



法律服务申请表 Application for Legal Assistance

1. What kind of problem do you need help with? 您的法律问题?

- Divorce/离婚 Child Custody/子女抚养权 Guardianship/监护
 Bankruptcy/破产 Tax/税 Landlord/Tenant;房东/房客
 Will / Estate Planning;遗嘱/遗产规划 Other/其他 _____

2. Applicant Information

Your full name 您的姓名: _____		FOR OFFICE USE ONLY: ID reviewed (name & DOB) _____
Other names you have gone by (e.g., maiden name, former name, nickname) 使用的其他名字 (娘家姓, 旧名, 昵称): _____		
Your date of birth 出生日期(mm/dd/yyyy): _____ 年龄/Age: _____	Your marital status 婚姻状况: <input type="checkbox"/> 单身 Single(never married) <input type="checkbox"/> 已婚 Married <input type="checkbox"/> 分居 Separated <input type="checkbox"/> 离婚 Divorced <input type="checkbox"/> 寡居 Widowed	
Your SSN(last 4 digits only)社会安全号码 (后四位数字) :XXX-XX-____ ____ ____ ____ 		
<p style="text-align: center;">If you are a U.S. citizen, sign here 如果您美国公民, 请签字:</p> I am a citizen of the United States. 我是美国公民。 _____		
Your Signature 前名 _____		Date 日期 _____
If you are NOT a U.S. citizen 如果您不是美国公民: (a) Are you a permanent U.S. resident? 您是合法居民吗? <input type="radio"/> Yes 是 <input type="radio"/> No 否 If "No," answer (b), (c), (d), (e) and (f), below 如果不是的话请回答 (b), (c), (d), (e) 和 (f) (b) Do you have any children who are U.S. citizens?您有美国公民的孩子吗? <input type="radio"/> Yes 是 <input type="radio"/> No 否 (c) Have you filed for adjustment of your immigration status? 您申请果调整移民身份吗? <input type="radio"/> Yes 是 <input type="radio"/> No 否		For OFFICE USE ONLY 仅作办公用途 Document Seen by Staff : _____ Date: _____

<p>(d) Are you currently in deportation proceedings? 您现在有驱逐依法吗? <input type="radio"/> Yes 是 <input type="radio"/> No 否</p> <p>(e) Do you have some other immigrations status? 您有其他的移民身份吗? <input type="radio"/> Yes 是 <input type="radio"/> No 否</p> <p>If so, what? 如果有, 是什么? _____</p> <p>(f) Your Green Card # (or Alien #) 您的绿卡号码: _____ Exp. Date失效日期: _____</p>	<p>Additional Form Needed: <input type="radio"/> Yes <input type="radio"/> No</p>
<p>Your mailing address 您的地址:</p> <p>_____</p> <p>_____ (City 城市) _____ (State 州) _____ (Zip 邮政编码) _____ (County 郡)</p> <p>Is it safe for us to contact you at this address?用这个地址跟您联系安全吗? <input type="radio"/> 是 Yes <input type="radio"/> 否 No</p>	
<p>If your mailing address is not a safe address, provide a safe contact address 如果您的地址不安全, 请写下来一个安全地地址:</p> <p>_____</p> <p>_____ (City 城市) _____ (State 州) _____ (Zip 邮政编码) _____ (County 郡)</p>	
<p>Your phone numbers 您的电话号码:</p> <p>Home 家庭: _____ Cell 手机: _____</p> <p>Work 工作: _____ Other (who will answer?) 其他能够联系到您的电话, 以及会接到您电话的人的姓名: _____</p>	
<p>Your e-mail address 您的电邮地址:</p> <p>_____</p>	<p>Your sex 性别:</p> <p><input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female <input type="checkbox"/> 变性 Transgender</p>
<p>Best way to contact you 最好的联系方法:</p> <p><input type="checkbox"/> Home Phone 家庭电话 <input type="checkbox"/> Cell Phone 手机</p> <p><input type="checkbox"/> Work Phone 工作电话 <input type="checkbox"/> E-mail 电邮地址</p> <p><input type="checkbox"/> Mail 邮件</p>	<p>Your race 您的种族:</p> <p><input type="checkbox"/> White 安格鲁 <input type="checkbox"/> African-American 黑人</p> <p><input type="checkbox"/> Hispanic 西班牙裔 <input type="checkbox"/> Asian 亚洲人</p> <p><input type="checkbox"/> Native American 印第安 <input type="checkbox"/> Other 其他</p>
<p>Is English your first language?您第一语言是英文吗? <input type="radio"/> Yes 是 <input type="radio"/> No 否</p>	
<p>Are you more comfortable communicating in a language other than English?您跟舒服用另外的语言吗?</p> <p><input type="radio"/> Yes 是 <input type="radio"/> No 否</p> <p><input type="checkbox"/> Spanish 西班牙语 <input type="checkbox"/> Vietnamese 越南语 <input type="checkbox"/> Chinese 中文 <input type="checkbox"/> Arabic 阿拉伯语</p> <p><input type="checkbox"/> Other 其他 _____</p>	
<p>Have you served or are you serving in the U.S. Armed Forces?您在美国军队服役果吗? <input type="radio"/> Yes 是 <input type="radio"/> No 否</p>	

Are you here for a family member who served or is serving in the U.S. Armed Forces? 您是今天来为了服役的家人吗?

Yes 是 No 否

Are you disabled?您是残疾人吗? Yes 是 No 否

Are you a victim of domestic violence?你是家庭暴力的受害者? Yes是 No否

If you are a victim of domestic violence, does the perpetrator live with you? 如果是, 犯罪者跟您住吗?

Yes是 No否

How did you hear about HVLP? 您从哪里听到休斯敦志愿律师组织?

List the name of each person who lives with you and your relationship (e.g., spouse, boyfriend, son, daughter, parent)请写下来所有住在家中的人数的名字和跟您的关系(配偶, 男朋友, 儿子, 女儿, 父亲):

Full name 姓名	Relationship 关系	Age 年龄	In high school? 高中学生?

For anyone above who is not your spouse or child, is there a court order in place that requires you to care for them? 除了配偶和孩子意外的人, 有没有法院命令需要您照顾他们? Yes 是 No 否

3. Employment 正职

Do you have a job?您有工作吗? Yes 是 No 否

Where do you work / what kind of work do you do? 您在哪里工作? 做什么样的工作?

How much do you earn each month before taxes? 每月税前收入 \$_____

<p>If you are paid hourly, how much are you paid per hour?如果您是小时工，一个小时工资是多少？ \$ _____</p>	<p>If you are paid hourly, how many hours do you typically work in a week? 如果您小时工，您每周工作之歌小时？ _____</p>
<p>Do you regularly receive overtime wages?您经常收到加班工资吗？ <input type="radio"/> Yes 是 <input type="radio"/> No 否</p> <p>If yes, what is the average amount of overtime pay you receive each <u>month</u>? 如果是，每月的平均加班工资是多少？</p> <p>\$ _____</p>	
<p>Does anyone else in your household have a job?家里其他人工作吗？</p> <p><input type="radio"/> Yes 是 <input type="radio"/> No 否</p> <p>If yes, how much do they make each month <u>before</u> taxes? 如果是，每月税前收入是多少？</p> <p>\$ _____</p>	
<p>Where do they work / what kind of work do they do? 他们在哪里工作？ 做什么样的工作？</p>	

<p>Do you have any reason to believe that your household income is likely to substantially change in the near future?您的家庭收入会在近期有变化吗？</p> <p><input type="radio"/> Yes 是 <input type="radio"/> No 否 If yes, how so? 如果是，这样会变？</p>
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4. Other Income另外的收入 – If you receive any of the following kinds of income, please list the amount you and/or others in your house receive each month.如果您还有其他的收入，请填写每月从这些来源所得到的。

Type of Income 收入类型	You 您	Others in Your Household 家庭里其他的人
Social Security Retirement 社会保障	\$ _____	\$ _____ Who?谁? _____
Social Security Disability Income (SSDI) 社会保障残疾收入	\$ _____	\$ _____ Who?谁? _____
Supplemental Security Income (SSI) 补充保障收入	\$ _____	\$ _____ Who?谁? _____

Child Support (that you actually receive) 子女抚养费	\$	\$ Who?谁? _____
TANF (welfare) 困难家庭暂时援助金	\$	\$ Who?谁? _____
SNAP (food stamps) 食品券	\$	\$ Who?谁? _____
Veteran's Benefits 退伍军人管理局	\$	\$ Who?谁? _____
Unemployment 失业	\$	\$ Who?谁? _____
Pension or Other Retirement 退休金	\$	\$ Who?谁? _____
Worker's Compensation 工人赔偿	\$	\$ Who?谁? _____
Rental Income	\$	\$ Who?谁? _____
Royalties	\$	\$ Who?谁? _____
Scholarships	\$	\$ Who?谁? _____
Dividends	\$	\$ Who?谁? _____
Interest Income	\$	\$ Who?谁? _____
Net Gambling Winnings	\$	\$ Who?谁? _____
Survivors Benefits	\$	\$ Who?谁? _____
Other: _____ 其他	\$	\$ Who?谁? _____
SUB-TOTAL 小计:	\$	\$

TOTAL MONTHLY HOUSEHOLD INCOME (add sub-totals together): \$ _____
总计 (把小计加一起)

5. Assets 资产

If you or anyone in your household has any of the following, please fill in the value. For example, if you or someone in your household has a checking account, write the amount in the appropriate column. If there is no money in the account, write down zero (0). If no one in your household has a checking account, leave it blank.

如果您或您家里的人有任何下列的价值请填写。如果没有请写零（0）。

Item	You 您	Others in Your Household 家庭里其他的人
Checking account 支票帐户	\$	\$ Who?谁? _____
Savings account 储蓄帐户	\$	\$ Who?谁? _____
Cash (not at a bank (like in your home)) 现金 (不在银行里)	\$	\$ Who?谁? _____
Certificate of Deposit (CD) 存款证	\$	\$ Who?谁? _____
Stocks or Bonds (not in a retirement account) 股票或者债券 (不在退休帐户里)	\$	\$ Who?谁? _____
IRA 个人退休计划	\$	\$ Who?谁? _____
401(k)	\$	\$ Who?谁? _____
Pension 养老金	\$	\$ Who?谁? _____
Personal Property (jewelry, guns, furniture, furs) 动产 (首饰, 枪炮, 家具, 皮草)	\$	\$ Who?谁? _____
SUB-TOTAL 小计:	\$	\$
TOTAL ASSETS (add sub-totals together): \$ _____ 总计 (把小计加一起)		

Real Estate 房产

<p>Do you 您是: <input type="radio"/> Own a home? 拥有房子 <input type="radio"/> Rent an apartment or home? 租公寓或者房子 <input type="radio"/> Live with relatives? 与亲人同住 <input type="radio"/> Live with friends? 与朋友同住 <input type="radio"/> Other 其他 _____</p>					
<p>If you own a home 如果您拥有房子:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Physical address 地址:</td> <td style="width: 20%; padding: 5px;">Value 金额: \$</td> <td style="width: 30%; padding: 5px;">Money Owing 欠债 \$</td> </tr> </table>			Physical address 地址:	Value 金额: \$	Money Owing 欠债 \$
Physical address 地址:	Value 金额: \$	Money Owing 欠债 \$			
<p>Do you own any property other than where you live? (a second home, land) 您或您的家人除了您的居所之外是否拥有房地产? (第二所房子, 面积) <input type="radio"/> Yes 是 <input type="radio"/> No 否</p>					
<p>If you own property other than where you live, fill in the information below: 如您或您的家人除了您的居所之外是否拥有房地产请填写:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Physical address 地址:</td> <td style="width: 20%; padding: 5px;">Value 金额: \$</td> <td style="width: 30%; padding: 5px;">Money Owing 欠债 \$</td> </tr> </table>			Physical address 地址:	Value 金额: \$	Money Owing 欠债 \$
Physical address 地址:	Value 金额: \$	Money Owing 欠债 \$			

Vehicles – Please list all automobiles owned by you or anyone else in your household
 请列出家里所有的汽车

Make 厂商	Model 型号	Year 年	Value 金额	Money Owing 欠债	Used to get to work? 用去上班? 班?
			\$	\$	<input type="radio"/> Yes 是 <input type="radio"/> No 否
			\$	\$	<input type="radio"/> Yes 是 <input type="radio"/> No 否
			\$	\$	<input type="radio"/> Yes 是 <input type="radio"/> No 否

Recreational – Please list all recreational vehicles or equipment owned by you or anyone else in your household (e.g., motorcycles, boats, jet skis)
 请列出家里所有的房车 (摩托车, 船, 水上摩托艇)

Make 厂商	Model 型号	Year 年	Value 金额	Money Owing 欠债

			\$	\$
			\$	\$
			\$	\$

6. Expenses 开支 – How much do you actually pay each month for您没月交多少给:

Expense 开支	You 您	Others in Your Household 家庭里其他的人
Mortgage or Rent 抵押或者租金	\$	\$ Who?谁? _____
Car payments 汽车付款	\$	\$ Who?谁? _____
Car insurance 汽车保险	\$	\$ Who?谁? _____
Health insurance premiums/medical expenses (including nursing home) 医疗保险或医疗费用 (包括疗养院)	\$	\$ Who?谁? _____
Age-related non-medical expenses (diapers, baby formula) 年龄开支 (尿布)	\$	\$ Who?谁? _____
Disability-related non-medical expenses (ramp, wheelchair batteries) 损伤付款 (坡道, 轮椅)	\$	\$ Who?谁? _____
Employment taxes 就业税	\$	\$ Who?谁? _____
Property taxes 财产税	\$	\$ Who?谁? _____
Homeowners/Renters Insurance 房屋保险	\$	\$ Who?谁? _____
Court-ordered child support 法庭命令的子女抚养费	\$	\$ Who?谁? _____
Transportation to work or in search of work 运输工作或者找工作	\$	\$ Who?谁? _____

Child/elderly care so you can work or search for work 托儿/老人护理所以您可以工作或者找工作	\$	\$ Who?谁? _____
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7. The person you are having problems with (e.g., in a divorce, that person would be your spouse; for custody, it might be the other parent; for housing, your landlord) 根您有问题的人（在离婚是配偶，抚养权是另一个亲自，住房是房东）：

Other person's full name 对方的姓名:	

Other names he/she has gone by (e.g., maiden name, former name, nickname)对方使用的其他名字（娘家姓，旧名，昵称）：	

Other person's address 对方的地址:	

_____ (City 城市) _____ (State 州) _____ (Zip 邮政编码) _____ (County 郡)	
Other person's date of birth 对方的出生日期(mm/dd/yyyy):	Other person's SSN (last 4 digits only) 对方的社会安全号码（后四位数字）： XXX-XX-____ ____ ____ ____
Is the other person represented by an attorney? 对方有律师代表吗？ <input type="radio"/> Yes 是 <input type="radio"/> No 否 If yes, name of the attorney 律师名字: _____	

8. Hearings and Deadlines 听证会和期限:

Have you been served with any court documents? 您被送达法庭文件了吗？ <input type="radio"/> Yes 是 <input type="radio"/> No 否 If yes, what date were you served with papers?如果是，送达的日期 _____
Are there any deadlines that you know of? 有任何期限吗？ <input type="radio"/> Yes 是 <input type="radio"/> No 否 If yes, what is the deadline?如果是，期限是 _____
Is there a hearing in court scheduled in your case? 庭审被约了吗？ <input type="radio"/> Yes 是 <input type="radio"/> No 否 If yes, what is the date and time of the hearing?如果是，庭审的日期和时间 _____
What court is the hearing in?听审在哪一个法院？ _____

ACKNOWLEDGMENT OF NO REPRESENTATION

I understand that I am **NOT** a client of Houston Volunteer Lawyer Program and that I am **NOT REPRESENTED** in any matter as a result of the information I have provided in this Application. I further understand that I am waiving any potential right I may have to assert a conflict of interest claim by reason of the information I have provided in this Application. 我理解我并非休斯敦志愿律师组织的客户，并且我的事务未被该组织代理，无论我今天从该组织得到了任何信息，我同时理解我放弃我一切从接受今天所得到的信息所带来的潜在的利益冲突方面的起诉权力。

Applicant Signature 前名

Date 日期

INCOME AND ASSET VERIFICATION

I verify that the income and asset information I have provided for the purpose of participating in the Houston Volunteer Lawyers Program is true and correct. 我确认以上所提供的信息据我所知均为属实。

Applicant Signature 前名

Date 日期

DOCUMENT DISPOSAL

I give my consent to Houston Volunteer Lawyers Program (HVLP) to destroy, five years after my case is closed, any files or materials relating to my application or case, either obtained or created by HVLP in association with HVLP's potential attempt to refer my case to a volunteer lawyer. 我同意五年后法律服务被终止了休斯敦志愿律师组织（HVLP）能毁掉任何文件或材料跟我的案子有关。

Applicant Signature 前名

Date 日期

APPLICANT AGREEMENT 申请协议

I, _____ (name), have asked Houston Volunteer Lawyers Program (HVLP) to assist me by referring me to a volunteer lawyer who will handle my case for free. I hereby agree to the following (please INITIAL all lines below): 将我的案子转介绍给一名志愿律师，该志愿律师将免费给我提供法律服务。我特此同意以下条款（请在每一行写**首字母**）：

_____ All information I have given to HVLP is true and correct. HVLP may terminate services at any time upon learning that I made untrue or false statements or misrepresented the facts of my case. 我向HVLP所提交的一切资料都是真实的（据我自己所知），如果HVLP发现我对于我的案件的事实做出虚假的供述，HVLP有权随时中止为我提供法律服务。

_____ HVLP may examine public information regarding my criminal history. HVLP有权检阅公共信息关于我记录信息。

_____ HVLP may examine and copy any records or documents containing information relating to my case and may use this information to refer my case to a volunteer attorney. HVLP有权检阅并复印任何与我案件有关的记录或文件，并有权使用该文件，以便将我的案件转交给志愿律师。

_____ I will provide all requested documents or information to HVLP within the deadlines given to me, or my case may be closed. 我将在初次会谈后的五个交易日内将所要求的文件或资料交给HVLP，否则HVLP可以中止法律服务。

_____ I am responsible for contacting HVLP if I have a change of address, telephone number, job, household income, pregnancy status, or other situation that may affect my financial eligibility or legal issue. I understand that my case may be closed if I fail to notify HVLP of these changes. 如果我的地址，电话，工作情况，家庭收入，怀孕情况，或任何其他影响我的案件的情况出现了变动，我将负责主动联络HVLP。我明白如果我未能及时通知HVLP任何影响我得到免费法律服务的资格的消息的话，HVLP可以终止法律服务。

_____ HVLP may request financial eligibility documents at any time. I understand that my case may be closed if I fail to disclose new information to HVLP. HVLP有权随时索要财务资格证明文件。我明白如果我未能及时通知HVLP任何新的消息，HVLP可以终止法律服务。

_____ I am responsible for all costs incurred in my case except for fees waived by a court. I understand that HVLP requires such costs to be paid in full by Money Order or Cashier's Check. I understand that HVLP will notify me regarding the costs that I need to pay, if any. 除了法院豁免的收费我将自己支付一切法庭费用。我明白HVLP要求用汇票或银行本票全额支付支付（Money Order或Cashier's Check）。我明白HVLP会通知我我需要支付的收费。

_____ I understand that HVLP does NOT represent me. HVLP will contact me if they are able to find a volunteer lawyer to meet with me, and IT WILL BE MY RESPONSIBILITY to call and set up an appointment with the attorney. 我明白HVLP不是代表我的律师。如果HVLP能够找到一位接我的案子的志愿律师，他们将联络我；但我明白我必须自己主动和那位律师联络并预约见面时间。

_____ I understand that my provision of information to HVLP to determine my eligibility for services does not, by itself, mean that HVLP cannot help other people who might be adverse to me. 我明白我给HVLP的提供的信息服务，以确定我的资格，其本身并不意味着HVLP不能帮助其他人可能对我不利的。

_____ I have the right to call HVLP at any time. I also have the right to present concerns to the Executive Director of HVLP, and thereafter to the Chair of the HVLP Board of Directors. 无论是在我的案子被HVLP转交给志愿律师之前还是之后，我都有权以电话方式联络HVLP。我也有权将我的问题提交给HVLP的执行董事长，如果未能得到帮助，我有权将问题提交给HVLP的董事会。

_____ I GIVE HVLP PERMISSION TO USE MY NAME TO ADVERTISE MY CASE TO POTENTIAL VOLUNTEER ATTORNEYS. 我允许HVLP用我名字招揽我案子给志愿律师。

_____ I have received a copy of this Agreement. 我收到了这份协定的复印件

APPLICANT SIGNATURE 申请人签名: _____

DATE 日期: _____