

**LETTER OF TRANSMITTAL**

TO: Senate Committee on Ways and Means  
State Capitol Room 208  
Honolulu, HI 96813  
Attn: GIA

DATE: January 23, 2026

RE: *Grant in Aid FY2027*

Please find enclosed the following:

<u>No. of Copies</u>	<u>Date</u>	<u>Description</u>
1 (one)	N/A	Application for GIA funding, FY 2027

<input type="checkbox"/>	For Your Information/Files	<input type="checkbox"/>	Per our Conversation
<input type="checkbox"/>	For Signature	<input type="checkbox"/>	Per Your Request
<input type="checkbox"/>	Returned To You	<input type="checkbox"/>	For Filing
<input checked="" type="checkbox"/>	See Remarks Below	<input type="checkbox"/>	Please Forward to:

REMARKS:

Aloha,

Please find included the Legal Aid Society of Hawaii's application for Grant-in-Aid funding for fiscal year 2027.

Should you have any questions or concerns, please do not hesitate to contact me.

Thank you,

*Rebekah Chong*

Rebekah Chong  
Grants Management Specialist  
Legal Aid Society of Hawaii  
(808)527-8051  
[rebekah.chong@legalaidhawaii.org](mailto:rebekah.chong@legalaidhawaii.org)



Telephone: (808) 536-4302 • Fax: (808) 527-8088  
924 Bethel Street • Honolulu, Hawaii 96813

Arsima Muller, Esq.  
President, Board of Directors

David Kauila Kopper, Esq.  
Executive Director

**LETTER OF TRANSMITTAL**

TO: House Committee on Finance  
State Capitol Room 306  
Honolulu, HI 96813  
Attn: GIA

DATE: January 23, 2026

RE: *Grant in Aid FY2027*

Please find enclosed the following:

<u>No. of Copies</u>	<u>Date</u>	<u>Description</u>
1 (original)	N/A	Application for GIA funding, FY 2027

- |                                     |                            |                          |                      |
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| <input checked="" type="checkbox"/> | See Remarks Below          | <input type="checkbox"/> | Please Forward to:   |

REMARKS:

Aloha,

Please find included the Legal Aid Society of Hawaii’s application for Grant-in-Aid funding for fiscal year 2027.

Should you have any questions or concerns, please do not hesitate to contact me.

Thank you,

*Rebekah Chong*

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Grants Management Specialist  
Legal Aid Society of Hawaii  
(808)527-8051  
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**THE THIRTIETH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual:    Dba:

Legal Aid Society of Hawai'i

Amount of State Funds Requested: \$ 204,733.00

Brief Description of Request (Please attach word document to back of page if extra space is needed):

Civil Legal Services at levels above counsel and advice for low-income individuals seeking custody throughout the State of Hawai'i. This request represents an expansion of existing services.

Amount of Other Funds Available:

State:            \$ 50,000

Federal:        \$ 100,000

County:         \$ 0

Private/Other: \$ 100,000

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 11,572,6081

Unrestricted Assets:

\$ 3,692,664

New Service (Presently Does Not Exist):     Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation
- Other Non Profit
- Other

Mailing Address:

924 Bethel Street

City:

Honolulu

State:

HI

Zip:

96817

Contact Person for Matters Involving this Application

Name:

Lisa Sparrell

Title:

Director of Development and Communications

Email:

[lisa.sparrell@legalaidhawaii.org](mailto:lisa.sparrell@legalaidhawaii.org)

Phone:

808-536-4302



Authorized Signature

David Kauila Kopper, Executive Director

Name and Title

January 23, 2026

Date Signed



STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

**Vendor Name:** LEGAL AID SOCIETY OF HAWAII

**DBA/Trade Name:** LEGAL AID SOCIETY OF HAWAII

**Issue Date:** 12/05/2025

**Status:** **Compliant**

Hawaii Tax#: [REDACTED]  
New Hawaii Tax#: [REDACTED]  
FEIN/SSN#: [REDACTED]  
UI#: XXXXXX4265  
DCCA FILE#: 4529

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - a) Budget request by source of funds ([Link](#))
  - b) Personnel salaries and wages ([Link](#))
  - c) Equipment and motor vehicles ([Link](#))
  - d) Capital project details ([Link](#))
  - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



David Kopper, Executive Director

January 23, 2026

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED STATUTES**

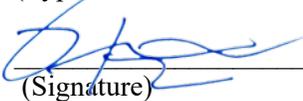
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Legal Aid Society of Hawai'i  
(Typed Name of Individual or Organization)

  
(Signature)

1/23/2026  
(Date)

David Kopper  
(Typed Name)

Executive Director  
(Title)



LEGAL AID  
SOCIETY OF HAWAI'I



# Application for Grants

## Fiscal Year 2027

## **I. BACKGROUND AND SUMMARY**

### **1. Brief description of the applicant's background.**

The **Legal Aid Society of Hawai'i** (Legal Aid, LASH), a community-based, nonprofit law firm, has empowered low-income and disadvantaged people throughout our state for over 75 years. It is the only civil legal service provider in the state, and one of the few non-profits, with statewide coverage through eleven offices, from Lanai to urban Honolulu. It provides assistance to clients facing family, housing, consumer, public benefits, child welfare, elder law, and immigration issues.

Legal Aid continues to be guided by its original mission—to provide access to justice for all low-income citizens of Hawaii. In January 2010, when the Hawaii Immigrant Justice Center (HIJC) became a part of Legal Aid, Legal Aid's practice areas broadened to include immigration legal assistance. The merger improved Legal Aid's ability to serve culturally and linguistically isolated populations that require legal interventions and face barriers to accessing the justice system.

Legal Aid's primary clients are individuals and families with incomes up to 125% of the federal poverty level. LASH also helps working low-income families and individuals whose incomes are below 250% of the federal poverty level.

Annually, Legal Aid receives over 15,000 requests for services. In FY25, Legal Aid provided legal advice and counsel, brief services, and full representation more than 7,500 cases, impacting over 13,000 children, adults and seniors in critical civil legal matters. Legal Aid is the only provider in the state with the ability to handle this significant volume of requests.

### **2. The goals and objectives related to the request.**

Limited resources often lead LASH to providing just Counsel and Advice (Intake to Close) for people with questions about seeking custody after Voluntary Establishment of Paternity (VEP). Petitions can be confusing. In FY25, Legal Aid recorded 587 cases involving a client seeking custody after VEP. Of these, Legal Aid staff were able to provide extensive service (including negotiated settlements and contested/uncontested court decisions) in 60 cases, while another 44 received assistance at the level of brief services (assistance in filling out forms, writing letters, etc.). This means that 483 (112 in Hawai'i County, 235 in the City and County of Honolulu, 38 on Kauai, and 81 in Maui County) individuals received assistance at the level of counsel and advice, with most of this counsel and advice occurring during the initial intake. Because of the specific requirements of many of Legal Aid's funding sources, staff are frequently unable to serve clients not meeting those specifications (such as being a survivor of domestic violence, a recipient of TANF, or living in a shelter). This project would allow Legal Aid staff the flexibility to provide higher-level direct assistance to parents during the custody process.

One complicating factor for individuals seeking VEP is that judicial districts may have more than one type of petition from which to choose, or they may make changes to the petition process that a lay individual would be unaware of. While LASH has built an online legal resource to assist petitioners looking for guidance, and the current Legal Navigator system provides a plan for individuals to follow, we have not had the resources to build out the system such that it provides assistance with filling out the requisite court forms.

Though Legal Aid elected not to apply for Grant-in-Aid funding for the past several years, we are requesting \$204,733 for FY27 in order to undertake this project that will increase statewide capacity to provide service at levels beyond counsel and advice to an additional 80 individuals seeking to establish custody after voluntary establishment of paternity.

On January 15, 2026, Legal Aid was informed by the Legal Services Corporation (LSC) that the FY26 Commerce, Justice, and Science appropriation had passed the US Senate, resulting in a 3.8% cut to the Basic Field Grant program. This decrease in LSC funding will result in a \$75,000 decrease in funding to Legal Aid's FY26 budget and contribute to a decrease in Legal Aid's ability to provide service beyond levels of counsel and advice.

This project aims to build on the success of the Rural Paternity Project (RPP), undertaken in cooperation with the Judiciary beginning in 2023, through which a curriculum was developed and paralegals on Hawai'i Island are trained to provide in-court representation (under attorney supervision) for clients seeking to establish paternity. The RPP has seen settlements reached, stories told, survivors empowered, and lives of children improved as a direct result of these efforts. So far, two paralegals have been trained, and they have provided assistance at the level of Extensive Service in 10 cases (level of service is defined only for cases that have closed; others cases remain in progress). The project proposed by this application, like the RPP, is aimed supporting clients who would otherwise enter the complicated system of family court with limited assistance and no representation, as these individuals are unable pay for attorney representation.

Through the support of this grant-in-aid, Legal Aid can expand direct service to up to 80 individuals, with paralegals assisting clients with document preparation (with attorney review), providing guidance on the court processes involved, conducting clinics (opportunities for two or more clients to receive guidance on forms and processes together), and conducting advocacy as permitted by law.

This project will also allow for further buildout of LASH legal technology tools, including the addition of updated court forms for each judicial district, creating a more robust support system for individuals who wish to self-represent.

### **3. The public purpose and need to be served.**

Legal Aid's mission work addresses the legal needs of low-income and vulnerable individuals who do not have access to legal services. Legal services are so critical to individual stability

and safety that a recent national study found a \$7 dollar return on investment for every dollar that goes to supporting legal aid organizations like Legal Aid Society of Hawai'i. However, federal funding for legal services has not substantially increased in decades: accounting for inflation and recent reductions in federal funding across the board, federal legal services funding has been reduced by more than 36 percent, while needs for services increase year-over-year. This requires organizations to enter into contracts-for-service, which (1) dictate the services available to clients and (2) often require funds spent on additional staff instead of investing in existing staff and services. These are some of the factors leading to the National Justice Index finding that Hawai'i, consistent with the national average, ideally needs more than 9 times as many resources to meet the legal needs of Hawai'i's low income residents. Add concerning demographic shifts in the legal field (i.e., shrinking new attorney numbers relative to the population), and it becomes clear that the future of delivery of legal services already requires innovations, reinvestment, planning and strategic growth.

For those who are most vulnerable in our society, legal advocacy from a trusted community resource can mean the difference between receiving food and shelter or being homeless, between being able to visit and ensure the safety of their children or losing protection for their children, between being protected from fraud and predatory consumer practices or falling victim to them. Legal Aid's services act as a safety net to ensure that those most disenfranchised have access to the legal system and that Hawaiian residents in need receive assistance in accessing justice. Legal advocacy provided at levels beyond counsel and advice through this project will have a positive impact on children and their custodial parents.

#### **4. Describe the target population to be served.**

Low-income (under 200% of the federal poverty level) and vulnerable individuals and families facing civil legal problems throughout the state constitute the general population to be served. Specifically, this project aims to serve individuals seeking custody of their children, including custody after voluntary establishment of paternity.

While LASH does provide service to individuals seeking custody, funding restrictions and staffing levels often prevent the agency from providing assistance beyond baseline counsel and advice provided by an attorney or paralegal during the intake call. Appropriate information and direction is provided, but callers are still left unrepresented when they enter the court system. Service at the level of counsel and advice does not allow for any assistance in filling out forms required to file for custody, nor does it provide assistance in securing custody evaluations or conducting discovery. A 2016 paper from the Pepperdine Law Review entitled "Do Lawyers Matter" ([do-lawyers-matter.pdf](#)) found that representation in custody cases "was associated with an increase in the probability that the represented parent would be awarded sole custody." Other studies referenced in the paper indicated that parental representation often resulted in mediation, and that when both parents were represented, joint custody was a more likely outcome than when one parent was unrepresented.

A 2025 article from Everyday Civics ([Legal Representation Influences Outcomes in Court | Everyday Civics](#)) suggests that several factors put unrepresented individuals at a disadvantage, including their lack experience and expertise; negotiating skills; resources and support; and, emotional support. Additional assistance at the levels of brief service and representation remove the barriers of language and systemic knowledge and decrease the influence of emotion.

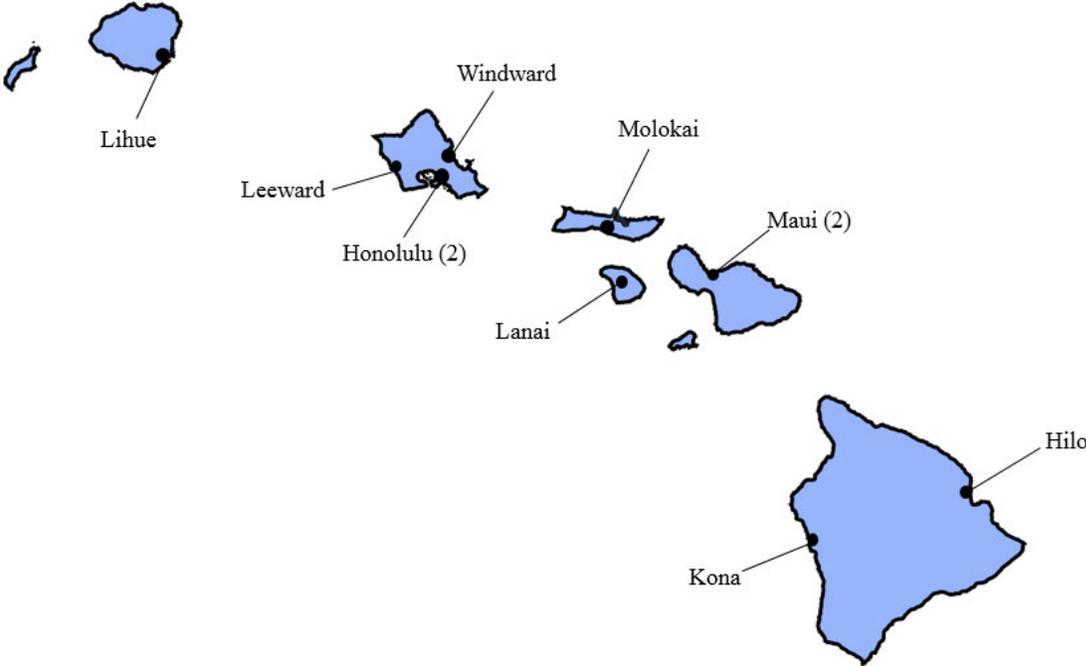
Legal Aid intends to provide civil legal services to lower-income individuals in need of assistance seeking custody of their children.

**5. Describe the geographic coverage.**

Legal Aid will provide services throughout the state. Legal Aid has offices on each of the major Hawaiian Islands (Oahu – two offices in Honolulu, Windward and Waianae; Maui; Big Island - Hilo, Kona; Kauai; Lana’i and Moloka’i) and frequently performs outreach in shelters and at partner agency locations. Legal Aid continues to be dedicated to all of our communities. Given Legal Aid service data from previous years, it is likely that the majority of assistance provided under this project will take place in Honolulu County, but services will be available throughout the state as requested.

The following map shows the extensive reach of Legal Aid’s services, illustrating the locations of Legal Aid’s 11 offices statewide:

**Legal Aid Society of Hawai'i – Statewide Office Locations**



**II. SERVICE SUMMARY AND OUTCOMES**

**1. Describe the scope of work, tasks and responsibilities.**

Legal Aid focuses its work on priorities established and affirmed each year by its Board of Directors. Keeping Children Safe and Secure has long been one of the organization’s key priorities, with 1,724 cases falling under this umbrella in FY25. This project falls squarely into the priority of Keeping Children Safe and Secure as follows:

**Keeping children safe and secure:** This includes providing guardian ad litem services for abused and neglected children; assisting with guardianships and adoptions; and, advising family members and others about their rights and responsibilities in caring for abused and neglected children. Services also include assistance in educational matters.

Through this grant, Legal Aid will continue to provide screening; referrals; intake; legal assessment and legal advice; and, outreach. Each of Legal Aid’s offices is prepared to carry out

these activities, though efforts are expected to be concentrated on Oahu, Hawai`i Island, and Maui. In addition to these existing services, this project will allow for Legal Aid paralegals, supervised by attorneys, to provide additional support in the form of brief and extended services to clients seeking custody.

The flow of services as contemplated by this application follows Legal Aid's general service model:

- **Screening** an applicant for services begins with our intake hotline, which provides accurate information and advice to the greatest number of clients possible. Legal Aid opens more than 30 dockets per day through the hotline and its companion online intake process. The hotline receives calls from applicants on Oahu, Maui, Kauai, and the Hawai`i Island.<sup>1</sup> There are between 3-6 intake advocates on each of the two shifts per day (9 am to 11:30 am and 1 pm to 3:30pm). Screening occurs through a quick, four-step process.
  - First, an intake worker checks for a legal conflict of interest. This means that if an opposing party was assisted by Legal Aid in the past, the applicant is disqualified from services.
  - Second, the applicant is screened for income and asset eligibility. The applicant is asked for information about his/her household size and household income. If an applicant's income is either over 200% of the current federal poverty guideline or if their assets exceed Legal Aid guidelines, they are considered to be over income or to have excess assets and not qualify for free Legal Aid services.
  - Third, applicants are screened for their citizenship. Legal Aid can only provide services to citizens of the United States, legal resident aliens or immigrant victims of crime. If an applicant does not fall into one of these categories, they are disqualified from services.
  - Fourth, the applicant is screened by the type of legal issue. For the purposes of this project, the applicant would be screened for VEP/Custody issues.

In any of the above scenarios, if an applicant is not qualified for services, the intake worker attempts to find an appropriate referral to an organization or agency that can help the applicant further. During the online intake process, the applicant responds to questions similar to those that would be asked by an intake staff member and receives a return call to walk through the application for services and determine whether assistance can be rendered.

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<sup>1</sup> On Molokai and Lanai, Legal Aid offices continue to operate their own intake process. Applicants there apply for services directly at the local offices. This intake process differs from other islands because of cultural issues, the relatively small populations and the close association between the island population and our office staff.

- **Referrals** are frequently made to applicants in order to assist them in receiving the necessary services from the most appropriate agency. Common referrals include partner agencies such as:
  - Domestic Violence Action Center
  - Volunteer Legal Services Hawai'i
  - Lawyers Referral Service
  - Hawaii Civil Rights Commission
  - Mediation Center of the Pacific

Applicants who receive services from Legal Aid may also be given referrals to other agencies if such additional assistance would benefit the applicants in seeking a solution to their legal or other problems.

- **Intake, Legal Assessment, and Legal Advice.** After screening an applicant for eligibility, the client and advocate discuss the legal issue in question (case assessment). The advocate uses questionnaires designed by Legal Aid staff in order to issue-spot an applicant's legal issue and provides information about the options available to the applicant and the ramifications of choosing each option (legal advice). After appropriate legal advice is given, the intake advocate follows up by mailing legal brochures to the client. These brochures are selected based on the nature of the client's legal issue, and serve to reinforce the advice provided by the intake advocate. A goal of this project is to provide more resources for staff to move beyond this step into the next.
- **Brief Services** extended to those clients who need some extra assistance in solving their legal problems. These services include assisting in the preparation of documents and court forms, making telephone calls or writing letters on behalf of a client, or conducting self-help clinics that teach one or more clients how to file their own legal papers. Each Legal Aid office offers these brief services. Further, in recognition of the gap between demand for and supply of legal assistance, Legal Aid continues to develop self-help resources including online interactive court forms and legal information brochures that empower unrepresented litigants to learn about their legal issue and utilize resources to decrease barriers and enable meaningful access the justice system. Under this project, development of forms and online resources will focus on filings required by each judicial district.
- **Extended Legal Representation.** When legal issues are complex and require representation, this project will allow for Legal Aid to provide direct legal representation, whether in court or before an administrative board.
- **Outreach** efforts include a variety of activities. In FY25, Legal Aid participated in over 1,600 outreach activities serving all islands. Some examples include:
  - Community-based intake
  - Community fairs
  - Outreach presentations

- Trainings to community groups
- Cultural events

With the assistance of this grant, Legal Aid intends to provide critically-needed legal support at the levels of Brief Services and greater at an increase of 80 individuals over FY25.

## 2. Projected Annual Timeline

Legal Aid is fully equipped to provide services without interruption during the next fiscal year from July 1, 2026 to June 30, 2027.

While this application contemplates the hiring of 1 FTE Paralegal position, the remaining positions and systems are in place, and this project can commence immediately upon award. Beginning July 2026, the Intake Managing Attorney will begin routing callers to paralegals (appropriate to the county of dispute) for assistance beyond the level of counsel and advice. Service data will be collected through the LegalServer case management database and reported quarterly. The Senior Attorney responsible for online content will begin adapting and developing content for the online resource component of the project. Resources will be reviewed as they are updated. Resources will be available to the public by mid-June 2027.

## 3. Quality Assurance and Evaluation Plans

Legal Aid is dedicated to providing high quality legal services. Legal Aid's manuals and policies outline the organization's rules and procedures to establish the standards of quality assurance. Outlined evaluation procedures assure Legal Aid's high standards are met and problems and client grievances are addressed. These manuals present procedures and standards in compliance with all federal, state, and county requirements.

They include:

**The Legal Aid Case Management Manual.** This manual establishes procedures for intake; case acceptance and handling; case closure; appeals; and, timekeeping and reporting. This manual also presents established evaluation procedures that include:

- Case review with the attorney's manager before a case is accepted,
- Regular reviews of open cases between the manager and attorney,
- Periodic review of open cases at each office location by attorneys from other offices,
- Comprehensive annual reviews of each staff person's performance culminating in a dialog regarding achievements, opportunities, and goals,
- Clear procedures for intake, case assessment, and file maintenance.

**Client Grievance Process.** The policy provides for the progressive review of any client grievance by the managing attorney of the office where the action took place, the Executive

Director, and the Client Grievance Committee of the Board, if required, to resolve the grievance.

**Employee Handbook** presents Legal Aid's expectations of its staff including all responsibilities to maintain continued employment and staff benefits and policies related to Legal Aid employment. This document also includes employee disciplinary procedures. The Employee Handbook was most recently revised in December 2025.

**The Legal Aid Accounting Manual** is regularly updated and documents the established procedures for handling Legal Aid's finances in a prudent and fiscally sound manner that meets general accounting guidelines.

Copies of the above-referenced manuals and policies are available for review upon request.

**Evaluation.** In addition to the procedures referenced above, Legal Aid has incorporated client feedback and evaluation of services into its structure and operations:

- A sample of clients is surveyed each quarter regarding their experiences with Legal Aid and suggestions for how Legal Aid may improve. On average, 80% or more of the clients surveyed consistently rate Legal Aid service as "good or excellent."
- Annually, staff and managers are evaluated for their effectiveness, efficiency, case handling and overall job performance.
- The Legal Aid Board of Directors includes grassroots, client-eligible directors to provide insight from the client perspective. The current Board President is Arsima Muller.
- The Board has a standing Client Grievance Committee that addresses client complaints.
- The Legal Aid Board periodically conducts a complete evaluation of the Executive Director and of general program performance. To complete its most recent comprehensive evaluation, the Committee solicited feedback from funders, staff, current and former directors, partner agencies, judges, and bar leaders.
- An annual financial audit evaluates all financial aspects of Legal Aid operations. Legal Aid addresses any comments or observations raised by the audit as soon as it is completed. The full Legal Aid Board, as well as its standing Audit and Finance Committee, review this audit.
- Over the last decade, Legal Aid has been monitored and audited by the State's Department of Human Services, the US Department of Housing and Urban

Development (HUD), and the Federal Legal Services Corporation (LSC). Legal Aid has always met and often exceeded the standards set for its operations by these agencies.

**4. Measures of Effectiveness to be Reported to the State Agency Through Which Funds Are Appropriated**

Legal Aid will report quarterly the number of cases receiving service and case outcomes (when known) under this project. Legal Aid will additionally report all clinics and outreach efforts undertaken under this project, as well as numbers of online resources developed and updated.

**III. FINANCIAL**

Legal Aid is seeking \$204,733 from the legislature to support this statewide project.

**1. Budget Forms**

The budget forms detailing the cost of the request are included as Attachment “A.”

**2. Quarterly Funding Requests**

The anticipated quarter funding requirements are as follows:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$51,183.25	\$51,183.25	\$51,183.25	\$51,183.25	\$204,733

**3. Funding Sought for Fiscal Year 2027**

Legal Aid receives funding from a variety of sources, including federal, state, county, foundations and through private fundraising. These are generally received in the form of grants or contracts that allow for services to be provided to very specific populations (individuals 60 years of age or older, for example) or for specific services (e.g., Social Security advocacy). Because of program-specific limitations, not all critical legal services can be provided.

Legal Aid has received funding notification for FY27 from the following sources:

Source	Amount	Period During FY 27
US Dept. of Housing and Urban Development	\$389,583	7/26 – 5/27
Legal Services Corporation	\$578,142	7/26 – 12/26
City & County of Honolulu	\$787,000	7/26 – 6/27

<b>Source</b>	<b>Amount</b>	<b>Period During FY 27</b>
Maui County	\$91,250	7/26 – 6/27
Kauai County	\$53,000	7/26 – 6/27
Hawaii County	\$150,000	7/26 – 7/27
Aloha United Way	\$40,000	7/26 – 12/26
Hawaii Department of Human Services	\$764,702	7/26 – 6/27
Cyrca	\$174,900	7/26 – 12/26
Office of Community Services	\$267,000	7/26 – 6/27
Hawaii Justice Foundation	\$250,000	7/26 - 6/27
Hawaii Community Foundation	\$80,000	7/26 – 6/27
Contracts with other service providers	\$40,000	7/26 – 12/26

Legal Aid will also be seeking funding from the following sources for FY27:

<b>Source</b>	<b>Amount</b>	<b>Period During FY 27</b>
Hawaii Island United Way	\$5,000	7/26 – 6/27
Maui County	\$70,000	7/26 – 6/27
Legal Services Corporation	\$560,642	1/27 – 6/27
State Judiciary	\$595,833	7/26 – 6/27
Hawaii County	\$12,500	7/26 – 6/27
Cyrca	\$174,900	1/27 – 6/27
Aloha United Way	\$40,000	1/27 – 6/27
Kauai United Way	\$5,000	7/26 – 6/27
Contracts with other service providers	\$40,000	1/27 – 6/27

Source	Amount	Period During FY 27
Hawaii Justice Foundation	\$400,000	7/26 – 6/27
Donations	\$250,000	7/26 – 6/27

**4. State and Federal Tax Credits**

Legal Aid has not received any state or federal tax credits in the past three years. Legal Aid has not applied for and does not anticipate applying for tax credits pertaining to any capital project.

**5. Government contracts receiving**

Attachment “B” contains a list of Legal Aid’s federal, state and county government contracts and grants providing program funding.

**6. Balance of unrestricted current assets as of December 31, 2025**

Legal Aid completes a financial audit on a fiscal year, July 1 – June 30. The balance of unrestricted assets as of December 31, 2025, is not available at this time. However, audited financials for the year ending June 30, 2025, reflect net assets, without restrictions, of 3,692,664.

**IV. EXPERIENCE AND CAPABILITY**

**1. Necessary Skills and Experience**

**The Skill, Ability and Knowledge.** Legal Aid, a community-based, nonprofit law firm has empowered low-income and disadvantaged people throughout the state of Hawai‘i since 1950. Legal Aid is the only civil legal service provider in the state, and one of the few non-profits, with statewide coverage through eleven offices on each of the islands, from rural Lana‘i to urban Honolulu. Since its founding, Legal Aid has utilized its skill, ability and knowledge to bring high quality legal services to children and families throughout the state. Legal Aid is known for its advocacy skills and its ability to empower low-income and disadvantaged people.

Legal Aid is nationally recognized as an innovative, high quality legal services provider. Legal Aid brings its services to the aid of thousands of Hawai‘i residents using its extensive network of partnerships and its dedicated staff to assist Hawai‘i’s low income community with their critical legal needs. In addition, Legal Aid’s statewide toll-free hotline and online intake option provide ease of access for residents in need of services.

LASH continues to be guided by its original mission—to address critical legal needs through high quality legal advocacy, outreach, and education in the pursuit of justice. Annually, LASH receives over 17,000 requests for services. In FY25, LASH provided legal advice and counsel, brief services, and full representation in more than 7,500 cases, impacting over 15,000 adults, children and seniors in critical civil legal matters throughout Hawai'i. LASH is the only legal service provider in the state with the ability to handle this significant volume of requests. LASH has a history of success with the programs it delivers and seeks to provide the best representation to all those who apply and qualify for services. Its reputation for delivering high quality services and achieving measurable outcomes in our partnerships is well documented through its ongoing receipt of 50-60 grants from various federal, state, county and private sources on an annual basis. LASH has extensive experience gathering and reporting performance data. Utilizing the case and time management database LegalServer, staff can open cases and maintain case files electronically. The robust reporting features of LegalServer allow LASH staff to run reports on time, case activity, outreach activity, client demographics, and case outcomes by funding source. This allows for accurate reporting and monitoring of emerging trends.

Legal Aid has an experienced and dedicated staff that is committed to serving the legal needs of Hawai'i's disadvantaged.

Legal services provided through this grant-in-aid grant are completed statewide by Legal Aid paralegals and attorneys. Resumes for all staff members are held in the Honolulu Office and can be made available upon request.

As a result of the extensive skills, ability and knowledge of Legal Aid staff, it is able to:

- Provide legal services to meet the specific needs of the target population, with the goal of stabilizing families, ensuring the safety and stability of children, and ensuring children's access to education. The highest demand for services by the target population for this project is within the area of family law. Family legal services provided include assistance with restraining orders, guardianships and adoptions and child support.
- Provide quality general legal services to children and families experiencing dysfunction or having difficulty becoming self-sufficient, in the civil areas of housing, public assistance, health, consumer transactions, employment, special education, family matters, immigration, and other civil matters.
- Serve this community through outreach, screening, referral, intake, case assessment, legal advice, legal advocacy, and legal representation activities.
- Reach families and children throughout the state via its eleven offices statewide, its hotline, partnerships, and technology capabilities. Through our advanced use of

technology, our law experts in each substantive area are available statewide, no matter where a client lives.

- Record and report in an accurate and timely manner the services that it provides over the life of this contract.

Furthermore, Legal Aid has a history of success with the programs it delivers and seeks to provide the best representation to all those who apply and qualify for services. Its reputation for delivering high quality services and achieving measurable outcomes in its partnerships is well documented through its continued receipt of more than 50 grants from various federal, state, county and private sources on an annual basis.

## **2. Facilities**

LASH maintains a total of 11 offices, located in Honolulu, Waianae, Kaneohe, Hilo, Kona, Kaunakakai, Lanai City, Lihue, and Wailuku staffed by experienced attorneys and paralegals. Given the natural barriers presented by an island community, maintaining offices on all islands is the only effective way to comprehensively respond to client and community needs

All LASH facilities are ADA compliant, and reasonable accommodations, including home visits, are made to ensure provision of services for those with disabilities. Pandemic protocols were introduced in 2020 which expanded staff availability to meet with clients remotely and provide outreach and education remotely, when appropriate. Each of our 11 offices has access to the web-based case management system LegalServer, an electronic legal library, and a computer system which is integrated statewide. Federal cuts have not caused LASH to close any of its sites at this time.

## **V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING**

### **1. Proposed Staffing, Staff Qualifications, Supervision and Training**

LASH's Executive Director and Deputy Director directly supervise all managers. The Honolulu Office has four Managing Attorneys who are responsible for the Intake/Center for Equal Justice, Family/Guardian Ad Litem, Consumer/Housing and Immigration/Public Benefits. Rural Oahu has a Managing Attorney responsible for both Leeward and Windward staff. The Neighbor Island Offices in Hilo, Kona, Lihue, Kailua-Kona and Wailuku are each supervised by a Managing Attorney with the Managing Attorney in Wailuku supervising staff in Legal Aid's offices in Kaunakakai and Lanai City. The Managing Attorney at each office location is responsible for supervision of paralegals, justice fellows, and other outreach staff, as well as case maintenance, community outreach, and compliance with contract requirements.

Proposed staffing for this project includes the Intake Managing Attorney, and one full-time Oahu Paralegal, with content development and revision performed by Senior Attorney Alex Forger, whose primary responsibilities include Legal Navigator and online content. Attorneys, Managing Attorneys, and Paralegals in other counties will be assigned to the project on the basis of caller needs as identified during the intake process. Paralegals will provide client assistance above the level of counsel and advice as permitted by law, with attorneys providing supervision and oversight of work product.

**Staff Qualifications and Experience.**

LASH attorneys are required to be duly licensed in Hawai'i and remain in good standing with the Hawai'i State Bar. Legal Aid attorneys and paralegals are either generalists or specialists in the areas of family, housing, fair housing, consumer, public assistance, and immigration law. For example, a generalist attorney in the housing and consumer unit will practice both housing law and consumer law, while an attorney specialist focuses on one specific area. All paralegals are required by Hawaii Rules of Professional Conduct to be closely supervised by LASH attorneys.

On the Neighbor Islands, LASH attorneys and paralegals practice as generalists and have extensive experience in a wide variety of legal areas. Neighbor island attorneys and paralegals also have direct access to substantive law experts based in Honolulu via telephone or e-mail.

LASH has an experienced and dedicated staff that is committed to serving the legal needs of Hawaii's disadvantaged. LASH attorneys and paralegals have experience working with low-income and historically excluded populations, specifically domestic violence victims, and the managing attorneys and administration have substantial experience in training, supervising, and overseeing the AmeriCorps positions from which these Justice Fellowships were developed.

The resumes and job descriptions for all LASH staff members, including Managing Attorneys, are held in the Honolulu Office and can be made available upon request.

The Managing Attorney for Intake, Caroline Conlan, will provide direction for this project. As the Intake supervisor, she is in a position to insure that callers who would benefit from assistance beyond the level of counsel and advice will have their cases directed to a paralegal in the caller's county of residence. Conlan also coordinates content development and will oversee the work of the Senior Attorney creating and updating online resources under this project. Conlan has been an attorney with LASH since 2016, before which time she served in various positions with the State Judiciary, including Staff Attorney and Administrator of the Estate and Probate Branch.

Job descriptions of administrative and program staff, including minimum qualifications necessary for the positions, can be found in Attachment "E". Please note that the qualifications and minimum requirements noted in these job descriptions ensure that Legal Aid staff members are dedicated advocates, who are highly self-motivated and talented, with appropriate legal and paralegal training to meet the needs of low-income families and individuals in a timely and cost-effective

manner. Many, if not most, of our staff who work on this project exceed these minimum requirements.

Legal Aid’s clear, established line of supervision and consistent training requirements for staff create an internal infrastructure system that ensures efficient and effective staff performance and staff development. These systems are in place to ensure the provision of high quality legal services to our client populations.

## 2. **Organizational Chart**

An organizational chart and program chart are attached as Attachment “F”.

## 3. **Compensation**

The following are the annual ranges of the three highest paid officers, directors, or employees of the organization by positions:

<b>Position</b>	<b>Salary Range FY26</b>
Executive Director	\$101,000 - \$170,000
Deputy Director	\$89,444 - \$120,312
Managing Attorney, Director of Technology, Director of Development, Director of Finance	\$80,501 - \$109,202

## **VI. OTHER**

### 1. **Litigation**

There is no pending litigation against Legal Aid.

### 2. **Licensure or Accreditation**

Any attorneys providing services under this contract shall be licensed to practice law in the State of Hawai`i. Specific licensure or accreditation for the agency is not required.

### 3. **Private Educational Institutions**

This grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

### 4. **Future Sustainability Plan**

In the future, Legal Aid will remain committed to fulfilling its mission to address critical legal needs through high quality legal advocacy, outreach and education, in the pursuit of fairness and justice. Legal Aid continues to respond to the changing needs of the community and seeks funding to support innovative delivery service models that are cost effective and improve efficiency. Legal Aid collaborates with other service providers to increase its impact. Additionally, Legal Aid is investing in technology through its websites and development of interactive interviews to empower individuals to access legal information and to complete court documents easily and properly.

The sustainability of this project will depend, in part, on future funding from a variety of sources. The technological resources developed through this project will, however, remain sustainable, with updates to the resources required as changes are made to various judiciary processes or filing forms.

## **5. Certificate of Good Standing**

Legal Aid's Certificate of Good Standing is attached as Attachment "G".

## **6. Declaration Statement**

Please be advised that the Legal Aid Society of Hawai'i will not expend any funds for any activity prohibited by the Legal Services Corporation Act, 42U.S.C. 2996 et seq. and Public Law 104-134. See [www.lsc.gov](http://www.lsc.gov) for additional information.

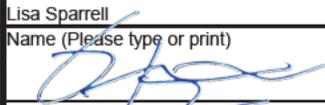
# Attachment “A”

## Budget Request Forms

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Legal Aid Society of Hawai'i

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	146,141			
2. Payroll Taxes & Assessments	25,210			
3. Fringe Benefits	23,382			
TOTAL PERSONNEL COST	<b>194,733</b>			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	0			
7. Telecommunication	0			
8. Utilities	0			
9. Contractual/Other	10,000			
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	<b>10,000</b>			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>204,733</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	204,733	Lisa Sparrell <span style="float: right;">808-536-4302</span>		
(b) Total Federal Funds Requested	0	Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested	0	 <span style="float: right;">1/23/2026</span>		
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>204,733</b>	David Kopper, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - OPERATING PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: Legal Aid Society of Hawai'i

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
Paralegal	1	\$46,566.00	100.00%	\$ 46,566.00
Paralegal	1.50	\$69,849.00	100.00%	\$ 69,849.00
Supervising Attorneys	1	\$84,554.00	20.00%	\$ 16,910.80
Intake Managing Attorney	1	\$98,324.00	5.00%	\$ 4,916.20
Senior Staff Attorney	1	\$78,987.00	10.00%	\$ 7,898.70
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				146,140.70

**JUSTIFICATION/COMMENTS:** Legal Aid anticipates hiring 1 FTE Paralegal for Oahu and distribute 1.5 FTE Paralegal time across neighbor islands. Intake Managing Attorney coordinates assignments; Supervising Attorneys review Paralegal work; Senior Attorney is revising/creating digital materials

BUDGET JUSTIFICATION - OPERATING PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant/Provider:  
(As Applicable)

Legal Aid Society of Hawai'i

TYPE		BASIS OF ASSESSMENTS OR FRINGE BENEFITS	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	146,141	7.65%	11,180.00
Unemployment Insurance (State)		As required by law	
Worker's Compensation	146,141	0.054	7,892.00
Temporary Disability Insurance	146,141	0.042	6,138.00
	SUBTOTAL:		25,210.00
<b>FRINGE BENEFITS:</b>			
Health Insurance	146,141	13%	18,998.00
Retirement	146,141	3%	4,384.00
	SUBTOTAL:		23,382.00
	<b>TOTAL:</b>		<b>48,592.00</b>
<b>JUSTIFICATION/COMMENTS:</b> Taxes and benefits are assessed at the rates used for all LASH staff			

**BUDGET JUSTIFICATION - OPERATING PROJECT DETAILS**

Period: July 1, 2026 to June 30, 2027

Applicant: Legal Aid Society of Hawai'i

<b>FUNDING AMOUNT REQUESTED: N/A</b>						
TOTAL PROJECT COST	SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS: N/A</b>						

**BUDGET JUSTIFICATION - OPERATING PROJECT DETAILS**

Period: July 1, 2026 to June 30, 2027

Applicant: Legal Aid Society of Hawai'i

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None requested			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None requested			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS: N/A				

**BUDGET JUSTIFICATION - OPERATING PROJECT DETAILS**

Period: July 1, 2026 to June 30, 2027

Applicant/Provider: Legal Aid Society of Hawai'i

<b>CONTRACTUAL SERVICES DESCRIPTION</b>		<b>AMOUNT</b>	<b>JUSTIFICATION/COMMENTS (Include costs, quantity, purpose, how it relates to the program.)</b>
Litigation Expenses		10,000	Expenses support fees for process service, discovery, custody evaluator, and expert witnesses; fees vary based on case needs
<b>Total:</b>		10,000	

# Attachment “B”

Government Contracts  
and/or Grants

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: Legal Aid Society of Hawai'i

Contracts Total: \$ 4,951,344.00

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	Legal Services - HI-1	1/01/2026-12/31/2026	Legal Services Corporation	U.S	\$ 1,967,206.00
2	Legal Services - NH-1	1/01/2026-12/31/2026	Legal Services Corporation	U.S	\$ 345,360.00
3	Legal Services - TIG Intake	1/01/2026-12/31/2026	Legal Services Corporation	U.S	\$ 15,000.00
4	Legal Services - MAUI DISASTER - DREG	10/2023 - 12/31/2025	Legal Services Corporation	U.S	\$ 269,076.00
5	Legal Assistance to Homeless Individuals and Families	6/15/2025-6/14/2026	Hawaii DHS	State	\$ 262,500.00
6	Legal Advocacy, Outreach, & Referral Services to Protect the Rights of Children & Their Families	7/1/2025-6/30/2026	Office of Community Services	State	\$ 267,000.00
7	Legal Assistance to Older Adults/Elder Abuse Prevention Program Legal Services	10/1/2025-9/30/2026	Hawaii County Office of Aging	Hawaii	\$ 160,000.00
8	Legal Assistance to Older Adults/Elder Abuse Prevention Program Legal Services	10/1/2023-9/30/2026	Maui County Office of Aging	Maui	\$ 141,500.00
9	Legal Assistance to Older Adults/Elder Abuse Prevention Program Legal Services	10/1/2025-9/30/2026	Kauai County Office of Aging	Kauai	\$ 152,000.00
10	Legal Assistance to Older Adults/Elder Abuse Prevention Program Legal Services	10/1/2025-9/30/2026	Honolulu County Office of Aging	Honolulu	\$ 237,000.00
11	Fair Housing Initiatives	6/1/2025-5/31/2026	Department of Housing and Urban Development	U.S	\$ 425,000.00
12	Domestic Violence Legal Services for TANF Recipients	1/1/2026-6/30/2027	DHS-BESSD	State	\$ 150,000.00
13	Legal Services for Immigrants Experiencing Domestic Violence/Legal Services in Neighbor Island Domestic Violence Shelters	12/28/2025-6/30/2027	DHS	State	\$ 300,000.00
14	Kokua Services	7/1/2025-6/30/2027	DHS	State	\$ 189,702.00
15	Holistic Legal Services for Maui County's Most Vulnerable	7/1/2025-6/30/2026	County of Maui	Maui	\$ 70,000.00
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					

<b>FY24 Revenue - Legal Aid Society of Hawaii</b>	
	<b>FY24 Operating Budget</b>
LSC - BASIC FIELD	\$1,478,640
LSC-PAI	\$211,205
LSC - NATIVE HAWAIIAN	\$323,553
LSC- PBIF	\$52,000
LSC - TIG LN	\$31,000
LSC - TIG Intake	\$26,800
HEALTH NAVIGATOR 19/21	\$220,000
KIDS 100%	\$132,000
KIDS 200%	\$135,000
HAWAII TITLE III	\$135,000
MAUI TITLE III	\$75,000
KAUAI TITLE III	\$80,000
OAHU TITLE III	\$360,000
HUD - FAIR HOUSING	\$400,000
HUD - ARP	\$150,000
HUD - HOUSING COUNSELING	\$24,274
CDBG HOUSING	\$0
CSBG - HCAP	\$0
HOMEOWNERSHIP ASSISTANCE - Hawaii Island	\$0
HOMEOWNERSHIP ASSISTANCE - Kauai	\$0
HOUSING STABILITY - Oahu CNHA	\$0
HOUSING STABILITY - New CNHA	\$45,000
HOUSING STABILITY - Kauai	\$0
HOUSING STABILITY - Hawaii Island	\$0
HOUSING STABILITY - Neighborworks	\$0
PIC - RYSE YOUTH HOMELESSNESS	\$0
AMERICORPS GRANT	\$299,000
DHS DOMESTIC VIOLENCE	\$5,000
DHS DV IMMIGRANT	\$200,000
DHS - DV NEIGHBOR ISLAND SHELTER	\$100,000
LAV DVAC	\$0
OVC HUMAN TRAFFICKING	\$30,000
OVW JUSTICE FOR FAMILIES SUB	\$0
OVW PACT Sub	\$8,000
US VETS SSVF	\$40,000
STOP - VICTIM SERVICES	\$50,000
VOCA	\$0
DHS HOMELESS	\$360,000
DHS KOKUA SERVICES	\$182,851
STATE - CIVIL LEGAL SERVICE	\$600,000
STATE GRANT-IN-AID	\$0
ILAF - STATE - FILING FEE	\$554,169
GAL - OAHU	\$518,892
GAL - MAUI	\$70,000

<b>FY24 Revenue - Legal Aid Society of Hawaii</b>	
	<b>FY24 Operating Budget</b>
GAL - KONA	\$50,000
GAL - HILO	\$50,000
GAL - KAUAI	\$5,000
CYRCA SSA	\$349,800
MAUI COUNTY HOMELESS/DV	\$70,000
HAWAII ISLAND COMMUNITY GRANT	\$7,500
HCF WEST OAHU HOMELESS	\$45,000
HCF - CHANGE	\$0
HCF HOMELESS	\$15,000
HCF COFA ACCESS	\$40,000
JFA	\$0
HAWAII STATE BAR FOUNDATION	\$0
IOLTA	\$450,000
PHILADELPHIA FOUNDATION	\$50,000
ALOHA UNITED WAY - Safety	\$37,000
ALOHA UNITED WAY - ALICE	\$100,000
HAWAII ISLAND UNITED WAY	\$3,000
KAUAI UNITED WAY	\$12,000
CATHOLIC CHARITIES	\$0
MLP WAIMANALO	\$25,000
MLP HHHRC	\$20,000
MLP 'OHANA HEALTH	\$13,000
MLP KAISER	\$150,000
FEE FOR SERVICE/ATTORNEY FEES	\$25,000
SOCIAL SECURITY CLIENT PROG	\$15,000
CY PRES	\$0
DONATIONS	\$250,000
AARP FOUNDATION FY23	\$150,000
ARGOSY FOUNDATION	\$75,000
CNHA	\$50,000
MISC. GRANTS	\$35,000
GRANTS AND CONTRACTS	\$7,429,684
OTHER REVENUE	\$1,560,000
<b>TOTAL</b>	<b>\$8,989,684</b>

## FY25 Revenue - Legal Aid Society of Hawaii

	FY25 Latest Budget
LSC - BASIC FIELD	\$1,662,147
LSC-PAI	\$237,450
LSC - NATIVE HAWAIIAN	\$345,395
LSC- PBIF	\$25,000
LSC - TIG LN	\$22,500
LSC - TIG Intake	\$25,000
HEALTH NAVIGATOR 19/21	\$225,000
KIDS 100%	\$132,000
KIDS 200%	\$135,000
HAWAII TITLE III	\$160,000
MAUI TITLE III	\$75,000
KAUAI TITLE III	\$152,000
OAHU TITLE III	\$240,000
HUD - FAIR HOUSING	\$400,000
HUD - ARP	\$0
HUD - HOUSING COUNSELING	\$26,500
HOUSING STABILITY - Oahu CNHA	\$35,000
AMERICORPS GRANT	\$230,000
DHS DOMESTIC VIOLENCE	\$12,500
DHS DV IMMIGRANT	\$200,000
DHS - DV NEIGHBOR ISLAND SHELTER	\$100,000
OVC HUMAN TRAFFICKING	\$30,000
OVW JUSTICE FOR FAMILIES SUB	\$0
OVW PACT Sub	\$10,000
US VETS SSVF	\$80,000
	\$0
DHS HOMELESS	\$262,500
DHS KOKUA SERVICES	\$189,702
STATE - CIVIL LEGAL SERVICE	\$650,000
STATE GRANT-IN-AID	\$0
ILAF - STATE - FILING FEE	\$575,000
GAL - OAHU	\$518,892
GAL - MAUI	\$70,000
GAL - KONA	\$40,000
GAL - HILO	\$110,000
GAL - KAUAI	\$15,000
CYRCA SSA	\$349,800
MAUI COUNTY HOMELESS/DV	\$70,000
HAWAII ISLAND COMMUNITY GRANT	\$7,500
HCF WEST OAHU HOMELESS	\$33,500
HCF - EAST HAWAII FUND	\$4,000

## FY25 Revenue - Legal Aid Society of Hawaii

	FY25 Latest Budget
HCF COFA ACCESS TO HEALTH	\$50,000
HCF HOMELESS	\$0
IOLTA	\$270,000
PHILADELPHIA FOUNDATION	\$0
ALOHA UNITED WAY - Safety	\$37,000
ALOHA UNITED WAY - ALICE	\$82,500
HAWAII ISLAND UNITED WAY	\$3,000
CATHOLIC CHARITIES LSV	\$40,000
KAUAI UNITED WAY	\$12,000
MAUI UNITED WAY	\$3,500
MLP WAIMANALO	\$25,000
MLP HHHRC	\$20,000
MLP 'OHANA HEALTH	\$13,000
MLP KAISER	\$0
FEE FOR SERVICE/ATTORNEY FEES	\$25,000
SOCIAL SECURITY CLIENT PROG	\$15,000
CY PRES	\$0
DONATIONS	\$250,000
MAUI DISASTER - GENERAL	\$0
MAUI DISASTER - LSC DREG	\$365,782
MAUI DISASTER - LSC Incurred Costs	\$0
Disaster Resilience Fellowship	\$68,585
AARP FOUNDATION	\$150,000
IOLTA ACCRUAL FROM DEFERRED REV.	\$41,667
CNHA	\$33,333
MISC. GRANTS	\$35,000
GRANTS AND CONTRACTS	\$7,418,886
OTHER REVENUE	\$1,577,866
<b>TOTAL</b>	<b>\$8,996,752</b>

## FY26 Revenue - Legal Aid Society of Hawaii

	FY26 Latest Budget
LSC - BASIC FIELD	\$1,967,206
LSC-PAI	0
LSC - NATIVE HAWAIIAN	\$345,360
LSC- PBIF	\$0
LSC - TIG LN	\$0
LSC - TIG Intake	\$15,000
HEALTH NAVIGATOR 19/21	\$225,000
KIDS 100%	\$132,000
KIDS 200%	\$135,000
HAWAII TITLE III	\$160,000
MAUI TITLE III	\$85,000
KAUAI TITLE III	\$152,000
OAHU TITLE III	\$237,000
HUD - FAIR HOUSING	\$425,000
HUD - HOUSING COUNSELING	\$5,000
HOUSING STABILITY - Oahu CNHA	\$0
AMERICORPS GRANT	\$0
DHS DOMESTIC VIOLENCE	\$12,500
DHS DV IMMIGRANT	\$200,000
DHS - DV NEIGHBOR ISLAND SHELTER	\$100,000
OVC HUMAN TRAFFICKING	\$15,000
OVW JUSTICE FOR FAMILIES SUB	\$0
OVW PACT Sub	\$0
US VETS SSVF	\$40,000
DHS HOMELESS	\$262,500
DHS KOKUA SERVICES	\$189,702
STATE - CIVIL LEGAL SERVICE	\$1,191,667
STATE GRANT-IN-AID	\$0
ILAF - STATE - FILING FEE	\$575,000
GAL - OAHU	\$550,000
GAL - MAUI	\$70,000
GAL - KONA	\$0
GAL - HILO	\$110,000
GAL - KAUAI	\$15,000
CYRCA SSA	\$349,800
MAUI COUNTY HOMELESS/DV	\$70,000
HAWAII ISLAND COMMUNITY GRANT	\$0
HCF WEST OAHU HOMELESS	\$40,000
HCF - EAST HAWAII FUND	\$4,000
HCF COFA ACCESS TO HEALTH	\$50,000

## FY26 Revenue - Legal Aid Society of Hawaii

	FY26 Latest Budget
IOLTA	\$500,000
ALOHA UNITED WAY - Safety	\$37,000
ALOHA UNITED WAY - ALICE	\$80,000
HAWAII ISLAND UNITED WAY	\$3,000
CATHOLIC CHARITIES LSV	\$20,000
LYDIA HOUSE	\$10,000
KAUAI UNITED WAY	\$8,300
MAUI UNITED WAY	\$9,000
MLP WAIMANALO	\$25,000
MLP HHHRC	\$20,000
MLP 'OHANA HEALTH	\$13,000
FEE FOR SERVICE/ATTORNEY FEES	\$25,000
SOCIAL SECURITY CLIENT PROG	\$15,000
CY PRES	\$0
DONATIONS	\$250,000
MAUI DISASTER - LSC DREG	\$269,076
Disaster Resilience Fellowship	\$17,146
AARP FOUNDATION	\$0
IOLTA ACCRUAL FROM DEFERRED REV.	\$500,000
CNHA	\$33,333
MISC. GRANTS	\$35,000
GRANTS AND CONTRACTS	\$7,634,735
OTHER REVENUE	\$1,963,855
<b>TOTAL</b>	<b>\$9,598,590</b>

# Attachment “C”

## Legal Aid Office Locations

## Legal Aid's Office Locations Statewide

### **HONOLULU**

924 Bethel Street  
Honolulu, HI 96813  
PH: 536-4302  
FAX: 527-8088

### **LEEWARD**

85-670 Farrington Hwy  
Waianae, HI 96792-2354  
PH: 696-6322  
FAX: 696-5809

### **WINDWARD**

45-955 Kamehameha Hwy  
Kaneohe Bay Plaza, Suite 206  
Kaneohe, HI 96744  
PH: 235-5343  
FAX: 235-5292

### **HAWAII IMMIGRANT JUSTICE CENTER**

**at LEGAL AID (HIJC)**  
245 N. Kukui St., Ste. 206  
Honolulu, HI 96817  
PH: 536-8826  
FAX: 537-4644

### **HILO**

101 Aupuni Street PH 1002  
Hilo, HI 96720  
PH: 961-2851  
FAX 969-3983

### **KONA**

Hualalai Center, Suite B303A  
75-170 Hualalai Road  
Kailua-Kona, HI 96740  
PH: 329-3910  
FAX: 334-9650

### **KAUAI**

2970 Haleko Road, Suite 101  
Lihue, HI 96766  
PH: 245-4728  
FAX: 246-8824

### **MAUI**

24 N. Church St., Suite 401  
Wailuku, HI 96793  
PH: 244-3731  
FAX 244-5856

### **MAUI SATELLITE OFFICE**

1931 E. Vineyard St., Ste. 202  
Wailuku, HI 96793

### **LANAI**

730 Lanai Ave #129  
Lanai City, HI 96763  
PH: 565-6089  
FAX: 565-6089

### **MOLOKAI**

40 Ala Malama Ave Kaunakakai,  
HI 96748-0427 PH: 553-3251  
FAX: 774-8667

# Attachment “D”

## Staff Resumes

# MAKIA MINERBI

## PROFESSIONAL EXPERIENCE

**Senior Attorney**, Legal Aid Society of Hawai'i, Honolulu, HI, September July 1, 2017 - **Present**

- Safeguard the best interests of children and parents as Guardian ad Litem (HRS 587A), represent and advise clients in Family Court (divorce, custody, protective orders, guardianship, and adoption) and District Court (eviction), serve on Family Court's Child Support Guidelines quadrennial review committee (HRS 576D), serve on Family Law Section forms committee, supervise paralegal work, train new staff.

**Lecturer**, William S. Richardson School of Law, Spring 2019 - **Present**

- Co-teach the Family Law Clinic (Law 590J), teach family law, supervise students practicing under HSCR 7.2

**Staff Attorney**, Legal Aid Society of Hawai'i, Honolulu, HI, September 2009 – July 1, 2017

- Advised and represented clients, researched legal and factual issues, drafted memoranda and court documents.

**Law Clerk**, Honorable Michael Wilson, Circuit Court, State of Hawai'i, Honolulu, HI, August 2008 – August 2009

- Researched legal issues, drafted memoranda, orders, and letters, briefed Judge Wilson on cases, served as bailiff, scheduled hearings, and served as intermediary between the court and attorneys and the public.

**Summer Clerk and Extern**, Earthjustice, Honolulu, HI, June 2007 – Dec 2007

- Researched legal issues regarding water law and standards of review, researched water needs of clients and crops, drafted memoranda, interviewed clients, and drafted witness declarations.

**Extern**, Honorable Richard Clifton, US Court of Appeals for the Ninth Circuit, Honolulu, HI, Jan 2007 – May 2007

- Analyzed trial court records, analyzed legal issues relating to immigration and criminal appeals, drafted bench memoranda, and discussed cases with Judge Clifton and law clerks.

**Research Assistant**, Debi Tulang-De Silva, Esq., Hawaii State Judiciary, Honolulu, HI, June 2006 – May 2007

- Drafted memoranda, researched statutes and case law, attended Supreme Court committee meetings, and compiled materials in the Office on Equality and Access to the Courts.

## LANGUAGE TEACHING EXPERIENCE

**Lecturer**, Department of Lang. Lit. & Ling. University of Hawaii at Manoa, HI, Aug. 2002 – Dec. 2003

- Developed curriculum and taught introductory Italian classes at the undergraduate level. Advised Italian club.

**Lecturer**, Department of Continuing Education, Kapi'olani Community College, HI, Feb 2000 – Dec 2006

- Developed curriculum and taught introductory Italian classes and introductory Spanish class.

**Lecturer**, Kaimuki School for Adults, HI, Oct 2000 – Dec 2002

- Developed curriculum and taught introductory Italian classes.

## TRANSLATING AND INTERPRETING

Rezents & Crowley, LLP, Honolulu, HI, Dec. 2004

- Interpreted Italian for witness in the Family Court, Second Circuit

Ethnomathematics Digital Library, Honolulu, HI, Aug. 2004

- Translated scholarly articles from Italian to English and created synopses for online publication.

Lynch Ichida Thompson & Kim, Honolulu, HI, Oct. 1999

- Translated legal and consular documents from Italian to English.

## EDUCATION

**JD**, University of Hawaii, William S. Richardson School of Law, 2008

- Writer, University of Hawaii Law Review
- Certificate, Environmental Law Program

**MA**, Italian, Middlebury College, 2002

- Study abroad, Università di Firenze, Florence, Italy, 2001-2002

**BA**, Spanish (with Distinction), University of Hawaii at Manoa, 2000

- Study abroad, Universidad de Sevilla, Seville, Spain, 1998
- Honors: Phi Beta Kappa, Golden Key International, and Sigma Delta Pi (National Collegiate Hispanic)
- Scholarships: Tuition-Waiver, 2000; Associated Students University of Hawaii Scholarship, 2000

## LANGUAGE SKILLS

**Italian:** "Near-native" fluency in comprehension, speaking, reading, and writing

**Spanish:** "Advanced" fluency in comprehension, speaking, reading, and writing

## SERVICE

Volunteer Mediator, Mediation Center of the Pacific

# Caroline H. Conlan

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- Admitted** State Bar of California, December 2004  
U.S District Court, Central District, December 2004  
State Bar of Hawaii, March 2008
- Education** Southwestern University School of Law, Los Angeles, California  
*Juris Doctor*, May 2004  
Class Rank: Top 20 percent  
Managing Editor, *Southwestern Journal of Law and Trade in the Americas*, 2003-2004  
Recipient, CALI Excellence for the Future Award, Highest Grade – Entertainment Law, 2003  
Vice President, Media Law Forum, 2003-2004  
Writer Finalist, Oralist Alternate, Intramural Moot Court Competition, 2002
- University of Arizona, Tucson, Arizona  
*Bachelor of Arts, Sociology*, December 1999  
Vice President of Intellectual Development, Alpha Chi Omega Sorority
- Professional Experience** Legal Aid Society of Hawai'i, Honolulu, Hawai'i  
*Intake Attorney*, July 2016 – Present  
Assists clients through Legal Aid's centralized hotline which involves screening applicants for eligibility, completing applications, providing legal information, counsel and advice, and providing referrals; supervises Intake Paralegals and Americorps Advocates in providing legal information and advice through the Legal Aid hotline; assists senior citizens through the Senior Legal Hotline with counsel and advice regarding senior legal issues.
- Hawai'i State Judiciary, Honolulu, Hawai'i  
*Court Operations Specialist V*, October 2016 – August 2019  
Assisted the Chief Court Administrator and Court Operations Specialist VI in researching, investigation and following up on personnel matters; prepared reports detailing findings and conclusions regarding personnel matters for consideration by the Chief Court Administrator and Court Operations Specialist VI.
- Hawai'i State Judiciary, Honolulu, Hawai'i  
*Court Administrator, Estate and Probate Branch*, June 2014 – July 2016  
Responsible for planning, directing and overseeing the court services and activities of the Estate and Guardianship Specialists and Clerks; handled, supervised and advised on all legal problems pertaining to Small Estates and Guardianships; developed and established procedures for operating, maintaining, and implementing required administrative services; formulated and administered programs and operational procedures; reviewed Small Estate and Guardianship/Conservatorship cases for sufficiency of all legal requirements before presenting cases to the probate court; reviewed and analyzed all documents submitted for Informal Probates and acted as the Registrar in the processing of Informal Probates; dealt with protected persons regarding their property, assisted them in administering their property, acted as a liaison

between them and the various social agencies, and answered questions regarding their property.

Hawai'i State Judiciary, Honolulu, Hawai'i  
*Staff Attorney*, March 2013 – June 2014

Provided legal advice and counsel to the Chief Court Administrator and staff; conducted legal research and review; evaluated and modified policies, procedures, orders and forms to ensure consistency with compliance to statutes, laws and changes affecting the program; reviewed documents submitted for the Chief Court Administrator's signature; assisted the Chief Judge with committee work.

Los Angeles Superior Court, San Pedro, California  
*Research Attorney*, July 2007 – November 2012  
*Law Clerk*, July 2005 – July 2007

Assisted judicial officers with legal research, summarized motions and provided recommendations on case rulings; performed legal research on civil matters that included reviewing case files, drafting legal memoranda and preparing summary of findings; summarized, evaluated and recommended rulings on pre-trial civil motions; researched applicable laws and analyzed the cases cited by the parties and provided the judicial officer with a recommendation for each motion; responded to questions from judicial officers and court staff on general legal issues regarding matters pending before the courts; drafted correspondence on behalf of judicial officers to counsel and litigants regarding matters pending before the courts; assisted with ex-parte applications, motions in limine and post trial motions.

# ALEXANDER DARROW FORGER II

737 Kaipuu St., Apt 5, Honolulu HI 96826; (517) 420-0516; alexforgerii@gmail.com

## EDUCATION

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### **Tulane University Law School**

May 2012, **New Orleans, LA**

- **Licenses:** Hawaii Bar, Michigan Bar
- **GPA:** Top 24% 1L year, Top 36% overall
- **Honors:** Federal Bar Association Award: designated student most distinguished in the study of Federal law based on a letter of recommendation from Harvard Law graduate and Federal Law specialist David Williams after 1L internship; Pro Bono Award: nominated; CALI award: business enterprises; Moot Court; Dean's Merit Scholarship (50% tuition)

### **Michigan State University**

May 2009, **East Lansing, MI**

*Bachelor of Arts in Humanities with honors*

- **GPA:** 3.88 (final 3 years); 3.63 (overall)
- **Honors:** Awarded full athletic scholarship (tennis); Tennis team captain (2009)

## WORK EXPERIENCE

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### **Legal Aid Society of Hawaii**

2019-Present, **Honolulu, HI**

- Provide legal information at return hearings in District Court; draft and file motion to dismiss based on the eviction moratorium; provide counsel and advice and analyze legal issues to prospective clients through online intake; research, edit, and draft articles on 39 legal topics to include on the nationwide Legal Navigator project.
- Develop content and provide technical insight for the Legal Navigator project, a website utilizing artificial intelligence algorithms to ascertain and assist individuals with legal problems
- Build and help design an online intake platform allowing prospective clients to apply for Legal Aid services online; utilize case management software Legal Server to improve processes, draft case questions, and analyze case and organizational data
- Develop excel spreadsheets utilizing formulas and visual basic programming to automate billing and other key organizational tasks

### **Washtenaw County Office of Public Defender**

2018-2019, **Ann Arbor, MI**

- Draft and argue motions to quash in Circuit Court under supervision for improper application of the Confrontation Clause's forfeiture by wrongdoing doctrine and improper search and seizure under the Fourth Amendment
- Advocate for clients under Michigan's permission to practice provision in both District and Circuit Court at probable cause conferences, pretrial, and sentencing; conduct client interviews, negotiate with prosecutors conduct bond arguments; draft predictive memos, prepare witnesses for evidentiary hearings, prepare for preliminary exam
- Selected to participate in and shape pilot program to provide client representation at arraignment

### **Solcomm LLC**

2017-2018, **Lansing, MI**

- Conducted client facing business-to-business telecommunication sales resulting in over \$9,000 total revenue in a month, developed and implemented a sales training program, on boarded and trained sales representatives
- Implemented CRM sales application Badger Mapping to gather and synthesize data to target quality prospects

### **JPMorgan Chase & Co.**

2014-2016, **Brooklyn, NY**

*Account Activity Review*

- Prepared and then selected to review Account Activity review reports consisting of KYC due diligence investigations, negative media search, and transaction surveillance on foreign correspondent bank clients

- Selected to develop and run a training program for new hires and existing employees, consisting of weekly presentations and peer-to-peer mentoring
- Wrote and maintained macros in visual basic to automate report creation and communicated this technology to team members and management

*Credit Analysis group*

2013-2014, **New York, NY**

- Analyzed approximately 5,000 credit charges per month for all rates and exotics North American interest rate swaps, saving the business an average of \$2.7 million per month
- Coordinated with marketers and traders to explain credit portfolio pricing and exposure; inspired action in various groups throughout JPMorgan to correct errors in client credit facilities and collateral agreements
- Prepared reports monthly for senior management detailing credit charge impact on profit and loss

**Orange County District Attorney's Office**

Summer 2011, **Santa Ana, CA**

- Conducted legal research and writing for case preparation including analyzing admissibility of evidence and witness preparation

**Southeast Louisiana Legal Services**

Summer 2010, **New Orleans, LA**

- Drafted predictive memos on novel issues as to applicability of new Hurricane Katrina relief programs
- Edited motions, drafted interrogatories and demand letters

**COMPUTER SKILLS**

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- Developed full stack web applications; worked with APIs to retrieve coordinates from a Google map and reverse geo locate them for a call to the Breezy API's air quality data; developed a variety of CRUD applications
- Participated in a 5-month intensive curriculum that entailed coding all day, covering Ruby, JavaScript, Ruby on Rails, common JavaScript libraries, SQL, HTML and CSS with emphasis on pair programming, test driven development, and algorithmic thinking, developed full stack applications with Ruby on Rails and Javascript

# Attachment “E”

## Job Descriptions

## LEGAL AID SOCIETY OF HAWAII

### JOB DESCRIPTION

Position Title: **Managing Attorney**

Date: July 1, 2014

FLSA Status: **Exempt**

Reports to: **Executive Director**

#### **Job Summary**

A Managing Attorney renders civil legal services to eligible persons and groups and provides supervision for staff and projects. A Managing Attorney is responsible for an office or function of the Corporation. A Managing Attorney participates as a member of the Corporation's management team, providing input on operations when requested. A Managing Attorney address the legal needs of Hawaii's low income population by engaging in and supervising activities which may include but are not limited to:

- ❖ Advice and counsel
- ❖ Limited action
- ❖ Individual full representation
- ❖ Holistic services
- ❖ Complex advocacy
- ❖ Policy advocacy
- ❖ Community education and outreach
- ❖ Social service provider education and outreach
- ❖ Pursuing options to increase funding to expand access to justice
- ❖ Expanding legal resources for clients and building capacity to respond to critical legal needs through work with the private bar, judiciary, other legal service providers, client groups and other interested partners

#### **Essential Functions**

The Corporation recognizes that each geographic area assigned to a Managing Attorney is unique. Demographics as well as staff size will require different levels of responsibility. It is expected that Managing Attorneys with less responsibility in particular areas will take on more responsibility and leadership in statewide efforts, including, but not limited to the development of litigation skills, administrative hearing skills, and self-help services.

##### A. Legal Practice:

1. Maintain current and active caseload commensurate with experience and area of practice.
2. Conduct competent and effective practice of law in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, applicable grant requirements, and all court policies, rules and procedures.
3. Supervise and conduct complex litigation and appeals when opportunities exist.
4. Participate in strategic planning regarding the identification of practices and/or laws that adversely affect the rights and diminish the benefits of the poor in Hawaii and devise creative strategies for addressing these problems.
5. Primary responsibility for the acquisition of and distribution to Corporation staff knowledge in at least one field of poverty law.

6. Primary responsibility for the development, assignment, supervision and final approval of intake scripts, brochures, handbooks, manuals, checklists, briefs, and other legal documents.
  7. Conduct home or hospital visits with clients when necessary.
- B. Staff Supervision:
1. Supervise and train attorneys, paralegals, and other non-attorney staff and volunteers to ensure high quality and effective representation of clients in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, applicable grant requirements, and all court policies, rules and procedures.
  2. Routinely hold case conferences to discuss existing and emerging legal issues.
  3. Meet regularly with attorneys and paralegals to provide feedback on performance and assistance in achieving development goals.
  4. Conduct annual evaluations of attorneys and paralegals aimed at providing constructive feedback, set annual goals and development strategies and discuss working relationships.
  5. Primary responsibility for on-boarding of new staff including but not limited to assessing skills and development needs, creating and implementing training plans, introduction to community members, court personnel, and fellow staff members.
  6. Ensure staff participation in statewide training opportunities and routine subject matter case conferences.
  7. Review and submit substantive law training requests for staff as necessary for skill development.
  8. Recommend personnel changes including promotions, demotions, compensation level, hiring, discipline and firing
  9. Primary responsibility for documenting performance successes, failures, misconduct and discipline and communicating with Executive Director regarding potential issues.
  10. Responsible for exiting staff in accordance with Corporation procedures.
- C. Community Engagement & Outreach:
1. Primary responsibility for identifying, developing opportunities for community outreach and engagement for self and staff members.
  2. Establish self as leader in geographic and/or subject matter area(s).
  3. Communicate with and establish on-going contacts and relationships with local government, community organizations and low-income groups. Facilitate and monitor such contacts and relationships of staff members.
  4. Conduct community outreach and education to client community in geographic area of responsibility and ensure all staff do the same.
  5. Serve in a leadership role in and make significant contributions to task forces, Bar Association committees, Access to Justice Commission committees and other similar professional activities. Able to make decisions and speak on behalf of the Corporation in such committees and/or task force decisions in consultation with Executive Director.
  6. May be expected to teach or co-teach law school course depending on experience and other responsibilities.
- D. Grant & Project Management:
1. Primary responsibility for developing, writing, management and reporting of locally-based or subject matter grants, including, but not limited to grants from local counties and foundations, in consultation with Executive Director and Director of Grants Management.
  2. In coordination with Director of Grants Management, implement statewide grants in geographic or subject matter area.

3. Ensure completion and transmission of grant documents, application materials, billing documents and all other relevant materials to Director of Grants Management.
- E. Administrative Compliance:
1. Timely submit and ensure that staff timely submit all reports and forms required by law, LSC regulations, and Corporation policies and procedure.
  2. Process and close cases in manner necessary to ensure compliance with LSC regulations and Corporation policies.
  3. Timely review office/units closed cases to ensure compliance with LSC regulations, grant requirements and Corporation policies.
  4. Timely complete and submit timesheets, leave requests and reimbursement requests.
  5. Review, approve, and ensure timely submission of timesheets, leave requests and reimbursement requests for all office/unit staff.
- F. Fiscal Management:
1. Primary responsibility for management of client trust fund;
  2. Ensure timely transfer of funds received to Honolulu office or for deposit;
  3. Approval of reimbursement requests for staff;
  4. Approval of office expenditures.
- G. Office Management (where applicable):
1. Ensure upkeep and maintenance of physical office;
  2. Maintain primary conduct with landlord, if rented space, on any problems that arise with notification to Executive Director.
- H. Corporation Program Management:
1. Participate actively in overall program management and assist in charting program direction;
  2. Assist and ensure that information is provided in a timely basis as needed for statewide grants and reports.
  3. Attend monthly management team meetings
  4. Participate in management retreats.
  5. Leadership and oversight of statewide projects as developed with Executive Director.
- I. Regular attendance is required for the position.
- J. Accept additional responsibilities as experience grows and opportunities present themselves. Willing to expand responsibilities when Executive Director deems necessary.

### **Knowledge, Skills and Abilities**

- A. Demonstrate attitudes and behavior which reflect the mission of the Corporation to address critical legal needs through high quality legal advocacy, outreach and education, in the pursuit of fairness and justice.

- B. Demonstrate attitudes and behaviors in his/her work with clients, co-workers and in the community that exemplify the Commitments of the Corporation to:
- Justice
  - Equality
  - Integrity
  - Respect
  - Compassion
  - Excellence.
- C. Demonstrate attitudes and behaviors which benefit the Corporation, such as:
1. Initiative, organization, cooperation, and creativity;
  2. Sensitivity to resource limitations;
  3. Ability to work with low-income and disadvantaged populations;
  4. Maturity and ability to troubleshoot and resolve problems both independently and in collaboration.
  5. Ability to interact and engage in collaboration with tact, diplomacy and integrity.
  6. Understanding of individual role as part of larger Corporation whole and impact of individual role on the Corporation.
- D. Possess an advanced understanding of, the area of law which is the primary focus of his/her practice. In addition, all attorneys are expected to have a basic understanding of all the areas of law in which the organization practices or a willingness to develop this experience.
- E. Ability to effectively complete written communications including but not limited to negotiation letters, settlement agreements, motions, pleadings, and court briefs.
- F. Ability to plan and deliver effective oral communications including but not limited to negotiations, court presentations (arguments, direct examination, cross examination), formal and informal presentations.
- G. Understands demographics, politics and culture of geographic area to which he/she is responsible.
- H. Ability to recognize when assistance or guidance is needed and willingness to seek such guidance.
- I. Must be people-oriented and able to work well with others.
- J. Must be prompt and dependable.
- K. Strong computer skills and familiarity with basic computer programs (Excel, Outlook, Microsoft Word) preferred.
- L. Ability to travel to home visits and other community meetings may be necessary depending on duties and geographic assignment.

### **Education, Training and/or Experience**

- A. Graduate of an ABA Accredited law school.

- B. Be a member of the Bar of the State of Hawaii in good standing or admitted to practice law in the State of Hawaii within a reasonable length of time after employment.
- C. Supervisory and/or management experience required.
- D. At least five (5) years of litigation experience and at least three (3) years of practice in relevant legal subject matter areas strongly preferred.
- E. Demonstrable commitment to or experience with low-income population or issues affecting low-income population required.
- F. Must pass criminal, sex offender, and child abuse and neglect background checks as required by applicable funding sources and/or where rationally related to job responsibilities.

**Mental Demands**

- A. Must be able to coordinate and organize a large volume and wide variety of different operations and tasks within time limitations.
- B. Requires concentration, alertness and attention to detail.
- C. Must be able to exercise discretion and independent judgment.
- D. Must be able to perform under stressful conditions while maintaining a professional demeanor.

**Physical Demands**

Physical Demands	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of the time	Seldom or Never
1. Sitting	X				
2. Climbing				X	
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing				X	
10. Pulling: <ul style="list-style-type: none"> <li>• Less than 25 lbs.</li> <li>• 25-50 lbs.</li> <li>• More than 50 lbs.</li> </ul>			X		X X

11. Lifting:					
• Less than 25 lbs.	X				X
• 25-50 lbs.					X
• More than 50 lbs.					
12. Carrying:					
• Less than 25 lbs.	X			X	
• 25-50 lbs.					
• More than 50 lbs.					X

**Communication Demands**

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including clients)	X				
4. Talking on the telephone	X				
5. Written communication to coworkers		X			
6. Written communication to business associates (outside contractors, government officials, etc.)		X			
7. Written communication to the public (including clients)		X			
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			
9. Responding to written or verbal requests from coworkers	X				
10. Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)		X			
11. Responding to written or verbal requests from the public (including clients)		X			
12. Training and/or giving verbal instructions				X	

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
13. Training and/or giving written instructions				X	
14. Receiving verbal instructions			X		
15. Receiving written instructions			X		
16. Reading	X				
17. Visiting and/or working at other work sites		X			

**Equipment, Machines, Tool, Vehicles Used**

- A. Computer, calculator, typewriter, telephone, copy machine, fax machine, and other office equipment as required.
- B. Have access to an automobile or other means of transportation. Daily and/or regular access to an automobile, possession of a valid driver’s license and compliance with all other requirements for vehicle operation specified in the Legal Aid Society of Hawaii Employee handbook may be required depending on duties and geographic location.

**Description of Work Environment**

Work is performed primarily indoors, although employees are expected to attend meetings, hearings and other events outside of the office. Employee will be in contact with chemicals and materials normally found in office environments. Employee will be exposed to low to moderate levels of noise.

**Salary**

Based upon the Corporation salary grades.

**Additional Information**

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship. Corporation Management has the authority to amend this job description to meet Legal Aid’s needs.

## LEGAL AID SOCIETY OF HAWAII

### JOB DESCRIPTION

Position Title: **Staff Attorney**

Date: July 1, 2014

FLSA Status: **Exempt**

Reports to: **Managing Attorney**

#### **Job Summary**

A Staff Attorney renders civil legal services to eligible persons and groups. A Staff Attorney addresses the legal needs of Hawaii's low income population by engaging in activities which may include but are not limited to:

- ❖ Advice and counsel
- ❖ Limited action
- ❖ Individual full representation
- ❖ Holistic services
- ❖ Complex advocacy
- ❖ Policy advocacy
- ❖ Community education and outreach
- ❖ Social service provider education and outreach
- ❖ Pursuing options to increase funding to expand access to justice
- ❖ Expanding legal resources for clients and building capacity to respond to critical legal needs through work with the private bar, judiciary, other legal service providers, client groups and other interested partners

#### **Essential Functions**

The Corporation recognizes that a Staff Attorney will be assigned to cover a variety of areas of law depending on his/her location. Staff Attorneys in branch offices are expected to practice as generalists, having knowledge in all areas of law. Staff Attorneys in the Honolulu Office may focus on one areas of law, but should be prepared to either shift focus or become generalists depending on the needs of the organization.

##### A. Legal Practice:

1. Maintain current and active caseload commensurate with experience and area of practice.
2. Conduct competent and effective practice of law in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, applicable grant requirements, and all court policies, rules and procedures.
3. Participate with other staff in conducting complex litigation and appeals when opportunities exist;
4. Identify practices and/or laws that adversely affect the rights and diminish the benefits of the poor in Hawaii and devise creative strategies for addressing these problems.
5. Assist Managing and/or Senior Attorney(s) with the acquisition and distribution to Corporation staff, knowledge in their primary area of practice. Delivery of such specialized knowledge could include preparation of intake scripts, brochures, handbooks, manuals, checklists, briefs, and other legal documents in the specialty area(s).

6. Conduct home or hospital visits with clients when necessary.
  7. Practice areas and responsibilities will depend on the needs of the office and organization.
- B. Staff Supervision:
1. Assist Managing Attorney with the supervision of the day-to-day legal work of non-attorney staff and volunteers to ensure high quality and effective representation of clients in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, grand/funder requirements, and all court policies, rules and procedures.
  2. Assist Managing and Senior Attorneys as needed with review of closed cases for LSC, Code of Professional Responsibility, and Case Management Manual compliance.
- C. Community Engagement & Outreach:
1. Communicate with and establish on-going contacts and relationships with local government, community organizations and low-income groups as assigned by Managing Attorney.
  2. Conduct community outreach and education to client community in geographic area of responsibility as assigned by Managing Attorney.
  3. Encouraged to contribute to committees, task forces and bar association committees in consultation with Senior and/or Managing Attorney.
- D. Administrative Compliance:
1. Timely submit all reports and forms required by law, LSC regulations, and Corporation policies and procedures.
  2. Process and close cases in manner necessary to ensure compliance with LSC regulations and Corporation policies.
  3. Timely complete and submit timesheets, leave requests and reimbursement requests.
  4. Timely submit and respond to request for information required for grant reporting and billing.
- E. Office Fiscal Management:
1. Have understanding of client trust fund and process required for deposits and recordkeeping;
  2. Assist Managing Attorney with fiscal management upon request.
- F. Regular attendance is required for the position.
- G. Accept additional responsibilities as experience grows and opportunities present themselves. Willing to expand responsibilities when Managing and/or Senior Attorney deems necessary.

**Knowledge, Skills and Abilities**

- A. Demonstrate attitudes and behavior which reflect the mission of the Corporation to address critical legal needs through high quality legal advocacy, outreach and education, in the pursuit of fairness and justice.
- B. Demonstrate attitudes and behaviors in his/her work with clients, co-workers and in the community that exemplify the Commitments of the Corporation to:
  - Justice
  - Equality

- Integrity
  - Respect
  - Compassion
  - Excellence.
- C. Demonstrate attitudes and behaviors which benefit the Corporation, such as:
1. Initiative, organization, cooperation, and creativity;
  2. Sensitivity to resource limitations;
  3. Ability to work with low-income and disadvantaged populations;
  4. Maturity and ability to troubleshoot and resolve problems both independently and in collaboration.
  5. Ability to interact and engage in collaboration with tact, diplomacy and integrity.
  6. Understanding of individual role as part of larger Corporation whole and impact of individual role on the Corporation.
- D. Possess at least a basic understanding of the area of law which is the primary focus of his/her practice. In addition, all attorneys are expected to have or to obtain a basic understanding of all the areas of law in which the organization practices.
- E. Ability to effectively complete written communications including but not limited to negotiation letters, settlement agreements, motions, pleadings, and court briefs.
- F. Ability to plan and deliver effective oral communications including but not limited to negotiations, court presentations (arguments, direct examination, cross examination), formal and informal presentations.
- G. Understands demographics, politics and culture of geographic area to which he/she is responsible.
- H. Ability to recognize when assistance or guidance is needed and willingness to seek such guidance.
- I. Must be people-oriented and able to work well with others.
- J. Must be prompt and dependable.
- K. Strong computer skills and familiarity with basic computer programs (Excel, Outlook, Microsoft Word) preferred.
- L. Ability to travel to home visits and other community meetings may be necessary depending on duties and geographic assignment.

**Education, Training and/or Experience**

- A. Graduate of an ABA Accredited law school.
- B. Be a member of the Bar of the State of Hawaii in good standing or admitted to practice law in the State of Hawaii within a reasonable length of time after employment.
- C. Demonstrable commitment to or experience with low-income population or issues affecting low-income population preferred.

- D. Must pass criminal, sex offender, and child abuse and neglect background checks as required by applicable funding sources and/or where rationally related to job responsibilities.

**Mental Demands**

- A. Must be able to coordinate and organize a large volume and wide variety of different operations and tasks within time limitations.
- B. Requires concentration, alertness and attention to detail.
- C. Must be able to exercise discretion and independent judgment.
- D. Must be able to perform under stressful conditions while maintaining a professional demeanor.

**Physical Demands**

Physical Demands	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of the time	Seldom or Never
1. Sitting	X				
2. Climbing				X	
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing				X	
10. Pulling: <ul style="list-style-type: none"> <li>• Less than 25 lbs.</li> <li>• 25-50 lbs.</li> <li>• More than 50 lbs.</li> </ul>			X		X X
11. Lifting: <ul style="list-style-type: none"> <li>• Less than 25 lbs.</li> <li>• 25-50 lbs.</li> <li>• More than 50 lbs.</li> </ul>	X				X X
12. Carrying: <ul style="list-style-type: none"> <li>• Less than 25 lbs.</li> <li>• 25-50 lbs.</li> <li>• More than 50 lbs.</li> </ul>	X			X	X

**Communication Demands**

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including clients)	X				
4. Talking on the telephone	X				
5. Written communication to coworkers		X			
6. Written communication to business associates (outside contractors, government officials, etc.)		X			
7. Written communication to the public (including clients)		X			
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			
9. Responding to written or verbal requests from coworkers	X				
10. Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)		X			
11. Responding to written or verbal requests from the public (including clients)		X			
12. Training and/or giving verbal instructions				X	
13. Training and/or giving written instructions				X	
14. Receiving verbal instructions			X		
15. Receiving written instructions			X		
16. Reading	X				
17. Visiting and/or working at other work sites		X			

### **Equipment, Machines, Tool, Vehicles Used**

- A. Computer, calculator, typewriter, telephone, copy machine, fax machine, and other office equipment as required.
- B. Have access to an automobile or other means of transportation. Daily and/or regular access to an automobile, possession of a valid driver's license and compliance with all other requirements for vehicle operation specified in the Legal Aid Society of Hawaii Employee handbook may be required depending on duties and geographic location.

### **Description of Work Environment**

Work is performed primarily indoors, although employees are expected to attend meetings, hearings and other events outside of the office. Employee will be in contact with chemicals and materials normally found in office environments. Employee will be exposed to low to moderate levels of noise.

### **Salary**

Based upon the Corporation salary grades.

### **Additional Information**

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. Corporation Management has the authority to amend this job description to meet Legal Aid's needs.

## LEGAL AID SOCIETY OF HAWAII

### JOB DESCRIPTION

Position Title: **Paralegal (Including Non-Attorney Guardian Ad Litem)** Date: July 1, 2014

FLSA Status: **Non-Exempt**

Reports to: **Managing Attorney**

#### **Job Summary**

A Paralegal renders civil legal services under the supervision of an attorney to eligible persons. A Paralegal addresses the legal needs of Hawaii's low income population by engaging in activities which may include but are not limited to:

- ❖ Advice and counsel
- ❖ Limited action
- ❖ Individual full representation
- ❖ Holistic services
- ❖ Complex advocacy
- ❖ Policy advocacy
- ❖ Community education and outreach
- ❖ Social service provider education and outreach
- ❖ Pursuing options to increase funding to expand access to justice
- ❖ Expanding legal resources for clients and building capacity to respond to critical legal needs through work with the private bar, judiciary, other legal service providers, client groups and other interested partners

#### **Essential Functions**

The Corporation recognizes that a Paralegal will be assigned to cover a variety of areas of law depending on his/her location. While some paralegals may focus primarily on one areas of law, all paralegals should be prepared to either shift subject matter focus or become generalists, depending on the needs of the organization.

##### A. Legal Practice:

1. Maintain a current and active caseload commensurate with experience and area of practice.
2. Provide competent and effective services, under the supervision of a licensed attorney, in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, applicable grant requirements, and all court policies, rules and procedures.
3. Practice areas and responsibilities will depend on the needs of the office and organization.
4. Provide assistance to attorneys when needed and requested.
5. Conduct home or hospital visits with clients when necessary.
6. Appear in administrative or court hearings when necessary.

##### B. Community Engagement and Outreach:

1. Communicate with and establish on-going contacts and relationships with local government, community organizations and low-income groups as assigned by Managing Attorney;
2. Conduct community outreach and education to client community in geographic or subject matter area of responsibility as assigned by Managing and/or Senior Attorney.

- C. Administrative Compliance:
1. Timely submit all reports or referrals required by law, LSC regulations, and Corporation policies and procedures.
  2. Process and close cases in manner necessary to ensure compliance with LSC regulations and Corporation policies.
  3. Timely submit timesheets, leave requests, and reimbursement requests.
- D. Grant & Project Management:
1. Timely submit and respond to request for information required for grant reporting and billing.
  2. Where applicable and in consultation with Managing or Senior Attorney, assist in the writing and reporting of locally-based or subject matter grants.
  3. Where applicable, assist Managing or Senior Attorney in transmitting documents, application materials, billing documents and all other relevant materials to Director of Grants Management.
- E. Office Fiscal Management:
1. Where applicable, basic understanding of client trust fund and process required for deposits and recordkeeping;
  2. Assist Managing Attorney with fiscal management upon request.
- F. Participation in training as directed and as mandated by funder(s) required.
- G. Regular attendance is required for the position
- H. Accept additional responsibilities as experience grows and opportunities present themselves. Willing to expand responsibilities when Managing Attorney deems it necessary.

**Knowledge, Skills and Abilities**

- A. Demonstrate attitudes and behavior which reflect the mission of the Corporation to address critical legal needs through high quality legal advocacy, outreach and education, in the pursuit of fairness and justice.
- B. Demonstrate attitudes and behaviors in his/her work with clients, co-workers and in the community that exemplify the Commitments of the Corporation to:
- Justice
  - Equality
  - Integrity
  - Respect
  - Compassion, &
  - Excellence.
- C. Demonstrate attitudes and behaviors which benefit the Corporation, such as:
1. Initiative, organization, cooperation, and creativity;
  2. Sensitivity to resource limitations;
  3. Ability to work with low-income and disadvantaged populations;
  4. Maturity and ability to troubleshoot and resolve problems in collaboration with supervisor.
  5. Ability to interact and engage in collaboration with tact, diplomacy and integrity.
  6. Understanding of individual role as part of larger Corporation whole and impact of individual role on the Corporation.

- D. Possess at least a basic understanding of the area of law which is the primary focus of his/her practice. In addition all paralegals are expected to have a basic understanding of all the areas of law in which the organization practices or a willingness to develop this experience.
- E. Understands demographics, politics and culture of geographic area to which he/she is responsible.
- F. Ability to recognize when assistance or guidance is needed and willingness to seek such guidance.
- G. Strong computer skills and familiarity with basic computer programs (Excel, Outlook, Microsoft Word) preferred.
- H. Must be people-oriented and able to work well with others.
- I. Must be prompt, dependable, and responsible.
- J. Ability to travel to home visits and other community meetings may be necessary depending on duties and geographic assignment.

#### **Education, Training and/or Experience**

- A. Associate's degree or equivalent from two-year college or technical school or equivalent experience required.
- B. Demonstrable commitment to or experience with low-income population or issues affecting low-income population preferred.

#### **Mental Demands**

- A. Must be able to organize a significant volume and variety of different cases and tasks within time limitations.
- B. Requires concentration, alertness and attention to detail.
- C. Must be able to work under the direction of Supervisor, Staff, Senior and/or Managing Attorney and within the limits of the Hawaii Rules of Professional Conduct and Corporation rules and procedures.
- D. Must be able to perform under potentially stressful conditions while maintaining a professional demeanor.
- E. Must pass criminal, sex offender, and child abuse and neglect background checks as required by applicable funding sources and/or where rationally related to job responsibilities.

**Physical Demands**

Physical Demands	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of the time	Seldom or Never
1. Sitting	X				
2. Climbing				X	
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing				X	
10. Pulling: <ul style="list-style-type: none"> <li>• Less than 25 lbs.</li> <li>• 25-50 lbs.</li> <li>• More than 50 lbs.</li> </ul>			X		X X
11. Lifting: <ul style="list-style-type: none"> <li>• Less than 25 lbs.</li> <li>• 25-50 lbs.</li> <li>• More than 50 lbs.</li> </ul>		X			X X
12. Carrying: <ul style="list-style-type: none"> <li>• Less than 25 lbs.</li> <li>• 25-50 lbs.</li> <li>• More than 50 lbs.</li> </ul>		X		X	X

**Communication Demands**

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including clients)	X				
4. Talking on the telephone	X				
5. Written communication to coworkers		X			

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
6. Written communication to business associates (outside contractors, government officials, etc.)		X			
7. Written communication to the public (including clients)		X			
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers				X	
9. Responding to written or verbal requests from coworkers	X				
10. Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)		X			
11. Responding to written or verbal requests from the public (including clients)		X			
12. Training and/or giving verbal instructions				X	
13. Training and/or giving written instructions				X	
14. Receiving verbal instructions		X			
15. Receiving written instructions		X			
16. Reading	X				
17. Visiting and/or working at other work sites			X		

**Equipment, Machines, Tool, Vehicles Used**

- A. Computer, calculator, typewriter, telephone, copy machine, fax machine, and other office equipment as required.
- B. Have access to an automobile or other means of transportation. Daily and/or regular access to an automobile, possession of a valid driver's license and compliance with all other requirements for vehicle operation specified in the Legal Aid Society of Hawaii Employee handbook may be required depending on duties and geographic location.

**Description of Work Environment**

Work is performed primarily indoors, although employees are expected to attend meetings, hearings

and other events outside of the office. Employee will be in contact with chemicals and materials normally found in office environments. Employee will be exposed to low to moderate levels of noise.

**Salary**

Based upon the Corporation salary grades.

**Additional Information**

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship. Management has the authority to amend this job description to meet Legal Aid’s needs.

# Attachment “F”

## Organizational Chart

# Legal Aid Society of Hawaii's Honolulu Office Organizational Chart

David Kauila Kopper  
1.0 FTE  
Executive Director

Angela Lovitt  
1.0 FTE  
Deputy Director

Caroline Conlan  
1.0 FTE  
Managing Attorney  
Intake/CEJ

Makia Minerbi  
0.80 FTE  
Managing Attorney:  
Family/GAL

Alicia Pitts  
1.0 FTE  
Managing Attorney  
Housing/Consumer

Janet Kelly  
0.90 FTE  
Managing Attorney  
Homeless and Outreach

Innovation

Branson Chang  
0.10 FTE  
Technology Specialist/  
Systems Administrator

Alex Forger  
1.0 FTE  
Staff Attorney

Jenevieve Discar  
1.0 FTE  
Supervising Intake  
Attorney

Amber Bala  
.50 FTE  
Intake Paralegal

Norman Capinpin  
1.0 FTE  
Staff Attorney

Fernando Cosio  
1.0 FTE  
Senior Attorney

Morgan Sasaki  
1.0 FTE  
Staff Attorney

Emil Romolor  
1.0 FTE  
Outreach Specialist

John Kaaihue  
1.0 FTE  
Paralegal

Joseph Pagkalinawan  
0.50 FTE  
Intake Paralegal

Roselind Batacan  
1.0 FTE  
Intake Paralegal

(VACANT)  
1.0 FTE  
Staff Attorney

Aaron Dvorkin  
1.0 FTE  
Staff Attorney

Kaili Ganigan  
1.0 FTE  
Paralegal

Hoku Taroc  
0.85 FTE  
Intake Paralegal

Shauna "Honu" Nichols  
0.53 FTE  
Paralegal

Trisha Warner  
1.0 FTE  
Paralegal

Jennifer "Pua" Marquez  
1.0 FTE  
Paralegal

Claire Radda  
1.0 FTE  
Staff Attorney

Isis Osborne  
.50 FTE  
Intake Paralegal

Victoria Williams  
1.0 FTE  
Legal Content  
Development Coordinator

Shaela Garces  
1.0 FTE  
Paralegal

Prya Oliveira  
1.0 FTE  
Investigations  
Coordinator

Kate Leary  
1.0 FTE  
Paralegal

Zia Dione  
0.50 FTE  
Intake Paralegal

Shelli Tottori  
.50 FTE  
Intake Paralegal

Jacqueline Nguyen  
1.0 FTE  
Staff Attorney

Kennya Rodea  
1.0 FTE  
Paralegal Fellow

Tilda Sonis  
1.0 FTE  
Outreach Specialist

Maya Kuga  
0.50 FTE  
Intake Paralegal

(VACANT)  
.50 FTE  
Intake Paralegal

Connie Liu  
1.0 FTE  
Elder Law  
Attorney

Alex Tang  
1.0 FTE  
Paralegal Fellow

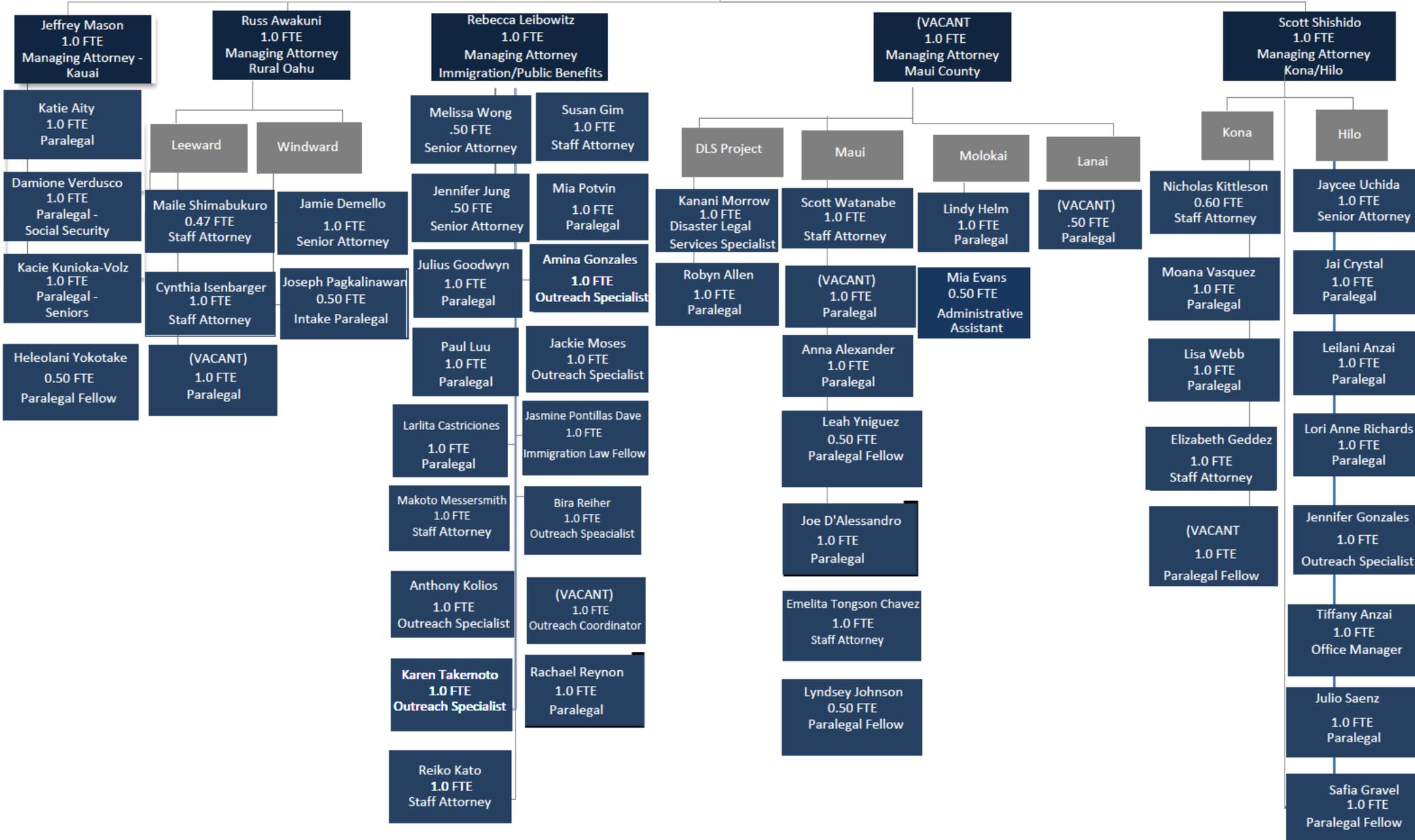
Alani Meltel  
0.50 FTE  
Paralegal

Noriko O'Shea  
1.0 FTE  
Paralegal Fellow

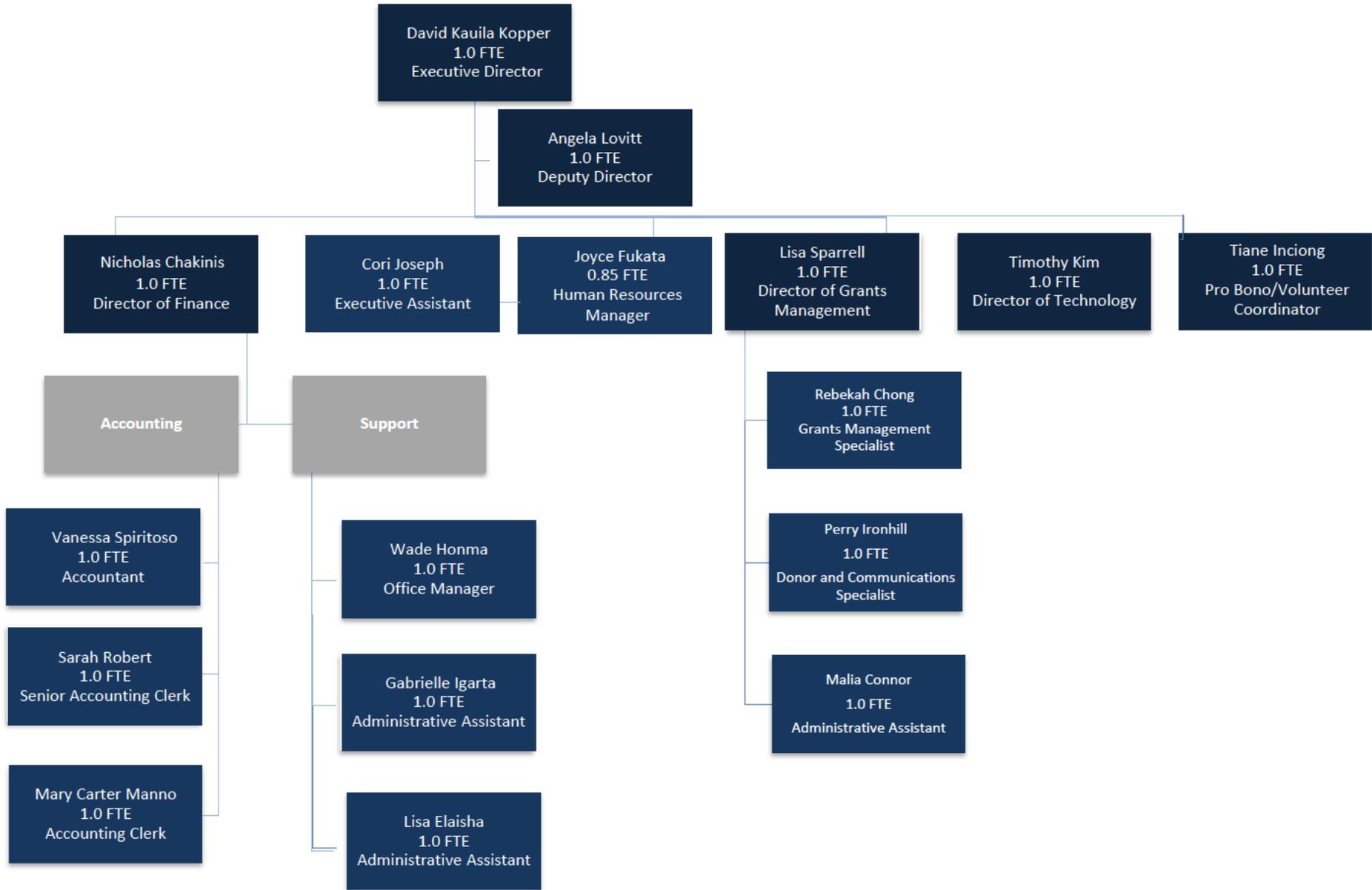
# Legal Aid Society of Hawaii's Branch Offices Organizational Chart

David Kauila Kopper  
1.0 FTE  
Executive Director

Angela Lovitt  
1.0 FTE  
Deputy Director

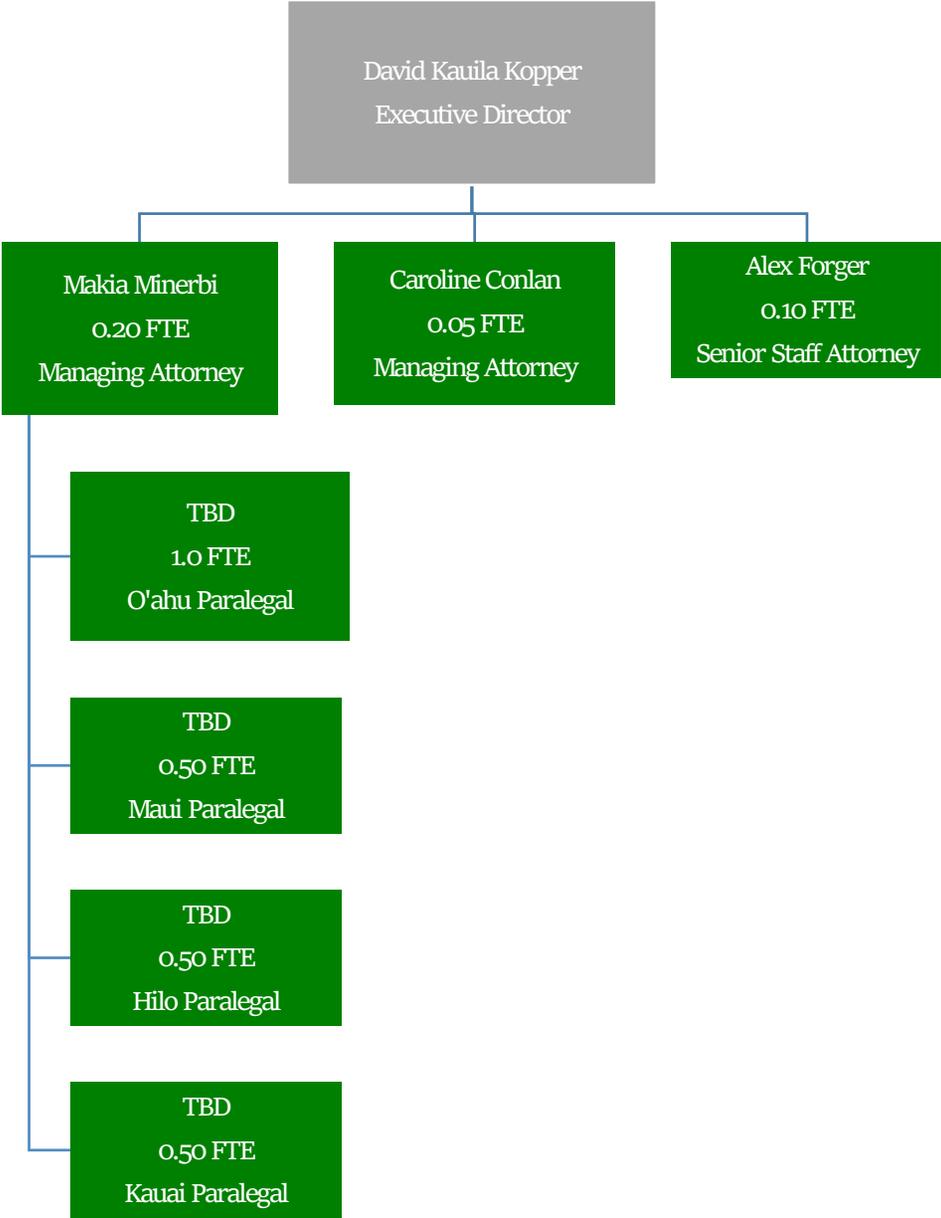


**Legal Aid Society of Hawai`i's  
Administration Staff Organizational Chart**



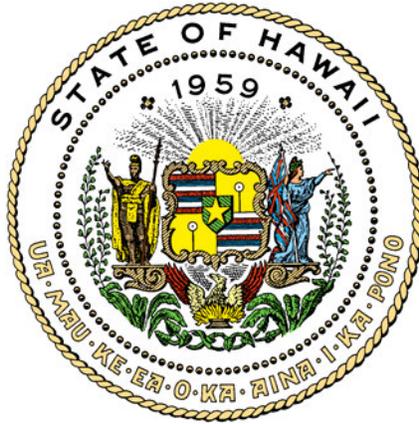
LEGAL AID SOCIETY OF HAWAII

PROGRAM CHART



# Attachment “G”

## Certificate of Good Standing



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

LEGAL AID SOCIETY OF HAWAI`I

was incorporated under the laws of Hawaii on 12/01/1950 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: December 02, 2025

Director of Commerce and Consumer Affairs