Excerpt from the
HIV Legal Checkup Project
Volunteer Advocate Training
Manual
(2000)
What is the HIV Legal Checkup Project?

Preventing Problems ... Bridging Barriers ... Empowering Clients

People living with HIV and AIDS face a cascade of potentially devastating legal problems from the moment they discover that they are HIV-positive. Although traditional legal services exist to address these needs, they are frequently utilized only after clients have serious legal problems. By the time clients access these services, their problems have caused significant hardship and are difficult to remedy. To help clients prevent legal problems, and to bridge the barriers between HALSA services and people living with HIV and AIDS, HALSA has developed the HIV Legal Checkup Project.

Legal check-ups are the first step in the process of empowering clients to maintain independent lives. A “legal check-up” is a comprehensive one-on-one legal consultation session. Legal check-ups evaluate clients’ current and future legal needs and provide clients with the resources, information and referrals necessary to prevent and address their problems. The initial check-up serves as the beginning of an ongoing relationship that is reinforced with the development of individually-tailored client action plans and periodic lawyer-initiated phone calls.

HLCP does aggressive outreach to deliver legal checkups to clients who underutilize HIV-Legal Services. Outreach is conducted by: 1) having monthly and bi-monthly legal checkup clinics at HIV medical clinics and AIDS Service Organizations, 2) advertising the legal checkup service to the HIV-community at-large; 3) getting direct referrals from the HALSA intake line; and 4) training case managers to include the legal checkup service on their clients’ individual service plans.

HLCP was founded in January of 1998. As of July 1, 1998, over 200 clients have received legal checkups.

HLCP was started with grants from the echoing green foundation, the Harvard Law School Kaufmann Fellowship, the New York University Public Interest Law Foundation, and donations from partners of the law firm of Simpson, Thacher and Bartlett.
How can I volunteer?

HLCP relies heavily on the pro bono work of attorneys and law students. Both attorneys and law students can volunteer to conduct legal checkups. Volunteering requires a commitment:

1) to complete the training necessary to conduct legal checkups,

2) to keep abreast of new developments in the law and new issues that are important to our clients, and

3) to staff a legal checkup site for 3 - 5 hours either once or twice a month.

Clinics are conducted during the day and in the evening at sites throughout Los Angeles County.

Call (323) 993-1527 and speak to HLCP Director Brad Sears if you want to volunteer!
Who are HLCP'S Clients?

HLCP is funded to provide legal checkups and other preventive legal services to anyone who is HIV-positive in Los Angeles County. There are no income or other eligibility requirement for legal checkup clients. The service is designed not only to help poor people, but to help all people with HIV gain and/or retain access to income, health care, and housing through legal services.

AIDS/HIV in Los Angeles County - A Snapshot

Currently, there are approximately 45,000 persons living with HIV disease in Los Angeles County. The following charts provide demographic information on this population.

The following trends have remained consistent throughout the history of the HIV/AIDS epidemic:

- The profile of the mode of transmission is moving from gay men to IVDUs and heterosexual transmission to women.
- The ethnic profile is moving from Caucasians to people of color.
- Women form a larger percentage of those newly-infected each year.
- The epidemic is increasingly concentrated in poor communities; among people who were poor before they contracted HIV-disease.

Two demographic trends are increasing the legal needs of people with HIV:

- Legal needs are increasing as the disease impacts communities that were already poor and that face other types of prejudice - racism, sexism, criminalization, etc.
- Legal needs are increasing as people are living longer on new cocktail combinations. The new treatments are both changing and increasing the legal needs of people living with HIV-disease.
What are the legal needs of people with HIV?

- A needs assessment survey conducted by the HIV Legal Services Delivery Project found that people living with HIV-disease in Los Angeles County are in need of legal assistance 15,000 - 20,000 times a year.

- The report *HIV Services in Los Angeles County: An Assessment of Supply, Demand, and Access* found that more than half of the people living with HIV-disease in Los Angeles County had need for legal help or advice.

- The same report also found that over 40% of persons living with HIV-disease who had experienced a need for legal services had never received such services.

- There are less than ten full-time lawyers in Los Angeles County to address these needs.
What is a legal checkup?

Definition

A comprehensive one-on-one legal consultation session. Custom-tailored to meet each individual client's needs. Its purpose is to help clients use legal services to preserve access to income, health care, and housing. Legal check-ups evaluate clients' current and future legal needs, and provide clients with the resources, information, and referrals necessary to prevent and address their problems. The initial checkup is reinforced with the development of a client action plan and periodic lawyer-initiated phone calls.

Issues covered

- **Needs Assessment:**
  - Benefits
  - Housing
  - Debtor/Creditor
  - Tax

- **Preventive Education:**
  - Employment
  - Confidentiality
  - Discrimination
  - Testamentary Documents

- **Individual Issues:**
  - Insurance
  - Family Law
  - Immigration
  - Other Issues (criminal, traffic, p.i.)

Goals

1. Provide a positive and informative interaction with a lawyer.
2. Identify any current legal needs or questions.
3. Provide answers to legal questions.
4. Provide relevant legal referrals.
5. Educate clients about the free legal services available in LA.
6. Educate clients about when and how to access legal services.
8. Educate clients on specific legal issues:
   - Benefits, Employment, Housing, Debtor/Creditor, Insurance.
9. Gather data about the legal needs of clients in LA County.
A consultation; not an interview or an intake

The legal checkup Client Questionnaire might make a legal Check up look like just a long series of questions. But it’s not. A legal checkup is not an interview or an intake. It’s a consultation. The client should leave their checkup feeling like they learned something useful. This means you have to be able to answer questions, identify problems, and provide good referrals. Think in terms of “value-added” for the client.

**Interview:** In an interview, a professional asks a client questions but does not provide any useful information. The primary purpose of the interview is information gathering - for the professional’s benefit or for the benefit of a group of people. An interview has no “value-added” for each client during the interview. The interviewer takes information from the client but does not give anything back. Interviews are rarely empowering or educational.

**Intake:** In an intake, a non-professional (usually with little training or knowledge) gathers information solely for the purpose of passing it on to another professional to evaluate. The primary purpose of intakes are to cut down professionals’ client interviewing time and to weed out clients who are not eligible for services. While the client will eventually benefit from the intake, it will not be until the professional evaluates the information collected. The intake itself is no more informative or empowering than the interview.

**Consultation:** In a consultation, clients are asked questions and clients ask questions. A professional provides answers to questions and knows what questions to ask to get relevant information. For issues that require additional services, the professional knows what services the client needs and where the client can get those services. The client leaves with questions answered and knowing how to take care of unresolved issues. The client leaves both informed and empowered.
Why do we need a preventive legal service?

1. The nature of the legal needs of people with HIV-disease.

People living with HIV-disease in Los Angeles county often have a large number of legal problems that span a wide range of legal issues. Because of the many obstacles to accessing legal services (see below), clients do not solve legal problems in their early stages and problems tend to snowball. Approaching legal problems holistically works best because clients’ legal problems usually overlap. For example, if a client is too sick to work, and is not receiving public benefits, s/he may risk eviction, or s/he may accrue large amounts of debt.

2. Obstacles to accessing legal services.

A recent study found that over 40% of persons living with HIV-disease in Los Angeles County who had experienced a need for legal services had never received such services. An ABA study identified the following obstacles that prevent poor people, in general from accessing legal services.

- Recognizing a problem as legal in nature.
- Finding a qualified lawyer (17.5%).
- Affording a lawyer’s help (28%).
- Scarcity of legal services.
- Fear of lawyers.
- Cultural Barriers.

3. Paradigm Shift in HIV/AIDS Legal Services:

From preparing clients for an easier death...

to providing legal strategies for life!
How does the legal checkup help clients?

The following is a report that shows the impact the legal checkup is having on clients at one of the sites that sponsors a legal checkup clinic, the Oasis Clinic in Compton.

OASIS CLINIC JAN. 1998

Summary

Total Clients 25

% of clients who had never used HIV-related Services 88%(22)

Total HALSA Referrals 47
HALSA Referrals per client 2

Total Non-HALSA Referrals 38
Non-HALSA Referrals per client 1.5

Advice on Specific Issues During Checkup 59
Advice on Specific Issues per client 2.4

Total Moot Issues 39
Moot Issue per client 1.5

Clients greatest unmet needs were:

1. Benefits and Insurance questions
2. Testamentary documents
3. Debtor Creditor issues
4. Housing: evictions, habitability, and HOPWA information
5. Tax issues

Clients had little knowledge of these specific programs or rights:

1. Right to Confidentiality
2. Right to Reasonable Accommodation
3. Eligibility for Health Insurance through employment
4. How to deal with discrimination
5. Applying for work/back to work issues
6. Family Medical Leave Act
7. HOPWA
What type of training do I need?

You don't have to be an expert in HIV/AIDS law to do a legal checkup. Studies by the American Bar Association show that 80% of legal issues presented to legal services providers can be resolved with brief advice and counseling. You will be able to advise our clients on many issues by drawing on three sources of knowledge that you already have:

1. Your "common sense."
2. Your legal thinking skills.
3. Your current area of practice in the law.

By learning 50 different pieces of information about HIV/AIDS law (which are all in this manual), you will be able to answer most of our client's questions. Remember, those questions that you can't answer can be referred to the HALSA staff.

Specifically, you need have enough familiarity with HIV/AIDS law to:

1) Be good "issue spotters" for HIV/AIDS legal issues.
2) Provide answers to clients commonly asked questions.
3) Educate clients about their rights and the legal services in Los Angeles.
4) Refer clients to HALSA services and to other free legal services.
5) Weed out legal issues that don't need to be or can't be addressed

Trainings

Volunteers should complete the following trainings before conducting a legal checkup site.

A. Attend a Legal Checkup Training Session (2 hours).
B. Attend a one-on-one Legal Checkup Training Session (1 hour).
C. Read the Legal Checkup Volunteer Manual.
D. Read and become familiar with the brochures in the Client Folder.
E. Read and become familiar with the brochures in the Outreach Packet.
A General Practitioner; not a Specialist

Another way to approach preparing for the legal checkup is to think about the difference between a general practitioner and a specialist in the field of medicine; or the difference between a “gate keeper” or primary care physician and a specialist in an HMO.

You want your general practitioner to be an excellent diagnostician, to be able to diagnose any problem that you come in with. It’s not important that he or she be able to treat every problem, or even fully understand all of the implications of every problem. She just needs to be able to recognize the problem, and more important, to know which specialist to refer you to in order to take care of the problem.

Of course, you also expect your general practitioner to be able to handle routine problems and not to refer you to someone else for a problem she could take care of in a few minutes. You also do not want to be referred to a specialist who can not help you.

To do legal checkups, you’re training to be a good “legal general practitioner” or “diagnostician.” This means you need to know a little bit about a lot of different issues. For example, to do a legal checkup, you don’t need to know how to litigate a discrimination case. You do need to know what types of actions by employers and others violate the anti-discrimination laws.
CLIENT FOLDER

Most all of the materials that you will need to do a legal checkup are located in the black Client Folders. Copies of these materials are included in this section for you to reference while studying this manual.

In the right hand side of the client folder you’ll find:

Client Questionnaire This is the document that lists all the questions that you’ll ask during the legal checkup. It’s a guide to shape your conversation. You should be familiar enough with the questionnaire so that you don’t have to read the questions to the client. No need to memorize - you’ll have it down after one or two checkups.

You’ll fill out the questionnaire during and immediately after the checkup. Then you’ll return it to HALSA in the Return Envelope. See attached.

Action Plan This is the client’s guide to what he or she needs to do after the checkup to address his or her legal needs. All referrals are listed on the action plan. The plan also lets HALSA know what it needs to do to help the client. You’ll fill out the action plan during and after the legal checkup. You’ll give the original to the client and return a copy to HALSA in the Return Envelope. See attached.

In the left hand side of the client folder you’ll find:

Referral Sheet On the front is a list of HALSA services. On the back is a list of other free legal services in LA County. See attached.

Confidentiality Brochure A brochure that you’ll use to help you explain the client’s confidentiality rights. See copy in Confidentiality Section.

Discrimination Brochure A brochure that you’ll use to help you explain the client’s rights to be free from discrimination. See copy in Discrimination Section.

Legal Check-Up Card Tell the client that they can call the number on this card if they have any questions or legal needs.
OUTREACH PACKET

The Outreach Packets includes all of the materials that you will need to do a legal checkup. In the front are sections for client folders and posters and brochures advertising the legal checkup clinic. The rest of the sections have client education brochures. At the back of the packet is a copy of HIV L.A., a directory of all of the HIV/AIDS resources in Los Angeles County.

You should be familiar with all of the brochures in the packet and HIV L.A:

You should also make sure that your packet is well-equipped before each clinic. The following is a list of the materials in the outreach packet and the number of each that you need at the minimum before each clinic. Please stock up on more if you want to. You can pick up new materials at HALSA or fax HALSA a request for more materials using the Request From in the Outreach Packet:

<table>
<thead>
<tr>
<th>Material</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Manual</td>
<td>1</td>
</tr>
<tr>
<td>Request Forms</td>
<td>1</td>
</tr>
<tr>
<td>Return Envelopes</td>
<td>1</td>
</tr>
<tr>
<td>Client Folders</td>
<td>6</td>
</tr>
<tr>
<td>Clinic Posters</td>
<td>2</td>
</tr>
<tr>
<td>HLCP brochures</td>
<td>20</td>
</tr>
<tr>
<td>WISH</td>
<td>6</td>
</tr>
<tr>
<td>Spanish WISH</td>
<td>3</td>
</tr>
<tr>
<td>DISH</td>
<td>6</td>
</tr>
<tr>
<td>Spanish DISH</td>
<td>3</td>
</tr>
<tr>
<td>Bet Tzedek Repairs Brochure</td>
<td>4</td>
</tr>
<tr>
<td>Eviction Defense Chart</td>
<td>4</td>
</tr>
<tr>
<td>Returning to Work Brochure</td>
<td>4</td>
</tr>
<tr>
<td>Guardianship Brochure</td>
<td>2</td>
</tr>
<tr>
<td>Small Claims Court Brochure</td>
<td>2</td>
</tr>
<tr>
<td>HIV L.A.</td>
<td>1</td>
</tr>
</tbody>
</table>

Remember, these numbers represent the minimum number of each materials that you will need to do a legal checkup clinic.
LEGAL CHECKUP CLINIC

Checklist

☐ If you have a site that scheduled date, call to get a fax of your client list from your site contact or the HLCP Director the day before your clinic.

☐ Make sure you have a well-stocked outreach packet. See the sheet on the Outreach Packet in the Volunteer Manual. Request any materials you need from HALSA by using the Materials Request Form in your Outreach Packet.

☐ Arrive at the clinic on time and check in with your site contact. Make sure you have a private place to interview clients and that you know where the copy machine is.

☐ Do your legal checkups. Either complete your schedule of clients or, for drop-in clinics, conduct 3 - 5 legal checkups during the clinic hours.

☐ Fill out the Client Questionnaire completely for each client. This includes writing down all questions the client asked, all advice given to the client, and how each issue raised by the client was resolved. You keep the filled out Client Questionnaire to give to HALSA.

☐ Fill out each client’s Action Plan and make a copy of the completed Action Plan. The original should be given to the client with their client Folder. You should keep the copy for HALSA.

☐ Put up posters marked with the next date of the clinic before you leave. Also, make sure the site has brochures displaced advertising the legal checkup clinics.

☐ Mail each client’s Client Questionnaire and Action Plan to the HLCP Director within two working days of your clinic. You can use the Return Envelope in your Outreach Packet.

Please call HLCP at (323) 993-1527 if you have any questions or need assistance.
LEGAL CHECKUP

Checklist

☐ Introduction. Introduce yourself. Explain purposes of the legal checkup. Explain that the entire conversation will be confidential.

☐ Intake Questions. Ask these questions to get contact and demographic information about the client. The client doesn’t have to answer the questions if they do not want to.

☐ First Question. Always begin by asking client if they have any questions or things they want to talk about. Show the list of HALSA Services to the client on the Referral Sheet. Tell the client that you can talk about any of those topics. Address the client’s concerns first. Be sure to write down all the questions that the client starts with in the first section.

☐ Substantive Sections Next, work through the rest of the substantive legal checkup sections. Feel free to jump ahead whenever the client brings up a specific issue. Write down all the questions asked and the advice and referrals given.

☐ Checkup Checklist Mark the boxes of the sections covered during the checkup. This lets us know what still needs to be covered with the client.

☐ Action Plan Fill out the client Action Plan. Write enough information on the Action Plan for HALSA to provide a referral without looking at the questionnaire. Remember, the client will also be reading the Action Plan. Make a copy of the Action Plan.

☐ Closing Give the client his or her client folder. The folder should include all of the client education brochures that the client needs, an HLCP card, and a copy of his or her Action Plan. Review all of these with the client.

☐ Attorney Summary Fill out the Summary section on the second page of the Client Questionnaire.

☐ Send Documents Return the Client Questionnaire and the copy of the client’s Action Plan to HALSA.
Clients You May Meet

Almost all clients really appreciate the legal checkup — it provides them with useful information, answers to their questions, and access to free legal services. Frequently clients comment about how much they’ve gained from the service when it’s over.

However, you will meet some clients that will be more challenging. While each client is unique, you should be prepared to handle the following circumstances:

No Problems

It may feel strange to run through the whole legal checkup with a client that has no legal problems. You may feel like this client didn’t get a lot out of the service. This is natural, it’s often more exciting to have a client with a pressing issue that you’ve helped to resolve. But remember, this is a preventive service. Not everyone who goes in for a medical checkup gets diagnosed with an illness and most people are thankful for that. Also, even a client with no problems has learned about HALSA and the services it provides, their rights regarding Confidentiality and Discrimination, and the Testamentary Documents that are available. If the client has no issues, the legal checkup should only take 10 to 20 minutes.

Too Many Problems

This can be hard. You may feel that you’ve just identified a large number of problems that the client wasn’t even aware of and now the client has a lot to deal with emotionally. Relax, the client knew about these problems before (and probably has dealt with worse.) The new information that the client has gained is that he or she can do something about them. You can help the client prioritize what he or she needs to do by ranking the issues on the Action Plan, or just advising the client where to start. For example, filling out a DISH is usually more pressing than filling out a WISH; working out an eviction defense is more pressing than handling an 8-month old confidentiality issue.

Sick or Tired

This is extremely rare. Even if you encounter a client that is sick or tired, if she came to an appointment, she is probably prepared to continue. Many clients are used to working in spite of illness and fatigue. However, please don’t keep a client who is uncomfortable and wants to stop. Mark down how far you on the checklist on the last page of the Client Questionnaire and wrap it up.
Non-Talkative

This is very rare. Most clients appreciate the opportunity to be able to talk about their lives. If the client is not-talkative, try to be more conversational yourself. Clients talk the most, and identify the most problems, when they don’t feel. Don’t cut off stories or comments that aren’t directly linked to a legal issues, unless the client is talking on and on. This type of questioning is different than what lawyers often do. Also remember that many of these issues hit on very personal subjects like illness, poverty, death, criminalized behavior, and sexuality. Try to make the client feel comfortable. Sharing something about yourself, a similar problem or experience, can put the client at ease. You can also use humor.

The Talker

This problem is a little more frequent. It’s not a problem at all unless the client’s talking is going to keep you over an hour. Talkers usually don’t mind if you interrupt. They’re used to it. Just plow ahead with the next questions when you need to move on. Although allowing the client to talk freely is the best way to get information, you don’t have to be held captive.

Mentally Handicapped

Some of our clients have slight to severe mental handicaps. Most are competent enough to make it through the legal checkup.

If you feel that a client isn’t able to comprehend your questions or is giving illogical answers, be respectful and give an abridged form of the legal checkup. The won’t know if you skip sections or questions. Wrap up and give the client an Action Plan. Out of the approximately 250 clients that have had a legal checkup so far, only 1 has not been able to complete a legal checkup due to a mental handicap.
RECORD KEEPING

An important part of doing a legal checkup is writing down as much information as you can about what you learn from the client and the advise that you give the client. This is important for two reasons:

First, it will help HALSA make sure all of the clients needs are met. Each of the legal questionnaires is reviewed to make sure that all of the problems that you identified are taken care of.

Second, the legal checkup information helps HALSA plan its services. The legal checkup is a great tool for measuring clients' needs. Unlike relying on our intake numbers, it gives us a more complete picture of the needs that clients actually have, rather than the needs they know to call and ask about. For this reason, it's important to write everything down and to try to hit every section of the Client Questionnaire.

Here's some tips on how to fill out each of the Legal Checkup documents. This chapter includes copies of correctly filled out documents that you can use as a guide.
Client Questionnaire

Intake Questions

Be sure you ask the client all of these questions and to fill out all of the answers. This information is important for contacting the client. It also is required by our funders.

First Question

Write down all of the questions that the client comes up with on their own. This gives us an idea of what issues clients can spot before they have a legal checkup. We use the information to know what issues to emphasize during the legal checkup — those issues that clients don't recognize on their own.

Legal Issue Sections

Be as thorough as possible here. Be sure to mark all of the "yes" and "no" boxes. This lets us know that you asked the client that question. Try not to just draw a line through a section or to leave it blank. We learn just as much from the "no" answers as the "yes."

There's a lot of things typed out on the questionnaire so that you can spend your time talking and listening, and not writing. However, if a client has an issue be sure to write down all of the relevant information.

Write down what you advised the client. We may have additional information for the client and it helps us keep track of how clients are helped during the legal checkup.

Checkup Topics Covered

This is located on the last page of the questionnaire. Check off all of the sections that you covered. You should try to hit all of the topics, but Family law issues and Immigration issues may not be relevant for that client. This lets us know if we should cover the skipped issues when we contact the client at their one-month and three-month follow-ups.
Legal Checkup Summary

This is located on the first page of the Client Questionnaire. Fill this out at the end of the legal checkup, after the client has left.

Use the space to summarize only things that are not on the client Action Plan. We're not asking you to write down anything twice. The summary should only contain issues that don’t require further action. So do the Action Plan first. See below. Then go through the Client Questionnaire and write down issues that don’t require further action in the summary. There is a section for two types of issues. These categories should cover everything else that came up during the legal checkup that’s not on the Action Plan.

HALSA Referrals

Write down information here to make a referral to a HALSA attorney. Remember, you are writing enough information to help an attorney call the client and discuss the client’s issue. Your notes should be a well organized summary of the client’s issue containing all relevant information that you have gathered.

You should write 3-5 sentences for each referral. Your notes should be detailed enough so that the attorney does not have to go back to the Client Questionnaire to get more information. You can use more space by crossing out the next number and continuing your summary.

Advice and Counseling

Write down a short summary (one sentence or phrase) of questions that the client asked and the advice that you gave. This section is for simple questions that would never have resulted in further legal services.

Moot Issues

In this section write down legal issues that would have required further legal services, but for which no services have been recommended. Here you’ll have issues where:

- the client doesn’t wish to proceed,
- the client has already resolved the issue,
- the statute of limitations has run,
- the issue occurred a long time ago and can’t be resolved now, or
- some other barrier exists to pursuing the matter
Action Plan

The Action Plan lets the client know what he or she needs to do to take care of the issues that you have identified. It also provides HALSA with a summary of what we need to do to help the client.

Someone on the HALSA staff or another volunteer will go over the Action Plan with the client one and three months after the legal checkup. The goal is to have all of the issues identified on the Action Plan corrected by three months after the client’s legal checkup.

The best way to learn how to fill out the Action Plan is to look at the model provided. Here are some other tips.

To do boxes v. Completed boxes

Check the To Do box if the client needs to do that action. This lets the client know it’s an issue that he or she needs to address. Only check the Completed box if the client has already done that action. The client will check off the rest of the completed boxes when he or she does the action.

The following paragraphs explain each section of the Action Plan:

Complete an HIV Legal Checkup

When you’re done, every client will have completed their Legal Checkup. So, check both the To Do and Completed boxes on every client’s Action Plan. The client has already taken an important step in addressing their legal needs.

Submit Proof of Diagnosis

If the client did not bring proof of their HIV-status to the legal checkup, they will need to submit such proof to HALSA before receiving any further services. Be sure to go over this requirement with each client who does not bring proof of their diagnosis. If the client does bring proof of their diagnosis, attach it to their action plan and client questionnaire.

Get my estate planning documents drafted.

Check the To Do box if you gave the client a WISH. Check off the documents that the client wants. This reminds the client what sections of the WISH they need to fill out. Check the Completed box only if the client has already filled out a WISH and gives it to you during the legal checkup. You do not need to put any further information about the WISH in the I need to talk to a HALSA attorney section. (See below.)
Take care of my problems with debts.

Mark this To Do box if you gave the client a DISH. Mark the Completed box only if the client gives you a completed DISH during the legal checkup. You do not need to put any further information about the DISH in the *I need to talk to a HALSA attorney* section. (See below).

**Other Agency referrals.**

Check this To Do box if you have given the client any non-HALSA legal referrals. Then write a brief description of the issue, the referral, and the referral's phone number in the appropriate box. When you review the Action Plan, you'll need to tell the client to call these agencies to follow up on the issues you've put down.

**I need to talk to a HALSA attorney.**

In this section, put all referrals for future services by HALSA staff. You should check each box next to the topic where a HALSA referral is needed. There are some extra lines in case you want to make more detailed notes.

Non-HALSA referrals have their own section so do not include them here. Also, do not write more information about the WISH or DISH here. There are sections for those services on the Action Plan. There's also separate sections for questions that should be referred to the Benefits Department or to Residential Services. Here's a guide:

<table>
<thead>
<tr>
<th>Do Put</th>
<th>Don't put the issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special non-DISH Debtor/Creditor Issues</td>
<td>DISH</td>
</tr>
<tr>
<td>Housing Legal Issues</td>
<td>Residential Services Issues</td>
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<tr>
<td>*Eviction Defense</td>
<td>* HOPWA/Section 8</td>
</tr>
<tr>
<td>*Repairs/Habitability</td>
<td>*Locating housing/roommates</td>
</tr>
<tr>
<td>*Security Deposit</td>
<td>All other benefits questions</td>
</tr>
<tr>
<td>*Privacy</td>
<td>All insurance issues.</td>
</tr>
<tr>
<td>Benefits appeals to the ALJ</td>
<td></td>
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<tr>
<td><strong>Tax Issues</strong></td>
<td>WISH/ Testamentary Documents</td>
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<td>Special non-WISH testamentary issues</td>
<td>Employment benefits issues</td>
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<td>All Immigration issues</td>
<td></td>
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<tr>
<td>Employment legal issues</td>
<td></td>
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<tr>
<td>Discrimination</td>
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</tr>
<tr>
<td>Confidentiality</td>
<td></td>
</tr>
<tr>
<td>Permanency Planning</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Non-HALSA referrals (see below)

Non-legal referrals (see below)
Insurance and Benefits Issues

If the client has any insurance or benefits issues, check the appropriate box. Write a brief description of the issue. You will be telling the client to call the Benefits Department or his or her case manager to follow up on these issues.

Call APLA Residential Services.

Check this To Do box if the client needs help with applying for HOPWA or Section 8 or needs help finding shelter, an apartment, or a roommate. Write a brief description of the client's need. You will be telling the client to call Residential Services to follow up on these issues.

Other Things to Do.

These spaces are for anything else that the client needs to do. They can be non-legal referrals or steps the client needs to take for other services, such as getting a copy of a birth certificate, a credit report, or medical records.
# HIV LEGAL CHECKUP

**Date:** 6/2/96  
**Interviewer:** Brad Sears  
**Site:** APLA

**Identify goals of Legal Checkup:**
1. Identify and address any current legal problems.
2. Information on how to prevent future legal problems.
3. Information about the free legal services available in LA County.

## Client ID:

<table>
<thead>
<tr>
<th>Name:</th>
<th>John Doe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>300 W. Sycamore #11</td>
</tr>
<tr>
<td>Daytime phone #: (30) 723 - 9467</td>
<td>Morning</td>
</tr>
<tr>
<td>Is it OK to leave message from “BALSA”?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- **Are you registered with an AIDS Service Organization?**
  - Yes  
  - No

- **Case Manager's Name:**

**Did you bring proof of your HIV-diagnosis with you today?**

**Demographics:**

<table>
<thead>
<tr>
<th>Primary Language:</th>
<th>☐ En. ☐ Sp. ☐ Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOB:</td>
<td>7/15/65</td>
</tr>
</tbody>
</table>
| Gender: | ☒ Male  
  ☐ Female  
  ☐ Transgender |
| Ethnicity: | ☒ W  
  ☐ Af-Am.  
  ☐ Latino  
  ☐ As/P.I.  
  ☐ N. Am. |
| Sexual Orientation: | ☒ Gay  
  ☐ Straight  
  ☐ Bi |
| Citizenship: | ☒ US PR  
  ☐ Undocumented  
  ☐ Other |
| Relationship: | ☐ Married  
  ☐ Partner  
  ☒ Single |

## Diagnosis:

- **Asymptotic**
- **Symptomatic**
- **AIDS**
- **Negative (End checkup)**

- **Have you been diagnosed as permanently disabled by social security or a private disability plan?**
  - Yes  
  - No

- **When did you learn that you have HIV?**
  - 1/1/98 (date)

- **Do you know how you got HIV; through sex, sharing needles?**
  - ☒ 1. Male-male sexual contact
  - ☐ 2. Heterosexual
  - ☐ 3. IV drug use only
  - ☐ 4. Male homo/bisexual contact & IVDU
  - ☐ 5. Blood transfusion
  - ☐ 6. Hemophilia
  - ☐ 7. Undetermined/Refused to Answer

## Legal Services Access:

- **Have you ever contacted:**
  - **HIV legal services**
    - Yes  
    - No  
    - For
  - **Other Legal Services**
    - Yes  
    - No  
    - For

- **How did you hear about HLCP?**
  - ☒ APLA Intake Line - WISH DISH HLCP
  - ☐ Outreach Clinic
  - ☐ Presentation
  - ☐ Case Manager Referral
  - ☐ Other:
Initial Basic Needs and Concerns Assessment

Do you have any legal issues or problems you want to talk about?

Show client list of legal areas. Please write down all of the client’s initial questions.
Address these questions and the sections that they fall into first.

(1) Ct wants to apply for SSI, no job, supporting 17 y.o. brother

LEGAL CHECKUP SUMMARY

1. HALSA Referrals. All referrals to HALSA attorneys should be listed here. Please write detailed notes of all information relevant to the referral.

- Client given DISH.
- Client given WISH.
- Client given WTISF.
- Tax - need help filing for 1997. Also, I still have held back money since 1992 because they didn’t believe his brother is a dependent. Ct doesn’t have social security number for his brother.
- Immigration - Ct wants assistance with naturalization.
- Temporary Planning - Ct wants legal guardianship of his 17 y.o. brother. Ct was worried that the worker has reported him to the Department of Children & Family Services.
- Housing - Ct need help negotiating payment plan with his landlord. Ct is several months behind on his rent ($850.00). Ct has given him a 3-day notice but threatens eviction. Daily he has 8-900 sec. dep; 1674 of habitability issues.

2. Advice and Counseling. Briefly list all of the specific questions for which you provided advice, and the advice provided:

Ex: Client asked about taking time off to see the doctor - advised her about reasonable accommodations.

- Client advised about (1) eviction defense process.
- (2) Right to repair/habitability; (3) Applying for jobs.
- (4) How to establish eligibility; (5) Disability benefits requirements.
- (6) Right to confidentiality/discrimination/reasonable accommodation.

3. Moot Issues. List all issues that would have been referrals except the client does not wish to proceed, the statute of limitations has run, or there is some other barrier to pursuing the matter:

Ex: Client has been evicted in the past, but it was three years ago.
BENEFITS

Section Objectives
1. General assessment of benefits client is on.
2. Selecting a benefits counselor (do at legal checkup)

If client is on benefits:
1. Assessment if client has any current benefits problems.
2. Referrals to a benefits counselor or HALSA, if needed.

If not on benefits:
1. Answer any questions about benefits that the client has.
   - Explain what it means to be "disabled" for SDI, SSDI, and SSI.
2. Referrals to a benefits counselor or HALSA, if needed.
   - Explain "Benefits Review" Service of APLA Benefits Department.

1. What is your monthly income before taxes? $120,000 (help the client figure this out.)
2. What is the source of your income:
   - [ ] Job
   - [ ] Benefits
     - [ ] SSDI
     - [ ] SSI
     - [ ] SSDI General Relief (GR)
     - [ ] AFDC/TANF
     - [ ] Food Stamps
     - [ ] Veteran’s Benefits (VA)
     - [ ] Other?
   - [ ] Private Disability Insurance
   - [ ] Friend, Partner, Family
   - [ ] Other:

3. How do you pay for your medical costs?
   - [ ] Medicare
   - [ ] Medicaid/Medi-Cal
   - [ ] Ability-to-Pay Plan (ATP)
   - [ ] AIDS Drug Assistance Program (ADAP)
   - [ ] Health Insurance Premium Payment (HIPP)
   - [ ] Private Insurance
   - [ ] Other?

4. Do you have someone to ask for advice about benefits? [ ] Y [ ] N
   Identify a benefits counselor for the client: APLA Benefits Department or Client’s Case Manager.

5. Do you need help applying for any benefits programs? [ ] N

6. Are you having any problems with your benefits?
   [ ] Did you have an application for a program unfairly denied?
   [ ] Have you been charged with an overpayment? of $ from ________________
   [ ] Have any of your benefits been terminated unfairly?
   [ ] Are you having any problems with your representative payee?
   [ ] Do you need any information on spend down to be eligible for benefits?
   [ ] Do you have any information about keeping benefits and staying work?

Description of Problem: (include dates of any application, denials, and appeals; reasons for any denials; and the medical basis for the client’s disability.)

Ct. needs assistance w/ Food & Food Stamps since he can’t support $120,000. Ct. says his cousin lives w/ his cousin. Ct. says he does not support him.
**Housing and Landlord/Tenant**

**Section**

**Objectives:**
1. Assess current housing problems.
2. Educate client about HALSA services.
3. HOPWA/Section 8 assessment.
4. Referral to HALSA/APLA Residential Services if necessary.

*Use these questions to assess problems and explain HALSA services.*

<table>
<thead>
<tr>
<th>1. Where do you live?</th>
<th>House ☐ ☑ Apartment ☐ ☑ Other ☐ ☑</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. What is your monthly rent?</td>
<td>$650 ☑</td>
</tr>
<tr>
<td>your share of rent?</td>
<td>$425 ☑</td>
</tr>
<tr>
<td>3. Do you have roommates?</td>
<td>☑ No ☐</td>
</tr>
<tr>
<td>If Yes, how many?</td>
<td>2 ☑</td>
</tr>
<tr>
<td>4. Are you on:</td>
<td>☑ Section 8 or ☐ HOPWA</td>
</tr>
</tbody>
</table>

5. Are you behind in your rent or having trouble paying your rent? ☑ No ☑

Have you worked out a payment arrangement with your landlord?

- Advised client about HOPWA/other LL
- 2 months in back rent ($850.00)
- 60 days from rent due, eviction but not written eviction notice yet
- Advice about eviction process:
  - ct., rent is more apt. in lead repair

6. Do you know about HOPWA? ☑ No ☑

**HOPWA Assessment**

1. Do you live in LA County? ☑ No ☑
2. Are you on Section 8? ☑ No ☑
3. Do you have AIDS or are you Symptomatic? ☑ No ☑
4. How many people are in your household? 3 ☑
5. What is your monthly household income? $1500 ☑

A. **Line 5 must be under:**
   - $1476.00 for 1 person.
   - $1708 for 2 people.
   - $1925 for 3 people.
   - $2137 for 4 people.
   - $2308 for 5 people.

B. **Line 6 (rent) must be below 75% and 80% of line 5 (monthly income).**

If client seems eligible, explain move-in ($1200) and shallow grants (3 for $300) to clients, and refer to Residential Services for further assessment. Explain that client only may be eligible.
Eviction Defense

Explain Eviction Process if client has any of these problems.

7. Have you ever been served with an eviction notice or unlawful detainer action? Y ☐ N ☐
   When were you served the notice? __/__/ (date)
   Did you receive the notice ☐ in person or ☐ in the mail?
   Was it a ☐ 3-day notice or ☐ 30 day notice?
   What was the reason for eviction stated on notice?
   Do you believe this is the actual reason for the eviction? Y ☐ N ☐
   If no, why not?
   Have you ever been served with an unlawful detainer complaint? Y ☐ N ☐
   What date was it served? __/__/ (date)
   How was it served?
   Have you filed an answer or any motion in response? Y ☐ N ☐

Repairs and Habitability

8. Are you having any of the following problems with your apartment? Y ☐ N ☐
   ☐ roaches or rats ☐ security problems ☐ no heat
   ☐ no hot water ☐ water leaks ☐ other ☐ ☐ ☐
   ☐ bad plumbing ☐ electrical problems

Explain that tenants have a right to have all of these problems fixed by their landlord.

Have you notified the landlord of the defect? Y ☐ N ☐; if Y ☐ orally or ☐ in writing?
Have you notified the building inspector of the defect? Y ☐ N ☐

Security Deposits

9. Are you having trouble getting your security deposit back from your landlord? Y ☐ N ☐
   Date that you moved out: __/__/ Have you requested the security deposit? Y ☐ N ☐
   How much does the Landlord owe you? __________
   Do you owe the landlord any back rent or money for cleaning or repairs?

10. Are you having any other sorts of problems with your landlord?
    Other problems and/or descriptions of problems:

    ☐ Leaked faucets or shower heads
    ☐ Leaks have ruined my furniture or carpet
    ☐ Damaged or broken furniture
    ☐ Have had a pipe or other plumbing problem
    ☐ Have had electric repairs
    ☐ Appliance not working
    ☐ Have had appliance repairs
    ☐ Have been charged for heat, electricity, etc.
    ☐ Have had rent or other money taken as a penalty
    ☐ Other: ____________________________

If the client has any of the problems above, refer him or her to the HALSA housing attorney or APLA Residential Services.
Debts, Student Loans, and Taxes

Section Objectives:
1. Assess current debtor/creditor and bankruptcy problems
2. If client has debts, educate client about the 3 main HALSA Services:
   - Negotiate a Payment Plan
   - Write "judgment proof" letters.
   - Bankruptcy.
3. Referrals to HALSA or other agency if necessary.

Debts
1. Are you having difficulty paying off any debts, such as credit card debts?
   - Credit Card $__________
   - Car Loan $__________
   - Mortgage $__________
   - Store Credit Card $__________
   - Medical Bills $__________
   - Utilities $__________
   - Yes / No

2. Do you have any student loans that you're having trouble paying?
   - Yes / No
   - What is the total amount of debt that you have?
   - $__________
   - Are you currently making payments on these debts?
   - Yes / No
   - When is the last time you made any payments?
   - ________ months ago
   - Have you stopped using your credit cards?
   - Yes / No
   - Have you made any sort of payment arrangements with your creditors?
   - Yes / No

3. Are any of your creditors harassing you about debts you can't pay?
   - Yes / No

Description:
- Cat. wants assist re negotiating payment plan
- Utility companies
- Advice & referral to CCC

If needed, give the client a Debtor/Creditor Screening Form (DISH) and explain HALSA Process for handling debtor/creditor and student loan issues. Client given DISH.

Taxes
1. Have you filed your income taxes for all the years that you needed to?
   - Yes / No
   - For what years have you not filed?
   - Not sure
   - Did you earn money besides disability income during those years?
   - Yes

2. Do you owe the IRS or Franchise Tax Board money that you can't pay?
   - Yes / No
   - Description:
   - [If needed, refer the client to HALSA's Tax Accountant.]
**INSURANCE**

**Section**

**Objectives**

1. Assess current insurance policies of client.
2. Explain services of Benefits Department and HALSA.
3. Referrals to Benefits Department and/or HALSA if needed.

1. **Do you have a health, life, or disability insurance policy?**
   - Health Insurance policy
   - Life Insurance policy
   - Disability Insurance policy

   **IF NO TO ALL THREE, SKIP INSURANCE SECTION**

   Have you had any problems with your insurance policy (ies)?
   - [ ] Y
   - [ ] N

   *Check any of the following questions that the client might have and refer client to Benefits Department.*

   **Health Insurance**
   - [ ] Are you worried about using your health insurance policy?
   - [ ] Do you have any problems understanding your bills?
   - [ ] Have you had a claim denied for any reason?
     - (pre-existing condition, material misrepresentation, HIV capitation, etc.)
   - [ ] Is your insurance company refusing pay for certain treatments?
   - [ ] Have you had any delays in the payment of your claims?

   **Life Insurance**
   - [ ] Would you like more information about getting life insurance?
   - [ ] Do you need information about selling your life insurance?

   **Disability Insurance**
   - [ ] Have you had a claim denied because of a pre-existing condition?
   - [ ] Have you had a claim denied because your insurer thinks you're no longer disabled?
   - [ ] Do you need some advice about going back to work when on disability insurance?

**Description:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________


EMPLOYMENT

Section Objective
1. Discuss relevant work related issues with the client
2. Explain HALSA services and give referrals as needed.

If client is not working:
1. Are you currently working? X  
2. Are you planning on looking for a job in the next 3 months? X
   
   Advise client on applying for jobs.
   
   If Yes, discuss the following in detail with relation to the application process:
   - Confidentiality
   - Discrimination / Reasonable Accommodation
   - Retaining Benefits (if client is currently on benefits)
   - Health Insurance Coverage (clients eligibility for health insurance through work)

If client is working, do they have any of the following concerns:
3. Are you having any problems at work? X
   - Should I tell my employer that I’m HIV-positive?
     • Discourage client from telling unless discrimination or close relationship
   - I want to change jobs, what should I be concerned about?
     • Continued Health Insurance Coverage
     • Application issues — Confidentiality and Discrimination
   - My health is starting to interfere with my job. What can I do?
     • Reasonable Accommodations
   - I’m not feeling well and want time off, but I want to come back to work.
     • Reasonable Accommodation
     • FMLA
     • SDI
     • Benefits Review
   - I’m too sick to work anymore. What should I be concerned about?
     • Maintaining Benefits, including COBRA and OBRA
     • Benefits Review and applying for disability benefits
     • Alternatives: Reasonable Accommodation, FMLA, SDI

Description:
Client not disabled, but hasn’t worked since Sept. 97
He last worked 10 years in the state police
into Social Security. He’s looking for work right now.
Confidentiality

Section Objectives

Briefly review the following using the Client Education Materials.

1. The meaning of your right to confidentiality.
   - Your right not to tell others.
   - Your right to stop someone from telling other people.
   - Your right not to be tested without your consent.

2. When to call HALSA for advice and HALSA referrals.

| 1. Have you told many people about your HIV status? Y N 
2. Have you ever told your employer that you're HIV-positive? Y N 
3. Has anyone told someone you're positive without your permission? Y N 
4. Has anyone given you an HIV test without your permission? Y N |

Discrimination

Section Objectives

Briefly review the following using the Client Education Materials.

1. Overview of legal protections from discrimination.
   - Law covers people from HIV-asymptomatic to AIDS.
   - Employment, Public Accommodations, Health Care, Housing

2. Explain right to Reasonable Accommodation.

3. Explain HALSA services and give HALSA referrals if needed.

1. Have you been discriminated against based on your HIV-status?
   - Employment
   - Housing
   - Public Accommodations
   - Health Care

   Date of Incident(s):

   Did the person discriminating against you know that you're HIV-positive? Y N

2. Do you need to ask for reasonable accommodation at work? Y N

3. Have you asked for reasonable accommodation and been refused? Y N

Description: (For employment discrimination, include employer name, address, number of employees, length of employment, whether there’s an employment contract, and whether client belongs to a union.)

Terminations

If client has been terminated and does not want their job back, give the client a Wrongful Termination Information Sheet packet to fill out. Y N

Client given WTISH.
Wills and Powers of Attorney

Section Objectives

Briefly review the following information using the Client Education Materials

1. Describe each document and explain its purpose:
   - Power of Attorney for Health Care
   - Power of Attorney for Finances
   - Hospital Visitation Form
   - Living Will
2. Determine which documents the client would like to prepare.
3. Assess whether the client needs a Last Will and Testament.
4. Give client the WISH packet and discuss process for executing the documents.

Use the following questions to discuss the testamentary documents.

1. Would you like a
   - Power of Attorney for Health Care? Y □ NO □
   - Power of Attorney for Finances? Y □ NO □
   - Hospital Visitation Authorization? Y □ NO □
   - Living Will? Y □ NO □

   Use these questions to assess whether the client needs a will.

2. Do you have a Will? Y □ NO □ If no, ask the following to discuss whether client needs a will:
   - Are you in a committed relationship, but not married?
   - Do you have minor children? If Y explain guardianship instructions.
   - Do you own real estate?
   - Do you have specific wishes about your funeral or burial?
   - Do you have possessions that you wish to go to a certain person or charity?
   *Explain what will happens with client’s estate under CA intestacy laws.

3. Would you like to make a Will? Y □ NO □

If needed. Discuss Will Information Sheet with Client (WISH). □ Client given WISH.

Children and Family Issues

Section Objectives

1. Discuss permanency planning issues with clients who have custody of minors.
2. Discuss HALSA services and make referrals, if needed.

1. Do you have any children under the age of 18? Y □ NO □ If No, skip section.
   Would you like information about:
   - □ Joint Guardianships.
   - □ Designating a guardian in your will.
   - □ Other, see below.

List name and age of each child:

Birth: Jimmy Date: 01/01/1980
### Immigration Issues

**Section Objectives:**
1. Determine citizenship status of client.
2. Assess client's immigration needs. Referral to HALSA if needed.

1. **Are you a U.S. Citizen?**
   - [ ] U.S. Citizen
   - [X] LPR
   - [ ] Undocumented
   - [ ] Other

   *If client is a Citizen, skip section.*

   Do you need help obtaining or information about:
   - [X] Citizenship
   - [ ] Legal Permanent Residence
   - [ ] Other legal documentation for working or living in the United States
   - [ ] HIV Waiver
   - [ ] Asylum
   - [ ] Other

   **C. wants assistance w/ naturalization**
   *He’s been in U.S. 17 years; LPR for 10 years*

---

**Get the following information if the client needs a HALSA immigration referral:**

- **Country of Birth:** Mexico
- **Date of entry into the United States:** 1986
- **Current Immigration Status:** LPR
- **Do you have a visa?** green card
- **Have you ever been convicted of a crime?** No
- **Do you have any family members who are citizens or legal permanent residents?** None
- **Have you submitted any applications to the INS?** No
- **Are you working with another lawyer?** No

### Other Legal Issues — Non-HALSA Referrals

**Section Objectives:**
1. Assess any additional legal issues of client.

1. **Do you have any other legal issues or problems you want to talk about?**
   - [ ] Yes
   - [X] No

   - [ ] Child Support modifications
   - [ ] Divorce
   - [ ] Criminal law issues
   - [ ] Domestic Violence Issues
   - [ ] Custody disputes/child visitation disputes
   - [ ] Personal Injury
   - [ ] Medical Malpractice
   - [ ] Traffic or Parking Ticket Issues
   - [ ] Name Changes
   - [ ] Other

   **Description:** None

---

### CHECKUP TOPICS COVERED

- [ ] Benefits
- [ ] Housing and Landlord/Tenant
- [ ] Debtor/Creditor
- [ ] Insurance
- [ ] Employment
- [ ] Confidentiality
- [ ] Discrimination
- [ ] Testamentary Documents
- [ ] NA Immigrant's Rights
- [ ] NA Family/Children
**HIV LEGAL CHECKUP ACTION PLAN**

**Name:** John Doe  
**Date:** 07/31/94  
**Phone #:** (310) 322-4968

<table>
<thead>
<tr>
<th>To Do</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Complete an HIV Legal Checkup.</td>
<td></td>
</tr>
<tr>
<td>☐ Submit Proof of Diagnosis to HALSA.</td>
<td></td>
</tr>
</tbody>
</table>
| ☐ Get my estate planning documents drafted.  
  Fill out the will packet and mail or return it to HALSA.  
  HALSA will contact you when it gets your packet.  
  ☒ Will  
  ☒ Guardianship  
  ☒ Living Will  
  ☒ Hospital Visitation  
  ☒ Financial P. of Att.  
  ☒ Health Care P. of Att. | |
| ☐ Take care of my problems with debts.  
  Fill out the debt packet and mail or return it to HALSA.  
  HALSA will contact you when it gets your packet. | |
| ☐ Other Agency referrals.  
  Here's where to call for more help on these issues:  
  1. Issue: Credit Counseling  
  Agency: Consumer Credit Counseling  
  Phone #: (323) 993-7227  
  2. Issue: Help for utility bills  
  Agency: AIDS For Asians  
  Phone #: (323) 636-1107 | |
| ☒ I need to talk to a HALSA Attorney. | |

A HALSA attorney will be calling you within the next week to address the issues that are checked. If you don't hear from an attorney within a week, call HALSA at (323) 993-1640.

**HALSA INTAKE LINE (323) 993 - 1640**
If you have a legal question, call HALSA at (323) 993-1640.

HALSA provides answers to questions and free legal services in the areas of:

- Immigration
- Taxes
- Bankruptcy
- Debtor/Creditor
- Evictions
- Repairs to Your Apartment
- Benefits (SSDI, SSI, GR, etc.)
- Health Insurance
- Employment
- HIV & AIDS Discrimination
- Access to Health Care
- HIV Testing
- Confidentiality
- Reasonable Accommodation
- Wills
- Guardianships
- Power of Attorney

CALL HALSA (323) 993-1640
HALSA RESOURCE LIST - listings are supplied as a courtesy.

**BENEFITS DEPT**
- APLA: 323-993-1472
- ASC: 626-441-8495

**HILD SUPPORT:** (also see Family Law)
- Plaintiff: Initiating & Enforcing Claims:
  - Bureau of Fam Support Op (D.A.): 800-615-8858
- Defendant: being sued by custodial parent:
  - Levitt & Quinn: 213-482-1800x409
  - Vincent Legal Center: 213-489-5983
  - Center for Law & Justice: 323-266-2690

**CONSUMER AFFAIRS:**
- Consumer Complaints w/ public or private entities:
  - Dept of Consumer Affairs: 213-974-1452

**CONSERVATORSHIPS:**
- Bet Tzedek Legal Services: 323-939-0506
- Levitt & Quinn: 213-482-1800x409

**CREDIT COUNSELING/ DEBT CONSOLIDATION:**
- Consumer Credit Counseling Serv: 800-388-2227

**CRIMINAL LAW:** (warrants, lewd conduct, parole violation)
- Legal Clinic (Clinica Legal): 323-727-2828
- USC Law Center: Post Conviction: 213-740-2586
- GLC: 323-993-7670
- Public Defenders Office: 213-974-2811

**DEPENDENCY COURT:**
- Dept of Child & Family Services: 323-526-6645
- (Parents Attorney in DCFS) 323-526-6646

**DOMESTIC VIOLENCE:** also see TROs
- Domestic Violence Project: 213-624-3665

**EMPLOYMENT:** (also refer to Mediation) (NON-HIV)
- Labor Defense @ LAFLA: 323-801-7989
- Legal Aid Foundation: 213-487-3320
- Enforcing Fed Law re: wage, overtime, child labor:
  - U.S. Dept of Labor: 213-894-2685
  - Cal. Dept of Labor: 213-620-6330
- Fair Employment & Housing (DFEH): 213-439-6799

**EVictions:** (also refer to Mediation) (NON-HIV)
- LACBA, UD Project @ Munic Court
  - 110 N. Grand Ave; $85; same day; not Thurs.
- Eviction Defense Center: 213-487-7609
- L.A. Housing Project: 213-481-0134
- Health Dept, L.A. County: 323-871-4333
- Harriet Buhai: ph intake 1:30-3pm 213-298-1441

**FAMILY LAW:** also see "Mediation" for Contested Divorce
- Divorce Uncontested: LA Free Clinic 323-655-2697
- Divorce Counseling (Long Beach) SPUNK (Single Parent United N’ Kids) 562-984-2580
- Divorce Contested/Custody/Visitation/Child Support:
  - Legal Clinic (Clinica Legal): 323-727-2828
  - Levitt & Quinn: 213-482-1800x409
  - Legal Services San Gabriel Valley: 909-622-1417
  - Harriet Buhai: ph intake 1:30-3pm 213-298-1441

**FEES may apply.**

**HATE CRIMES:** GLC: Anti-Violence Project: 800-373-2227

**IMMIGRATION:** (Non-HIV):
- LACBA, Immig Legal Asst Proj: 213-485-1872

**MEDIATION:**
- Disability Mediation Center: 213-736-8104
- Dispute Resolution Services: 213-896-6533

**MEDICAL MALPRACTICE:** (also see Personal Injury)
- State of Calif Med Complaints: 800-633-2322

**MOVING VIOLATIONS:** See Criminal Law

**NAME CHANGE:**
- Bet Tzedek: 323-939-0506
- GLC: 323-993-7670 x774

**PARTNER NOTIFICATION:**
- 323-890-7807

**PERSONAL INJURY:** (also see Referral Services)
- Assistance & Guidance Interm. Serv 323-264-2751

**POLICE ABUSE / MISCONDUCT:**
- GLC: Anti-Violence Project: 323-993-7673
- Police Watch Hotline: 213-387-3325
- Against Sheriff: 800-698-8255
  - Against LAPD: 800-339-6868

**PRISONERS W/ HIV:** (other than not receiving medication)
- ACLU Inmate Line: 213-977-9543

**SEXUAL ORIENTATION DISCRIMINATION:**
- LAMBDA Legal Defense: 323-937-2728
- Dept of Industrial Relations: Labor Standards: 213-897-1511

**TEMP RESTRAINING ORDERS:**
- LACBA’s Dom.Viol Project: 213-624-3665
- Levitt & Quinn: 213-482-1800x409
- Legal Clinic (Clinica Legal): 323-727-2828

**TAX INFORM LINE (IRS):** 1-800-829-1040

**WORKER’S COMPENSATION:** (also see Referral Serv)
- Assistance & Guidance Interm. Serv 323-264-2751

**REFERRAL SERVICES:**
- LACBA Lawyer Referral Line: 213-243-1525
- Gay & Lesbian Center (GLC): 323-993-7670
- Legal Grind (Santa Monica): 310-452-8160
- Orange County: 714-440-6700
- San Fernando: 818-340-4529

**OTHER LEGAL SERVICE AREAS**

**LONG BEACH:** Legal Aid 562-435-3501
**ORANGE COUNTY:** AIDS Serv Fndtn: 714-253-1500
- Public Law Center: 714-541-1010

**SAN BERNARDINO:**
- Inland County Legal Services 909-884-8615
**SAN DIEGO** Hotline 800-600-2637
**VENTURA:** AIDS Care 805-643-0446
**California HIV & AIDS Hotline** 800-367-2437