MARYLAND VOLUNTEER LAWYERS SERVICE

[TodaysDate]

[VFNAME]
[ORGNAME]
[VADDRESS]
[VCITY], [VSTATE] [VZIP]

Case ID# [MatterID]

Dear [VSALUTATION]:

Thank you for agreeing to accept one of our pro bono referrals. Please note below the name and address of the client who has been referred to you:

[CFNAME] [CLNAME]
[CADDRESS]
[CCITY], [CSTATE] [CZIP]
[CPHONE]
Email: [CEMAIL]

I have enclosed the following:

- All the information we have about the case
- Letter to the client with instructions to contact you
- Asset Screening Checklist
- List of Creditors Matrix
- Creditor Call Log

We have discovered that a significant number of MVLS clients have difficulty reading. For this reason, we suggest you try to determine the client's literacy level. If you are unsure, you may want to verbally review the Representation Agreement with him/her.

If you are having trouble with the client or have determined that the scope of the case has fundamentally changed, please contact me at (443) 451-_____ or _____@mvlslaw.org. We value your service to our clients. Thank you again for helping us make pro bono count.

Sincerely,

[Primary]
Paralegal

Enclosures

MARYLAND VOLUNTEER LAWYERS SERVICE

Bankruptcy Bypass Program Steps – Attorney

1. Review the initial worksheet with the client and ensure all debts are listed.

2. Complete the asset screening checklist (enclosed).

3. Determine if the client is collection proof and if the client should pursue Bankruptcy Bypass.

    a. If after your review, you confirm that **Bankruptcy Bypass is the best option**:
        i. Compile a list of creditors and note which ones should and should not receive letters advising that the client is collection proof. (a sample chart is enclosed)
        ii. Advise the client and provide a copy of the creditor call log (enclosed).
        iii. Reply to the paralegal with the results of your review and include a copy of the documentation.
        iv. If you determine that Bankruptcy Bypass is the best option, but the client is adamant about filing for bankruptcy, please feel free to refer the client back to MVLS so that we may advise the client of our policies. Because we receive so many requests for bankruptcy assistance, we want to prioritize our volunteer panel for clients with garnishable assets. Attached is a draft letter that you may use to relay this information to the client.

    b. If after your review, you believe the **client actually should file for bankruptcy**, please notify the paralegal that assigned you the case.
        i. Let them know if you are accepting the client for full representation to assist with the bankruptcy or if the client needs to be placed with another pro bono attorney.

If you have any questions about the Bankruptcy Bypass Program, please reach out to your legal advocate or Courtland Merkel, Managing Attorney for Consumer and Housing, at 443-451-4064 or cmerkel@mvlslaw.org.

Thank you so much for all you do for low-income Marylanders!

MARYLAND VOLUNTEER LAWYERS SERVICE

Date

Client Name
Address
Address

Dear Client;

You are eligible for assistance through the Maryland Volunteer Lawyers Service (MVLS) Bankruptcy Bypass Program My review of your financial situation on DATE confirmed that you are likely noncollectable and unlikely to experience a garnishment from consumer creditors.

You indicated that you do not wish to participate in the Bankruptcy Bypass Program and have letters sent to your creditors, advising them of your status. Rather, you indicated that you wish to file for bankruptcy.

Unfortunately, because of high demand for assistance, MVLS will not be able offer you an attorney to assist with a bankruptcy filing. This completes my representation of you through the Bankruptcy Bypass Program.

If you have further questions, you may contact MVLS at 410-547-6537.

Sincerely,

Attorney

MARYLAND VOLUNTEER LAWYERS SERVICE

[TodaysDate]

[CFNAME] [CLNAME]
[CADDRESS]
[CCITY], [CSTATE] [CZIP]

RE: [PCODE] - Case ID# [MatterID]

Dear [TITLE] [CLNAME]:

You are eligible for our help and we have referred you to a volunteer lawyer who has agreed to assist you through the Bankruptcy Bypass Program. Please call this attorney **WITHIN FIVE (5) DAYS** of receipt of this letter to arrange an interview. I have listed below the attorney's name, address and phone number:

[VFNAME]
[ORGNAME]
[VADDRESS]
[VCITY], [VSTATE] [VZIP]
[VPHONE]

Please review the enclosed pamphlet and follow the rules pertaining to your case. If this attorney cannot represent you, or if the nature of the representation changes, please call our office immediately.

If you do not contact this lawyer within five days, your case may be closed and MVLS will not refer you to another lawyer.

Please take a moment to review the enclosed client tips brochure. The demand for volunteer attorneys is often higher than available attorneys. *It is essential that you fully cooperate with your attorney, as is highly unlikely that your case will be reassigned if issues arise.* Please be on time for any appointment. If for any reason you cannot be on time, please be sure to call your attorney as soon as possible to let them know and reschedule the date.

If you have any questions, please call our office at (410) 547-6537 ext. _____ or _____@mvlslaw.org.

Sincerely yours,

[Primary]
Paralegal