PRIVATE ATTORNEY INVOLVEMENT PROGRAM

South Carolina Legal Services
Balancing the Scales of Justice

PARTICIPATING ATTORNEY HANDBOOK
# TABLE OF CONTENTS

Chapter 1 – Introduction ........................................................................................................... 3

Chapter 2 – Definitions ............................................................................................................. 4

Chapter 3 – Requirements for Participating Attorneys ............................................................ 5
  Section 3.1 – Licensure ........................................................................................................... 5
  Section 3.2 – Malpractice Coverage ................................................................................... 5
  Section 3.3 – Legal Services Corporation Governance ....................................................... 5
  Section 3.4 – Requests for Information ............................................................................... 5

Chapter 4 – Case Management ............................................................................................... 6
  Section 4.1 - Case Intake .................................................................................................... 6
  Section 4.2 – Case Referral ............................................................................................... 6
  Section 4.3 – Case Closure ............................................................................................... 6
  Section 4.4 – Case Appeals ............................................................................................... 7

Chapter 5 - Costs and Attorney’s Fees ................................................................................. 8
  Section 5.1 - Filing Fees .................................................................................................... 8
  Section 5.2 - Other Litigation Costs ................................................................................... 8
  Section 5.3 - Fee-Generating Cases .................................................................................. 9
  Section 5.4 - Attorney’s Fees ........................................................................................... 9
  Section 5.5 – Payment ...................................................................................................... 10
  Section 5.6 – Fee Adjustment/Grievance Procedure ........................................................ 10

Chapter 6 – Responsibilities to Clients ................................................................................ 11
  Section 6.1 – Attorney-Client Relationship ...................................................................... 11
  Section 6.2 – Representation of Referred Client .............................................................. 11
  Section 6.3 – Completion of Representation .................................................................... 11
  Section 6.4 – Termination of Representation .................................................................... 11
  Section 6.5 – Change in Eligibility Status ........................................................................ 12

Chapter 7 – Client Feedback/Complaints ............................................................................ 13
  Section 7.1 - Client Feedback .......................................................................................... 13
CHAPTER 1 – INTRODUCTION

Thank you for helping South Carolina Legal Services (SCLS) by agreeing to be a part of the Private Attorney Involvement (PAI) Program. Legal Services Corporation's 2022 Justice Gap Report indicates that low-income Americans did not receive any or enough legal help for 92% of their civil legal problems. Nearly one-half of those who did not seek legal help for one or more problems cited concerns about cost as the reason and more than one-half doubted their ability to find a lawyer they could afford.

In South Carolina, 20% of the population lives at or below 125% of the federal poverty line and 35% lives at or below 200% of the federal poverty level, making them potentially eligible for free assistance with civil legal issues, and the population of those living in poverty continues to rise. Within the state, the percentage of people in poverty varies considerably by county, with more rural counties having the highest rates of poverty.

SCLS, funded primarily by Legal Services Corporation (LSC), is the front-line provider of civil legal aid within the state and serves all 46 counties. However, as the low-income population grows, along with their need for legal representation, SCLS resources are simply unable to keep pace.

SCLS averages more than 20,000 answered telephone calls per year from people seeking legal assistance and processes more than 10,000 intakes. SCLS employs approximately 50 attorneys in its eight regional offices around the state. Therefore, even after screening for financial eligibility, service priority guidelines, and conflicts of interest, many callers must be turned away or provided with limited assistance due to resource limitations. The involvement of private attorneys is vital to our mission to provide representation or counsel and advice to as many low-income South Carolinians as possible without charging a fee. The PAI Program is a program through which SCLS can refer certain cases that meet SCLS requirements to participating private attorneys for representation or utilize the services of private attorneys for community outreach, thereby increasing the number of qualifying applicants who can be served.

By providing legal services through the PAI Program to people of limited means in your community, you are helping someone who would otherwise go unrepresented or unrepresented, but you are still earning a small fee from SCLS. Through your work with SCLS, you can improve the quality and stability of housing for low-income families, bring peace of mind to senior citizens by providing wills and advance directives, ensure citizens receive public benefits to which they are entitled, provide a sense of safety for domestic abuse survivors, protect low-income families and senior citizens who have been victimized by fraud or financial abuse, provide stability for children, or help clear a pathway to employment.

Our communities thrive when we work together for good. We look forward to working with you to meet the civil legal needs of the impoverished members of our communities.
CHAPTER 2 – DEFINITIONS

Participating Attorney - an attorney who has entered into an agreement to participate in the SCLS PAI Program. While any attorney working in the office of a Participating Attorney may work on an accepted case, the Participating Attorney shall be responsible for the case regardless of which attorney in the office works on the case.

Accepted Case – any case that is sent to a Participating Attorney by way of a referral letter from SCLS and that the Participating Attorney accepts by signing and dating the referral letter and returning a copy of the signed and dated referral letter to SCLS.

Referred Client – any client whose case is sent to a Participating Attorney by way of a referral letter from SCLS.

PAI Coordinator – staff member in the SCLS office to which the accepted case is assigned who serves as a liaison to the Participating Attorney in an accepted case.
CHAPTER 3 – REQUIREMENTS FOR PARTICIPATING ATTORNEYS

Section 3.1 – Licensure

Attorneys seeking to participate in the SCLS PAI Program must be members in good standing of the South Carolina Bar or authorized to practice law in the jurisdiction in which assistance is rendered. Participating Attorneys must notify SCLS of any disciplinary proceedings initiated by the South Carolina Office of Disciplinary Counsel or any other such entity or agency.

Section 3.2 – Malpractice Coverage

Participating Attorneys must maintain adequate legal malpractice insurance that covers activities performed on behalf of clients of SCLS. Proof of coverage must be furnished to SCLS before an attorney is placed on the Participating Attorney Referral List. SCLS will provide legal malpractice insurance if a Participating Attorney is retired or currently not actively in practice and does not have malpractice coverage. SCLS legal malpractice insurance shall serve as secondary insurance where a Participating Attorney has legal malpractice insurance currently in place. Participating Attorneys must notify SCLS if there is any change in their legal malpractice coverage.

Section 3.3 – Legal Services Corporation Governance

Participating Attorneys are governed by and must comply with all applicable provisions of the Legal Services Corporation Act and Regulations and other congressional acts relating to Legal Services Corporation.

Section 3.4 – Requests for Information

Participating Attorneys must cooperate with all requests by Legal Services Corporation and SCLS, including, but not limited to, information requested by auditors of SCLS, for information or documents related to an accepted case.

Section 3.5 – Termination of Participation

Either the Participating Attorney or SCLS may terminate future participation in the PAI Program by written notice to the other party.
CHAPTER 4 – CASE MANAGEMENT

Section 4.1 - Case Intake

Applicants are initially interviewed/screened by SCLS staff using a standard application for legal assistance. Financial eligibility and legal problems are identified in this application. Applications are reviewed and may be approved for assistance based on financial eligibility, legal issue, legal merit, and whether the issue fits within SCLS's Case Priorities. See Appendices A and B.

Section 4.2 - Case Referral

A roster of Participating Attorneys is maintained by SCLS. When an applicant is deemed eligible for services and it is determined the applicant’s case is appropriate for the PAI Program, the PAI Coordinator in the assigned office will select a Participating Attorney who has indicated a willingness to accept cases of that type and in the relevant geographic area. Participating Attorneys will be contacted on a rotating basis in order to ensure equitable referrals.

The PAI Coordinator will email or call the Participating Attorney’s office for a conflict check and authorization to refer the case. If the Participating Attorney agrees to accept the applicant as a client for the purpose of handling the specific legal matter(s), the PAI Coordinator will send the Participating Attorney a case referral letter along with a PAI Attorney Billing Form, a copy of the intake sheet, income certification, client questionnaire, and client referral letter, and any other legal documents provided by the client. The letter will also set forth the maximum attorney’s fee authorized for the case. The Participating Attorney shall sign the case referral letter indicating acceptance of the referral and return it to the PAI Coordinator handling the referral.

Participating Attorneys are under no obligation to accept any referral but do agree to consider acceptance of all referrals when contacted by SCLS. Participating Attorneys who decline to accept a case when contacted, or after an initial conference with the client, will not be penalized with regard to future referrals. However, repeated refusal or inability to accept referrals may result in the Participating Attorney being removed from the PAI Program.

The PAI Coordinator will send the client a letter informing the client their case has been referred to a Participating Attorney through the PAI Program and that the Participating Attorney will evaluate the merits of the case to determine if they will be able to provide extended services. The client is instructed to contact the Participating Attorney immediately to schedule an appointment.

Section 4.3 - Case Closure

All accepted cases shall be handled by the Participating Attorney through completion and/or client withdrawal, except matters to be appealed, which require separate approval from SCLS. When the Participating Attorney is ready to close the file, the following documentation must be sent to the PAI Coordinator: Case Closure Form; Final Billing Form; copy of the closing letter that was sent to the client; Final Order or other documentation showing the file has been closed. The Final Billing Form cannot be processed without the accompanying documentation.
Section 4.4 - Case Appeals

No Participating Attorney shall undertake any appeal on behalf of a referred client without first obtaining written approval from SCLS except when necessary to comply with the South Carolina Rules of Professional Conduct.
CHAPTER 5 – COSTS AND ATTORNEY’S FEES

Section 5.1 - Filing Fees

Referred clients are informed in the initial referral letter that they may be responsible for service and filing fees and that the fees must be paid to the Participating Attorney as soon as the Participating Attorney agrees to undertake representation of the client. However, Participating Attorneys must seek a waiver of filing fees pursuant to Rule 3(b)(2) of the South Carolina Rules of Civil Procedure, or otherwise move to proceed in forma pauperis, in actions initiated in any court on behalf of referred clients.

Rule 3(b)(2) states the following:

Where a party is represented in a civil action by an attorney working on behalf of or under the auspices of a legal aid society or a legal services or other nonprofit organization funded in whole or substantial part by funds appropriated by the United States Government or the General Assembly of the State of South Carolina, which has as its primary purpose the furnishing of legal services to indigent persons, or the South Carolina Bar Pro Bono Program, fees related to the filing of the action shall be waived without the necessity of a motion and court approval. Before the filing fees will be waived, the attorney representing the party must file with the clerk a written certification that representation is being provided on behalf of or under the auspices of the society, organization or program, and that the party is unable to pay the filing fees.

The Certification of Indigent Representation Pursuant to Rule 3(b)(2), SCRPC (SCCA 236), can be found on the South Carolina Judicial Branch website (www.sccourts.org) under Quick Links – Court Forms – Search #3 – enter 236 in the search bar. A Motion to Proceed in Forma Pauperis can be found on the same website by entering "pauperis" in Search #2.

If a court refuses to honor the Certification of Indigent Representation, the Participating Attorney should notify the PAI Coordinator handling the case referral.

Section 5.2 - Other Litigation Costs

SCLS will reimburse Participating Attorneys for certain costs associated with a case, including, but not limited to, filing fees when the court denies a request for a waiver and the Participating Attorney has attempted to get the filing fee from the client, to no avail, postage, fax, and copying expenses not exceeding $50. Other costs are the responsibility of the referred client. A Participating Attorney may, prior to incurring other costs, request that costs be reviewed for payment by SCLS. Requests for payment of other costs should be submitted to the PAI Coordinator and are reviewed by SCLS on a case-by-case basis. Approval of payment is at the discretion of SCLS.
Section 5.3 – Attorney’s Fees

SCLS will reimburse a Participating Attorney for professional time at an hourly rate of $85 for all representation for which there has been prior approval by SCLS. The maximum fee per referred case is based on case type as set forth in the attached Fee Schedule. See Appendix C. Participating Attorneys agree to accept the fees set forth in the Fee Schedule in lieu of any fees from referred clients. A Participating Attorney may, by submitting a Request to Increase Maximum Fees to the PAI Coordinator prior to submitting the Final Billing Form, request approval of fees in excess of the maximum fee set forth in the Fee Schedule. Such requests should only be made in unusual situations and not on a regular basis. Total compensation of a Participating Attorney shall not exceed $68,000 in a calendar year.

Federal regulations require each Participating Attorney to keep time records on each referred case and to submit bills and/or invoices before payments are made. On a quarterly basis, Participating Attorneys shall submit a Case Status Report and Interim Billing Form for each referred case to the PAI Coordinator. A Case Closure Form and Final Billing Form must be submitted within thirty days of closing a referred case. SCLS reserves the right to terminate a Participating Attorney from participation in the PAI Program in the event timely invoices are not submitted.

A Participating Attorney may only seek reimbursement for reasonable billable hours of the Participating Attorney or another attorney in the Participating Attorney’s office and may not seek reimbursement for time spent on the case by non-attorneys.

Participating Attorneys shall not bill SCLS for legal work rendered on a referred client’s behalf prior to the case referral by SCLS or after termination of representation in the case. Once the Participating Attorney has been reimbursed in a referred case and final disposition of the matter has been achieved, no further reimbursement may be sought from SCLS for representation in the matter.

If other civil legal matters become apparent during representation of the referred client, they should be brought to the immediate attention of SCLS and shall not be pursued for reimbursement without written approval from SCLS. Similarly, if a referred client seeks further legal assistance beyond the matter referred, and for which reimbursement by SCLS appears necessary, the client must be referred back to SCLS by the Participating Attorney for screening as to the additional legal assistance. The Participating Attorney must receive written approval from SCLS to provide the additional legal assistance in order to be reimbursed for those services.

Section 5.4 – Payment

Participating Attorneys must complete and submit a W-9 to SCLS to receive payment. See Appendix D. Participating Attorneys who would like to receive payment via direct deposit, must complete and submit the Direct Deposit Authorization Form and required attachments. See Appendix E.
Section 5.5 - Fee-Generating Cases

Participating Attorneys are permitted, in their discretion, to petition the court for attorney's fees to be paid by the opposing party, if allowed by law, and may collect and retain any fees awarded. However, receipt of awarded attorney's fees on a referred case will preclude the Participating Attorney from billing SCLS for representation in the matter. In addition, the Participating Attorney cannot bill SCLS for time expended collecting an attorney's fee award. This provision can be modified pursuant to an agreement of the parties, for example, where SCLS serves as co-counsel with the Participating Attorney. Receipt of awarded attorney's fees may prevent the Participating Attorney from reporting time spent on the referred case to the South Carolina Bar Pro Bono Program and from including it in calculating pro bono hours for purposes of the South Carolina Supreme Court Pro Bono Honor Roll.

Section 5.6 – Fee Adjustment; Grievance Procedure

SCLS may adjust any bill with the understanding that the Participating Attorney may appeal the adjustment to the SCLS Board of Directors. The decision of the Board of Directors is final.
CHAPTER 6 – RESPONSIBILITIES TO CLIENTS

6.1 – Attorney-Client Relationship

In a case referred by SCLS to a Participating Attorney, an attorney-client relationship exists between the referred client and the Participating Attorney as well as between the referred client and SCLS. The referred client is provided with this information.

6.2 – Representation of Referred Client

A referred client and accepted case are the primary responsibility of the Participating Attorney who accepts referral of the matter, and the Participating Attorney shall exercise independent professional judgment and skills in rendering services to the client. Participating Attorneys agree to give referred clients the best possible representation consistent with professional responsibility regardless of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status.

Participating Attorneys have full authority to act on behalf of a referred client in the same way as any other client. However, SCLS is required by its funding source to monitor the effectiveness of all representation provided under its grants. Upon request by SCLS, a Participating Attorney must furnish and make available to SCLS any files, records or books related to any accepted case. Participating Attorneys must confer with SCLS at its request on any accepted case and cooperate with SCLS staff and its Board of Directors to ensure referred clients receive the best legal assistance available.

6.3 – Completion of Representation

A Participating Attorney must complete representation of a referred client even if the hours required to do so go beyond the maximum fee set forth in the Fee Schedule. However, the Participating Attorney must submit a Request to Increase Maximum Fees to the PAI Coordinator as set forth in Section 5.3. In addition, a Participating Attorney’s obligation to represent clients referred during the two-year term of the Participating Attorney’s PAI Program Agreement continues until the clients’ cases are concluded, regardless of whether the agreement period has expired.

6.4 – Termination of Representation

A Participating Attorney shall not terminate representation of a referred client before final disposition of the case without good cause consistent with Rule 1.16(b) of the South Carolina Rules of Professional Conduct. The Participating Attorney must notify SCLS immediately and file a motion to be relieved as counsel.

Any referred client who wishes to terminate their relationship with a Participating Attorney has the right to do so. In that situation, the Participating Attorney shall notify SCLS immediately and
file a motion to be relieved as counsel pursuant to Rule 1.16(a) of the South Carolina Rules of Professional Conduct.

SCLS reserves the right to terminate a Participating Attorney's involvement in a referred case. In such an event, SCLS shall pay the Participating Attorney for all time and expenses in accordance with the terms of this Handbook, provided that a **Final Billing Form** is timely submitted.

Section 6.5 – **Change in Eligibility Status**

If a Participating Attorney learns that a referred client's family income has increased, the Participating Attorney must notify SCLS. SCLS will then determine if there has been a change in the referred client's eligibility status and if so, whether the change requires termination of assistance consistent with ethical obligations. If SCLS determines a referred client is no longer eligible for services through SCLS but the client's case is in pending litigation, the Participating Attorney must file a motion for the Participating Attorney and SCLS to be relieved as counsel in the case if SCLS determines such a motion can ethically be made without undue prejudice to the client.
CHAPTER 7 – CLIENT FEEDBACK/COMPLAINTS

7.1 – Client Feedback

When an accepted case is closed, a "Client Satisfaction Survey" is mailed to the referred client to determine the client's perception of the services performed, resolution of the problem, and overall client satisfaction. When returned, the form is reviewed by the Managing Attorney. All complaints, irregularities, or indications of dissatisfaction are investigated, and corrective action is taken, if necessary.

7.2 – Client Complaints

Referred clients have a right to file complaints regarding SCLS pursuant to SCLS Policies and Procedures. Participating Attorneys must advise referred clients of this right.

A referred client who has a complaint about a Participating Attorney must first bring it to the attention of the Participating Attorney and make every effort to resolve the problem with the Participating Attorney. If, after discussing the complaint with the Participating Attorney, the client is still dissatisfied, the client may contact the Managing Attorney in the SCLS office responsible for the referral. The Managing Attorney will attempt to resolve the complaint through informal discussion with the referred client, and if necessary, the Participating Attorney.
CHAPTER 8 – COMMUNITY OUTREACH

8.1 – Clinics

SCLS frequently offers legal clinics across the state. These clinics typically last for one to two hours and sometimes involve limited scope representation as recognized in Rule 6.5 of the South Carolina Rules of Professional Conduct (addressing attorneys providing short term limited services under the auspices of a legal services organization). Clients who receive assistance from Participating Attorneys at clinics meet SCLS eligibility requirements. If the services provided create an attorney-client relationship, that relationship does not extend beyond the scope of the clinic nor is there any other ongoing obligation on the part of the Participating Attorney.

Clinics vary by subject matter and services provided. Some clinics, such as pro se divorce clinics, involve reviewing documents as well as giving brief advice on filing or other procedures related to the matter. Other clinics, such as advance directives clinics, involve the actual preparation of legal documents for the clients.

8.2 – Legal Education

SCLS is often asked by community organizations across the state to give presentations on legal topics. The topics vary, but frequent requests are made for information related to advance directives, landlord/tenant issues, consumer debt, and family matters. These sessions do not involve advice or representation on an attendee's specific legal matter but are for the purpose of providing general information on the topic. SCLS relies on Participating Attorneys to assist in meeting these requests.
CHAPTER 9 – RESOURCES

8.1 – Training

SCLS will notify Participating Attorneys of free or reduced-cost training presented by SCLS or its partner organizations.

8.2 – Online Resources

SCLS has materials available online, including recorded trainings, documents, and checklists.

8.2 – Mentors

SCLS attorneys are available to serve as mentors to Participating Attorneys if necessary or requested.
CHAPTER 10 – SELF REFERRAL OF CLIENTS

10.1 – Referral of Client

If you are a Participating Attorney and have a client who you are representing pro bono or have been contacted by a prospective client who may be eligible for services from SCLS, you may direct them to complete an intake with SCLS either online or by phone and request that their case be referred to you.

Self-referrals are a great way for attorneys to provide pro bono services. The attorney is able to choose which pro bono case to take and the client receives representation from an attorney of their choice without having to wait for the normal referral process. The benefits of self-referral cases are the same as any other PAI referral, including, malpractice insurance coverage as set forth in Section 3.2, waiver of any filing fees under Rule 3(b)(2), SCRCP, payment of attorney's fees according to the current SCLS Contract Attorney Fee Schedule, and reimbursement for certain costs. Upon referral of the case, the Participating Attorney must comply with the other provisions in this handbook.

Self-referrals also benefit SCLS by allowing us to expand our services to eligible clients without requiring additional staff.

Self-referral of an existing client should only be made where representation was undertaken without payment of a fee or expectation of payment of a fee. Self-referrals are not appropriate where fees were anticipated but have not been collected.
APPENDIX A
South Carolina Legal Services

125% of the Federal Poverty Level

Effective February 3, 2023

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*For each family unit with more than eight members, add $6,425 for each additional member in the family.

Effective February 3, 2023
## South Carolina Legal Services

200% of Federal Poverty Guidelines 45 CFR 1611

**Effective February 3, 2023**

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*For each family unit with more than eight members, add $10,280 for each additional member in the family.*

**Effective February 3, 2023**
APPENDIX B
CONSUMER/FINANCE

I. Cases
   A. Bankruptcy/Debtor Relief
      1. Bankruptcy/Debtor Relief-Chapter 7 and Chapter 13 where there is harassment by creditor affecting the mental or physical well-being of the debtor, to save a home, to save a car, to preserve medically necessary equipment, where debtor is referred by the U.S. Bankruptcy Court under the Pro Se/Public Service initiative, and where client is victim of foreclosure rescue scam or other scam that is substantial cause of filing bankruptcy.
   B. Collection (Including Repossession/Deficiency/Garnishment
      1. Where the client has been served with pleadings, where property is being repossessed and/or where the client disputes the debt or amount of the debt.
      2. Supplemental proceedings for judgment collection (execution against property and order for examination of assets).
   C. Contracts/Warranties on cars and appliance
   D. Collection Practices/Creditor Harassment - Including where client has been threatened with jail, threatened with loss of property, subjected to repeated telephone calls or collector coming to home or work.
   E. Predatory Lending Practices (Not Mortgages) - with emphasis on deceptive auto lending practices, live loan checks, multiple refinances of finance company loans, and lawsuits on credit card debt by debt buyers (not original creditor)
   F. Loans/Installment Purchase (Not Collections) including foreclosure rescue scams, insurance sales, and SBA loans (disaster relief)
   G. Public Utilities- including solar energy product sales and contracts.
   H. Unfair Sales Practices
   I. Other Consumer/Finance

EDUCATION
Ensure and maintain access to education.

I. Cases
   A. Discipline (Including Expulsion and Suspension)
   B. Special Education (Includes Section 504 Plans)
   C. Access (Including Bilingual, Residency, Testing and Enrollment)
   D. Vocational Rehabilitation
   E. Student Financial Aid
   F. Other Education (Includes School Fees and Bullying)
EMPLOYMENT

Cases
A. Employment Discrimination (Representation at administrative level (informal hearing with employer) and representation at court level where the administrative process has been exhausted and a Right to Sue Letter issued by EEOC)
B. Wage Claims (Representation at administrative level (informal hearing with employer) and representation at court level where the administrative process has been exhausted)
C. EITC (earned Income Tax Credit)
D. Taxes (Not EITC)
E. Employee Rights
F. Agricultural Worker Issues (Not Wage Claims/FLSA)
G. Other Employment (including wrongful termination)(Representation at administrative level (informal sharing with employer); Representation at court level where the administrative process has been exhausted provided it has been reasonably determined that damages or the amount in question is not sufficient for a private attorney to accept or if the applicant does not have the consultation fees required by private attorneys
H. Cases to resolve problems preventing employment (e.g., driver's license suspension)

FAMILY
Ensure Safety, Housing and Economic Stability of the Family Unit.

I. Cases
A. Adoption
B. Visitation
C. Custody - defend already filed custody actions only when doing so is in the best interest of the child(ren).
D. Custody – Initiate when doing so is in the best interest of the child(ren)
E. Divorce/Separation/Annulment
   1. Divorce in situations of domestic abuse (we can file)
   2. One year separation divorces in instances where the client has diminished mental capacity that makes self-representation not feasible.
F. Name changes, birth certificate amendments, and delayed birth certificates.
G. Guardianship and conservatorship issues
H. Domestic Abuse, where necessary, to include assistance in getting Orders of Protection
I. Child Support Reductions - where the obligor is disabled and/or has a disability case pending with supporting medical documentation; the obligor is involuntarily unemployed and is actively looking for employment; the obligor is within the self-support reserve amount of monthly income and is not voluntarily underemployed
J. Other Family
Contempt - Rule to Show Cause
   1. Defend when defendant is not in willful contempt.
2. File contempt action to enforce Family Court Orders which are not enforceable by the Clerk of Court.

HEALTH
Ensure the Access to Health Care to Low-Income Individuals.

I. Cases
   A. Medicaid
      1. Representation at the administrative level and in court regarding the termination, overpayment, or denial of or other limitation of medical services.
      2. Representation in collection actions regarding the Medicaid process
   B. Medicare
      1. Representation at the administrative level and in District Court regarding the termination, overpayment, or denial of Medicare process.
      2. Representation in collection actions regarding the Medicare process.
   C. Home and Community Based Case
   D. Private Health Insurance
   E. Long Term Health Care Facilities
   F. State and Local Health
   G. Other Health
      1. Nursing home and home health care issues
      2. Mental health care issues
      3. Basic health care services to medically indigent

HOUSING
Ensure Sufficient Quality and Quantity of Affordable Housing for Low-Income Families.

I. Cases
   A. Federally Subsidized Housing Rights (Section 8)
      1. Evictions.
      2. Access to quality housing.
      3. Obtaining necessary repairs to rented housing.
      4. Resolving problems with subsidized housing providers.
      5. Utility cutoffs/ouster.
   B. Homeownership/Real Property (Not Foreclosures)
      1. Access to quality housing.
      2. Obtaining or maintaining ownership of homes or real property.
      3. Addressing clouds on real estate titles
      4. Resolving problems with rent-to-own transactions
   C. Private Landlord/Tenant
      1. Evictions.
      2. Access to quality housing.
      3. Obtaining necessary repairs to rented housing.
      5. Security deposit returns.
   D. Public Housing
1. Evictions.
2. Access to quality housing.
3. Obtaining necessary repairs to rented housing.
4. Resolving problems with subsidized housing providers.
5. Utility cutoffs/ouster.

E. Mobile Homes
1. Evictions
2. Title issues
3. Obtaining necessary repairs to rented mobile homes
4. Utility cutoffs/ouster
5. Security deposit returns
6. Resolving problems with mobile home providers

F. Housing Discrimination

G. Mortgage Foreclosures (Not Predatory Lending Practices) to include loan modifications

H. Mortgage Predatory Lending Practices

I. Other Housing
1. Access to quality housing.
2. Resolving problems with subsidized housing providers.
3. Resolving clouded titles where needed to retain homeownership or obtain repairs

INCOME MAINTENANCE/PUBLIC BENEFITS
Obtain and Maintain Economic Benefits for Low-Income Families.

I. Cases
A. Social Security (Not SSDI)
B. Food Stamps
C. SSDI (overpayment and cessation cases; and other cases where efforts to refer to the private bar have not been successful) added clarification that 2 atty rule not applicable to overpayment and cessation cases. Initial disability claims (subject to 2 atty rule in non-rural counties)
D. SSI (overpayment and cessation cases; and other cases where efforts to refer to the private bar have not been successful) added clarification that 2 atty rule not applicable to overpayment and cessation cases. Initial disability claims (subject to 2 atty rule in non-rural counties)
E. Unemployment Compensation
F. Veterans Benefits
1. Pensions.
2. Veteran's Disability - initial filing and through first denial; second and subsequent denials if private attorney cannot be secured.
3. Cases to prevent homelessness and secure employment.
G. State and Local Income Maintenance to include Family Independence benefits
H. Other Income Maintenance to include FEMA and other disaster benefits
INDIVIDUAL RIGHTS

I. Cases
   A. U Visas- SCLS can assist crime victims by serving as Preparers in the application process. SCLS will not make an appearance as “Attorney” for purposes of U-Visa applications. VAWA self-petitions- SCLS can assist domestic abuse victims in the preparation and submission of VAWA self-petitions.
   B. T-Visas- SCLS can assist crime victims with filing and obtaining T-Visas
   C. Battered spouse waivers- SCLS can assist domestic abuse victims in the preparation of immigrant visa petitions under the Immigration and Nationality Act, as amended by the Violence Against Women Act.
   D. Expungements, for the purpose of access to employment, housing, or public benefits
   E. File petition and adjustment of status for Special Immigrant Juveniles when the child or their parent/legal guardian is a victim of battery, extreme cruelty, sexual assault, or trafficking

MISCELLANEOUS AND ELDER LAW
Ensure Access to the Civil Legal Justice System.

I. Cases
   A. Legal Assistance to Non-Profit Organizations or Group (Including Incorporation/Dissolution) where these clients need protection of assets, creation of entity, maintenance of entity and its programs
   B. Wills/Estates
      1. Drafting and Execution of Law Will & Testament
   C. Advance Directives
      1. Drafting and Execution of Power of Attorney
      2. Drafting and Execution of Health Care Power of Attorney
      3. Drafting and Execution of Living Will
   D. Probate
      1. Estates (to include deeds of distribution)
      2. Petitions to Determine Heirs
      3. Death Certificate Amendments (to preserve benefits)
      4. Will contests (to protect home)
      5. Common Law Marriage (to protect home and spousal share of estate)
      6. Guardianships
      7. Conservatorships
   E. Heirs’ Property Issues to include quiet title actions
   F. Other Miscellaneous
1. Protection of Senior against abuse, neglect, and exploitation.
2. Provide counsel and advice or brief services in any case not specifically prohibited by LSC statute or regulations or other federal law
3. Community Economic Development

EMERGENCIES

SCLS can represent clients in any emergency situation approved by the Executive Director or by a member of the management team, or if the Executive Director or a member of the management team is not available, by the Managing Attorney of the Office in which the emergency case arises, so long as such case or matter is not specifically prohibited by LSC statute or regulations or other federal law.

An emergency is any of the following situations:

Those non-priority cases or matters that require immediate legal action to:
1. Secure or preserve the necessities of life;
2. Protect against or eliminate a significant risk to the health or safety of the client or immediate family members; or,
3. Address other significant legal issues that arise because of new and unforeseen circumstances.

Approved by Board of Directors on 12/16/22
APPENDIX C
CONTRACT ATTORNEY FEE SCHEDULE
EFFECTIVE JANUARY 1, 2022

$85 PER HOUR UP TO THE MAXIMUM LISTED BELOW

$1,530 – 18 hours
Consumer
Family
Federal Income Tax

$1,105 – 13 hours
Employment
Housing
Public Benefits

$850 – 10 hours
Education
Health
License (auto and others)
Probate

$340 – 4 hours
Advance Directives

$170 – 2 hours
Legal Education
Pro Se Clinics
# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1. **Name** (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. **Business name/disregarded entity name**, if different from above.

3. Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

   - [ ] Individual/sole proprietor or single-member LLC
   - [ ] C Corporation
   - [ ] S Corporation
   - [ ] Partnership
   - [ ] Trust/estate
   - [ ] Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership).

   **Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4. **Exemptions** (codes apply only to certain entities, not individuals; see instructions on page 3):
   - Exempt payee code (if any) ___
   - Exemption from FATCA reporting code (if any) ___

   **(Applies to accounts maintained outside the U.S.)**

5. **Address** (number, street, and apt. or suite no.) See instructions. Requester’s name and address (optional).

6. **City, state, and ZIP code**

7. List account number(s) here (optional).

## Part I: Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

### Social security number

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or

### Employer identification number

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## Part II: Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

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Cat. No. 10231X Form W-9 (Rev. 10-2018)
By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:
• An individual who is a U.S. citizen or U.S. resident alien;
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
• An estate (other than a foreign estate); or
• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:
• In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
• In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
• In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:
1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:
1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See Exempt payee code, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see Special rules for partnerships, earlier.

What is FATCA Reporting?
The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See Exemption from FATCA reporting code, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information
You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties
Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.
Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1
You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2
If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3
Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

<table>
<thead>
<tr>
<th>IF the entity/person on line 1 is</th>
<th>THEN check the box for . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporation</td>
<td>Corporation</td>
</tr>
<tr>
<td>Individual</td>
<td>Individual/sole proprietor or single-member LLC</td>
</tr>
<tr>
<td>Sole proprietor, or</td>
<td></td>
</tr>
<tr>
<td>Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.</td>
<td></td>
</tr>
<tr>
<td>LLC treated as a partnership for U.S. federal tax purposes,</td>
<td>Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)</td>
</tr>
<tr>
<td>LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or</td>
<td></td>
</tr>
<tr>
<td>LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.</td>
<td></td>
</tr>
<tr>
<td>Partnership</td>
<td>Partnership</td>
</tr>
<tr>
<td>Trust/estate</td>
<td>Trust/estate</td>
</tr>
</tbody>
</table>

Line 4, Exemptions
If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
2. The United States or any of its agencies or instrumentalities
3. A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities
5. A corporation
6. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
7. A futures commission merchant registered with the Commodity Futures Trading Commission
8. A real estate investment trust
9. An entity registered at all times during the tax year under the Investment Company Act of 1940
10. A common trust fund operated by a bank under section 584(a)
11. A financial institution
12. A middleman known in the investment community as a nominee or custodian
13. A trust exempt from tax under section 664 or described in section 4947
The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

<table>
<thead>
<tr>
<th>IF the payment is for . . .</th>
<th>THEN the payment is exempt for . . .</th>
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</thead>
<tbody>
<tr>
<td>Interest and dividend payments</td>
<td>All exempt payees except for 7</td>
</tr>
<tr>
<td>Broker transactions</td>
<td>Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.</td>
</tr>
<tr>
<td>Barter exchange transactions and patronage dividends</td>
<td>Exempt payees 1 through 4</td>
</tr>
<tr>
<td>Payments over $600 required to be reported and direct sales over $5,0001</td>
<td>Generally, exempt payees 1 through 52</td>
</tr>
<tr>
<td>Payments made in settlement of payment card or third party network transactions</td>
<td>Exempt payees 1 through 4</td>
</tr>
</tbody>
</table>

1 See Form 1099-MISC, Miscellaneous Income, and its instructions.
2 However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys’ fees, gross proceeds paid to an attorney reportable under section 6046(b), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with “Not Applicable” (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payer changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see How to get a TIN below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner’s SSN (or EIN, if the owner has one). Do not enter the disregarded entity’s EIN. If the LLC is classified as a corporation or partnership, enter the entity’s EIN.

Note: See What Name and Number To Give the Requester, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write “Applied For” in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering “Applied For” means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, a resident alien, or a nonresident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see Exempt payee code, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.
1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. “Other payments” include payments made in the course of the requester’s trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

<table>
<thead>
<tr>
<th>For this type of account:</th>
<th>Give name and SSN of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Individual</td>
<td>The Individual</td>
</tr>
<tr>
<td>2. Two or more individuals (joint account) other than an account maintained by an FFI</td>
<td>The actual owner of the account or, if combined funds, the first individual on the account</td>
</tr>
<tr>
<td>3. Two or more U.S. persons (joint account maintained by an FFI)</td>
<td>Each holder of the account</td>
</tr>
<tr>
<td>4. Custodial account of a minor (Uniform Gift to Minors Act)</td>
<td>The minor</td>
</tr>
<tr>
<td>a. The usual revocable savings trust (grantor is also trustee)</td>
<td>The grantor-trustee</td>
</tr>
<tr>
<td>b. So-called trust account that is not a legal or valid trust under state law</td>
<td>The actual owner</td>
</tr>
<tr>
<td>6. Sole proprietorship or disregarded entity owned by an individual</td>
<td>The owner</td>
</tr>
<tr>
<td>7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))</td>
<td>The grantor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For this type of account:</th>
<th>Give name and EIN of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Disregarded entity not owned by an individual</td>
<td>The owner</td>
</tr>
<tr>
<td>9. A valid trust, estate, or pension trust</td>
<td>Legal entity</td>
</tr>
<tr>
<td>10. Corporation or LLC electing corporate status on Form 8832 or Form 2553</td>
<td>The corporation</td>
</tr>
<tr>
<td>11. Association, club, religious, charitable, educational, or other tax-exempt organization</td>
<td>The organization</td>
</tr>
<tr>
<td>12. Partnership or multi-member LLC</td>
<td>The partnership</td>
</tr>
<tr>
<td>13. A broker or registered nominee</td>
<td>The broker or nominee</td>
</tr>
</tbody>
</table>

For this type of account: Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments

1. List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.
2. Circle the minor's name and furnish the minor's SSN.
3. You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.
4. List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see Special rules for partnerships, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:
- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-909-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.
The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice
Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.
APPENDIX E
DIRECT DEPOSIT AUTHORIZATION FORM

1. Please Check One:
   - [ ] NEW Direct Deposit
   - [ ] CHANGE Direct Deposit
   - [ ] CANCEL Direct Deposit

2. General Information:
   - Name:
   - Address:
   - Telephone Number:
   - Email Address:

3. Payment Information:
   - Bank Name:
   - Name on Bank Account:
   - Routing Number:
   - Bank Account:
   - Type of Account: [ ] Checking [ ] Savings

4. The authority is to remain in full force and effect until South Carolina Legal Services has received written notification from me of its termination in such time and in such manner as to afford the organization and depository a reasonable opportunity to act on it.

   - Print Name: __________________________
   - Signature: __________________________
   - Date: __________________________

5. Important Information
   - Required Attachments: [ ] Form W9 [ ] Void check or other confirmation of account number.

Please return completed form and required attachments via fax: 864 679-3553. or Mail Attn: Denise Boyd 701 S Main, Greenville, SC 29601

For Office of Accounts Payable Use Only

   - AP Reviewed and Approved: __________________________
   - Date: __________________________
   - Date Stamp - Received: __________________________

United Way

SOUTH CAROLINA BAR FOUNDATION

LSC America's Partner for Equal Justice

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