as such, it must comply with federal income restrictions and guidelines. These restrictions include limited assistance to aliens and strict geographical income guidelines, based on gross income.

2. Southern Minnesota Regional Legal Services (SMRLS): Their priority areas are abuse and contested custody cases. They will not initiate a divorce but will defend an action. They serve only Ramsey, Scott and Carver Counties out of the their St. Paul office. They do not involve themselves in paternity, visitation, child support or post-decree issues unless they fit as part of their priority areas. As with the Legal Aid Society of Minneapolis, individuals must meet rigid federal income and alienage eligibility guidelines.

3. Legal Advice Clinic : Hennepin County only. They concentrate on divorces without children, utilizing volunteer attorneys. Their main thrust is to provide advice and limit the extent of representation. Again, services are limited to individuals meeting income guidelines very similar to Legal Aid and SMRLS.

4. Other Providers: Anoka, Washington and Dakota Counties have legal services offices. Once again, these offices limit their services to persons that are income eligible pursuant to federal law. In addition there are the following law school programs: University of Minnesota student legal services (only for students) and Hamline Law school clinic (only for Southeast Asians refugees). While the law schools have clinics, their caseloads are minimal because of limited resources and time constraints (i.e. school calendars).

All of the above programs restrict their services in many different ways (i.e. service area, children at issue, income or abuse). The effect on Centro Legal is that it becomes the resting place for many referrals. Since our services are available to persons with above poverty guideline incomes, who have varying family law needs and live in different parts of the Metro area, we are seen as the most complete of all providers. We handle divorces, (with and without children, custody (initial and post-divorce), child support (initial and post-divorce), paternity, Orders for Protection, legal separations, and visitation. We are not limited to strict federal or agency imposed income guidelines.

While the other programs use gross income to determine eligibility, we use net income as the base. Centro Legal has by far, the most flexibility, and can best meet the needs of the working poor in our communities. Moreover, we are the only fully bilingual attorneys providing this service in the Twin Cities.

The only guideline we use in case acceptance is that the individual have an "emergency". If their problem does not meet the emergency category then they are asked to wait for services. They are encouraged to contact us in the event their status changes with respect to an emergency situation. Since service of process is an emergency, we find ourselves representing many respondents, nearly all having been turned away by the above programs. In some cases, their spouses are represented by one of the above programs. The demand for services can be seen by the fact that notwithstanding all of the above programs, individuals must still be turned away due

to Centro Legal's lack of resources. We also have a clear policy that we will not accept individuals who are eligible for Legal Services programs; these individuals are first referred and given the option of returning in the event they are turned down. We are not interested in duplicating available services.

B. OTHER LEGAL SERVICES

In addition to the above, Centro Legal also provides services in the following areas of law: employment, housing, public benefits and consumer. We provide these services when the individual is not eligible for legal service programs. We are only aware of the Legal Services programs providing assistance in these areas, and they are subject to priority and income eligibility requirements. We believe that we are providing a proportionately large part of the advice/representation in these areas of law.

C. PROYECTO AYUDA : In October, 1987, Centro Legal instituted a program called "Proyecto Ayuda" (Project Help) in an effort to deal with the growing problem of domestic abuse and its effects on the Hispanic community. While there is a legal process (Orders for Protection) to help the family temporarily deal with the problem, there was no follow-up system. Abused individuals would not have access to legal services, except if they were lucky enough to get assistance from legal services programs and were income eligible. We developed a program that helps the Hispanic battered woman obtain an Order for Protection that fully maximizes the relief available through that process and then follow-up with a legal case plan to deal with the separation and its legal ramifications. Unlike other programs, Proyecto Ayuda prevents the long and painful period after the OFP and before the divorce, which leads financially disadvantaged women to return to their abusers, a socially and morally unacceptable resolution.

D. COMMUNITY LEGAL EDUCATION

Centro Legal is aware of the need for advocacy and community legal education that address issues and problems in the Hispanic community. We recognize that the demand for our services is greater than our ability to deliver services, and that many legal problems can be avoided, or reduced, through bilingual education on legal rights and issues. "Preventative Law" education is an approach used by Centro Legal both to assist the community to avoid legal problems as well as to reduce the need for direct individual service work in a particular area of law. Emphasis is placed on community education through direct contact with the community. Centro Legal tries to keep its constituent communities informed of current issues that affect them by providing information through bilingual written materials and radio, cable television and personal presentations.

Centro Legal also maintains high visibility and involvement with other Hispanic agencies. Larger community issues are more effectively addressed through this approach and, as a result of such cooperative efforts, referrals from other Hispanics service providers remain a major source of client referrals for Centro Legal.

IV. PROGRAM IMPLEMENTATION

A. General

Clients are eligible for services based on a sliding fee schedule based on net income and family size.

Initial client contacts are screened by the paralegal or secretary and Intake forms are filled out. Clients who have legal problems which meet Centro Legal's guidelines are scheduled for an appointment with an attorney, who makes a final decision to accept or reject the case.

A tickler system is maintained by legal staff to ensure that deadlines are met. A master calendar is also used to docket all important deadlines. Monthly formal review of cases handled by the paralegal are conducted with daily supervision as needed.

Because Centro Legal has offices in Minneapolis and St. Paul, client appointments are scheduled at a location that is convenient for the client. Services are available Monday through Friday from 8:30 a.m. to 5:00 p.m. Emergency services are available on an "on call" basis, as well as scheduled appointments which may be made on weekends or after hours. Case priorities are set by the Board of Directors on an annual basis.

B. Personnel

The services that we have outlined require the use of two attorneys, one paralegal, and one full-time and one part-time secretary. We have a volunteer who helps us with our administrative work. We also have one law student volunteer who helps with the legal research throughout the year. In addition, Centro Legal will have the benefit of a Minnesota Justice Foundation summer clerk during 1990.

C. Clientele

Centro Legal's clientele is quite diverse. Because our agency has high visibility in the Hispanic community, a large number of clients are referred by current and former clients.

Additionally, many referrals come from other social service agencies that work closely with, or have frequent contact with Hispanics, particularly: Catholic Charities (Hispanic Ministries), Centro Cultural Chicano, Chicanos-Latinos Unidos en Servicios (CLUES), Hispanos en Minnesota, Casa de Esperanza, Legal Advice Clinics, Legal Rights Center, Mid-Minnesota Legal Assistance, Neighborhood Justice Center, Our Lady of Guadalupe Church and Southern Minnesota Regional

Legal Services. We anticipate that all of these referral sources will continue to direct potential clients to our program.

D. Composition, Identity and Role of Governing Body

The Board of Directors of Centro Legal is composed of 12 persons representing the following groups: consumers; representatives of community based organizations; persons admitted and currently licensed to practice law in Minnesota; and members at large. Board members are nominated by a committee of the Board of Directors and by general members of Centro Legal's Board. Elections are held annually and elected members serve for a term of at least two years. Vacancies that occur on the Board before a term expires are filled by the Board of Directors. The Board of Directors is the governing body of Centro Legal, responsible for organizational direction, hiring of the Chief Legal Officer, approval of the annual budget, and monitoring of organizational expenditures as well as setting annual goals and objectives.

E. Evaluation Process

The staff attorneys and paralegal compile information generated from agency documents on a quarterly basis, to submit to the Chief Legal Officer for review and analysis. Once the information has been analyzed, the Chief Legal Officer is then in a position to submit program evaluation reports to the Program Committee of the Board of Directors and the appropriate funding sources. All data is tabulated and stored in the agency computer.

The documents used in determining the effectiveness of services rendered are a "client intake sheet", "case activity sheet", a "case closing form," and a "client evaluation form."

Client Intake Sheet - Lists client's name, age, address, marital status, income range, specifics on their legal needs and client eligibility. The client intake sheet will be tied to the database on the computer for easy input of the data.

Case Activity Sheet - Used by staff attorneys to document each meeting or activity that takes place between the client and the attorney. This form is especially useful to track the number of meetings that take place for each case and to monitor the time that the staff attorney will spend on each case. By tracking case hours per client we can determine where the greater needs are and make adjustments for priorities where appropriate.

Case Closing Form - Used to document case outcome, client satisfaction, total time spent by staff attorneys and/or paralegals.

Client Evaluation Form - Staff has developed a new evaluation form to obtain feedback from our clients on all phases of our service.

The evaluation process is reviewed annually to determine effectiveness and, if necessary, modified to assure continued accuracy.

F. Program Budget

The proposed project budget (See attachment 2) calls for a .80 FTE attorney and a .45 FTE secretary, including administrative support.

The request for support from the Lawyers Trust Account Board, will be augmented by the ongoing support of the United Ways of Minneapolis and St. Paul in the amount of \$21,650 (see attachment 2). The allocation of anticipated funds are to coincide with the 1990-91 project year of the Lawyers Trust Account Board.

Expenses of the project funded by the Board and other organizational expenditures will be charged off based on the percentage that the grant is to the overall cost of operating the program. The cost of operating the program is kept by the bookkeeper from financial records provided to her on a monthly basis. Those records are available for the inspection of the Committee upon request.

The program budget is developed by reviewing the time spent on activities with the attorneys and staff. Each staff member's FTE status is developed based on the four programs operated by Centro and each program is assigned a total FTE. The FTE for each program is rated against the overall agency FTE, this year it is 5.5 FTE. The program FTE of 1.1 (not including administrative) is 20% of the overall FTE. We then add in a percentage of the overall administration (in this case .15 FTE). The applicable percentage is applied to each expense and each payroll check made is charged off to the program based on the employee's FTE breakdown. This formula is the most accurate one the program has ever used.

* Board of Directors	see attachment 1
* Proposed Program Budget	see attachment 2
* 1988 Audit	see attachment 3
* 1989 Unaudited yr.	see attachment 4
* 1990 Operational Budget	see attachment 5
* IRS Tax Exempt Letter	see attachment 6
* Charitable Act Registration	see attachment 7
* Equal Opportunity Statement	see attachment 8
* Letters of Support	see attachment 9

Without the support of the Lawyers Trust Account Board, we would have to curtail our services. Your organization helps us fund this program. Any cutback or shortage in funds creates a situation where we must limit the staff available, and as a result, the number and types of cases we can handle.

G. Similar Programs

Centro Legal has a contract with Southern Minnesota Regional Legal Services to sublease space for its Oficina Legal attorney and for the Immigration Reform Project. SMRLS reimburses Centro Legal for one third (1/3) of office and telephone expenditures. As a result of our relationship, the availability of legal services and efficiency of the St. Paul office have increased. In Minneapolis, we lease office space next to the office of the Minneapolis Legal Aid Society, Southside office. This has allowed us to exchange resources, share a legal library and refer clients to the appropriate

program. Our proximity to the Southside office has increased our visibility. Our presence in Minneapolis is very valuable, not only to the Minneapolis Legal Aid Society, but to other programs providing services to those in greatest need.

The policy of Centro Legal is not to accept cases which would be accepted by federally funded legal services programs, pursuant to their criteria for accepting cases. We provide legal services to those individuals that are monolingual Spanish speakers/limited English speakers and those ineligible for programs provided by federally funded legal services corporations, primarily in the areas of law previously described. Without the services of Centro Legal, a large segment of the population in the metropolitan area would be without legal recourse.

Because legal services programs funded through the Federal Legal Services Corporation are restricted by law in services provided to aliens, the legal services programs in Minnesota have either reduced or eliminated service to that portion of the community. Centro Legal receives many referrals of cases from the Legal Services programs in Minnesota.

Due to the lack of bilingual attorneys and support staff employed by similar programs, Centro Legal is in the unique position of being able to assist clients whose access to effective representation is hindered by language and cultural barriers. Bilingual ability is a requirement of employment at Centro Legal for all staff. Sensitivity to cultural differences and barriers by Centro Legal's staff ensures client confidence in the program's services.

Evaluation Plan

Our overall operations are such that the above proposal provides sufficient information to meet the Evaluation Criteria for Legal Services for the Poor. Centro Legal, Inc., is clearly responsive to criteria I.A., based on the provision

of legal services and the fact that 76% of our clients meet federal standards for indigency. 86% of our clients are members of ethnic minority groups. The agency maintains objective data which goes well beyond the information requested in I.B., as well as information to determine client eligibility. Finally, we meet the criteria of I.C., in that we have been able to attract sufficient financial support to stay in operation during the past eight years. Centro Legal's Board membership is comprised of community leaders, and members of the legal profession. We have developed excellent expertise in our staff and have been able to attract qualified individuals to staff and direct our program. Our legal services have been and are first rate. We refer the Board of the Immigration Judge, Court Referees and Judges, and other members of the Bar that practice in the same areas of law that we do. Our operations are more efficient now than they have ever been. Moreover, we will soon receive funds to fully computerize the agency, which will take place during April, 1990.

Centro Legal is meeting its project objectives by providing individual case representation, legal advice and referral, and community legal education seminars and presentations. The agency has adjusted well to the staff reductions which occurred in 1988 and has increased actual service delivery despite the reduction. Program wide Centro Legal served 681 individuals in 1989. Centro Legal's Board of Directors and staff are committed to insuring the fiscal integrity of the agency. Our ultimate objective is to permit Hispanics, low-income and other disenfranchised persons to meaningfully access the legal system in order to resolve problems which impede their ability to lead humane and productive lives.

Thank you for your past support and your willingness to review our proposal.

CENTRO LEGAL, INC.

Law Offices

165 EAST ANNAPOLIS STREET
ST. PAUL, MINNESOTA 55107

(612) 228-0035

September 25, 1981

Mrs. Irene Gomez de Bethke
4649 Decatur Ave. No.
New Hope, Minnesota 55428

Dear Mrs. Bethke:

Pursuant to our telephone conversation of September 24, 1981, enclosed please find the following regarding the newly formed Centro Legal:

1. Articles of Incorporation
2. Certificate of Incorporation
3. Interim By-laws
4. Sliding Fee Schedule
5. Minutes of the first meeting of the Interim Board

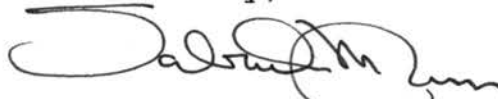
Because of proposal deadlines and for the purposes of filing the tax-exempt application, all of the above have been approved by the Interim Board. Each of these actions will be placed before the regular Board for reconsideration and amendment at the first meeting which we would like to schedule for early October.

As I have indicated to you, due to the proposed cut-backs by the Reagan administration, existing legal services programs have already implemented drastic reductions in staff and services. The Centro Legal has been organized in an effort to insure continued bilingual legal representation for our community in the area of civil law. Centro Legal is a non-profit corporation and would not be restricted geographically or by case type. Most of the funding would be derived from foundation grants and contributions and, to lesser degree, from income generated from the sliding fee schedule.

We are pleased that you have expressed an interest in joining the Board of Directors. We feel that you can provide valuable input and direction and help insure the growth and development of the Centro Legal for the benefit of our community.

If you have any questions, please feel free to contact me at your convenience.

Sincerely,



Salvador M. Rosas
Interim President
Board of Directors

SMR:sr
Enc.



CENTRO LEGAL, INC.

EL CENTRO LEGAL, INC. puede asistirle con la mayoría de casos civiles incluyendo:

INMIGRACION

Si usted necesita asistencia con un asunto de inmigración, por ejemplo, petición de visa para residencia (mica) ciudadanía o deportación, podemos ofrecerle nuestros servicios.

PROBLEMAS DE FAMILIA

Si usted tiene problemas con su familia, podemos representarle en acciones de separación, o divorcio.

VIVIENDAS

Si usted tiene dificultades con su propietario o si lo quieren desalojar o si su apartamento está debajo de condiciones adecuadas legalmente para vivir, nosotros le podemos asistir. También podemos ayudarle si tiene problemas con viviendas públicas o manteniendo su hogar.

DERECHOS CIVILES

Si alguien ha discriminado en contra de usted en las áreas de viviendas, empleo, educación o servicios públicos, nosotros le podemos avisar de sus derechos.

LEY PARA LOS CONSUMIDORES

Si usted está retrasado en sus pagos y tiene problemas con acreedores o si le han vendido mercancía defectiva le podemos ayudar.

EL CENTRO LEGAL, INC. can assist you with most civil cases including:

IMMIGRATION

If you need assistance with an immigration matter, such as, visa petitions, naturalization or deportation, we can offer you our services.

FAMILY LAW

If you have family problems, we can represent you in actions for separation or divorce.

HOUSING

If you are having problems with your landlord, if you are being evicted or if your apartment does not measure up to legalny adequate living standards, we can help. We can also advise you if you are having difficulties with public housing or with your mortgage or contract for deed arrangements.

CIVIL RIGHTS

If you are being discriminated against in areas of housing, employment, education or public services, we can advise you of your rights.

CONSUMER LAW

If you are behind on your bills and are having problems with creditors or if you have been sold defective goods, we can be of service you.

Minneapolis Office

400 East Lake Street 55107 (612) 825-5503

St. Paul Office

179 East Robie Street 55107 (612) 291-0110

EL CENTRO LEGAL, INC.

... servicios legales bilingües para toda la comunidad Hispana en el estado de Minnesota.

Nuestros servicios son gratis para personas de bajos ingresos. Si usted no califica para servicios gratis, recibirá servicios a precio reducido, según sus ingresos y el tamaño de su familia.

Our services are free for low income persons. If you are not eligible for free services, our fees are based on your income and family size.

Para consultas en SAINT PAUL, llámenos al 291-0110. Nuestro horario es de 8:30 a 5:30 de la tarde y nuestro domicilio es:

179 East Robie Street
St. Paul, MN 55107
(612) 291-0110

Para consultas en MINNEAPOLIS, llámenos al 825-5503. Nuestro horario es de 8:30-5:30 de la tarde y nuestro domicilio es:

400 East Lake Street
Minneapolis, MN 55408
(612) 825-5503

EL CENTRO LEGAL, INC. can represent individuals or community groups before courts, in agency hearings and the legislature. If we can't help you with a particular problem (such as criminal matters), we can tell you who can help.

EL CENTRO LEGAL, INC. puede representar a individuos o grupos ante tribunales, audiencias de agencias o la legislatura. Si no es posible ayudarlo con su problema (por ejemplo, cuestiones criminales) le podemos decir quien le puede ayudar.

Place
Stamp
Here

□ Minneapolis Office
400 East Lake Street
Minneapolis, MN 55408
□ St. Paul Office
179 East Robie Street
St. Paul, MN 55107
CENTRO LEGAL, INC.



CENTRO LEGAL, INC.

I. PROBLEM STATEMENT

A. PURPOSE OF PROGRAM

Centro Legal is committed to providing legal services to those persons for whom barriers exist to access to traditional legal services programs -- barriers of language and culture, and barriers imposed through eligibility guidelines for such traditional programs.

To date, Centro Legal's focus of services has been in the areas of immigration and immigration related legal problems such as family law and employment. We have also focused on legal problems relating to or arising from limited English proficiency.

The majority of immigration cases we handle have a direct benefit or affect on United States citizens or permanent resident alien families in Minnesota. Other cases directly benefit aliens who have been in the United States for many years or fear persecution in their own countries. Immigration status also has a direct affect on an individual's employment and eligibility for government programs and benefits such as unemployment compensation and public benefits.

Estimates show that there are approximately 16,000 Hispanics currently in Ramsey County. There are approximately 22,000 Indo-Chinese refugees and a growing number of Central American Refugees in the state. In addition significant immigration problems have arisen for many of the approximately 1500 Cuban refugees.

An increasing number of requests for services by limited English speakers have been made in other areas of law, particularly consumer, housing and discrimination. Sixty cases were rejected last year by Centro Legal because of lack of program resources. An additional 63 cases were provided brief service or advice only because office resources allowed for no more.

Resources available for immigration cases are limited. Many of the potential service providers find they are unable to provide the necessary services and ultimately refer many of their immigration matters to Centro Legal. Those service providers as follows;

1. William Michell Legal Clinic: Immigration cases are taken when an Immigration Law Class is held. Immigration Law is not taught during the summer. The number of cases that can be opened depends on the number of students that enroll; on an average there are five to ten students who enroll.

2. International Institute: The International does not have any attorneys on staff; their primary emphasis is on mainstreaming Southeast Asian and Cuban refugees, naturalization classes and educating the general public about the contributions of our various immigrant groups.

3. Southern Minnesota Regional Legal Services: The attorney who subleases space from Centro Legal does immigration work but represents only Ramsey, Dakota and Washington County residents. Additionally, this attorney represents individuals in the area of housing, government benefits, unemployment compensation and family law.

4. Legal Assistance to Minnesota Prisoners: The services in the area of immigration is limited to prisoners and depends upon the number of students enrolled and the interest in and nature of immigration cases.

5. University of Minnesota Student Legal Services: The services in the area of immigration law is limited to persons who are students at the University.

B. POPULATION AFFECTED

The community we serve is primarily the Hispanic communities. A secondary target population is undocumented individuals. However, Centro Legal will not deny services to persons within the target communities if they otherwise qualify for our service and resources permit.

C. GEOGRAPHIC AREA

Centro Legal provides civil legal services to people residing in the area boundried within - to the North Anoka County, to the East Hennepin County, to the South Dakota County, and to the West Washington County, the area commonly known as Ramsey County.

II. PROGRAM DESCRIPTION

A. GOALS / OBJECTIVES

GOAL 1. To provide bilingual (Spanish / English) individual case representation in the area of immigration, family law as well as other civil legal matters to Hispanics in Minnesota.

OBJECTIVE 1. - To insure that Hispanic clients have qualified legal representation available to them at all times.

OBJECTIVE 2. - To insure that Hispanic clients through the use of qualified bilingual attorneys have a complete understanding of their rights as it relates to their individual case.

GOAL 2. To provide bilingual - bicultural community legal education and advocacy to the Hispanic community on issues and problems of general concern.

OBJECTIVE 1. To identify and address those recurring legal problems that may be avoided through a "preventative approach" to legal education.

OBJECTIVE 2. To participate in community efforts to resolve major issues in the community through cooperative efforts with other Hispanic service providers.

B. PROGRAM DESCRIPTION

Individuals that call or walk into our office are required to fill out a client information sheet, (see attachment 1). Eligibility for services is determined by the information that the individual will provide to the screener. Criteria for eligibility for services from Centro Legal include; income, family size and case priority. If the individual is found to be eligible for services, and appointment with an attorney would be scheduled.

a. Type of Service Provided

Immigration

Immigration legal services will be provided where the Immigration and Naturalization Service (INS) or other institutional practices have potential discriminatory impact on Hispanics, lead to denial or constitutional rights or the following relief may be available.

- * Permanent residence through familial relationships (immediate relative, first, second, fourth, fifth preferences).
- * Suspension of Deportation (at least seven year residence, good moral character, extreme hardship).
- * Deferred action status (extreme hardship, family ties in the United States).
- * Voluntary Departure (family ties, good moral character).
- * Political Asylum.
- * Derivative Citizenship

* Naturalization

Activities will include, but not be exclusive of: client intake/screening, case management, document gathering and translating, filling out appropriate applications, request immigrant visa appointments, request extensions of voluntary departure pending visa appointments. Additionally, appellate services are also provided, including appeals to the Board of Immigration appeals, Regional Commission and/or federal court. Further, a request will be submitted to the Immigration and Naturalization Service (INS), to certify the paralegal for purposes of representing individuals in deportation hearings where the relief to be sought is voluntary departure, reduction of bond, or adjustment of status. Productivity is increased by delegating routine visa processing cases to a paralegal. Document translation and certification, a time consuming, but major part of visa processing cases is also more efficiently handled by a paralegal.

Family Law

An increase in requests for family law services is a direct result of the cutbacks in family law representation by the federally funded legal services programs. When Centro Legal was first opened, we were flooded with referrals from Minneapolis Legal Aid, Chrysalis, and Legal Assistance of Ramsey County. However, our primary goal is to address the legal needs that are unique to Hispanics.

At this time, federally funded legal services programs are taking limited family law cases, usually where there is a serious domestic abuse situation or if ;there ;has been child snatching from the custodial parent. As a result, the Centro Legal has become the primary provider of legal services to low income Hispanics in the area of family law. Because of our limited staff we have been forced to place people with family law problems on a waiting list which now has 40 people. The fact that people are willing to remain on the waiting list for up to six months demonstrates that there is no alternative legal resource for eligible clients who need to obtain relief, such as child custody, child support, spousal maintenance, exclusive possession of shelter and legal termination of marriage. Poor people are being forced to postpone resolution of important personal and family problems. Whenever possible emergency cases are handled as necessary.

Due to the potentially lengthy process usually associated with family law, priority will be given to cases involving children, monolingual Spanish speakers and cases with immigration implications. Cases that are eligible for federally funded legal service programs will not be accepted

by Centro Legal staff. Additionally, traditional legal services programs do not address such areas as paternity, support modifications and post dissolution matters.

Activities will include but not be exclusive of; client intake screening, case management, case research, client advocacy, court appearances, motion practice and follow up for client files.

COMMUNITY LEGAL EDUCATION

Centro Legal is also aware of the need for community legal education and advocacy on issues and problems in the Hispanic community. We recognize that the needs are greater than we can serve. We also recognize that many legal problems can be avoided or reduced through bilingual education on legal rights and issues. "Preventative Law" education is an approach used at Centro Legal both to assist the community to avoid legal problems as well as to reduce the need for direct individual service work in a particular area of law. Emphasis is also placed on community education during direct consultations with clients.

Centro Legal also maintains high visibility and involvement with other Hispanic agencies through Board involvement and coalitions. Larger community issues are more effectively addressed through this approach and referrals from other Hispanics service providers remains a major source of clients for Centro Legal, as a result of such cooperation efforts.

Presentations, done by staff attorneys in the past, have been successful. However, we want to use either paralegal or student interns to coordinate and facilitate the seminars, thereby allowing the attorney to make specific presentations or be available to answer questions when necessary.

In 1986, community legal education efforts will be in areas that have been inadequately addressed, primarily employment and consumer rights. Bilingual materials will be prepared in cooperation with other Hispanic service providers whenever possible.

We have identified the following community education activities that we intend to continued to undertake.

- * Bilingual (Spanish / English) community education seminars in Minneapolis and St. Paul on employment and consumer rights and other issues as identified.
- * Development, up-dating and distributing of bilingual (Spanish / English) brochures on employment and consumer rights and other issues.

- * Prepare and submit news-letter articles on legal rights to "Visiones de la Raza" and monthly publication of Centro Cultural Chicano and other newspapers and newsletters read in the Hispanic community.
- * Prepare Public Service Announcements (PSA) for radio and television programs with Hispanic audiences.

It is our expectation that the requests for assistance in these areas will increase due to the outreach efforts that will be undertaken.

C. The program services described herein are currently in operation. We request consideration of funding by the St. Paul United Way for the following reasons. At this time the St. Paul United Way does not fund a legal services program that can address the many needs of the Limited English Proficient individual or those that do not qualify for federal legal assistance, due to residency or economic restrictions. Historically the target population that we service has been underserved by both United Way funded programs as well as state and local supported service providers. We feel that our programs meet the special needs of our target population and feel confident that given the resources could address those special needs.

CLIENT INFORMATION SHEET

(To be filled out on every individual legal problem a client has)

Minneapolis _____ Saint Paul _____ Divorce List _____ Walk in _____ Vol. Atty. _____
 Date of Appointment _____ Time of Appointment _____ Screener _____

1. OFFICE _____ 2. FUNDING SOURCE _____ DATE CLIENT CONTACTED CENTRO: _____
 3. FILE NO. _____ 4. ATTORNEY _____ DATE INTERVIEWED: _____
 INTERVIEWER: _____

5. PARALEGAL _____

CLIENT INFORMATION

6. NAME _____

ADDRESS _____

City _____ County _____ State _____ Zip _____

Telephone _____
Home _____ Work _____

7. SEX: 1. M _____ 2. F _____

8. AGE: 1. 0-18 _____ 5. 70-74 _____
 2. 19-59 _____ 6. 75-79 _____
 3. 60-64 _____ 7. 80-up _____
 4. 65-69 _____

9. RACE-NATIONAL ORIGIN:

1. Caucasian _____
 2. Hispanic _____
 3. Black _____
 4. Native Am. (Ind) _____
 5. Asian/Pac. Isls. _____

10. SPECIAL CONDITIONS (Check all applicable)

1. Blind _____
 2. Deaf _____
 3. Other physical handicap _____
 4. Limited Eng. Prof. _____
 5. Lacks Transport. _____
 6. No phone _____
 7. Institutionalized _____
 8. Spouse/Child Abuse _____

11. CLIENT IS: 1. Person _____ 2. Group _____
 3. Couple _____

12. REFERRED BY (Check one):

1. Prior Client _____ 6. Welfare _____
 2. Other Client _____ 7. So Ser. Ag. _____
 3. Publicity _____ 8. Govt. Ag. _____
 4. Atty/Bar _____ 9. LS Prog. _____
 5. Comm. Org. _____ 10. Other _____

13. PRIMARY LEGAL PROBLEM: _____

(TO BE COMPLETED BY ATTORNEY FROM
Categories of Legal Problems)

14. PRIMARY RESPONSIBILITY FOR CASE:

1. Atty _____ 3. Law Clerk _____
 2. Paralegal _____ 4. Sup. Stf. _____

15. TYPE OF CASE (Check one).

1. Processed _____ complete 16, 21, 23
 2. O/C _____ complete 16, 21, 23
 3. Rejected _____ complete 21-23

(To O/C case it must involve less than 3 hours of
combined paralegal and attorney legal work.)

16. BASIS FOR ELIGIBILITY (Check one):

1. Welfare Rec/Applicant _____
 2. Poverty Level Inc. _____
 3. Excessive Expenses _____
 4. Cost of obtaining pr. atty. _____
 5. Referral Back/Bar _____
 6. Referral from LSP _____
 7. Consequences of denial _____
 8. Income prospects poor _____

17. ATTORNEY TIME (O/C): _____ (# of hrs.)

18. PARALEGAL TIME (O/C): _____ (# of hrs.)

19. IS CASE WITHIN CENTRO PRIORITIES (O/C)?

1. YES _____ 2. NO _____

20. REASON FOR CLOSING (O/C CASES ONLY):
(Check one)

1. Advice Only _____
 2. Buyl Serv. (Letter, etc.) _____
 3. Referred after legal assistance _____
 4. Insufficient assets to proceed _____
 5. Client withdrew/no return _____
 6. Neg. Settlement/no Lit. _____
 7. Neg. Settlement with Lit. _____
 8. Admin. Agency Decision _____
 9. Court Decision _____
 10. Change in Eligibility Stat. _____
 11. Other (Specify) _____

21. REFERRALS MADE (Check up to 4):

1. State Bar Referral _____
 2. Local Lawyer Referral _____
 3. Other LS Program _____
 4. Pub. Int. Law Firm _____
 5. Conciliation Court _____
 6. Public Welfare Agency _____
 7. Fin. Soc. Ser. Agency _____
 8. Other Govt. Agency _____
 9. Other _____

22. REJECTED CASES (Reason for Rejection):

1. Financially Ineligible _____
 2. Alternative Availability _____
 3. Priority Exclusion _____
 4. Conflict of Interest _____
 5. Likelihood of Success _____
 6. Other (Specify) _____

OPPOSING

ATTORNEY: _____

ADDRESS: _____

TELEPHONE: _____

ADVERSE PARTY: _____

ADDRESS: _____

TELEPHONE: _____

23. Impact (Outcome of O/T's Jry)

1. Favorable _____
2. Unfavorable _____
 - a. Didn't follow advice _____
 - b. Didn't get legal service for which referred _____
 - c. Legal action settled against client _____
 - d. Client dissatisfied _____
3. No effect _____

ELIGIBILITY FACTS

MARITAL STATUS: Married _____ Single _____ Divorced _____ Widowed _____ Separated _____

CHILDREN W/CLIENT: Under 18 years _____ Over 18 years _____

SPOUSE'S NAME _____

1. Determination of Annual Total Cash Receipts (TCR) before Taxes:

Wages/Salary _____
 Client's: \$ _____ per _____ Gross/Net
 Spouse's: \$ _____ per _____ Gross/Net

Employer: _____, Location: _____
 Work No. _____

Government Income Maintenance Program (GIMP)

Client's: \$ _____ per _____ from _____
 Spouse's: \$ _____ per _____ from _____

Sources: 1) OASDI 6) VA
 2) SSI 7) Work. Comp.
 3) AFDC 8) Unemp. Comp.
 4) GA 9) Pension
 5) MSA 10) Other _____
 Total _____

2. TCR - GIMP = \$ _____

3. 1611.15 factors:

- a. Expenses necessary for Employment
 - i. Child Care \$ _____ per _____
 - ii. Trans. \$ _____ per _____
 - iii. Other \$ _____ per _____
- b. Total med. debts \$ _____
- c. Med. Debt. Payment \$ _____ per _____
- d. Taxes \$ _____ per _____
- e. Fixed Debts \$ _____
- f. Fixed Debt Payments \$ _____ per _____

4. Assets (Equity):

- a. Homestead \$ _____
- b. Real Property \$ _____
- c. Vehicles \$ _____
- d. Other Non-exempt e.g. stocks, bonds, jewelry, snowmobiles, boats, farm machinery, etc. \$ _____
- e. Cash, bank savings accounts \$ _____

COMMENTS (Brief description of the problem)

Advice Given or Action Taken:

Was money requested from client? Yes _____ No _____ Amount Owed \$ _____

Documents obtained from Client that should be returned _____

DEADLINES THAT MUST BE MET: 1. _____ 2. _____

NEXT ATTORNEY CONTACT: (Set by Diary) _____

1986 FUNCTIONAL BUDGET

AGENCY: CENTRO LEGAL, INC.

Round all figures to nearest dollar

Indicate Program Title and UWASIS Number

	1	2	3	4	5	6	7	8	9	10	11
	TOTAL AGENCY BUDGET	SUPPORTIVE SERVICES			TOTAL PROGRAM SERVICES (Columns 6-11)	LEGAL SERVICE	COMM. ED.				
		Total	Mgmt.	Fund Raising							
<u>Support/Revenue</u>											
1. a. Contributions (4000-4500)	-0-	-0-	-0-	-0-	-0-	-0-	-0-				
b. Foundation Grants (4601)	28,540.	6,564.	5,708.	856.	21,976.	17,195.	4,781.				
c. Other United Ways (4602)	-0-	-0-	-0-	-0-	-0-	-0-	-0-				
d. Govt. Fees, Grants (5000)	40,000.	9,200.	8,000.	1,200.	30,800.	23,600.	7,200.				
e. Program Service Fees (6200)	6,000.	1,380.	1,200.	180.	4,620.	3,540.	1,080.				
f. All Other Sources (6300-6901)	50,000.	11,500.	10,000.	1,500.	38,500.	29,500.	9,000.				
g. Request St. Paul United Way (4603)	40,000.	-0-	-0-	-0-	40,000.	30,800.	9,200.				
2. Total Support/Revenue (Lines 1a - 1g)	164,540.	28,644.	24,908.	3,736.	135,896.	104,635.	31,261.				
3. Allocation of Supportive Services											
4. Total Support/Revenue by Program (lines 2, 3)		28,644.	22,056.	6,588.							
		164,540.	126,691.	37,849.							
<u>Expenditures</u>											
6. Total Personnel Costs	113,070.	25,700.	22,520.	3,180.	87,370.	67,420.	19,950.				
7. Other Expenditures (exclude deprec.)	51,470.	11,838.	10,294.	1,544.	39,632.	30,367.	9,265.				
8. Total Net Expenditures (lines 6+7)	164,540.	37,538.	32,814.	4,724.	127,002.	97,787.	29,215.				
9. Allocation of Supportive Services											
10. Total Net Expenditures by Program (lines 8 + 9)		37,538.	28,904.	8,634.							
11. Surplus (Deficit)* (Line 4, less line 10)		164,540.	126,691.	37,849.							
<u>Operating Fund Balance</u>											
12. Fund Balance Beginning of Year	-0-										
13. Operational Surplus(Deficit)*(Line 11)	-0-										
14. Transfers Into(From)*Operating Fund											
15. Fund Balance End of Year: (Line 12 plus/minus 13 and 14)											

* Operational deficit and transfers from operating fund should be entered in parentheses, denoting a negative number.

Revised 3/85

For more programs, use additional form, columns 6-11