COAST TO COAST LEGAL AID OF SOUTH FLORIDA, INC., ("CCLA") CONSENT AND NOTICE REGARDING ELECTRONIC COMMUNICATIONS ("NOTICE")

Please place your initials in the spaces provide to acknowledgement you have read and that you understand the following disclosures.

1._____ **Electronic Signature Agreement.** I understand that by checking the "I Accept" box at the end of this page that I am agreeing to electronically signing all documents relating to my legal issue and for which I have engaged Coast to Coast Legal Aid of South Florida. I agree and understand that my electronic signature is the legal equivalent of my manual signature on documents and I consent to be legally bound by this Notice, the subsequent terms and conditions and any attached documents. I further agree that my use of a key pad, mouse or other device used to agree, acknowledge and consent to the terms, disclosures or conditions, constitutes my signature (hereafter referred to as "E-Signature") as if actually signed by me in writing.

2._____ **Electronic Signature Agreement cont**. I also agree that no other certification or third party verification is necessary to validate my E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of my E-Signature or any resulting agreement between myself and CCLA.

3. _____Consent to Electronic Delivery. I specifically agree to receive and/or obtain any and all CCLA related "Electronic Communications". The term "Electronic Communications" includes, but is not limited to, any and all current and future notices, retainers as well as such other documents, statements, third party authorization forms, records and any other communications regarding my file with CCLA.

4. _____Paper version of Electronic Communications. To request a paper copy of the Electronic Communication you may contact us at ______. If you do not wish to sign these documents electronically contact us at the number provided and let the intake paralegal know that you to wish to sign the documents in ink.

5.____**Revocation of electronic delivery.** You have the right to withdraw your consent to receive/obtain Electronic Communications from CCLA.

6._____**Revocation of Electronic Signature.** You have the right to revoke your consent to the use of your electronic signature. Revocation must be made in writing.

To accept and sign the attached document(s), and any future documents, indicate your consent to the terms and conditions of this Agreement by checking the "I Accept" box.

I Accept

It is recommended that you print a copy of this Agreement for future reference.



APPLICANTS FOR FAMILY LAW SERVICES MUST FIRST ANSWER THESE QUESTIONS ABOUT THE NEW OR ONGOING FAMILY LAW MATTER:

NA	ME: Date
1. 2.	Are you the victim of domestic/dating/stalking or intimate partner violence? YES NO If so, what is your relationship to the person who committed the violence or crime against you?
3.	Are you the victim of any other crime? YES NO If yes, please explain:
4.	Do you need one, or do you already have a restraining order/injunction for protection to protect you from opposing party? YES NO If yes, please explain:
5.	Do you want legal representation for an upcoming hearing on Injunction/Restraining Order? YES NO
	If yes, did you file for the Injunction? YES NO, I'm the Respondent.
6.	Has the opposing party physically harmed you, stalked you, or threatened to harm you? YES NO If yes, please explain:
8.	Have you been served with family law legal papers? YESNOIf yes, what type of action were you served with?DivorcePaternityInjunctionInjunctionNEWONGOINGIs this a new case, or has it been going on for a while?NEWONGOINGIf you weren't served yet, what type of action do you want to file?DivorcePaternityInjunctionDivorcePaternity

Coast to Coast Legal Aid of South Florida, Inc. is an equal opportunity provider and employer.

Best/Family August, 2019

COAST TO COAST LEGAL AID OF SOUTH FL, INC. APPLICATION FOR SERVICES

DATE:	HOW DID YOU	HEAR ABO	UT CCLA?				
FIRST NAME:			MIDDLE NA	ME:			
LAST NAME: PREFERRED NAME:							
SOCIAL SECURITY NUMBE	ER :	(1	last 4)				
DATE OF BIRTH	_//	Age :					
PRIMARY LANGUAGE	: ENGLISH	SPANI	SH CR	EOLE	OTHER		
ADDRESS:	FE address to cont						
				YE	S	NO	
Is this address of SAFE MAILING ADDRES		YES	NC	C			
	E address to co	ontact you?	YES		NO		
EMAIL ADDRESS:					-		
	AFE email address	to contact yo	ou? YES	NO			
PHONE:		-)
Are these SAFE phone n)
EMERGENCY CONT PHONE :	TACT NAME:						
# OF PEOPLE IN HO		# C	F CHILDR	EN (UN	DER 18):		
DO YOU WORK?					, _		
WHAT TYPE OF LEGA Financial/exploitation				U NEED? h care Issue	S		
Foreclosure/Eviction	Credit cards/d	ebt/garnishme	ent Re-e	mployment	(Unemploym	ient)	
Injunction for Protect	ion/restraining orde	er	Divo	orce/custody	/paternity		
SNAP (Food Stamps)	Medicare	Medicaid	SSI/SSDI	Human	Trafficking		
Enforcement of civil		in a crimina	l case		C		
Who is the opposing pers What is your relationship Opposing person's DOB.	to the opposing p	•		issue?			

CITIZENSHIP: ARE YOU A U.S. CITIZEN? PERMANENT RESIDENT	YES YES	NO NO				
GREEN CARD #	DATE OF ISSUE	/	/_	EXP DATE:	/	/

	Weekly	Biweekly	Monthly
Your GROSS salary or self-employment income (before taxes or deductions are taken out):			
Child Support Alimony			
UnemploymentCompensation Workers Compensation			
Social Security SSI SSDI			
VA benefits			
Pension			
SNAP (food stamps)			
Other Income (including ongoing (regular) contributions from family, friends, cash gifts)			
Other Household Members' GROSS income			
Do you think your income will change significantly in the future? yes no If so, how?			

<u>ASSETS</u> – check and complete all that	apply; include current balance
CHECKING ACCT BALANCE \$	SAVINGS ACCT BALANCE? \$
CAR/MOTORCYCLE VALUE \$	LOAN BALANCE \$
HOME VALUE \$	MORTGAGE LOAN BALANCE \$
JEWELRY VALUE \$	
OTHER REAL ESTATE VALUE \$	MORTGAGE LOAN BALANCE \$
OTHER ASSETS VALUE \$	

Is any member of your household a Veteran of the US military? YES NO
Are you the victim of domestic violence/stalking/dating violence/other violence? YES NO
Is your legal problem the result of a crime against someone in your household? YES NO
Are you the caregiver of a minor child that is not your biological child? YES NO
Are you the caregiver of a household member who is age 60 or older? YES NO Are you the caregiver of a disabled adult or disabled minor child? Ar YES NO
Are you Ryan White certified? YES NO

		d is used for reporting purposes only.
• •		nation and absolutely no client identifiers. The
information will	not be used in determining eligibili	ty or level of service.
RACE:	ETHNICITY:	MARITAL STATUS:
Are you a Holoc	aust survivor? YES NO	
GENDER IDEN	TITY : Check all that apply.	refer not to answer
Female Male		to M Questioning
Gender Nonconf	orming Additional gender category/	identity, please specify
	ENTATION: Check all that apply.	
Prefer not to ans	swer Heterosexual Lesbian Gay	Bisexual Questioning
Queer/Pansexual	/Omnisexual/Fluid Additional identity no	listed
HEALTHCARI	E:	
Do you have	Health Insurance Medicaid	Medicare
When you are si	ck, where do you go for care?	
Emergene	cy Room/Hospital; Which one?	
My docto	or Urgent Care	
Clinic/Fa	mily Health Center/Family Health	Clinic; Which one?
If you do not ha	ve healthcare, would you like to sp	beak with someone about healthcare options?
□YES □NO		
Are you disable	d? □YES □NO □Hearing □	Vision Other
HIV POSITIVE	: \Box YES \Box Prefer not to disclose	e (this may qualify you for additional services)

CCLA may be required to disclose certain information to its funding sources. The types of information currently subject to such disclosure are time records, eligibility records, the client's name, and the general nature of the problem.

The information I have given on this application is TRUE AND CORRECT to the best of my knowledge.

Signature:	Date:	
I am a citizen of the United States		
Signature:	Date:	D+/ 50/5+ 2010
		Best/LSC/Sept 2019

<u>Family Law Questionnaire</u> YOU MUST ANSWER EVERY QUESTION COMPLETELY

Your Name
What language(s) do you speak and understand? .Do you need an interpreter? Yes No
Why did you come to our office? What is your legal problem?
How did you find out about CCLA/Legal Aid?
Complete name of opposing party
Address of opposing party Opposing party's date of birth Opposing party's gender :
Are you married to this person \Box YES \Box NO Date and location of marriage
Do you live together? \Box YES \Box NO Date and location of separation, if any
Do you live together? — TES — NO Date and location of separation, if any
How many childrenunder 18 live in your home? Age(s) of Child(ren)
How many of these children were born of this relationship?
Were children born during this relationship that are not the opposing parties? YES NO
Are you or opposing party currently pregnant/is someone else currently pregnant with your child?
If not married, has a Judge previously ordered that the opposing party is the parent of your child? YES NO
Have you agreed on how to share time with the child(ren)? YES NO Please explain :
Has the other parent given you child support? YES NO Voluntarily? YES NO Court Ordered? YES NO How much child support (\$) and how regularly (weekly/monthly)?
Have you or the Opposing Party been represented by CCLA/Legal Aid before? YES NO Have you received any legal papers? YES NO What is the exact date you got them? Has another attorney helped you with this? YES NO What is the attorney'sname? Do you have any other family law/domestic violence/support cases now or in the past? YES NO Do you have other court cases or do you expect a court case in the future? YES NO Explain:
Domestic/Dating/Sexual/Stalking Violence
Do you have an Injunction for Protection/Restraining Order against the Opposing Party?
If you do not have a Restraining Order, are you afraid of this person? YES NO
Do you need a Restraining Order?
If yes, do you believe you are in immediate danger? YES NO
Have you been a victim of physical abuse, sexual abuse, threats to kill or harm, been stalked or a victim of any other crime by
the Opposing Party?
Explain what happened
Were the police called? YES NO Were there witnesses? YES NO Were you injured? YES NO
Were photographs or video taken? \Box YES \Box NO Was anyone arrested? \Box YES \Box NO Who?
Have you ever been arrested, charged with a crime, or detained by the police at anytime, anywhere? YES NO Explain:
Is there or has there ever been a restraining order against you? YES NO Explain:
is more or has more ever been a resulaming order against you? - 1 DS - 10 Explam.

Has, or will anyone, accuse <u>you</u> of domestic violence? YES NO Explain:
Has or will anyone accuse <u>you</u> of being a danger to yourself or others due to your mental state? Have <u>you</u> ever been Baker Acted? YES NO Explain: Does <u>the opposing party</u> abuse drugs or alcohol? YES NO Explain:
Will <u>you</u> be accused of drug or alcohol abuse? YES NO Explain:
Explain what issues you anticipate may be/will be in dispute for your family/divorce/paternity case?
Do you currently have a business?
Do you currently have a business?
If you have no income, how do you pay your bills?
Do you or opposing party own, or have you ever owned, a business? VES NO If yes, name of business?
How much does the opposing party earn from that business? monthly/yearly
Do you pay for your own health insurance? 🗀 YES 🗆 NO If yes, how much?
Do you pay for your child(ren)'s health insurance? \Box YES \Box NO If yes, how much?
Do you pay day or aftercare for your child(ren)? \Box YES \Box NO If yes, how much?
Assets/Debts You OR Opposing Party Have
Real Estate in Florida or anywhere in the world? YES NO If yes, describe all property
Personal Property? (ex. Cars)
Retirement/pension/401(k)? YES NO If yes, describe
Stocks/bonds/trusts? YES NO If yes, describe
Do you own anything else of value? TYES NO If yes, describe
Are there debts to divide? YES NO If yes, describe
Are there debts to divide? YES NO If yes, describe
You MUST provide SAFE contact information so we can reach you
Mailing address
Does the opposing person know this address? \Box YES \Box NO Is this address confidential? \Box YES \Box NO
Telephone number SAFE for us to call you and leave a message Can we text you? UYES NO
Does the opposing person know this number? \Box YES \Box NO
Email Does the opposing person know this email? _ YES _ NO
I have answered all of the above questions thoroughly and truthfully. I may continue my answers on the back.
I retain COAST TO COAST LEGAL AID OF SOUTH FLORIDA, INC. (CCLA), for the limited purpose of having them

investigate whether they can provide me with representation for the legal problem I am having. I fully understand that if CCLA determines it will not accept my case, the program will not act as my attorney with regard to this matter. If CCLA does agree to accept my case, I will be notified of that fact, and will sign an additional Retainer Agreement.

Applicant Signature



U.S. CITIZENSHIP ATTESTATION FORM

Please check the appropriate box Por favor, marque la casilla correspondiente Tanpri tcheke bwat ki apwopriye a

□ I am a citizen of the United States.

□ Yo soy ciudadano de los Estados Unidos de America.

□ Mwen se yon sitwayen ameriken.

Dated/Fecha/Dat:_____

Client Signature/Firma de cliente/ Siyati Kliyan:

LSC/January 28, 2022



CLIENT RETAINER AGREEMENT

l, __

____, have asked Coast to Coast Legal

Aid of South Florida, Inc. (CCLA) for assistance regarding:

I understand that CCLA may provide referral, legal advice, limited legal service, and/or extensive legal service on this matter. If CCLA accepts my case for representation, a CCLA attorney will sign this retainer. I understand CCLA will notify me if my matter is not accepted.

CCLA:

If the above issue is accepted for legal assistance, CCLA:

1. Agrees to treat Client with dignity, courtesy and respect and that all legal assistance will be provided within the guidelines of the Florida Rules of Professional Conduct.

2. Agrees that Client's matter will be kept in strict confidence, except that CCLA may be required to disclose Client's name and other confidential or non-confidential information to third parties who provide funds to CCLA. However, CCLA will not disclose individually identifiable health information protected by the Health Insurance Portability and Accountability Act ("HIPAA") without Client's express consent. The types of information currently subject to such disclosure are time records, eligibility records, Client's name, court case number, and the general nature of the problem.

3. Will notify Client and get Client's agreement to take any significant action regarding the case, such as initiating/filing a case, settling the case, or appearing before any administrative agency or court.

4. CCLA will open a file (electronic and/or paper) for Client and maintain a copy of Client's file for 7 years from the date of closing. CCLA will provide Client with a copy of the file upon request. CCLA will return any original documents provided to CCLA upon Client request, except when CCLA is required to maintain originals in their care and custody, for example, original bankruptcy documents.

<u>CLIENT</u>

If Client's case is accepted, Client:

5. Agrees that the information given to CCLA to establish eligibility for services is true and correct at the time the matter is investigated and/or accepted for legal services. Client understands that CCLA may not continue providing services if information provided to CCLA when determining eligibility is incorrect, or if changes occur which make Client ineligible for services.



6. Agrees to:

- keep all appointments or promptly notify CCLA of the need to change an appointment;
- attend all court hearings;
- be truthful in giving information requested;
- provide all documents necessary for my case;
- tell CCLA if I no longer want to pursue my case/legal problem;
- promptly notify CCLA of any changes in my financial situation and understands that eligibility and representation may end if my household income or assets change;
- promptly notify CCLA of any changes in information about my case;
- promptly notify CCLA of any new developments in my case and any paperwork I receive;
- promptly notify CCLA of any change in address or telephone number, and whether the information is to remain confidential;
- refrain from abusive language and conduct towards CCLA staff.

7. Agrees not to discuss the case with the opposing party, or opposing attorney, without first obtaining permission from the CCLA attorney handling the case. Client agrees to immediately notify CCLA if contacted by the opposing party or opposing party's attorney.

8. Understands that a CCLA attorney, paralegal, volunteers, or interns supervised by a CCLA attorney, may represent or assist me. Client understands that CCLA may refer Client to a pro bono attorney to provide legal services to Client.

9. Understands CCLA will not charge Client for the attorney's work or any staff member's work, but that CCLA may, in some cases, be able to seek fees such as attorney's fees, sanctions, or cost reimbursement to be paid by another party which shall not reduce Client's award. Client agrees to allow CCLA to seek those fees paid by another party and, if awarded fees, CCLA may keep them.

10. Understands that in certain types of cases, CCLA may agree to pay certain litigation expenses, for Client's case. Client understands that Client may be responsible to pay fees and costs such as filing fees, mediation fees, and service fees. Client understands that even if CCLA pays those expenses, Client may be responsible for those fees, costs, and expenses, and agrees to repay CCLA for these expenses, if asked to do so. Client understands a Judge or Court may order Client to pay the opposing party attorney's fees and court costs. If ordered, Client may also be responsible to pay sanctions and other costs.

11. Understands, with regard to Injunction for Protection cases, Florida Statute §57.105 states that if the court finds by clear and convincing evidence that Client knowingly made a false statement or allegation in their Petition, attorney's fees may be awarded to the Respondent, and Client will be personally liable for these fees.

12. Understands that CCLA, as a condition of representation, **may** require Client to deposit rent, homeowner or condominium fees, or mortgage payments into our trust account while a case is



pending or during settlement negotiations. Client further understands that CCLA may seek to withdraw from representation if Client does not comply with this condition.

13. Understands that Client may terminate this agreement anytime by telling the CCLA staff member handling the case, verbally or in writing, that Client no longer wants CCLA's assistance. Client further understands that CCLA may terminate this agreement:

- if, at any time, Client's eligibility status changes,
- if CCLA is not able to communicate with Client,
- if Client does not maintain communication with CCLA and update CCLA with any changes in Client's contact information,
- if Client does not comply with this retainer agreement,
- upon Client's death,
- if Client is abusing drugs/alcohol,
- if Client violates a Court order, or
- for any other reason as permitted by the Florida Rules of Professional Conduct.

14. Understands that Client has the right to file a formal grievance or complaint with CCLA if Client feels she/he/they received ineffective assistance. Client acknowledges she/he/they have been provided a copy of the Grievance Procedure and understands a copy is also available upon request.

15. Understands that CCLA does not agree to help with any other matter not described herein or appeal this case to a higher court. CCLA will consider any other matter or appeal to be a new case. Another matter or appeal of this case will be reviewed for acceptance upon consideration of Client's continued eligibility for services, principles of law and fact involved in the appeal, merits of Client's particular case, office priorities, and program resources.

16. Other: ____

The information I have given in my application is TRUE AND CORRECT to the best of my knowledge. I have read the above retainer policies and agree to apply for legal services pursuant to the terms set out above and will abide by these terms if my case is accepted for legal assistance.

Date

Signature [Please Circle Relationship: Self/Parent/Guardian]

Date

CCLA Staff Member

THIS RETAINER AGREEMENT IS NOT EFFECTIVE UNLESS SIGNED BY AN AUTHORIZED CCLA ATTORNEY.

Florida Bar/LSC January 28, 2022



Coast to Coast Legal Aid of South Florida, Inc. (CCLA) advised me of agencies handling grievances
regarding discrimination in the delivery of services to individuals with disabilities or limited English
proficiency, including:

US Department of Justice Civil Rights Division 950 Pennsylvania Avenue, NW Disability Rights Section – NYAV Washington, D.C. 20530-0001 (855) 856-1247 (800) 514-0716 (TTY)

US Equal Employment Opportunity Commission 131 M Street, NE Washington, D.C. 20507 (202) 663-4900 (202) 663-4494 (TTY) The US Department of Health & Human Services Office for Civil Rights Southeast Region Sam Nunn Atlanta Federal Center, Suite 16T70 61 Forsyth Street, SW Atlanta, GA 30303-8909 (800) 368-1019 (800) 537-7697 (TTY)

Florida Department of Children & Families Office of Civil Rights 1317 Winewood Boulevard, Building 1, Room 140 Tallahassee, FL 32399-0700 (850) 487-1901 (850) 921-9220 (TTY)

- CCLA advised me they have a Courtesy Policy and will provide me a copy if I request it.
- CCLA advised me they have a Client Rights and Responsibilities Policy and will provide me a copy if I request it.
- CCLA advised me that although there is no charge for their legal services, CCLA gratefully accepts donations. If I would like to make a donation, I may make a check payable to Coast to Coast Legal Aid of South Florida. I will not be denied services or discriminated against in any manner if I decide not to make a donation to CCLA.
- Coast to Coast Legal Aid of South Florida, Inc. offers services to low income residents of Broward County, regardless of race, color, national origin, religion, sex, disability or age. The staff is committed to providing a welcoming, quiet, safe environment in which to utilize CCLA services.
- Coast to Coast Legal Aid of South Florida is an equal opportunity provider and employer. In accordance with federal law and U.S. Department of Justice policy, this organization is prohibited from discriminating on the basis of race, color, national origin, religion, sex, age, or disability. To file a complaint of discrimination, contact or write Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW, Washington, DC 20531 or call 202-307-0690 (Voice) or 202-307-2027 (TDD/TYY). Individuals who are hearing impaired or have speech disabilities may also contact OCR through the Federal Relay Service at 800-877-8339 (TTY) or 877-877-8982 (Speech), or 800-845-6136 (Spanish). Or contact the Department of Legal Affairs, PL-01 The Capitol, Tallahassee, Florida, 32399, or call 850-414-3300.

Acknowledge receipt:

Signature

Date

January 28, 2022/VOCA/ADRC



LEGAL CHECK-UP

NAME.

SAFE PHONE# TO CONTACT YOU

PLEASE CHECK **YES OR NO** AFTER READING EACH QUESTION. YOU MAY DESCRIBE ISSUES IN DETAIL ON THE BACK OF THE PAGE IF NECESSARY

YES/NO:

INTIMATE PARTNER VIOLENCE/FAMILY LAW ISSUES

Has your intimate partner physically harmed you, stalked you, or threatened to?

Do you feel you need a restraining order /injunction for protection to protect you from your intimate partner?

Are you having trouble with the other parent of your child regarding sharing time?

Do want to file for divorce?

Have you been served with a Petition for divorce or paternity?

Do you need help enforcing a current family law order such as an injunction for protection, child support, or time-sharing?

Do you need a referral for childcare?

Would you like a referral to a certified domestic violence center for counseling, safety planning and other services?

Other Family Law Issue:

HOUSING ISSUES

Are you struggling or at risk of being unable to pay your mortgage payments, rent, condo or homeowner association payments, or to pay property taxes on your home?

Would you like information regarding loan modifications of your home mortgage or available assistance with such payments?

Do you need information about possibly terminating your lease early due to safety concerns?

Has your landlord sent you any written notices terminating your tenancy, or threatened to evict you?

Have you received a notice terminating your subsidized housing?

Have you received a notice from a condominium association that your landlord is not paying condominium fees?

Has your landlord turned off your utilities or locked you out of your home?

Is your rental home in very bad condition (ie. no water, no air conditioning, excessive mold)?

Do you need assistance with Utilities Shut Off (FPL/Water/Gas)?

Would you like to be informed via email or US Mall about public housing waitlists as they become available?

Other Housing Issue:

IMMIGRATION

Are you a victim of violence who needs assistance with your immigration status?

Are you a lawful permanent resident who is interested in becoming a U.S. citizen?

Other Immigration Issue:

BENEFITS/HEALTH

Did you recently become unemployed and/or apply for unemployment compensation benefits?

Do you have a disability for which you believe you are entitled to public benefits?

Do you need assistance with Food Stamps?

Do you need assistance with Medicaid/Medicare?

Do you need assistance with SSI/Social Security Disability?

Do you need assistance with TANF/Cash Assistance?

Do you have health insurance?

Do you need health insurance?

Other Benefits or Health Issue:

OTHER

Do you need access to food?

Do you need access to clothing?

Do you need access to GED/Training/Technical Training/College/Certificate Courses?

Is your child having any of the following problems in school: behavior, suspensions/expulsions, academic, in need of special services or special education?

Do you need to apply for a driver's license or has your license been suspended?

Do you have a Federal Income Tax problem with the IRS?

Do you have a criminal case that you would like expunged from your record?

Do you need a correction made to your credit report to remove wrongfully reported debt?

Do you need any FEMA assistance related to recent hurricanes?

Other Civil Legal Issue: