



Economic Justice Clinic-- Preliminary Intake Form

Thank you for your interest in the FAMU College of Law Economic Justice Clinic.

The FAMU College of Law Economic Justice (EJ) Clinic provides a range of legal services and advocacy to underserved businesses, nonprofit organizations, individuals seeking to start a business, and entrepreneurs working to support positive economic development in underserved and marginalized communities, but that cannot afford to pay for legal services.

The EJ Clinic is run like a small nonprofit law firm, and FAMU Law students (under the supervision of Prof. Mark Dorosin) will represent clients in a range of matters, including business organization and formation, tax exemption application and compliance, regulatory issues, contract drafting and negotiation, employment issues, financing, public policy advocacy, heirs' property protection and prevention, community revitalization, and affordable housing development.

This form helps us learn more about your organization/business/legal issues/interests so that we can determine whether our Clinic may be able to provide assistance.

All information you share with us, including the information provided on this form, will be kept confidential.

Unfortunately, the scope and capacity of the Clinic is limited, and we cannot meet all of the requests for our services. Please note that even if we proceed to discuss the potential for a client relationship with you, neither you nor your business or organization will be a client of the Clinic and no attorney/client relationship will be established unless and until a written retainer agreement is signed by both the Clinic and you.

Please answer all questions as completely as possible. Once we review the information, we will set up a call or meeting to discuss the matter further. If we are unable assist you, we will try to connect you with other resources.

1. Information about you

Name

Address

Phone #

Email

2. Information about your business or organization.

If you have an existing business or nonprofit organization, please provide the following information about the entity. If you don't have an existing business or nonprofit, **skip to part 3**

Organization/Business Name

Contact person/Title

Address

Phone number

Email address

Website (if you have one)

Social Media

Please describe the business/organization. What does it do?

Who is the client/customer base/what community does it serve?

What are the current annual revenues?

How many employees does it have?

How long has the business/organization existed?

Is the business/organization a separate legal entity?

If you are the owner, tell us a little bit about yourself and your experience/role in the business
Who are the directors of the organization? Please tell us a little bit about them and their experience/role in the business

3. Information about your plans to start a business or organization.

Please describe your plan or proposal for the business/organization. What will it do?

Who is the target client/customer base/what community will it serve?

Where will the business be located?

Do you already have a written business plan or proposal?

If so, please email to us with this form.

Tell us a little bit about your experience/training for this business.

What is your plan to pay the initial costs to operate the business?

4. **What are your current issues or legal needs? Please describe as best you can.**

5. **Are there any time deadlines we should know about? What are they and why is that the deadline?**

6. **Have you, or has the business/organization, talked to/worked with another lawyer already? If so, who? What happened? Why are you no longer working with that lawyer?**

7. **How did you hear about the Clinic?**

Email the completed form and any other related documents to mark.dorosin@famu.edu or call 407-254-4043