


“Matters” Service Report
Part I: Statistical Portion
Community Legal Education

	Number of People Directly Receiving Service		
	(a) <i>Measured</i>	(b) <i>Estimated</i>	(c) <i>Total</i>
A. Models Used			
1. Presentations to community groups <i>Total number of people in audiences</i>			
2. Legal education brochures <i>Total number of copies distributed</i>			
3. Legal education materials posted on Web sites <i>Total number of page hits</i>			
4. Newsletter articles addressing Legal Ed topics <i>Total number of copies distributed</i>			
5. Video legal education materials <i>Total number of people in audiences</i>			
6. Other -- Describe in Narrative section. <i>Total number of people receiving service</i>			
Total number of people directly receiving service			

Also provide a breakdown of this number, by type of matter, in “B” on next page.



“Matters” Service Report
Community Legal Education (continued)

B. Subject Matter Categories	Number of People Directly Receiving Service
1. Consumer/Finance	<input type="text"/>
2. Education	<input type="text"/>
3. Employment	<input type="text"/>
4. Family	<input type="text"/>
5. Juvenile	<input type="text"/>
6. Health	<input type="text"/>
7. Housing	<input type="text"/>
8. Income Maintenance	<input type="text"/>
9. Individual Rights	<input type="text"/>
10. Other / Multiple Topics	<input type="text"/>

**Total number of people
directly receiving service**



*Should be same as
“A” on previous page.*

“Matters” Service Report
Pro Se Assistance, not included in “case service” statistics

A. Models Used

Number of People Directly Receiving Service

	(a) <i>Measured</i>	(b) <i>Estimated</i>	(c) <i>Total</i>
1. Workshops or clinics <i>Total number of participants</i>	<input type="text"/>	+ <input type="text"/>	= <input type="text"/>
2. Help desk at court <i>Total number of people assisted</i>	<input type="text"/>	+ <input type="text"/>	= <input type="text"/>
3. Self-help printed materials (e.g., Divorce kits) <i>Total copies distributed</i>	<input type="text"/>	+ <input type="text"/>	= <input type="text"/>
4. Self-help materials (e.g., forms) posted on web sites <i>Total page hits on these materials</i>	<input type="text"/>	+ <input type="text"/>	= <input type="text"/>
5. Self-help materials (e.g., forms) posted on kiosks <i>Total page hits on these materials</i>	<input type="text"/>	+ <input type="text"/>	= <input type="text"/>
6. Other -- Describe in Narrative section.	<input type="text"/>	+ <input type="text"/>	= <input type="text"/>
Total number of people directly receiving service	<input type="text"/>	+ <input type="text"/>	= <input type="text"/>

**Also provide a breakdown
of this number,
by type of matter,
in “B” on next page.**



“Matters” Service Report
Pro Se Assistance (continued)

B. Subject Matter Categories	Number of People Directly Receiving Service
1. Consumer/Finance	<input type="text"/>
2. Education	<input type="text"/>
3. Employment	<input type="text"/>
4. Family	<input type="text"/>
5. Juvenile	<input type="text"/>
6. Health	<input type="text"/>
7. Housing	<input type="text"/>
8. Income Maintenance	<input type="text"/>
9. Individual Rights	<input type="text"/>
10. Other / Multiple Problems	<input type="text"/>


Total number of people directly receiving service

Should be same as “A” on previous page.

“Matters” Service Report
Referred, not included in “case service” statistics

	Number of People Directly Receiving Service		
	(a) <i>Measured</i>	(b) <i>Estimated</i>	(c) <i>Total</i>
A. Models Used			
1. Referred to other provider of civil legal services to low income people	<input type="text"/>	+ <input type="text"/>	= <input type="text"/>
2. Referred to private bar (LRS or individual private lawyers not affiliated with program)	<input type="text"/>	+ <input type="text"/>	= <input type="text"/>
3. Referred to provider of human or social services (non-legal)	<input type="text"/>	+ <input type="text"/>	= <input type="text"/>
4. Referred to other source of assistance, none of the above-- <i>If more than 10 percent of total, please describe in Narrative and provide more detailed breakdown.</i>	<input type="text"/>	+ <input type="text"/>	= <input type="text"/>
Total number of people directly receiving service	<input type="text"/>	+ <input type="text"/>	= <input style="border: 2px solid black;" type="text"/>

Also provide a breakdown of this number, by type of matter, in “B” on next page.



“Matters” Service Report
Referred Matters (continued)

B. Subject Matter Categories	Number of People Directly Receiving Service
1. Consumer/Finance	<input type="text"/>
2. Education	<input type="text"/>
3. Employment	<input type="text"/>
4. Family	<input type="text"/>
5. Juvenile	<input type="text"/>
6. Health	<input type="text"/>
7. Housing	<input type="text"/>
8. Income Maintenance	<input type="text"/>
9. Individual Rights	<input type="text"/>
10. Other Civil Legal Problems	<input type="text"/>
11. Criminal Legal Problems	<input type="text"/>
12. Other Problems (Non-Legal)	<input type="text"/>
Total number of people directly receiving service	<input type="text"/>

**Should be same as
“A” on previous page.**

“Matters” Service Report Outreach

Check All Applicable Methods Used

*Check **only** the
methods your program
has employed during
the reporting period.*

Models Used

- | | |
|--|--------------------------|
| 1. Informational notices published in print media | <input type="checkbox"/> |
| 2. TV spots or PSAs | <input type="checkbox"/> |
| 3. Radio spots or PSAs | <input type="checkbox"/> |
| 4. Newsletter(s) -- external to program | <input type="checkbox"/> |
| 5. Referral agreements with other agencies | <input type="checkbox"/> |
| 6. “How to reach us” pages on web sites | <input type="checkbox"/> |
| 6. Other -- Please describe in Narrative.. | <input type="checkbox"/> |

“Matters” Service Report
“Indirect Service” Matters

**Check All
Applicable
Methods Used**

*Check **only** the
methods your program
has employed during
the reporting period.*

Models Used

1. Legal education for lay service providers.

2. Collaborative service delivery models

3. Other indirect service matters
Please describe in Narrative.

“Matters” Service Report
Other Matters - Mediation / ADR

A. Models Used


Number of People Directly Receiving Service

(a) (b) (c)
Measured *Estimated* *Total*

1. Mediation/alternative dispute resolution services not included in “case service” statistics.

	+		=	
--	---	--	---	--

Also provide a breakdown of this number, by type of matter, in “B” on next page.



2. Other matters, none of the above
Please describe in Narrative.

Yes

No

“Matters” Service Report
Other Matters - Mediation / ADR (continued)

B. Subject Matter Categories	Number of People Directly Receiving Service
1. Consumer/Finance	<input type="text"/>
2. Education	<input type="text"/>
3. Employment	<input type="text"/>
4. Family	<input type="text"/>
5. Juvenile	<input type="text"/>
6. Health	<input type="text"/>
7. Housing	<input type="text"/>
8. Income Maintenance	<input type="text"/>
9. Individual Rights	<input type="text"/>
10. Other / Multiple Problems	<input type="text"/>

**Total number of people
directly receiving service**

**Should be same as
“A” on previous page.**