

Volunteer:

Client:

Intake Site: Intake Date:

Area of Case:

A. Case Status

- _____ 1. Case Open
- _____ 2. Case Closed: _____ letter sent to client _____ memo sent to WLCH
 - _____ matter resolved or case referred
 - _____ client did not want to pursue case
 - _____ lost contact with client
 - _____ case outside Legal Clinic parameters (i.e., traffic; criminal; frivolous)

IF THE CASE IS STILL OPEN, DO NOT ANSWER PART B

B. If the case is closed – case action (Check all that apply)

- _____ 1. Provided general information only
- _____ 2. Advocated on behalf of client
- _____ 3. Court appearance
- _____ 4. Administrative appearance
- _____ 5. Referred case – to where or to whom? _____
- _____ 6. Completed forms or obtained documents for client, please specify

**** Important**** How much time did you spend on the case?_____

C. Briefly describe the current status of resolution of your case:

D. If the case is closed, please provide the client's last known address:

Signature_____

Date_____