

LEGAL ACTION OF WISCONSIN

Providing free legal services to low-income Wisconsin clients since 1968 • Proporcionando servicios legales gratuitos a clientes de bajos ingresos en Wisconsin desde 1968

PROCESS ROADMAP-Subject to Change as program develops further

General Information

- Hours of Operation: 8:30am-11am (return dates are on a mass calendar at 9am), end time varies based on how many mediations attended that day. Para/Secretary there 8:15am for set up. Attorneys there by 8:30am
- There will be two to three attorneys on sight to offer advice and representation. There will be support staff, including legal interns, to assist and direct clients who are not eligible for the Project to appropriate resources
- Media Rooms on Third Floor of Courthouse across from mediation room
- Cases are prioritized to provide assistance to clients schedule for court that day
 - Other clients without court that day will be referred to LAW or REACH Center for further information and intake at a later date –“Referral Folder”

Before Eviction Day (wed and/or thurs)

Paralegal:

- Check Friday Calendar and find all eviction return dates scheduled
- Add all cases to “Return Hearing Chart”
 - Case number
 - Petitioner/respondent
 - Grounds for eviction (money judgment vs. lease violation vs. both)
 - Notice in record (type of notice)
 - Check names if in legal server already (conflict check)
- Check at courthouse for grounds for eviction based on summons and complaint and check if notice is in court records with documents
- Distribute “Return Hearing Chart” to all attorneys prior to Friday
- Attorneys review “Return Hearing Chart” prior to Friday

Check In/Prescreen:

- **Paralegal/Legal Secretary:**
 - Client must approach the desk and speak with staff
 - Staff will give client three forms to fill out (If not already done so prior to EDP)
 - Client fill out forms and bring back up to staff. Legal Interns available if assistance are needed with forms, but only brief information is given at this stage
 - If not eligible or already spoke with LAW and received advice give referral folder and check off on “Return Hearing Chart”
 - If eligible, send to meet with attorney

- If attorney not available, send to wait in third floor or send to check in with Clerk of Courts before mediation depending on time
- Meeting with Attorney to determine possible defense or negotiation tactic for mediation
 - Attorney will determine level of service based on capacity and merit of defense
 - Brief legal advice
 - Return date/mediation assistance
 - further representation to be determined by attorney after limited representation that day

Brief Advice/ Return Date

- Client meets with attorney
- Attorney evaluates case
 - What arguments are available to tenant?
 - Is settlement possible?
- Evaluate level of service based on capacity and merit of defense
 - Brief legal advice
 - Return date/mediation assistance
- Attorney check in with client after mediation on settlement or further instructions.
 - Attorney may assist in filing out answer with CL to file with COC
 - Attorney provides closing letter if closed through EDP process
- Client may be referred back to paralegal for “Referral Folder” if necessary