

## PRO BONO CASE ADMINISTRATION CHECKLIST

Thank you again for accepting this pro bono case with the Northeast Florida Medical Legal Partnership. Here is the administrative checklist for your case.

Pro Bono Attorney Name:  
Client Name:  
Legal Issue:  
Medical Referral Contact:  
(Name & Contact Info.)  
Date Case Assigned to Pro  
Bono Attorney:

- We, at the NFMLP, will contact the referring medical provider to inform him/her that you are providing assistance to this patient/client.
- Please proceed with resolution of the case. You may contact the Client directly to arrange your initial meeting. The Client has received a letter telling him/her of your willingness to assist and providing your contact information. If you don't contact your Client in the next week, we've encouraged your Client to contact you to arrange your initial meeting.
- Via email, we have sent you the information we have regarding your Client and the specific legal matter. If you would like us to print out a paper copy of the documents we have sent electronically, please request this paper copy from Claudia Romero, Case Placement Manager, [Claudia.Romero@jaxlegalaid.org](mailto:Claudia.Romero@jaxlegalaid.org).
- During your work, please keep track of the hours you spend on this case. The NFMLP simply needs your total number of hours, not a detailed description of how you spent your time.
- Rebecca Feyerick, Case Administration Manager, will be your contact and resource going forward. Contact Rebecca Feyerick, [Rebecca.Feyerick@jaxlegalaid.org](mailto:Rebecca.Feyerick@jaxlegalaid.org), 356-8371, ext. 330, if you need assistance contacting your client, meeting space, or if you have questions about costs.
- If you'd like a CLE webinar sent to you or an expert resource person with whom to consult during your case, please contact Kathy Para, [Kathy.Para@jaxlegalaid.org](mailto:Kathy.Para@jaxlegalaid.org). In addition to the CLE resources and an expert resource, we may be able to provide a volunteer law student to work with you on the case. Again, please contact Kathy Para, if you'd like to have any of these pro bono attorney support resources.
- You will be asked to provide very brief case status updates periodically by Sarah Fowler or one of our Case Administration Assistants. You will receive this request via email and your response can be short and concise, such as "Case in process." "Hearing Scheduled."
- Upon case completion, contact the referring medical provider and confirm the outcome of the case. Kathy Para is willing to do this, also, if you'd rather.
- Close the case with the NFMLP: Send an email entitled "Case Closing Information" to: Rebecca Feyerick, [Rebecca.Feyerick@jaxlegalaid.org](mailto:Rebecca.Feyerick@jaxlegalaid.org). The email should contain:
  - The total number of hours you spent on the case
  - A brief statement of the outcome of the case with date of final hearing,
  - Copies of relevant case documents attached to the email, and
  - Confirmation that you have contacted the referring medical provider with information on the outcome of the case (or have asked Kathy to do so).

If you prefer, case closing information may also be mailed to: Rebecca Feyerick, Case Administration Manager, NFMLP at JALA, 126 West Adams Street, 32202.

**Your assistance with this case is greatly appreciated. On behalf of your client and the underserved in our community, thank you for sharing your expertise to help ensure that legal advocacy is available to all.**

We, the staff of the Pro Bono JALA unit, are grateful for your service and are here to help:

- Kathy Para, Esq., Director, [Kathy.Para@jaxlegalaid.org](mailto:Kathy.Para@jaxlegalaid.org), 356-8371, ext. 363
- Rebecca Feyerick, Case Administration Manager, [Rebecca.Feyerick@jaxlegalaid.org](mailto:Rebecca.Feyerick@jaxlegalaid.org), 356-8371, ext. 330
- Claudia Romero, Case Placement Manager, [Claudia.Romero@jaxlegalaid.org](mailto:Claudia.Romero@jaxlegalaid.org), 356-8371, ext. 362.