

Administrative Office of the Courts

ACCESS TO JUSTICE DEPARTMENT

2001 E/F COMMERCE PARK DRIVE

ANNAPOLIS, MARYLAND 21401

NOFA #: N17-0018-26N



Special Conditions for FY17-FY18 Rent Court Volunteer Lawyer of the Day (RCVLD) Grant

The FY17- FY18 Rent Court Volunteer Lawyer of the Day (RCVLD) program will match unrepresented tenants with pro bono lawyers who will provide limited scope representation on the day of court in non-payment of rent and rent escrow cases in Baltimore City District Court.

The following additional conditions apply to the Rent Court Volunteer Lawyer of the Day (RCVLD) Grant.

1. FUNDING PERIOD

The grant period is for 15 months, from March 1, 2017 until June 30, 2018. Grantee(s) must reapply for grant funding for subsequent years.

2. SCOPE OF WORK

Grantee(s) will recruit, train and supervise pro bono lawyers as follows:

- **Recruiting:** Grantee(s) shall develop a recruitment plan, make ongoing efforts to engage new volunteers, and publicize incentives to volunteers via targeted messaging.
- **Training:** Grantee(s) shall ensure pro bono lawyers are suitably trained on substantive and procedural law and limited scope practice as well as making appropriate referrals to legal and social service organizations that may provide additional help.
- **Scheduling:** Schedule pro bono attorneys to cover rent court dockets in Baltimore City District Court. In the application please specify the number of pro bono attorneys and staff to be provided, the number of days service will be provided, and the number of hours.
- **Malpractice insurance:** Grantee(s) shall ensure pro bono lawyers are covered by malpractice insurance.

Pro bono attorneys will offer the following services:

- Limited representation for unrepresented tenants involved in a rent or rent escrow proceeding scheduled for that day.
- Representation in negotiations with landlords and landlord agents.

Tenants will enter a limited scope retainer agreement which will note that the lawyer's representation is limited to that day only. If the case is postponed, the lawyer will provide advice to aid the tenant in preparing for the subsequent proceeding, but will not provide representation for that event.

Lawyers will refer tenants to legal and social service organizations that may provide further assistance.

3. MATCH REQUIREMENT

There is no match requirement.

4. GRANT REPORTING REQUIREMENTS

Quarterly, grantee(s) will report data, regarding the recruitment, training and supervision of pro bono lawyers via forms and spreadsheets provided by the Access to Justice Department.

Grantee(s) must also collect and actively manage demographic and other data that pro bono attorneys collect from self-represented litigants.

Reports are due by email no later than the 15th day after the close of the quarter. Quarters end: September 30, December 30, March 30, and June 30.

5. COLLABORATION

Grantee(s) are encouraged to collaborate with other non-profit organizations, institutions of higher education, the local bar and pro bono committees. Multiple grants may be awarded.

6. LANGUAGE ACCESS

Grantee(s) must utilize telephonic or in-person interpretation services to assist individuals with limited English proficiency. Telephonic or in-person interpretation costs will be paid by the Judiciary.