

Michigan Legal Help Self-Help Center Application

Michigan Legal Help (MLH) invites courts, legal aid programs, bar associations, public libraries, law libraries, and others to apply to be an MLH-affiliated Self-Help Center (SHC). Affiliated sites use the MLH website for legal self-help services, and receive initial equipment, initial and ongoing training for staff, ongoing technical assistance, PR materials (brochures, business cards), and signage.

Applicants must be government, nonprofit, or other tax-exempt entities. There must be a lead applicant entity, but proposals may involve coalitions or partnerships of stakeholders. Proposals may be for a single SHC site or multiple sites and can aim to serve one county or multiple counties depending on size, population, and resources.

Please review the MLH SHC Operating Protocols and Statewide SHC Guidelines before completing this application.

Completed applications should be submitted to Charlie Campbell, SHC Coordinator, at ccampbell@mplp.org. Questions can also be directed to Charlie at ccampbell@mplp.org or (734) 714-3243 x 662.

- A. Proposed location:** Please indicate where your proposed SHC(s) will be located. Please provide details about the size of the space, accessibility, ease and availability of parking or access by public transit, proximity to local courts, hours of operation, and other details that make it a desirable site.

B. Technical requirements: Please indicate how many computer workstations you propose for your site(s), and whether these workstations already exist or whether they will need to be acquired. Please also explain how you will ensure users' privacy while at the workstations (e.g., privacy screens between workstations, separate rooms for workstations, etc.).

C. Stakeholders: Please outline who your proposed community stakeholders will be. Stakeholders should include, but are not limited to, contacts at local courts, libraries (for court-based centers), legal aid, and other community organizations, such as DV advocacy organizations. MLH will help with finalizing this list and making initial contact with stakeholders.

D. Designated Point Person: Please state who your Center's Designated Point Person will be and their contact information.

E. Navigators: Navigators are non-lawyers who assist SHC visitors with using the MLH website and provide other appropriate assistance. Navigators are employees of the SHC or the entity where the SHC is housed, not of MLH. MLH will provide all necessary training to staff who are designated as Navigators.

Please explain how your site will be staffed (who will serve as Navigators, how many full time/part time, any volunteer programs), and how the Navigators will be supervised.

F. Plan for Sustainability: While MLH will cover the costs of any necessary initial computer workstations, as well as training and technical assistance, it will not cover ongoing costs associated with the SHC, such as any computer/printer maintenance, printing costs, staffing, and any needed office supplies.

Please state how you will cover these ongoing expenses, including if the expenses will be absorbed by the budget of the host site (such as a library). Please note -- while SHCs may charge patrons to cover the cost of printing, if necessary for long-term sustainability, SHCs may not charge patrons for services that are provided without cost on the MLH website.

G. Commitment to Michigan Legal Help Website and Uniformity: After reviewing Section L of the MLH SHC Operating Protocols, please include a statement of commitment to these principles.

H. Expected Traffic: How many patrons do you expect the proposed SHC to serve each month? How did you reach that estimate? How do you envision advertising the availability of the SHC?