

[YOUR LEGAL SERVICES HEADER]  
[ADDRESS]  
[TELEPHONE CONTACT]  
[DATE OF APPROVAL FOR SERVICES]  
[DATE]

Re: **Verification of Party's Receipt of Non-Profit Legal Services**

Dear Clerk of Court:

This letter shall confirm that [CLIENT'S NAME] is our client and is currently receiving services from our office for their [CASE TYPE]. Please accept this letter as adequate verification of our organization's services to our client.

Accordingly, we ask that you defer or waive the filing fee our client would otherwise be expected to pay in this type of case, and do so without requiring them to fill out Section 3 of the *Application for Deferral or Waiver of Court Fees or Cost and Consent to Entry of Judgment* ("Application"), the financial questionnaire, or provide any other proof of indigence.

This verification shall not act as a "Notice of Appearance" on behalf of the client, and we are not their attorney of record. Should we decide to provide direct representation to them, a Notice of Appearance reflecting that representation will be filed.

**NOTE.** This verification must be filed, along with the Application, within ninety (90) days of the above date. If the verification is filed beyond ninety (90) days, we cannot verify the client remains eligible for our services. If the person attempts to file this verification beyond ninety (90) days from the date of this letter, please refer them back to our office for a determination of their continuing eligibility for our services.

Please feel free to contact me if you have any questions or concerns.

Sincerely yours,

COMMUNITY LEGAL SERVICES  
[YOUR ORGANIZATION'S INFORMATION]

[YOUR NAME AND CONTACT INFORMATION]