**REQUEST FOR LEGAL ASSISTANCE**

**Small Business**

The EILC provide legal assistance to small businesses in West Virginia that are unable to pay market rates for legal services and fit our other selection criteria. This form helps us learn more about your business so we can determine whether your organization qualifies for services.

The Clinic strives to serve as many groups and small businesses as possible, but unfortunately cannot meet all of the requests for our services. Completing this form does not guarantee legal services. We accept clients based on many factors, including our capacity, the likelihood that we will be able to do what prospective clients are asking, educational value and others.

Please complete this form as thoroughly and with as much detail as possible. If you do not know the answer, please write “do not know” as your response. This form is not intended to limit what you tell us, so please feel free to add any information that you think we should have, even if we don’t specifically ask for it in this form. Please feel free to attach additional sheets of paper.

Name of business

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Contact Information (Organization’s Address, Phone Number, Email, Website)

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Your Name & Title (Mailing Address, Email, Phone Number)

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Please describe in as much detail as possible the legal issue(s) that the business needs help with. (Example: If you need assistance drafting contracts, please include details about the parties, the purpose of the contract, etc. Please Note: The Clinic can only provide assistance for **nonlitigation** matters.)

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Are there timelines or deadlines we should know about? What are they?

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**Business Background Information**

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| Is the business currently operating? Yes ☐ No ☐ |
| How long has the business existed? |
| Is the business a separate legal entity? Yes ☐ No ☐ |
| If Yes to the above question, what type of entity? (Example: West Virginia LLC or Delaware S Corporation) |
| What is the business? |
| Have you talked to/worked with another lawyer already? Who? What happened? Why is that lawyer no longer working with you? |
| Does your business have a social purpose or mission statement? If yes, please describe in detail. If no, please continue to the next question. |
| Where is your business located & what clients do you serve? |
| What are the current/anticipated annual revenues? |
| How is your business funded? (Loans, family & friends, self-funded etc.) |
| Who are the owners of the business? What is their experience in this business? Please give a brief biography for each owner. |
| Have you filed any other paperwork for the business? Licenses, Permits, etc.?  If Yes, Please list them below. |
| Does the organization have employees? How many? |

**New/Start-up Business Questions**

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| If it is just starting, what steps have been taken to create the business? |
| Do you have a business plan? |

**General Questions**

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| How did you hear about the Clinic’s legal services? (check all that apply) | | | |
| State/Local Agency  ☐ | Clinic Website  ☐ | Clinic Student  ☐ | WVU –specify department  ☐ |
| Clinic Client  ☐ | SBA  ☐ | Foundation  ☐ | Other – please specify  ☐ |

If you have them, please attach:

* 1. Incorporation/LLC formation documents
  2. Bylaws
  3. Business Plan
  4. Most recent financial statement
  5. Budget for coming year
  6. Flyers, Brochures, Promotional Materials.

Any additional information you would like to share with the Clinic?

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