



**Legal Aid Services of Oregon  
Pro Bono Case Closure Form**

<b>Client Name:</b>		<b>Date Opened: (or Clinic Date)</b>	
<b>Attorney Name:</b>		<b>LASO Case #:</b>	
<b><u>Case Closing Information</u></b>			
<i>To be completed by all volunteer attorneys at the completion of client's legal matter.</i>			
<b>1. Please identify the client's legal issue:</b>			
<b>2. What assistance did you provide to the client?</b> (i.e., drafted a will, represented client in a contested restraining order hearing, advised client regarding custody, drafted letter to creditor, negotiated a settlement with landlord). <i>Please tell us how the case was resolved.</i>			
<b>3. Did your case settle (either with or without litigation)?</b> The Legal Services Corporation, LASO's Federal funder now requires that LASO have written documentation of the settlement agreement. This could be a formal memorialization, a letter to opposing counsel, or a letter of explanation to the client. If your case settled, please email/send us written documentation of your settlement agreement.			<b>Yes</b>
			<b>No</b>
<b>3. How many hours did you spend on the matter?</b>			
<b>4. Date you completed work on the matter:</b>			

Or please mail/email ([ProBono@lasoregon.org](mailto:ProBono@lasoregon.org)) this form to Legal Aid Services of Oregon as soon as you complete work on the case.

*Thank you for your support of our pro bono program!*

**Legal Aid Services of Oregon, Attn: Statewide Pro Bono Manager**  
520 SW Sixth Avenue, Suite 1130, Portland, OR 97204  
(503) 224-4086 (phone)