

Harriett Buhai Center for Family Law

We protect victims of domestic violence and improve the well-being of children living in poverty. With the help of volunteers, we provide free family law assistance and legal education to the poor. We strive to empower people in need and assure them meaningful access to the courts. We aspire to create a community where poverty is not a barrier to those who seek to resolve critical family law matters.

The People We Help

We assist low-income women and men who can show they:

- have limited funds, with proof of their monthly wages or other sources of income and any property
- live in Los Angeles County
- have a family law or domestic violence case in Los Angeles County

The Kinds of Cases We Handle

Divorces/Domestic Partnerships: If you are married or were married to your partner or if you have a domestic partnership, we may help you:

- Dissolve your divorce or domestic partnership
- Obtain restraining orders protecting you, your family, and your property
- Determine custody and visitation
- Collect child support including health and childcare expenses
- Collect spousal support including health insurance
- Establish rights to community and separate property

Parentage: If you have a child but were never married to the other parent, we may help you:

- Establish who the legal parents are
- Determine custody and visitation
- Collect child support including health and childcare expenses
- Obtain restraining orders protecting you, your family, and your property

What Happens If We Accept Your Case

If we accept your case, we will give you the legal information, advice, and help you need so that you are prepared to go to court. We will give you legal advice, help you prepare your court documents, and teach you about the steps in the court process

3250 Wilshire Blvd
Suite 710
Los Angeles CA 90010
www.hbcfl.org



El Camino CARE and CalWORKs Students

Students interested in services, contact the CARE office to complete the required paperwork.

Phone: 310-660-6066 **Office:** SSVC 205B

www.elcamino.edu/student-services/care/

Consultation Checklist

All students must be pre-approved and signed-up for appointment.

If you do not bring all of the required documents and complete screening, you will not be seen.

Proof of all your current sources of income dated the month before or of your consultation

- Current pay stubs (bring the 3 most recent)
- Current proof of government assistance such as CalWORKs, General Relief, SSI, Social Security, Unemployment, or Workers Compensation
- If you do not have any of the items listed above, you may also bring a
 - Recent bank statement
 - Letter from your employer that states your income
 - Child support / Spousal support order
- If you have no income, bring a signed and dated letter explaining how you support yourself

Proof of your home address

- Lease / rental agreement
- Government issued photo id
- Recent utility bill dated the month of or before your consultation
- Letters recently mailed to you at your home address dated the month of or before your consultation
- A letter written by a family member or friend that includes their name, address, phone number, signature, and a small paragraph confirming that you live with them.

Government issued photo I.D.

- Drivers License
- Resident Card
- Passport
- Consular Identification Card
- Any photo id that has been issued by any government agency

Complete copy of your court file:

If you have a case filed with the court including family law, domestic violence, and/or child support cases, you must also bring a complete copy of your court file. You must go to the court(s) and get a copy of each file for each case you have—personal copies will not be accepted. The court(s) will provide you with a receipt as proof that you have a complete copy. Please keep in mind that the courts may take as long as 2 weeks to make a copy of your file so schedule enough time in advance of your appointment to go to court.

The following documents are not required but will help the attorneys provide you with more accurate advice. Please do your best to bring any documents that apply to you:

- Marriage certificate, children's birth certificate(s) and/or Social Security numbers
- Information about the other parent such as their legal name, address, date of birth, social security number, employer's name and address or most recent pay stub
- Any documents pertaining to you and your spouse's 401(k) or pension plan
- Loan/Title documents if there is a real property issue
- If you have had a case with the Department of Children and Family Social Services, bring all the documents you have for the case and/or Exit Order



Co-Sponsors: Black Women Lawyers Association of Los Angeles • Los Angeles County Bar Association • Women Lawyers Association of Los Angeles

Confidential Student Screening Form

Instructions: Do not leave any fields blank, write in N/A if not applicable. If approved for appointment, verification of all income and address is required.

Date:			
Referring Staff Name:	Breanna Bond	College Name: El Camino College	
Staff Contact info.	Phone: 310-660-393 x 6065	Fax: 310-660-6053	
Student's Name/Date of Birth:	First:	Middle:	Last:
	DOB:		Maiden/other:
Student's Safe Phone Number:	()	Best days/time to call:	
Student's current physical address (NO P.O. Box):	Street Address:		City/Zip:
Number of student's minor children currently living with student:	_____		
Student's gross monthly income/source(s):	Sources (circle all that apply): CalWORKs Employment General Relief SSI Child's SSI Social Security Other _____ Total \$ _____ per month (Gross = before taxes/deductions)		
Name of the person student has problem with/case against:	First:	Middle:	Last:
	Relation to student:		DOB:
Court Case Number/City:	Case #	City:	
Scheduled hearing date, if any:	Date:	Type of Hearing:	

Instructions for College Staff: Fax or email this completed form for each student to the Harriett Buhai Center for Family Law (Center) staff person below no later than 5 business days prior to a scheduled appointment day at the college. Center staff will review all referrals made within 2 business days and will return these to college staff with the appropriate decision concerning each student.

To: Noemi Hidalgo, Client Assistant, Harriett Buhai Center for Family Law

Fax: 213-388-7503

Phone: 213-388-7505 ext. 300

Email: nh@hbcfl.org

HBCFL STAFF USE ONLY

Approved for Appt.? Yes / No	Appointment Date:	HBCFL Staff initials & date:
If not approved, outcome:	Referred Out to:	
	HBCFL prior client HB# _____	Request to Reopen to:
	Other:	