

Below are guidelines for the **Description** section of Legal Services (now “No Cost Lawyers”) and Clinics. You can find information about how to edit your listings on the [Getting Started with LOON page](#).

LISTING DESCRIPTION GUIDELINES for Legal Services:

When creating your listing description please include the following:

1) Description of organization.

Example: Legal Services of Northwest Minnesota (LSNM) provides free legal services to eligible clients.

Example: Southern Minnesota Regional Legal Services (SMRLS) provides free legal help to low-income people in critical civil matters.

Example: Mid-Minnesota Legal Aid (MMLA) is a non-profit law firm specializing in providing professional legal help to people with low incomes.

Example: Legal Aid Service of Northeastern Minnesota (LASNEM) is a non-profit law firm, assisting low income citizens in northeastern Minnesota with their civil legal needs.

Example: Anishinabe Legal Services is a non-profit that provides free legal assistance to low-income people living on or near the Leech Lake, Red Lake, and White Earth Reservations.

Example: Central Minnesota Legal Services (CMLS) is a nonprofit legal organization serving low-income people and families.

2) Description of legal services organization provides.

Example: Legal services may include legal advice, brief services or full representation.

Example: Depending on the specific issues and facts of your case, MMLA may provide legal advice, brief services, or extended representation for your legal issue.

3) List of three to five examples of general case types that fall within the listings’ area of law.

Example: CMLS can help with many different types of public benefits cases like denial of benefits, overpayment, or fraud.

Example: Tubman provides full representation to eligible clients with cases venued in Hennepin, Ramsey, or Washington Counties. Priority is given to clients who have experienced domestic violence, sexual assault or stalking. Free representation is offered for divorce, custody, and parenting time cases only.

Example: We cover a wide range of issues with tenants, including repairs, evictions, security deposits, landlord invasion of privacy, break lease questions, sexual harassment, and many more.

Example: Family law cases include: divorce, child custody, parenting time, and Orders for Protection.

4) Free: *Please incorporate the word free in one of the other guideline suggestions above. The general public does not always understand that legal aid and pro bono are synonymous with free.

To ensure that all people understand what services your listing provides please include the word free if you do not charge for your legal services.

Example: Legal Services of Northwest Minnesota (“LSNM”) provides free legal services to eligible clients.

Example: Services are free to eligible clients.

5) Reference to application tab to apply for services.

Example: To see if you qualify for free legal services, click on the Application Process tab below and follow the instructions.

Example: To apply for services, click on the Application Process tab below and follow the instructions.

New listing created pursuant to above guidelines:

Central Minnesota Legal Services (CMLS) is a nonprofit legal organization serving low-income people and families. Services are free to eligible clients and may include legal advice, brief services, or full representation for family law cases. The types of cases CMLS helps with include: divorce, child custody, parenting time, spousal maintenance (alimony), and Orders for Protection (OFP). To see if you qualify for free legal services, click on the Application Process tab below and follow the instructions.

LISTING DESCRIPTION GUIDELINES for Legal Clinics:

When creating your listing description please include the following:

- 1) Whether clients will meet with organization attorneys or volunteer attorneys
- 2) What type of legal services the clinic provides: legal advice, brief services, reviewing legal documents, and/or assistance filling out forms when representing yourself
- 3) Free
- 4) Length of meeting (if there is a specific time limit)
- 5) List of three to five examples of general case types that fall within the clinics’ area of law
- 6) Attorneys will not provide representation at future court hearings
- 7) Walk-ins welcome or appointment/registration required

New listings created pursuant to above guidelines:

- Free appointments with volunteer attorneys to receive brief legal advice on housing law matters for low-income clients. Attorneys can provide advice on landlord/tenant issues including repairs, evictions, security deposits, landlord invasion of privacy, break lease questions, and sexual harassment. Attorneys will not provide ongoing legal services outside of the legal clinic. To schedule your appointment, please review the Application Process tab below. Participants must be low income and meet financial eligibility guidelines.

- Free 20-minute meetings with a staff attorney to answer legal questions, review legal papers, or provide advice about court procedures. Attorneys can answer family law questions about divorce, child custody, parenting time, child support, and spousal maintenance. Walk-ins are welcome, no appointment necessary. The attorney provides free legal services during the clinic session but will not represent the client in their legal case.
- Clinics are an opportunity to meet one-on-one with a volunteer attorney to ask questions, discuss options, and get legal advice. The attorney provides free legal advice during the clinic session but will not represent the client in their legal case. Attorneys cover a wide range of family law issues include child support, divorce, child custody, parenting time and spousal maintenance. Walk-ins are welcome, no appointment necessary.
- Free appointments with volunteer attorneys to get help completing court forms when representing yourself in an eviction expungement hearing. The attorney provides free legal services during the clinic session but will not represent the client in their expungement hearing. Registration is required, please see the Application Process tab to reserve your free 30-minute appointment.