

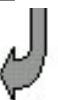
“MATTERS” SERVICE REPORT
STATISTICAL PORTION
I -- Community Legal Education A
YEAR:

Grantee Number

Grantee Name

		Number of People Directly Receiving Service		
		(a) Measured	(b) Estimated	(c) Total
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 views</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.



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“MATTERS” SERVICE REPORT


I -- Community Legal Education B

YEAR:

Grantee Number

Grantee Name

B. Subject Matter Categories		Number of People Directly Receiving Service
1	Consumer/Finance	
2	Education	
3	Employment	
4	Family	
5	Juvenile	
6	Health	
7	Housing	
8	Income Maintenance	
9	Individual Rights	
10	Other/Multiple Topics	
Total number of people directly receiving service		

 Should be same as “A” on previous page.

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MATTERS SERVICE REPORT
I -- Community Legal Education C
YEAR:

Grantee Number

Grantee Name

Models Used	Number of Media Items Measured
1 Newspaper Items please list the number of legal education articles or other items that appeared in newspapers or magazines during the year (including repeats or reprints)..	
2 Radio Spots/PSA's please list the number of legal education spots or announcements aired on radio during the year. Each airing counts as one Matter, even if it is a re-airing of the same spot	
3 Video Spots/PSA's please list the number of legal education spots or announcements aired during the year. Each airing counts as one Matter, even if it is a re-airing of the same spot.	
Total number of media community legal education media items	

Note: this form is different from other numeric forms in that it does not measure number of persons served, but only the number of times a community legal education item appeared in media that reach residents of the program's service area

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“MATTERS” SERVICE REPORT

II --Pro Se Assistance, not included in “case service” statistics A

YEAR:

Grantee Number

Grantee Name

		Number of People Directly Receiving Service		
		(a) Measured	(b) Estimated	(c) Total
Models Used				
1	Workshops or clinics <i>Total number of participants</i>			
2	Help desk at court <i>Total number of people assisted</i>			
3	Self-help printed materials (e.g., Divorce kits) <i>Total copies distributed</i>			
4	Self-help materials (e.g., forms) posted on web sites <i>Total number of copies distributed</i>			
5	Self-help materials (e.g., forms) posted on web kiosks <i>Total page views on these materials</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.



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“MATTERS” SERVICE REPORT


II -- Pro Se Assistance B

YEAR:

Grantee Number

Grantee Name

B. Subject Matter Categories		Number of People Directly Receiving Service
1	Consumer/Finance	
2	Education	
3	Employment	
4	Family	
5	Juvenile	
6	Health	
7	Housing	
8	Income Maintenance	
9	Individual Rights	
10	Other/Multiple Problems	
Total number of people directly receiving service		

 Should be same as “A” on previous page.

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“MATTERS” SERVICE REPORT

III -- Referred, not included in “case service” statistics A

YEAR:

Grantee Number

Grantee Name

		Number of People Directly Receiving Service		
		(a) Measured	(b) Estimated	(c) Total
Models Used				
1	Referred to other provider of civil Legal services to low income people			
2	Referred to private bar (LRS or individual private lawyers not affiliated with program)			
3	Referred to provider of human or social Services (non-legal)			
4	Referred to other source of assistance, None of the above-- If more than 10 percent of total, please describe in Narrative and more detailed breakdown.			
Total number of people directly receiving service				

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



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“MATTERS” SERVICE REPORT

III -- Referred Matters B

YEAR:

Grantee Number

Grantee Name

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



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“MATTERS” SERVICE REPORT

IV -- Outreach

YEAR:

Grantee Number

Grantee Name

Models Used	Check All Applicable Methods Used Check only the methods your program has employed during the reporting period.
1 Informational notices published in print media	
2 TV spots or PSAs	
3 Radio spots or PSAs	
4 Newsletter(s)-external to program	
5 Referral agreements with other agencies	
6 “How to reach us” pages on web sites	
7 Other-Please describe in Narrative.	

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“MATTERS” SERVICE REPORT

V -- “Indirect Service” Matters

YEAR:

Grantee Number

Grantee Name

Models Used		Check All Applicable Methods Used Check only the methods your program has employed during the reporting period.
1	Legal education for lay service providers.	
2	Collaborative service delivery models	
3	Other indirect service matters <i>Please describe in Narrative.</i>	

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“MATTERS” SERVICE REPORT

VI --Other Matters-Mediation/ADR & Direct Service A

YEAR:

Grantee Number

Grantee Name

		Number of People Directly Receiving Service		
		(a) Measured	(b) Estimated	(c) Total
Models Used				
1	Mediation/alternative dispute resolution services not included in “case service” statistics			
2	Direct Services not included in case service statistics			
Total number of people directly receiving service				

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



Note - if you have any other Matters that do not fit into any of the categories in Sections I-VI, please report on them in your Narrative under VI, Other, but do not attempt to report on them in these forms. If you have Matters that could be reported in more than one of these sections, please use whatever section best describes them, even if the fit is not perfect.

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“MATTERS” SERVICE REPORT


VI - Other Matters - Mediation/ADR & Direct Services B

YEAR:

Grantee Number

Grantee Name

B. Subject Matter Categories		Number of People Directly Receiving Service
1	Consumer/Finance	
2	Education	
3	Employment	
4	Family	
5	Juvenile	
6	Health	
7	Housing	
8	Income Maintenance	
9	Individual Rights	
10	Other/Multiple Problems	
Total number of people directly receiving service		

 Should be same as “A” on previous page.

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