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Limited Waiver of Confidentiality, Application Agreement, and Email Policy

The Legal Aid program is specially funded to help only low-income residents of Seminole County. We must obtain information about your income, assets and residence. If you are eligible for our services, we will give the information to your assigned attorney. At the discretion of our program, your case may be assigned to a staff attorney or a volunteer private attorney, at any time during the representation. The original application is confidential and only authorized personnel of the Legal Aid program will be able to look at those files.

If the person involved in your dispute contacts us for assistance, we must also determine his/her eligibility. We will not disclose any information that you give us to that person or to the attorney assigned to the case except to advise both clients if we are assigning attorneys to each of them. Certain limited information given in the intake interview will NOT be treated as confidential for purposes of enabling the Legal Aid program to screen for conflicts or make referrals and to provide funders with information as to the type of service provided.

All the information and answers that will be furnished in the application will be true and correct. Providing false information or withholding information essential to the application or to the determination of eligibility will result in the immediate ineligibility of our services. The Legal Aid program is authorized to verify any of the information that is supplied in the application. Eligible applicants shall be assigned to a staff attorney or volunteer attorney who shall not charge attorneys fees.

The court requires the use of certified language interpreters if you do not have a command of the English language. Applicant will be responsible for all the cost of a certified language interpreter. This cost is in addition to above cost deposit.

If your application for legal assistance is denied, you are not permitted to reapply for legal assistance for one (1) year.

Please keep our office advised of any changes in your situation. If you should move, be served by a process server or Sheriff with any Court papers, receive any additional documents from an attorney and/or your financial situation changes before you receive your letter regarding our decision, you must contact our office so we can update your application. Please direct this information to our office at (407) 834-1660. Failure to do so may result in denial of your application for our services. If you already have a case in progress in court, YOU ARE RESPONSIBLE for any answers, responses, or documents that need to be filed during the time your application is under review.

An application for Legal Aid assistance does not extend or waive any time extensions or requirements imposed by law or court orders. Applications for Legal Aid assistance in NO way

stop the progress of any matters currently pending in court.

You shall complete a detailed application requesting free legal services and providing important information regarding your legal case. Your application shall be reviewed and you shall be notified of the Program's decision. It takes approximately 21 days to process your application so please be patient. All correspondence, documents, eligibility notices and any and all other written communication shall be provided only by email, if provided above. Thereafter, all correspondence, documents, letters, written communications and notices from our office shall be directed to all designated email addresses in your case. All emails directed to our office must include, in the subject line, your name and the opposing party's name. PLEASE NOTE: If this information is not provided in the subject line, we will not open or view your email including any attachments. If you don't provide an email address we will mail your application decision to the mailing address provided to our office during your intake appointment.

In accordance with federal law and U.S. Department of Justice policy, Seminole County Bar Association, Legal Aid Society, Inc. is prohibited from discriminating on the basis of race, color, national origin, religion, sex, age, or disability and is an equal opportunity provider and employer.

I shall comply with the communication policy.

I hereby acknowledge that I have read and understand the Limited Waiver of Confidentiality and Application Agreement and I agree and consent to abide by the Application Agreement.

SIGNATURE

NAME

DATE