

January 12, 2022

San Diego Volunteer Lawyer Program, Inc.

Microbusiness and Nonprofit Support Program (MNSP)

SDVLP



**SAN DIEGO
VOLUNTEER LAWYER
PROGRAM**

Pursuing justice | Transforming lives

SDVLP Services:

San Diego Volunteer Lawyer Program is a nonprofit, public service law firm that offers free legal services to low-income residents of San Diego County.



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SDVLP Mission:

To provide equal access to the justice system by serving as a bridge between indigent and other disadvantaged people in San Diego County and the volunteer lawyers and others who are willing to donate their time and resources.

Overview of SDVLP Services:

- Family Law
- Education Law
- Domestic Violence Restraining Orders
- Civil Harassment Restraining Orders
- HIV/AIDS Law
- Guardianship
- Child Custody & Visitation
- Unlawful Detainer/Eviction
- Immigration Law Services for Children
- Microbusinesses
- Nonprofits

SDVLP's Pro Bono Model:

- We have 20 attorneys on our staff who are experts in their field and manage our various programs.
- Place cases with Pro Bono attorneys.
- Each year, SDVLP is able to serve over 5,500 low-income clients.

Microbusiness and Nonprofit Support Program (MNSP):

- MNSP facilitates free legal services and education for both (1) low-income entrepreneurs and microbusinesses from historically marginalized communities; and (2) nonprofit organizations that serve those underserved communities, to help close race, gender, and national origin wage-and-wealth gaps and establish generational wealth for disadvantaged families in the County.

Microbusiness Application and Eligibility:

- Application is available on our website: www.sdvlp.org
- Applicants must be low-income and residents of San Diego County, or non-profits with a primary purpose to serve low-income residents. We will evaluate an individual's financial situation as well as all business partners.
- In some cases, we will need to see a business plan.
- Must clear our conflicts check.

Microbusiness Support Screening Form



IMPORTANT: Due to limited resources, we can only help residents of San Diego County. If you do not live in San Diego County, please do not complete this form. There may be similar assistance available where you live.

IMPORTANTE: Debido a los recursos limitados, sólo podemos ayudar a los residentes del Condado de San Diego. Si usted no vive en el Condado de San Diego, favor de no llenar este formulario. Es posible que haya una asistencia similar disponible donde usted vive.

Please do not complete this form if you are seeking help for a nonprofit organization. Please [click here](#) to download the Application for Legal Services for nonprofit organizations.

Your information / Su información

First Name / Nombre *

Middle Name / Segundo Nombre

Last Name(s) / Apellido(s) *

Maiden Name or Other Name(s) Used / Apellido de Soltera u otros nombres utilizados

How did you hear about SDVLP's legal services? / ¿Cómo se enteró de los servicios legales de SDVLP?

Date of Birth / Fecha de Nacimiento *

Last 4 digits of your Social Security Number / Últimos cuatro números de seguro social

MNSP Process:

- If a client is deemed eligible for our services, we will discuss their business and issue spot the potential legal issues.
- SDVLP will send a Legal Services Agreement that details the scope of the representation. After the client reads over and signs the agreement, they will become an official SDVLP client.
- We will reach out to pro bono attorneys to place the case with a subject matter expert.
- The client will work one-on-one with the assigned pro bono attorney.
- SDVLP remains involved throughout the process until the case is fully completed.

Microbusiness Support:

- Business Entity Formation:
 - Work one-on-one with entrepreneurs to help them decide what type of entity works best for them:
 - Sole Proprietorship
 - Partnership
 - LLC
 - Corporation
 - Will help them understand pros and cons of different entities, filing requirements, liability, and tax considerations.

Microbusiness Support:

- Contracts:
 - Most entrepreneurs do not realize how important and prevalent contracts are when engaging in business relations.
 - Vendor Agreements
 - Service Agreements
 - Licensing Agreements
 - Investor Agreements
 - Lease Agreements
 - Examples:
 - A photographer's agreement with their clients that spells out terms such as when the photos are due, how many will be touched up, in what format, how will payment be handled, etc.
 - A caterer's agreements with their commercial kitchen, food and vegetable providers that they purchase from, customers, etc.

Microbusiness Support:

- Intellectual Property:
 - Trademarks:
 - Assist entrepreneurs with protecting the name and logo of their business.
 - Copyrights:
 - Assist entrepreneurs to protect their own original works of authorship, and properly use other copyrighted work.
 - For example: A catering business using photographs taken by a third party for its website.
 - Patents:
 - Assist entrepreneur with patent application, including designs, filing, and follow up communication with USPTO.

Microbusiness Support:

- Employment Issues:
 - Work one-on-one with entrepreneurs to help them to understand their responsibilities as an employer or independent contractor. For Example:
 - Employment agreements
 - Independent contractor agreements
 - Employment Manuals – review to make sure everything in their manual is legally sound including leave policies, compensation, etc.
 - Workers compensation insurance

Microbusiness Support:

- Insurance/Permitting:
 - Can assist entrepreneurs with obtaining the proper permits from the city, county or state.
 - Business Tax Licenses
 - Seller's Permits
 - Catering Licenses
 - Cottage Food Permits
 - Temporary Food Facility Permits (Farmers Markets)
 - Taxi/Charter Service Permits
 - Etc.
 - Can help businesses understand their insurance requirements

Microbusiness Support:

- Microenterprise Home Kitchen Operations (MEHKO)
 - AB 626/AB 377
 - Potentially allows home cooks to create hot meals in their homes and sell them to customers.
 - Each County has to opt in to create a permitting system.
 - San Diego has not created a permit system yet, but SDVLP is working with other local organizations to support implementation.

Microbusiness Support:

- Unable to assist with:
 - Litigation: anything involving the court system.
 - Cannot assist with small claims.
 - Dispute that is likely to eventually require litigation.

Nonprofit Support:

- We also assist nonprofit organizations whose primary mission involves assisting low-income and disadvantaged San Diegans.
- Assist with:
 - Nonprofit formation
 - Nonprofit governance (reviewing bylaws, etc.)
 - Employment
 - Real estate/land use
 - Tax

Partnerships

- SDVLP Referrals:
 - Since we only assist with legal issues, we often give out referrals to partner organizations for further wrap around services.
- Legal Educational Presentations:
 - SDVLP provides community presentations on various topics including:
 - Business entity formation
 - Contracts
 - Intellectual Property
 - Permits
 - Employment
- Clinics:
 - SDVLP may be able to provide a group of attorneys to sit with clients to discuss their legal issues at your location.

Questions?

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