

Colorado Legal Services
Northwest Colorado Legal Services Project
P.O. Box 963, Gunnison, CO 81230
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nclsp@pcrs.net
www.coloradolegalservices.org
1-800-521-6968

Information for Clients
Please Read and Keep This Letter

Thank you for contacting the Northwest Colorado Legal Services Project regarding your legal problem.

Enclosed are an application and other forms we need you to complete in order for us to determine if we can help you with your problem. Feel free to include an extra sheet of paper to write down additional information, comments or questions.

Please read the forms carefully, complete them as soon as you can and return them to the address listed above. **PLEASE INCLUDE COPIES** of any court papers, leases, or other papers which are necessary to understand your case.

Remember that you are responsible for any deadlines in your case unless and until we find an attorney to represent you.

IF YOU HAVE AN EMERGENCY SITUATION, you must provide us with a phone number where we can reach you during the day. This number can be a neighbor's number, a work number, or a friend's number. You must be able to get messages quickly at this number. You should also call the toll-free telephone number (listed above) at least once each day to find out if we have a message for you or need to talk to you.

PLEASE CALL us two weeks after you return the forms to make sure that we received them and so that we can discuss the next step. Although we cannot promise that we will be able to find an attorney to take your case, we will do all that we can to help with your legal problem.

Thank you for contacting us about your problem. I hope we'll be able to help you. Please call us if you have any questions.

Sincerely,

Candace Sparks
Coordinator

