

**Maryland Lawyers for the Arts  
Volunteer Lawyer Case Summary**

It is essential to the continued success of MLA that we receive information from Volunteer Attorneys regarding the nature of the assistance provided, the time required to perform these services and copies of any non-privileged work product. We track and use this information to document our services to the arts community for grantors, contributors and the general public. Please complete and return this form when you have completed your assignment.

Case # \_\_\_\_\_ Date \_\_\_\_\_

Your Name \_\_\_\_\_ Phone \_\_\_\_\_

Firm Name (if applicable) \_\_\_\_\_

Client's Name \_\_\_\_\_

Briefly describe the client's problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Briefly describe the services rendered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please complete the following:

\_\_\_\_\_ Hours consulting with client  
\_\_\_\_\_ Hours researching  
\_\_\_\_\_ Hours consulting with MLA office  
\_\_\_\_\_ Hours drafting documents, filling out forms, etc.  
\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ Total number of hours spent on assignment

If billed at your usual rate, what would be the value of the services provided to the client? \_\_\_\_\_

\_\_\_\_\_

Were you satisfied with your experience as a Volunteer Lawyer? Please explain. \_\_\_\_\_

\_\_\_\_\_

How do you think our service could be improved? \_\_\_\_\_

\_\_\_\_\_

If you drafted any non-privileged documents that may be useful to MLA, please enclose a copy.

**Thank you for your time and assistance!**

Please return this form to Maryland Lawyers for the Arts, 113 W. North Ave, Baltimore, MD  
21201; fax (410) 752-1090