

SAMPLE LETTER FROM A QUALIFIED CENTER OR PROJECT

[Legal Aid Society of Any Town]
[12345 Main Street]
[Any Town, CA 90000]

[Date]

Attn: TRF Coordinator
Court Reporters Board of California
2535 Capitol Oaks Drive, Suite 230
Sacramento, CA 95833

RE: [name of case]

This letter serves to certify that the [name of applicant] is a [qualified legal services project, qualified support center, or other qualified project] (state which one) within the definition of Business & Professions Code section 8030.4 [j/l/m] (specify which section you are claiming) because... (state specifically how your organization meets the definition).

I hereby certify that [name of litigant] is an indigent person as defined in Business and Professions Code section 8030.4 (f) because he/she... (state specifically how the named person meets the definition of "indigent").

As a condition of entitlement, I hereby certify that [name of applicant] agrees to refund the entire amount dispersed from the Transcript Reimbursement Fund from any award of costs or attorneys' fees awarded by the court or provided by in settlement agreement in the case. In addition, when I am notified by the Court Reporters Board of California that a payment is forthcoming, I will notify the court that payment has been received and that the sum is to be ordered repaid to the TRF from any award of costs or attorneys' fees.

Sincerely,

[Name of project/center director]
[Title]

***Where the case is referred to a pro bono attorney, the above letter should indicate that the referral was made, and the name of the law firm and the attorney to whom the case was referred.**