



United States Department of State

Washington, D.C. 20520

Hague Convention on the Civil Aspects of International Child Abduction
Hague Convention Attorney Network: Legal Assistance Request, 2013

Please review the 2013 Legal Assistance Income Guidelines chart to determine your eligibility to request the U.S. Central Authority's assistance in finding pro bono or reduced fee legal representation for your Hague Convention case in the United States.

Complete and return this page to your Central Authority. Keep page two for your records.

Table with 3 columns: Household size, PRO BONO (Maximum annual income), and REDUCED FEE (Maximum annual income). Rows show income limits for household sizes 1 through 8.

Household size. Count yourself, the child/ren about whom you have filed a Hague application, and others living in the household with you. (The number should not be "1.")

Maximum annual income. This means your total annual income, before taxes, from all sources, converted to U.S. dollars. If you have applied recently for a non-immigrant visa to the United States, use the income you reported on the application to determine your eligibility for legal assistance.

My household size: _____

My total annual income (before taxes): _____ (in my currency) OR in US \$ _____

My occupation/employment: _____

Choose only ONE: I have reviewed the income guidelines and believe that I am eligible to request:

___ Pro Bono legal assistance OR ___ Reduced Fee legal assistance

___ I request a list of full fee attorneys.

Signature _____ Date _____

Print your name _____

Phone number(s) _____ Email _____

KEEP THIS PAGE FOR YOUR RECORDS

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PLEASE NOTE:

- The “2013 Legal Assistance Income Guidelines” are based on the 2013 maximum income levels for individuals eligible for assistance set by the Legal Services Corporation. They are published in Appendix A to 45 CFR 1611, and in the Federal Register, 78 Fed. Reg. 7679-7680 (Feb. 4, 2013), available at <http://www.gpo.gov/fdsys/pkg/FR-2013-02-04/pdf/2013-02325.pdf>. Special tables for Hawaii and Alaska are available on that website.
- The U.S. Central Authority may ask you for additional information to verify your income and eligibility to request assistance finding *pro bono* (**free**) or reduced-fee legal representation.
- If you are not forthcoming or in error in your self-assessment (as determined by a legal aid organization or private attorney reviewing the case), the U.S. Central Authority may limit any further assistance in helping you find legal representation.
- Legal representation may be offered by attorneys in private practice (“private attorneys”), by attorneys working for legal aid organizations, and/or by law professors and their law students.
- **There is no entitlement to legal aid.** Licensed attorneys working for legal aid organizations may provide legal representation to eligible individuals. Legal aid organizations determine eligibility based on income guidelines and program priorities. During the ‘intake’ process to determine your eligibility for assistance, you will be asked about your income and assets. Legal aid organizations may cover some or all of the costs and expenses associated with your Hague Convention case.
- Private attorneys may ask you for additional information (such as income tax returns; other assets) to determine whether and on what terms to offer you their legal services. **There is no guarantee that a private attorney will offer to represent you on a *pro bono* or reduced fee basis.** Fee arrangements are strictly between you and the attorney. The Department of State plays **no** role in the setting, negotiating, collecting, or anything else having to do with fees.
- Most private attorneys will expect you to pay court costs and expenses (including but not limited to filing fees, service of process on the other party, phone calls, travel expenses, document duplication, translations) even when they provide their legal services to you *pro bono* or for reduced fees. Costs and expenses may be as much as \$1000 or more, and may vary depending on the particular case.
- It may be faster and easier to find an attorney if you are willing to pay some amount for legal services. Even if you are eligible to request *pro bono* legal assistance, you may request reduced fee legal assistance. Or, you may request a list of ‘full fee’ attorneys, who would charge their usual rates. In order to expedite the process, choose **only** one option.