



Law School

# Wayne State University Law School Business and Community Law Clinic

## Prospective Client Application

*The Business and Community Law Clinic (BCLC) at Wayne State University Law School provides free transactional legal assistance to community-based businesses, and for-profit and non-profit organizations that aspire to create social good and impact to revitalize Detroit and Michigan. If think you may qualify but are unsure, apply anyway – we’d love to help.*

To determine if we can assist your organization, please fill out this short, 20 question application for our services. *The BCLC is now accepting applications from prospective clients to begin representation in January 2018. Review of applications will begin immediately and conclude November 1, 2017.* We accept applications for representation year-round; however, we serve most clients during the academic year and generally accept new clients only at the start of each semester. **Completing this application does not create an attorney-client relationship. The BCLC cannot provide you with any legal advice unless and until you become a BCLC client and execute a written engagement letter with the BCLC.** We look forward to receiving your organization’s application to become a BCLC client, and hope you will find the application form easy to complete. If you have any questions as you fill it out, or would prefer to fill out the form online, please reach out to us at (313) 577-4015 or [bclclinic@wayne.edu](mailto:bclclinic@wayne.edu), or visit [law.wayne.edu/clinics/business](http://law.wayne.edu/clinics/business), so that we can best help you with your request for the BCLC’s legal assistance.

### A. Getting to Know You and Your Organization (5 Questions)

1. Your full legal name: *	
2. Your organization’s name(s) (include legal name and any names you are doing business as): *	
3. Your relationship to the organization: *	
4. Contact information	
Mailing address for the organization (or, if none is available, for you): *	
Contact phone number for the organization (or, if none is available, for you): *	
Your email address: *	
General email address for the organization, if any:	
Website or social media for the organization, if any:	
5. Your relationship to the organization: *	
Optional: If you are a student at Wayne State University, does your organization relate to your studies or otherwise support your educational goals at Wayne State University? Please note that as a general rule, the BCLC will not represent one student against another in any ownership dispute and will not represent a client on an issue adverse to Wayne State University. If you are not a student at Wayne State University, you may leave this question blank. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	

### B. Information about Your Organization’s Work (5 Questions)

6. Is your organization in operation? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Have you formed a legal entity (or legal entities) for your organization? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Please briefly describe the reason(s) – whether personal, professional or beyond – that your organization opened or will open its doors. *	
9. Please briefly describe the goods, services, facilities or other benefits that your organization provides, and the population or market to whom it provides them. If you have one, please attach a business plan or narrative description of your program(s). *	

**\* All questions in this application marked with an asterisk are required to be completed.**

<p>10. What geographical areas does your organization serve? (check all that apply) *</p> <table border="0"> <tr> <td><input type="checkbox"/> Detroit (Eastern Market, Midtown or Downtown)</td> <td><input type="checkbox"/> Flint or Saginaw Bay areas</td> </tr> <tr> <td><input type="checkbox"/> Detroit (East Side)</td> <td><input type="checkbox"/> Metro Detroit or Southeast Michigan</td> </tr> <tr> <td><input type="checkbox"/> Detroit (Corktown or Woodbridge)</td> <td><input type="checkbox"/> Central, Northern or Western Michigan</td> </tr> <tr> <td><input type="checkbox"/> Detroit (Jefferson Corridor)</td> <td><input type="checkbox"/> Upper Peninsula of Michigan</td> </tr> <tr> <td><input type="checkbox"/> Detroit (New Center or North End)</td> <td><input type="checkbox"/> United States outside of Michigan</td> </tr> <tr> <td><input type="checkbox"/> Detroit (Southwest Detroit)</td> <td><input type="checkbox"/> International</td> </tr> <tr> <td><input type="checkbox"/> Detroit (West Side)</td> <td></td> </tr> </table>		<input type="checkbox"/> Detroit (Eastern Market, Midtown or Downtown)	<input type="checkbox"/> Flint or Saginaw Bay areas	<input type="checkbox"/> Detroit (East Side)	<input type="checkbox"/> Metro Detroit or Southeast Michigan	<input type="checkbox"/> Detroit (Corktown or Woodbridge)	<input type="checkbox"/> Central, Northern or Western Michigan	<input type="checkbox"/> Detroit (Jefferson Corridor)	<input type="checkbox"/> Upper Peninsula of Michigan	<input type="checkbox"/> Detroit (New Center or North End)	<input type="checkbox"/> United States outside of Michigan	<input type="checkbox"/> Detroit (Southwest Detroit)	<input type="checkbox"/> International	<input type="checkbox"/> Detroit (West Side)			
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<p><u>Optional:</u> Please include or attach to this application any additional information you would like the BCLC to consider with your application.</p>																	

**C. Your Organization's Legal Needs (4 Questions)**

<p>11. Please briefly describe the reason that your organization is seeking legal assistance at this time. Please refer to our list of services available on our website if you need assistance determining what legal needs you may have. *</p>											
<p><u>Optional:</u> If it would be helpful, please select the priority areas for which you seek transactional legal assistance (place number 1 next to your first priority and select up to three priority areas):</p> <table border="0"> <tr> <td><input type="checkbox"/> Incorporation or non-bankruptcy reorganization</td> <td><input type="checkbox"/> Contract, lease or terms of service drafting/review</td> </tr> <tr> <td><input type="checkbox"/> Corporate governance</td> <td><input type="checkbox"/> Intellectual property</td> </tr> <tr> <td><input type="checkbox"/> Funding or financing documentation</td> <td><input type="checkbox"/> Employment</td> </tr> <tr> <td><input type="checkbox"/> Licenses or permits</td> <td><input type="checkbox"/> Other (please describe):</td> </tr> <tr> <td><input type="checkbox"/> Merger, acquisition, sale or other transition</td> <td></td> </tr> </table>		<input type="checkbox"/> Incorporation or non-bankruptcy reorganization	<input type="checkbox"/> Contract, lease or terms of service drafting/review	<input type="checkbox"/> Corporate governance	<input type="checkbox"/> Intellectual property	<input type="checkbox"/> Funding or financing documentation	<input type="checkbox"/> Employment	<input type="checkbox"/> Licenses or permits	<input type="checkbox"/> Other (please describe):	<input type="checkbox"/> Merger, acquisition, sale or other transition	
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<p>12. Please provide the dates and nature of any deadlines for the legal assistance you request. *</p>											
<p>13. When would your organization prefer to begin legal representation? (select one) *</p>	<input type="checkbox"/> Winter 2018 (January-May 2018) <input type="checkbox"/> Fall 2018 (September-December 2018)										
<p>14. What is the reason (financial or otherwise) that your organization needs to work with the BCLC? If your need for the BCLC's legal services is at least partially due to your organization's inability to afford legal services, information about the approximate total household income of all of your organization's principals or founders may help the BCLC decide whether to accept your application, but it is not required at this time. The BCLC understands that the complexity of transactional legal services can drive up legal fees and therefore inability to afford legal services is a case-by-case determination. *</p>											
<p><u>Optional:</u> If your organization previously worked with or is working with another lawyer now, please describe what legal services that lawyer provided or provides. Leave this question blank if your organization has not worked with a lawyer before.</p>											

**D. Financial Information About Your Organization (3 Questions)**

15. After paying expenses (including compensation), what can your organization legally do with its profits (or what do you hope it will be able to do with its profits), if any? (select one) *	<input type="checkbox"/> Our organization can distribute profits to the organization’s owners <input type="checkbox"/> Our organization generally doesn't generate profits, but if it does it is required to re-invest all profits into the organization for use towards its mission <input type="checkbox"/> Our organization re-invests most profits into the organization but can distribute some profits to the organization’s owners <input type="checkbox"/> Not sure
16. How does your organization fund its operation? (check all that apply) * <input type="checkbox"/> Crowdfunding	<input type="checkbox"/> Donations or grants <input type="checkbox"/> Earned income from sales <input type="checkbox"/> Friends and/or family <input type="checkbox"/> Loans <input type="checkbox"/> Private investment <input type="checkbox"/> Other <input type="checkbox"/> Personal savings and/or credit cards <input type="checkbox"/> Other:
17. What is the total annual gross amount that you received or expect to receive from these sources this year? *	
Optional: If your organization has recent financial statements and/or projections, please attach them to this application.	

**E. Working with the BCLC (3 Questions)**

18. I authorize the BCLC to verify and make copies of any and all information provided in this application in the course of determining the organization’s eligibility for receiving assistance. *	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. I understand that the BCLC accepts clients in its sole discretion according to a range of factors that include: the alignment of an organization’s needs and mission with the goals of the BCLC; the type and timeline of the transactional legal assistance requested; and the educational value of the legal assistance to be provided. I understand that the BCLC may require additional information beyond the information provided in this application, including financial information about the organization and any individuals who own and/or operate the organization, in order to assess whether the BCLC can accept this application. If the organization’s application is accepted, I agree on its behalf (1) to be represented by upper-level law students working under the supervision of a licensed attorney, (2) to maintain active communication with the BCLC student attorneys and faculty, and (3) to attend scheduled meetings or calls with the BCLC attorneys and students. I understand that, because the BCLC is an educational course for students, it is possible that the legal work may take longer to complete than if the legal work were to be completed by a fee-based, private practicing attorney. *	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. I hereby certify that all of the information in this application is true, correct and complete and that I have authorization to submit the organization’s application. I agree to notify the BCLC in the event of any change to this information. *	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant signature: \* \_\_\_\_\_ Date: \* \_\_\_\_\_

**To submit your application:** Please deliver your application by mail, email or in person to the address at the bottom of this application. Once we have received your application, we will contact you if we need more information. If you do not hear from the BCLC, your application has not yet been accepted, and the organization has been placed on the BCLC’s waitlist if it qualifies for the BCLC’s services. Please feel free to submit another application for legal services at any time for consideration during the next application cycle or to update your application with any new information or additional legal assistance requests.

*The BCLC sincerely thanks you for your application and your interest in working together.*