



# Shore Legal Access Closed Case Form

Attorney: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_ Date of Case Closure: \_\_\_\_\_

Case County: \_\_\_\_\_

Thank you very much for handling this matter. Your pro bono work represents a significant contribution to our program and our community. We would appreciate your completing this summary and returning it to Shore Legal Access at your earliest convenience. We want to make sure we recognize your contributions to our program. We will use this information for our required reports to our funding sources and will track your hours to assist with your pro bono hours reporting every year.

Is this case closed in Case Search?

Yes       No, case is still going on       No, however there is no further action required by me

1. Legal Matter addressed: (ex. custody, foreclosure) \_\_\_\_\_

2. Highest level of service provided – CHECK ONE:

- Brief Advice\*, Information, Referral       Administrative remedies  
\*Consultations less than 30 minutes
- Counseling (consultations over 30 minutes)       Judicial litigation
- Document Preparation       Other appropriate remedies (please explain):  
\_\_\_\_\_
- Negotiation      \_\_\_\_\_

3. Major Benefit produced for client. Please summarize, in a sentence or two, what was achieved – for example “client obtained a divorce” or “prevented eviction of client from home.”

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

4. Monetary Benefit/Cost Savings: (ex. child support, debt discharged) \$ \_\_\_\_\_

5. Number of people affected (typically # in household): \_\_\_\_\_

6. Number of Pro Bono hours you contributed to this case: \_\_\_\_\_ Reduced Fee Hours: \_\_\_\_\_

7. Would you represent this client again?     YES     NO      If no, please explain briefly:

\_\_\_\_\_

**THANK YOU!!**

Please return to Shore Legal Access:  
info@shorelegal.org or your Shore Legal Access contact.