

Colorado Legal Services

For low-income Coloradans seeking legal assistance and Colorado's legal advocates



www.coloradolegalservices.org

Handling a Case

Thanks for volunteering to help! Here is what you need to know while representing your client:

1. Certificate of Indigency (JDF 203) – provided to you by your pro bono coordinator, this waives case filing and e-filing fees. [Click here](#) for a list of forms to request the filing fee be waived.
2. Summary Court Indigency Rules – lists additional costs that can be waived for your client.
3. Fee Waiver ICCES entry – waive costs when you efile, and get reimbursed if you're charged by mistake.
4. Case Expenses (or Costs) – learn what costs CLS can/can't help with BEFORE incurring costs in your case.
5. Language Interpreters – how CLS pays for interpreters needed for office appointments with your CLS pro bono clients. Learn how the Colorado courts provide interpreters for all hearings and other court-ordered appearances or events.
6. Limited Representation - limited representation in CLS pro bono cases.
7. Mediation – help with mediation costs.
8. CJD 98-01 – Chief Justice Directive on fee waivers.
9. CJD 06-03 – more about Chief Justice Directive on language interpreters.
10. Notice for Interpreter – a sample notice to court of your client's need for a court-provided interpreter.
11. CLS Limited Representation retainer (English)
12. CLS Limited Representation retainer (Spanish)
13. CBA Pro Bono Guidebook ([click here](#)) – Colorado Bar Association's *Pro Bono Guidebook*.

Problem with your case? [Click here](#) to contact a pro bono coordinator for help.

Printed: January 22, 2019

<http://www.coloradolegalservices.org/node/10/handling-case>

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