Alaska Legal Services Corporation: Case Closure Form

Please submit this form within 30 days after your work on the case is complete. Timely case closure helps ALSC meet funder reporting requirements and accurately report the services provided to our clients and communities.

Volunteer Name: _____ Organization: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

Case Information

Client Name: _____ ALSC Case #: _____
Legal Issue: _____ Date Case Completed: _____

1. Briefly describe the legal assistance you provided and how the matter ended. Attach paper if needed.

2. What difference, if any, did the legal assistance make for the client?

3. Level of Service: Choose the option that reflects the highest level of service you provided (click here for more information about the categories).

- ☐ Counsel & Advice
- ☐ Brief Service
- ☐ Extensive Service
- ☐ Negotiated Settlement without Litigation
- ☐ Negotiated Settlement with Litigation
- ☐ Administrative Agency Decision
- ☐ Uncontested Court Decision
- ☐ Contested Court Decision
- ☐ Other, explain here:_____

4. Did you meet with the client in person at any time while assisting with this case? ☐ Yes ☐ No

5. Did you have any issues while handling this case? If so, is there anything ALSC could have done differently to help?

6. **Total number of hours donated for case:**_____

_____ _____
Volunteer Signature Date

Please return to: probono@alsc-law.org

Include copies of any documents supporting the legal work or outcome, such as copies of fair hearing requests filed, DPA benefits notices, final will, communications, settlement agreements, court decisions, etc.