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The mission of the Highland Park-Highwood Legal Aid Clinic is to provide pro bono legal services to low-income individuals who live or work in Highland Park, Highwood or West Deerfield Township in the areas of immigration, housing, and domestic violence.*

**There are no income requirements for victims of domestic violence.*

Highland Park-Highwood Legal Aid Clinic

PO Box 256 | 491 Laurel Avenue
Highland Park, IL 60035
(847) 737-4042 | hphlegalaid.org



2018

ANNUAL REPORT



A NOTE FROM SUSAN SHULMAN, EXECUTIVE DIRECTOR

Dear Friends:

We are proud of the work we do and thankful to provide access to justice to those in need. 2018 was another momentous year for the Clinic. Due to an increase in demand for services, in a little over a year, we grew from a staff of 3 to a staff of 7, and doubled our budget from 2017. In January, we moved into our larger offices, centrally located in downtown Highland Park. By the end of September, the Clinic had served more clients than it had in all of 2016 and 2017. This puts us in a position to continue meeting the needs of our most vulnerable neighbors in 2019.

The Clinic's immigration practice has seen tremendous growth. By the end of September, we had handled over 210 immigration matters, compared to the 176 in all of 2017. We took our first asylum and deportation defense cases, exponentially expanded the number of U-Visas, and VAWA self-petitions cases, and we continue to help DREAMers with over 35 DACA renewals this year.

Domestic violence is a critical health issue in our community, and studies show that access to legal services reduces the rates of domestic violence by helping victims with orders of protection. This year, we have helped over 70 survivors of domestic violence, nearly double what we did in 2017. In October, we partnered with the City of Highland Park, the Village of Deerfield, the City of Highwood, the City of Lake Forest, the National Council of Jewish Women, Ross Boutique of Highland Park and other local businesses on Domestic Violence Awareness Month. The month included a display in public buildings on domestic violence, a robust social media campaign, a panel on immigration, domestic violence and sex trafficking, and the distribution of purple ribbons to community leaders and the public.

From the day the Clinic opened, we have helped tenants stay in their home, acquire the return of wrongfully withheld security deposits, and avoid wrongful eviction. We thank our many volunteers who have stepped up to take these cases.

In a year of tremendous growth and impact, I have been overjoyed by the incredible support the Clinic has received from near and far. From our Spring Event to the Celebrate Highwood Taco Run to generous contributions from individuals, corporations, foundations and law firms, the support has provided the Clinic with the resources to help those in need of free legal services in our community.

Warmly,

A handwritten signature in black ink that reads "Susan B. Shulman". The signature is written in a cursive, flowing style.

Susan B. Shulman

The Highland Park – Highwood Legal Aid Clinic had a year of great accomplishments; highlighted by a number of important initiatives to expand and improve the delivery of free legal services to those in need. Thanks to sponsors and partners we have created a strong foundation and we push forward with a mission focusing on the most emergent issues of housing, immigration, and domestic violence cases as these areas present an immediate risk to health and welfare.

To date, we have served more than 400 clients. We concentrate on providing direct legal service and have done so with the expansion of our advisory boards to include an Attorney Advisory Board and Community Advisory Board. These dedicated volunteers help us with legal counsel, programming, outreach, and financial sustainability.

The uptick in requests for individual consultations and visitors to regular monthly Open Clinics has led us to create new programming such as Power of Attorney Clinics, as well as new CLE's and other educational programming. We continue to strategically meet the ever changing needs as we explore expanding capacity, services offered, and geographic service area. All of this is accomplished without Federal funding, allowing all clients, regardless of immigration status, to be served. This significantly distinguishes the Clinic from other regional legal aid clinics.

Together we embrace diversity while inserting commonality and serve as a source of safety for those who need us most. We are poised for success and we pledge to provide outstanding legal services. Access to justice is a fundamental human right and the need is growing.

Sincerely,



David Neiman



**A NOTE
FROM DAVID
NEIMAN,
BOARD CHAIR**

FINANCIALS:

HIGHLAND PARK - HIGHWOOD LEGAL AID CLINIC
 PROFIT & LOSS
 JANUARY THROUGH DECEMBER 2017

ORDINARY INCOME/EXPENSE INCOME

4000	Grant Revenue	67,218.41
4100	Contributions Received	75,755.64
4200	Major Gifts	20,000.00
4300	Fundraising Revenue	64,080.00
4600	Miscellaneous Revenue	564.85
4700	Non-Cash Contributions	780.00
4800	Interest Income	45.56
	Total Income	226,314.76

EXPENSE

6020	Accounting Fees	1,890.00
6060	Advertising and Promotion	862.82
6080	Bank Service Charges	5.00
6095	PayPal Fees	898.96
6105	Case Management System	7,675.00
6120	Computer and Internet Expenses	6,083.20
6200	Consultant Fees	180.00
6240	Continuing Education	0.00
6250	Donation Expense	250.00
6260	Dues and Subscriptions	3,222.00
6280	Fundraising Expense	5,271.64
6330	Insurance Expense	
6332	D&O Insurance Expense	807.84
6334	Liability Insurance Expense	2,004.00
6336	Workers Comp Insurance Expense	111.66
6330	Insurance Expense - Other	0.00
	Total 6330 Insurance Expense	2,923.50
6440	Licenses and Fees	874.18
6460	Meals and Entertainment	1,030.26
6490	Office Supplies	6,024.65
6500	Payroll Expenses	
6510	Salary	121,974.14
6515	Hourly	8,300.00
6520	ER OASDI	8,077.03
6530	ER Medicare	1,888.98
6550	ER FUI	230.40
6570	Health Insurance	3,564.21
6580	Help Wanted Advertising	55.96
6590	Payroll Service Expense	867.87
	Total 6500 Payroll Expenses	144,958.59
6650	Postage and Delivery	1,480.92
6660	Printing Expense	1,350.50
6670	Professional Fees	0.00
6710	Rent Expense	838.22
6720	Repairs and Maintenance	5,304.06
6730	Research Services	1,290.00
6830	Training	780.00
6840	Travel Expense	257.90
6860	Utilities	44.58
6870	Website	100.00
6900	Miscellaneous Expense	80.00
	Total Expense	194,125.10
	Net Income	32,189.66

FINANCIALS:

2018 BUDGET ESTIMATE
 ORDINARY INCOME/EXPENSE

INCOME

4000	Grant Revenue	Grants	290,200.00
4100	Contributions Received	Personal Contributions	35,000.00
4200	Major Gifts	Major Gifts	50,000.00
4300	Fundraising Revenue	Events	100,000.00
4800	Interest Income	Interest Income	40.00
	Surplus from 2017		21,800.00

Total Revenue

497,040.00

EXPENSE

6020	Accounting Fees	Accounting	3,000.00
6060	Advertising & Promotion	Advertising	3,000.00
6095	PayPal Fees	Paypal fees	1,200.00
6105	Case Mgmt System	CMS	10,200.00
6110	Child Care	Child Care	1,600.00
6120	Computer & Internet Expenses Computer Related	Consultant	6,000.00
6120	Computer & Internet Expenses	New Computer	2,000.00
6200	Consultant Fees	Consultant Fees	1,000.00
6240	Continuing Ed	Books	1,000.00
6260	Dues & Subscriptions	Dues & Subscriptions	3,000.00
6280	Fundraising Expenses	Fundraising Expenses	5,800.00
6330	Insurance Expense	Insurance	7,500.00
6440	Licenses & Fees	Licenses and Fees	2,000.00
6460	Meals & Entertainment	Meals and Entertainment	1,080.00
6490	Office Supplies	Supplies	6,000.00
6540	Travel Expense	Travel	1,000.00
6510	Salary	Salary	346,833.00
6520	ER OASDI	Fica	21,503.65
6530	ER Medicare	Medicare	5,029.08
6550	ER FUI	FUI	693.67
6570	Health Insurance	Health Insurance	30,193.32
		Subtotal	404,252.71
6590	Payroll Service Expense	Payroll Expenses	1,500.00
6650	Postage & Delivery	Postage	1,600.00
6660	Printing Expense	Printing	1,600.00
6710	Rent Expense	Rent	15,000.00
6710	Research Services	Lexis Nexis	2,292.00
6810	Telephone and Internet	Telephone	5,400.00
6850	Training	Training	2,000.00
6860	Utilities	Utilities	1,200.00
6870	Website	Website	1,000.00
	Reserve for Advance of Client Expenses		1,500.00
6900	Miscellaneous Expense	Miscellaneous	2,000.00
		Total Expenses	494,724.71

Net Income/Loss

2,315.29

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Real Life Stories



IMMIGRATION

Our client lived in the United States for almost 30 years as an undocumented immigrant and feared coming forward to explore a pathway to citizenship. Her daughter was a U.S. citizen, and she convinced her mother to speak to the Clinic about whether there was an opportunity to receive a Green Card. The Clinic helped her apply, and a few months ago she received her Green Card. Our client commented, "the day I received my Green Card was the happiest day of my life." She is now preparing for a trip to visit her home country.



DOMESTIC VIOLENCE

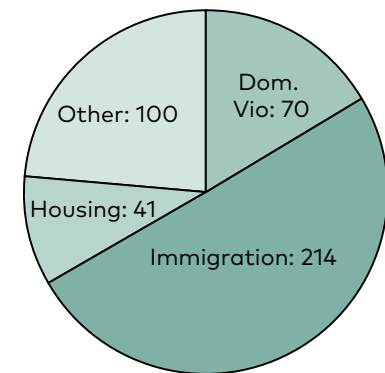
Our client was renting an apartment with her husband and four year-old child. The apartment complex employed the husband as a handyman. He picked up our client by her neck and threw her to the ground in front of their child. Our client called the police, filed an emergency order of protection and notified the apartment complex. The landlord responded by telling her that she would be evicted for a noise violation. The Clinic spoke with the landlord and convinced them to fire the abuser, remove him from the lease, and allow the client to remain in the home indefinitely. We helped her obtain an emergency order of protection and will be working on her plenary order of protection, but she is safe and already thriving given the short amount of time since she decided to leave her abuser.



HOUSING

For a short time, our client lived in her apartment with the former tenant. When the former tenant moved out, our client and landlord walked through the apartment and agreed everything was in good condition. However, when our client contacted the landlord the following month about her security deposit, the landlord refused. The landlord said she owed him an additional rent payment because the prior tenant had not paid her last month's rent and she had lived with our client. The Clinic contacted the landlord, and the landlord said there was garbage in the basement that needed to be removed. However, the garbage did not belong to our client. The Clinic again contacted the landlord, who offered to send her \$500 of the \$700 security deposit. The Clinic responded by sending a demand letter and stating that we would take the landlord to court if he did not return the entire security deposit. The landlord returned the entire \$700 to our client.

CASES BY PRACTICE AREA AS OF 9/28/2018



NUMBER OF CASES AT THE CLINIC: 2015-2018

