**Intake Form to Request Copyright Alliance Assistance in Referral of Pro Bono Trial Services for Individual Copyright Owners & Small Businesses In the New York City Area**

To select potential clients for the program, we will consider each application individually based on a combination of factors including the following:

1. Whether the candidate is an individual artist/creator or a small business in the New York Metro Area and aligns with the Copyright Alliance’s mission of promoting the cultural and economic benefits of copyright.
2. Whether the dispute involves a copyright matter. For instance, unauthorized copying or public performance of a protected work. Preference will be given to cases presenting interesting copyright issues.
3. Whether the individual or small business is unable to afford legal services. Although the client will not be responsible for legal fees, the client will be responsible for any out of pocket expenses such as filing and registration fees, travel expenses, etc.
4. Whether the dispute is new and ripe for litigation. Although all chosen cases should be appropriate for litigation, please note that some cases might result in some form of settlement agreement. Cases not chosen for this externship experience will be considered for referral to other clinics and/or maintained in a Copyright Alliance database and available to Copyright Alliance Legal Advisory Board members interested in taking on pro bono matters.
5. Whether resolution of the case would benefit more than one party and/or establish helpful precedent for other members of the creative community.
6. Whether the candidate’s work provides a benefit to the community.
7. The complexity of the case.
8. The variety of the program’s caseload and the number of clients already being represented.

**Taking these factors into account, please fill out this form and provide as much information as possible to assist us in evaluating your case.**

**ALL INFORMATION WILL BE USED ONLY TO DETERMINE ELIGIBILITY AND IT WILL REMAIN *PRIVILEGED AND CONFIDENTIAL*.**

The Copyright Alliance will accept applications on a rolling basis. Please submit applications, questions and concerns to:

**Terrica Carrington**

Copyright Counsel

[Copyright Alliance](http://www.copyrightalliance.org/)

tcarrington@copyrightalliance.org

1331 H Street, NW, Suite 701

Washington, D.C. 20005

202.470.5061

**Part I. General Information**

|  |  |
| --- | --- |
| Full name |  |
| Address |  |
|  |  |
| Email  |  |
| Phone  |  |
| Website |  |

**Part II. Information about your creative work**

1. Describe the nature of your creative endeavor and the basis of your business.

**Part III. Legal assistance**

1. If you can, briefly describe the issues that lead you to seek assistance.
2. Are there any deadlines relating to your request for assistance? If so, please list the dates and the nature of the deadlines.
3. If the issue for which you are seeking legal advice involves other people, organizations, or businesses, please list them here:
4. Have you consulted an attorney concerning the above matters? If yes, please provide the name, address, and telephone number of the attorney consulted.
	1. Was the attorney paid?
	2. Why are you not continuing to pursue this matter with the attorney consulted?
	3. What work did she/he perform?

**Part IV. Income Information. In order to assist us in determining your eligibility for pro bono assistance, please tell us about your financial circumstances. This information will be used solely to determine eligibility for pro bono legal services and will be kept confidential.**

**Part VI. Certification**

I hereby certify that all the information in this application is true to the best of my knowledge. I understand that the Copyright Alliance makes no commitment that my case will be selected for pro bono assistance. I understand that the Copyright Alliance may use this information in evaluating my eligibility for free legal services and may disclose this information to attorneys and organizations partnering with the Copyright Alliance in efforts to recruit pro bono assistance for me.

**I hereby certify that I understand that if my case is selected, the entity offering to provide pro bono services will prepare a Retainer Agreement with me, specifying the scope of legal work to be completed. If selected, I commit to actively engage in the legal assistance process by maintaining communication with the entity/students assigned to my case to provide timely information about my case and feedback on any questions needed to advance my case, and attending scheduled meetings and judicial proceedings.**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**