



**Texas RioGrande Legal Aid  
Texas CBAR**

4920 N-IH 35, Austin TX 78751  
Tel: (512)374-2712, Fax: (512) 447-3940

## Nonprofit Consultation Pre-screening

**DIRECTIONS:** Please print or type. Use additional sheets if needed. Appointments will be scheduled on a first-come, first served basis. A signup sheet with appointment time slots will be available at our station/table area. Consultations will be scheduled for :45 minute sessions.

For more information or to apply for free non-litigation legal services, visit our web page:  
[www.trla.org/nonprofits](http://www.trla.org/nonprofits)

### RETURN THIS COMPLETED FORM WHEN YOU SIGN UP FOR A CONSULTATION.

*Texas RioGrande Legal Aid is required to certain information for its grants. Please check ALL that apply; do not leave blank.*

- Yes  No Does your group lack the funds to retain private counsel?
- Yes  No Does your group, have, as a principal activity, the delivery of services to low income individuals or communities? (Note - it need not be the *only* activity).
- Yes  No Does your group deliver services *primarily* to persons who are U.S. citizens, and/or those lawfully present in the U.S.?

#### ORGANIZATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

#### CONTACT:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Please answer the questions below:

1. Describe your organization's mission and its activities/purposes:

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2. Do you file tax returns (i.e., information returns), with the IRS or local/state officials?  Yes  No  
If Yes, are your filings current?  Yes  No
3. Do you have employees?  Yes  No If Y, how many? \_\_\_\_\_
4. Do you charge for services or earn income from any activities?  Yes  No
5. Are you currently represented by a lawyer or have one on retainer?  Yes  No
6. Does your question involve litigation?  Yes  No (We can advise on transactional, non-litigation matters only).
7. Our nonprofit needs legal assistance with: (check all that apply):

<input type="checkbox"/> Bylaws	<input type="checkbox"/> Commercial lease
<input type="checkbox"/> Contracts/MOUs	<input type="checkbox"/> Patent/trademark
<input type="checkbox"/> Startup matters (incorporation, IRS exemption)	<input type="checkbox"/> State taxes
<input type="checkbox"/> Independent Contractor/work for hire	<input type="checkbox"/> Releases and Waivers
<input type="checkbox"/> Volunteer issues	<input type="checkbox"/> Fundraising (legal considerations)
<input type="checkbox"/> Employment issues	<input type="checkbox"/> Risk management
<input type="checkbox"/> OTHER:	

8. Do you have any specific legal questions? Please describe:

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I understand that the information shared during this consultation is confidential. I understand that this is a limited, free legal consultation, that the lawyer's role is limited, and that the lawyer does not represent me or my organization. I am aware and understand that the lawyer or Texas RioGrande Legal Aid may now or in the future represent a client whose interests conflict with mine or that of my nonprofit organization. I certify that the information on this form is true and correct, and that I am authorized to submit it to TRLA/CBAR in behalf of the organization.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Texas Community Building with Attorney Resources (Texas CBAR) is a special  
pro bono referral project of Texas RioGrande Legal Aid*  
[www.trla.org/nonprofits](http://www.trla.org/nonprofits)