

TO: Recipients of Funds from the Maine Legal Services Fund

FROM: Maine Civil Legal Services Fund Commission

RE: Annual Report to the Commission and to the Joint Standing Committee on the Judiciary

Date: December 8, 2009

Pursuant to Title 4 Section 18-A.6, and the Rules For The Maine Civil Legal Services Fund Commission, Section 8.A., reports from the recipients of funds distributed by the Maine Civil Legal Services Fund Commission of the use of the funds must be submitted annually to the Commission by January 15th for the prior year. The Commission shall compile and report this information along with allocation decisions no later than February 1 of each year to the joint standing committee of the Legislature having jurisdiction over judiciary matters.

The Maine Bar Foundation will coordinate the assembly of the reports from each recipient organization into a single bound collection and arrange to deliver the bound volume of report to the Judiciary Committee. **Reports from each recipient organization must be delivered electronically to Calien Lewis at info@mbf.org no later than January 15, 2010.**

The reports shall be in narrative form and identify:

1. The types of cases handled by the organization as a result of money received from the Fund;
2. The number of people served by the organization as a result of money received from the Fund;
3. Demographic information about the people served as a result of money received from the Fund;
4. The geographical area actually served by the organization as a result of money received from the Fund;
5. The status of the matters handled, including whether they are complete or open;
6. Whether and to what extent the recipient organization complied with the proposal submitted to the Commission at the time of application for funds;
7. Outcomes measurements used to determine compliance; and
8. Information particular to each recipient organization regarding unmet and underserved needs.