

## Using LOON to Make Referrals

Each organization’s services are broken down by areas of law (e.g., Housing Law), clinics, or other specialized services. This resource explains how to use the search features on the site to find these services, as well as the type of information you can expect to find.

To access LOON, go to [www.lawhelpmn.org](http://www.lawhelpmn.org), scroll to the bottom of the page, and click LOON. This will bring you to a login page where you can login with your organization’s account information.

### Service Listings

“**At-a-glance**” information includes the application process (just under the title), Service Area, and along the right, eligibility information, service type, and last updated date.

<p><b>Anoka Judicare Family Law</b></p> <p>Call <a href="tel:763-783-4970">763-783-4970</a> between 9:00am - 12:00pm or apply online at <a href="https://www.justice4mn.org/a2j/">https://www.justice4mn.org/a2j/</a></p> <p><b>Service Areas:</b> Anoka</p>	<p><b>FPG Limit:</b> 187%</p> <p><b>Type:</b> Legal Service</p> <p><b>Last Updated:</b> 9/4/18</p>	
<a href="#">Service &amp; Staff Notes [+]</a>	<a href="#">Legal Topics [+]</a>	<a href="#">Contact &amp; Hours [+]</a>

Check **Staff Notes** for exceptions and more details about eligibility criteria.

<b>Service &amp; Staff Notes [-]</b>	<a href="#">Legal Topics [+]</a>	<a href="#">Contact &amp; Hours [+]</a>
<p><b>Staff Notes:</b></p> <p><b>Income Guidelines:</b> Clients must have expenses that bring them down to 125% FPG.</p> <p><b>Cases venued in Judicare's service area (client resides outside service area):</b> Judicare requests the legal services program of client's residence do the intake, including gathering court documents and that no referral be made unless the case is a priority for the referring program.</p>		

**LOON Search Guidance**

**Legal Topics** list the specific case types associated with the service.

Service & Staff Notes [+]	Legal Topics [-]	Contact & Hours [+]
<ul style="list-style-type: none"> <li>■ Abuse and Crime Victims » Child abuse</li> <li>■ Abuse and Crime Victims » Domestic Violence » Orders for Protection (OFP)</li> <li>■ Family » Child Support</li> <li>■ Family » Custody » Delegation of Parental Authority (DOPA)</li> <li>■ Family » Custody » Establishing custody</li> </ul>	<ul style="list-style-type: none"> <li>■ Family » Divorce » Children » Responding to divorce (respondent)</li> <li>■ Family » Parenting time » Establish parenting time » Requesting parenting time (petitioner) » Domestic violence</li> <li>■ Family » Parenting time » Establish parenting time » Requesting parenting time (petitioner) » No domestic violence</li> </ul>	

**Contact & Hours** includes the physical location, phone numbers, website and hours. *Hours are typically intake hours.* If you have questions about a listing, contact the person under “Location Contact.” Do not provide the Location Contact information to the public.

Service & Staff Notes [+]	Legal Topics [+]	Contact & Hours [-]
		<p><b>Contact:</b>            1201 89th Avenue NE            #310            Blaine, MN 55434</p> <p><b>General Phone:</b> <a href="tel:763-783-4970">763-783-4970</a>  <b>Intake:</b> <a href="tel:763-783-4970">763-783-4970</a>  <b>Fax:</b> <a href="tel:763-783-4959">763-783-4959</a></p> <p><b>Location Contacts:</b>            Christine Haugen            Paralegal/Administrative            Assistant  <a href="mailto:chrish@anokajudicare.org">chrish@anokajudicare.org</a></p> <p><b>Legal Organization:</b>  <a href="http://www.anokajudicare.org/">http://www.anokajudicare.org/</a></p>

## LOON Search Guidance

### Search Features

#### Legal Topics

All services are tagged with one or more predefined Legal Topics. You can use these Legal Topics to filter results to only the services that are tagged with a particular Legal Topic.

Start broad and drill down as necessary.

**Legal Topics**

Housing	- Any -
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**Legal Topics**

Housing	Landlord/Tenant	Private
Eviction	Discriminatory	

#### Keywords

The Keywords Search queries nearly every field within a service listing, including title, description, legal topic, and keyword. Some fields are given a greater weight. For example, a term used in the Title is given greater weight than a term used in the Staff Notes. LOON editors have access to a field called “keywords” where they can enter terms by which you are likely to search. These terms are given the greatest weight.

**Keywords** **Service Areas** **Organization**

Enter Keyword(s)	Select County ▼	Select an option ▼
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[City-County Lookup](#)

#### Service Area

Service Area is broken down by County. There is a link to a City-County Lookup website that you can use if you aren't sure which county a city or town is in. The Service Area filter will return any service within the selected county, including services that are statewide.

**Keywords** **Service Areas** **Organization**

Enter Keyword(s)	Select County ▼	Select an option ▼
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[City-County Lookup](#)

## LOON Search Guidance

### Organization

See all services offered by a particular organization.

<b>Keywords</b>	<b>Service Areas</b>	<b>Organization</b>
<input type="text" value="Enter Keyword(s)"/>	<input type="text" value="Select County"/> ▼ <a href="#">City-County Lookup</a>	<input type="text" value="Select an option"/> ▼

### FPG Limit

Filter services by the FPG Limit associated with the service. Note that some organizations may list a slightly higher FPG Limit than their true cut-off to account for expense adjustments.

<b>FPG Limit</b>	<b>Age Range</b>	<b>Service Type</b>
<input type="text" value="- Any -"/> ▼	<input type="text" value="- Any -"/> ▼	<input type="text" value="- Any -"/> ▼

### Age Range

Filter services by any age restrictions associated with the service.

<b>FPG Limit</b>	<b>Age Range</b>	<b>Service Type</b>
<input type="text" value="- Any -"/> ▼	<input type="text" value="- Any -"/> ▼	<input type="text" value="- Any -"/> ▼

### Service Type

Service Types include:

- **Clinics:** Regularly scheduled or one-time events where clients receive brief advice or service that is limited in scope.
- **No Cost Lawyers (formerly Legal Services):** Any other type of free, non-clinic legal service, ranging from full representation to brief service or advice.
- **Informational Services:** A service that does not provide legal advice, including Court Self-Help Centers and Law Libraries.
- **Mediation:** Services limited to ADR or mediation.
- **Lawyer Referral (formerly Referral Services):** Bar association -type lawyer referral services that only provide referrals and do not provide direct services.

<b>FPG Limit</b>	<b>Age Range</b>	<b>Service Type</b>
<input type="text" value="- Any -"/> ▼	<input type="text" value="- Any -"/> ▼	<input type="text" value="- Any -"/> ▼

## LOON Search Guidance

### Eligibility Criteria

Checking “Disabled,” “Lives on reservation,” or “Veteran” returns services that are only available to people within those categories.

#### Eligibility Criteria

- Disabled
- Lives on reservation
- Veteran

Questions? Go to [www.lawhelpmn.org/contact-state-support](http://www.lawhelpmn.org/contact-state-support).