



**Kansas City Volunteer Lawyers and Accountants for the Arts  
INDIVIDUAL APPLICATION FOR LEGAL OR ACCOUNTING ASSISTANCE**

Please answer the following questions so KCVLAA can determine: (1) if you have a legal or accounting problem; (2) if that problem is arts-related; and (3) if your organization falls within our budget guidelines.

We have attempted to keep this application brief and uncomplicated. While we do not require information regarding your artistic activities, including your news releases, brochures, or lists of exhibits and performances may assist our referral process and are welcome. All information submitted is kept confidential. When a referral is made, however, a copy of this application will be forwarded to the volunteer who agrees to handle your case.

KCVLAA does not charge for professional services. Once a referral has been made, however, clients are responsible for filing and other fees. KCVLAA does not ask its volunteers to litigate matters. Volunteers will, however, try to negotiate a solution on your behalf and/or advise you on the merits of resolving your dispute through mediation or in small claims court.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

WORK PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

What is your arts discipline?

- Crafts
- Dance
- Ethnic/Folk
- Film/Video/Media
- Literature
- Multi-Discipline
- Music
- Theatre
- Visual/Commercial
- Visual/Fine
- Other:

What is your legal or accounting problem? Please be specific. This information helps us find the volunteer best qualified to assist you.

Please provide the name and company of the adverse/other party (if any). If this party's attorney has contacted you, please provide his/her name, firm and phone number.

Have you consulted an attorney or accountant about this problem? If yes, please provide his/her name, firm and phone number.

#### FINANCIAL INFORMATION

Please note that your application for free legal/accounting services cannot be considered without the following information:

What is your household or family adjusted gross income based on last year's federal return (line 35 on Form 1040 or line 21 on Form 1040A)? \_\_\_\_\_

How many dependents are in your household? \_\_\_\_\_

Do you have any special financial problems, such as:

- Child care
- Education expenses
- Child support or alimony
- Emergency financial obligations
- Other: \_\_\_\_\_

Approximately, what is your income to date for the current year? \_\_\_\_\_

**PLEASE ENCLOSE A COPY OF YOUR MOST RECENT INCOME TAX RETURN, INCLUDING SCHEDULE C OR FORM 2106, IF FILED WITH YOUR RETURN.**

How did you hear about KCVLAA?

KCVLAA is not staffed to provide emergency legal or accounting assistance. Please be prepared to wait two to four weeks for your application to be processed. I understand that KCVLAA can neither guarantee that it will be able to refer my case to a volunteer nor that the representation will be successful. KCVLAA is merely a referral organization. I understand that KCVLAA makes no representation as to the skill of the referral attorney/accountant. I understand that I will be represented by the volunteer or the volunteer's firm and not by KCVLAA. I agree that in the event litigation or arbitration becomes necessary, I will not oppose my volunteer's decision to withdraw from representation. I agree to include the KCVLAA logo in my brochures and other publications for two years after receiving assistance.

**I agree to promptly notify KCVLAA if we no longer need the assistance of a volunteer. I am enclosing the \$25 non-refundable processing fee.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Send this form with your check to:  
KCVLAA, 115 W. 18<sup>th</sup> Street, Kansas City, MO 64108  
Tel. 816-472-3535**