



## **Bankruptcy Pro Bono Project (BPBP) FAQ Sheet**

**Q: When and where are the clinics held?**

A: The following clinics are available to the public:

### **Oakland**

The Oakland clinic is held on the *second Thursday* of the month from 4:00 p.m. to 6:00 p.m. The address to the Oakland clinic is:

United States Bankruptcy Court  
1300 Clay Street, Suite 300  
Oakland, CA 94612  
(Appointments *are* required. Please contact 510.302.2222, press option #4)

### **Contra Costa County/Pleasant Hill**

The Contra Costa County/Pleasant Hill clinic will be held on the *second and fourth Thursday* of the month, excluding federal holidays, from 5:00 p.m. to 7:00 p.m. at:

John F. Kennedy University  
Rooms S213 and S217  
100 Ellinwood Way  
Pleasant Hill, CA 94523-4817  
(For more information, please contact Michele Vasta at the Contra Costa County Bar Association at 925-370-2548. Drop in, first come-first served basis only, no appointment necessary)

### **San Francisco**

The San Francisco clinic is held on the *second Saturday* of the month from 10:30 a.m. to 12:00 p.m. at:

Hastings College of the Law  
198 MacAllister Street (at Hyde)  
San Francisco, CA 94102  
(Drop in, first come, first served basis only, no appointment necessary)

## **San Jose**

The San Jose clinic is held on the *second and fourth Monday* of the month, excluding federal holidays, from 6:00 p.m. to 8:00 p.m. at:

Dr. Martin Luther King, Jr. Library  
150 E. San Fernando Street  
San José, CA 95112

(For priority service, please contact 408.998.5298 to schedule an appointment. Drop in appointments on a first come, first served basis are accepted)

Additional clinics will be held at other locations throughout Northern California. Please check with the Clerk's Office or the court's website at: <http://www.canb.uscourts.gov/> for availability.

**Q: Can I show up at the designated location during clinic day or do I need to make an appointment?**

A: Depending on the location, some clinics are offered on a first-come, first-served basis and some are by appointment only.

The Oakland clinic *requires* interested parties to make an appointment *prior* to attending the clinic. Please contact the Alameda County Bar Association Volunteer Legal Services Corporation (ACBA) at: 510.302.2222 (press option #4) to make an appointment to attend the Oakland clinic.

Although appointments are not required, the San Jose and Contra Costa County/Pleasant Hill clinics recommends individuals to contact 408.998.5298 or 925.686.6900, respectively, to make an appointment in order to receive priority service.

**Q: Who provides advice at these clinics?**

A: Volunteer bankruptcy attorneys and, sometimes, law students provide advice at the clinics.

**Q: Who can use BPBP's services?**

A: Clinics sponsored by the BPBP are offered to individuals who *already have a case filed with the bankruptcy court* and who cannot afford the services of an attorney.

**Q: Do I have to pay for legal assistance offered by the BPBP?**

A: No, legal advice provided at the BPBP clinics is offered free of charge.

**Q: Can I use the clinics' services to assist me in considering, preparing for, or filing a Chapter 7 or Chapter 13 bankruptcy?**

A: No. At this time, the clinic is only offering services for individuals who *have a preexisting case* in the bankruptcy court.

**Q: Can I ask a clinic attorney/law student to appear on my behalf in a bankruptcy proceeding?**

A: No. The clinic staff can only provide legal advice – they *cannot* represent you in court.

**Q: I have not yet filed for bankruptcy but I am interested in attending a clinic to find out what option(s) I can pursue. Do I need to be involved in a bankruptcy matter in order to use the clinics' services?**

A: The clinic is only for people who have *already filed* a bankruptcy case. However, if you are contemplating filing a bankruptcy case, and cannot afford the service of an attorney, please contact the following numbers to see what other services may be available:

**Oakland:** There are two resources available to people who are thinking about filing for bankruptcy. They are:

ACBA Lawyers in the Library  
Oakland Main Library  
125 14th Street  
Oakland, CA  
510.238.3134

Services are available on the first Wednesday of each month, from 6:00 p.m. – 8:00 p.m. This session focuses on bankruptcy issues only. Clients may call the library to confirm date and time.

ACBA/VLSC Bankruptcy Clinic  
510.302.2222, option 4

Clients must call VLSC intake to make an appointment. This clinic is for clients who have not filed for bankruptcy and is educational/informational only. Volunteer attorneys *do not* assist with filing for bankruptcy. These clinics are held on the third Thursday of the month at 11:00 a.m.

**San Francisco:** (415) 989-1616 (Monday-Friday 8:30 a.m. - 5:30 p.m.)

**San Jose:** There are two clinics, which are not sponsored by BPBP, available which provide pre-bankruptcy advice and limited help to debtors. Information for these clinics is as follows:

Debtors' Rights Clinics  
First and third Tuesday of the month  
5:00 p.m. – 7:00 p.m.  
Pro Bono Project  
480 North First Street  
San Jose, CA  
(To schedule an appointment, please call 408.998.5298)

Debtors' Advice Clinics  
Nine Mondays in the fall and spring semesters of Santa Clara University, Law School  
The Katharine and George Alexander Community Law Center  
1030 The Alameda  
San Jose, CA 95126  
(For more information, please contact 408.288.7030)

**Q: Do I need to bring any documents to the clinics?**

A: Yes. Participants should bring the following materials to the clinics:

- Complaint in Adversary Proceeding;
- Summons in Adversary Proceeding;
- Adversary Proceeding Cover Sheet;
- Order for Telephonic Case Management Conference;
- any other documents filed with the Court in connection with the bankruptcy case;
- contracts, correspondence or invoices from the other party; and
- any documents not filed with the Court that the debtor thinks might be relevant to the adversary case.

**Q: Where can I find more information about BPBP?**

A: Information regarding future clinic dates, locations and other documents may be accessed via the court's website: <http://www.canb.uscourts.gov/>. This information is also available at any of the below Clerk's Office locations:

**Oakland Division**

1300 Clay Street, Suite 300

Telephone: 510.879.3554

**San Francisco Division**

235 Pine Street, 20<sup>th</sup> Floor

Telephone: 415.268.2368

**San Jose Division**

280 South First Street, Room 3035

Telephone: 408.535.5471

**Santa Rosa Division**

99 South E Street

Telephone: 707.547.5975

**Q: Can a volunteer attorney from the clinic appear on my behalf at a 341 meeting (also known as a first meeting of creditors)?**

A: No. As stated above, the clinic's volunteer attorneys can only offer limited legal advice – they *cannot* represent you at a 341 meeting.

**Q: After attending one of the clinic sessions, it appears that my case is too complicated for me to handle. Can BPBP help me?**

A: If the services offered at the clinics are not adequate, the clinic staff may provide contact information for local referral agencies that may be able to help you find an attorney for additional services.

**Q: After attending a clinic session, I have additional questions that I need assistance with. Can I attend another clinic session?**

A: Yes. Also, if you need additional information as your lawsuit moves forward, you can go back to the same clinic, subject to availability.

**Q: I filed my case in Santa Rosa. Can I attend any of the clinics located outside of Santa Rosa, e.g., San Francisco or Oakland?**

A: Although you can elect to attend any of the clinic locations offered through BPBP, it is recommended that you attend the clinic where your case is located – since each court location has its own separate procedural rules.

**Q: Will services provided by the clinic necessarily solve all of my legal problems related to my bankruptcy case?**

A: Please note, the legal clinics *are not* guaranteed to solve all of your legal issues related to your case. The clinic provides support, but you are still responsible for making all necessary appearances and going forward with your lawsuit. The clinic *is not* a substitute for hiring competent legal counsel, and it is recommended that you retain counsel, if you can afford to do, in order to ensure that someone is representing your best interests.