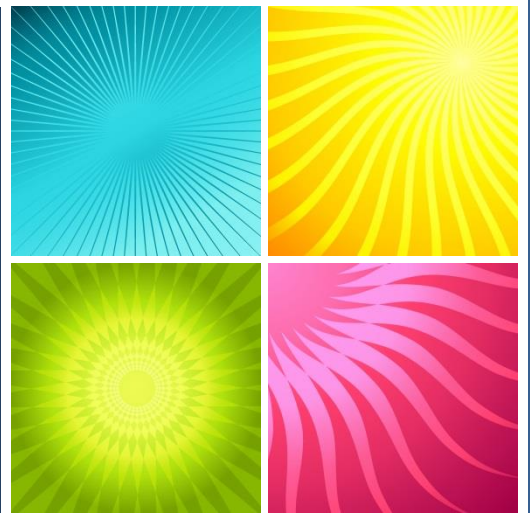


EASING REENTRY

for Women
in Philadelphia



Civil Legal Needs
Part 1:
General Reentry

The Women's Law Project is a legal advocacy organization based in Pennsylvania. Founded in 1974, its mission is to create a more just and equitable society by advancing the rights and status of all women throughout their lives. To this end, the Women's Law Project engages in high-impact litigation, public policy advocacy, and community education.

The Women's Law Project is grateful for the helpful advice and guidance of the many members of the Philadelphia public interest law community who contributed to this publication. Special thanks go to Elizabeth D'Ancona for her contribution while volunteering for the Women's Law Project.

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Figuring Out Your Civil Legal Needs

The Women's Law Project prepared two booklets to help women reentering society from incarceration with their many legal needs. *Easing Reentry for Women in Philadelphia: Civil Legal Needs* contains two parts, each in its own booklet. *Part 1: General Reentry* provides general reentry information and resources. *Part 2: Family Law* provides information on child custody, DHS custody, child support, domestic violence, and divorce. We hope that you find the information in this booklet helpful.

The information in these booklets is sometimes complicated. You do not have to read the booklets all at once. Pay special attention to the information **in bold print**.

This booklet is intended to provide general legal information and is not meant to be used as legal advice.

Start with the “Getting Started” section. There are some very important things that you have to do right away.

Each section of this booklet starts with a checklist. This checklist asks you many questions to help you get organized and figure out what you need to do. Choose the questions you want to learn more about. Then, go to the page listed below each question to learn more.

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Getting Started

There are many things that you may need when you leave prison. You may need public benefits (including medical assistance, cash assistance, and food stamps), public housing, and employment. To apply for these benefits, you will need one or more forms of identification. It is sometimes possible to apply for benefits via the internet. Often, this speeds up the application process. You can also use a computer to print many of the forms you will need.

	YES	NO
Do you have access to a computer and the internet?	<input type="radio"/>	<input type="radio"/>
If no, see below.		
You need a photo ID. Do you have one?	<input type="radio"/>	<input type="radio"/>
If no, go to page 2.		
To get a photo ID, you need identification.		
1. You need your birth certificate. Do you have it?	<input type="radio"/>	<input type="radio"/>
If no, go to page 2.		
2. You need your Social Security card. Do you have it?	<input type="radio"/>	<input type="radio"/>
If no, go to page 3.		
Do you need help getting a photo ID? If yes, choose a question:	<input type="radio"/>	<input type="radio"/>
1. Has your driver's license expired?	<input type="radio"/>	<input type="radio"/>
If yes, go to page 3.		
2. Was your driver's license suspended?	<input type="radio"/>	<input type="radio"/>
If yes, go to page 4.		
3. Do you need a photo ID that is not a driver's license?	<input type="radio"/>	<input type="radio"/>
If yes, go to page 4.		

Do you have access to a computer and the Internet?

These days, you can do many things much faster by using the Internet. Some things can only be done online. You need computer skills to be eligible for some jobs.

If you do not have a computer, go to free public libraries to use the public computers. Philadelphia also has many free public computer centers. Call (215) 851-1990 to find a computer center near you, or go to www.freedomringspartnership.com.

Notes:

You need a Photo ID. Do you have one?

To get public benefits, a job, or housing, you need photo identification. Your prison ID is not enough. You need a driver's license or a non-driver's photo ID. To get an ID, you need your Birth Certificate and Social Security card. However, to get your Birth Certificate and Social Security card, you need ID. To avoid going around in circles and wasting time, get your Social Security card and Birth Certificate (with a raised seal) first.

You need your Birth Certificate.

If you were born or legally adopted in Pennsylvania, there are 3 ways to get a copy of your Birth Certificate.

- 1. In Person:** Go to the Pennsylvania Department of Health. In Philadelphia, go to Division of Vital Records, 110 North 8th Street, Suite 108. The phone number is (215) 560-3054. Arrive before 1:30 pm and plan to stay 2 hours. Bring identification and a check or money order for \$10.00. Make the check or money order payable to Vital Records.
- 2. On Line:** Request your birth certificate online at <http://www.portal.health.state.pa.us>. The \$10.00 fee must be charged to a credit card.
- 3. By mail:** Request your birth certificate by mail. This will take 12-14 weeks. Print out the application form at

<http://www.portal.health.state.pa.us>. Fill it in and mail it with a check or money order for \$10.00 and a copy of your identification.

What type of identification do you need to get your Birth Certificate?

You need your state-issued driver's license or non-driver photo ID with your name and current address.

What if you don't have ID?

Ask a family member such as a spouse, parent, sibling, child, or grandparent to request your birth certificate for you. This person must bring their identification with them to the office. If you do not have a person who can request a birth certificate for you, go to <http://www.portal.health.state.pa.us>. Find the form called "Statement from Requestors Not Possessing an Acceptable Government-Issued Photo ID." Print this form. Fill it out, and return it with copies of two documents that contain your name and current address. Any of these works:

- Utility bills
- Pay stub
- Bank statement
- Income tax return/W-2
- Car registration
- Lease/rental agreement

If you were not born or legally adopted in Pennsylvania, you must request a copy of your birth certificate from the state where you were born or adopted.

Notes:

You need your Social Security card.

There are 2 ways to get your Social Security card.

- 1. In Person:** Apply at a Social Security office. In Philadelphia, you must go to the office at 2 Penn Center Suite 2000B, 1500 John F. Kennedy Blvd., 20th Floor. The office is open Monday – Friday, 9 a.m. – 3:30 p.m. There is no cost for an original or replacement Social Security card. Bring identification. See next section for the types you may use.
- 2. By Mail:** Send your application by mail. To get the form, go to this website: <http://www.ssa.gov/ssnumber/ss5.htm>. Print and fill out Form SS-5. Send your identification (not a copy) with your application. Any documents that you mail into the office will be returned.

What ID do you need to get your Social Security card?

Proof of identity can include **originals** of any of the following:

- a U.S. driver’s license;
- non-driver state-issued ID; OR
- a passport

If you do not have any of these and you cannot obtain one within 10 days, the office may accept other documents that show your name and biographical information. Examples include:

- employee identity card;
- U.S. military identity card;

Notes:

- health insurance card (not a Medicare card);
- Medicaid card;
- certified copy of a medical record from a clinic, doctor or hospital
- school identity card/record

Once you receive your Social Security card, keep it in a safe place and do not carry it with you.

Do you need help getting a Photo ID?

Once you have your Birth Certificate and Social Security card, you can get a photo ID from the Pennsylvania Department of Transportation (PennDOT). There are 2 types of photo ID:

1. A photo driver’s license or
2. A photo ID that is NOT a driver’s license.

Photo Driver’s Licenses

If you have a photo driver’s license, this is your photo ID.

Has your Photo Driver’s License expired?

If you have a photo driver’s license that has expired within the last 6 months, you may be able to renew it online. Go to PennDot’s website at

https://www.dot3.state.pa.us/driver_services/dllogin.jsp#top?20121028135157468=2012102813515746

8. Look for *Online Driver’s License Services* to find forms and instructions. If it has been more than 6 months, call PennDOT at 1-800-932-4600 or visit a PennDOT center. Find the closest center on PennDot’s website at

<http://www.dot3.state.pa.us/centers/locationsCenter.shtml>.

Was your Photo Driver's License suspended?

Your driver's license could be suspended for many reasons. Here are some examples:

- **Traffic offenses** – driving without a license, driving with a suspended license, or lack of vehicle insurance
- **Criminal offense** – some convictions, such as certain drug offenses and driving while under the influence (DUI), automatically result in a suspension of your driver's license.
- **Failing to pay a civil judgment against you or failing to respond to a traffic citation.**

Before your license was suspended, PennDOT should have sent you a letter saying that it was going to suspend your license and giving you an opportunity to file an appeal. If your license has been suspended, you may be able to get it restored. After you get your Suspension Letter, call PennDOT at (800) 932-4600 to ask for a Restoration Requirements Letter. This letter will tell you how long your license will be suspended and what you will need to do to get your license back. You can also access the letter for free online by going to this website: <http://www.dot4.state.pa.us/centers/OnlineServicesCenter.shtml>.

Sometimes, you can get a restricted license while your license is suspended. If you need to drive in order to get a job, go to work or school, or seek medical treatment, you may apply for an

Notes:

Occupational Limited License (OLL). To do this, send the following items via **certified mail** to the PA Department of Transportation:

- A completed DL-15 form. Go to <http://www.dmv.state.pa.us/suspensionsCentsu/occupationLimitedLicense.shtml>. Fill in the DL-15 form on line and print and sign it.
- Proof of insurance
- A check or money order made payable to PennDOT for the fee. At the time this booklet was prepared, the fee was \$50.00. Check with PennDOT for current fees and whether you must pay any additional fees.

PennDOT will inform you in writing within 20 days whether or not you qualify for an OLL.

An individual whose license has been suspended for five or more years may also apply for a Probationary License (PL) before the five years have passed. Your license must have been suspended for at least three years before you qualify for a PL. The application and information about this license can be found at <http://www.dot3.state.pa.us/suspensionsCenter/gettingProbationaryLicense.shtml>.

Do you need a photo ID that is NOT a driver's license?

If you do not drive or if you wish to have a photo ID in addition to your driver's license, PennDOT can provide one. PLEASE NOTE: the following directions are for getting a Photo ID, not a Voter's ID.

To do this, go to your local PennDOT office. There is an office at 801 Arch Street in Philadelphia. For other locations in the Philadelphia area, call (800) 932-4600 or go to

<http://www.dot3.state.pa.us/centers/locationsCenter.shtml>. To prepare for your trip to the PennDOT service center, go to

http://www.dot3.state.pa.us/pdotforms/dl_forms/dl-54a.pdf. Fill out Form DL-54A on line and print it to take with you. Be sure to bring **all of the following** with you:

1. Social Security card, **AND**
2. **One** form of identification, such as:
 - U.S. Birth Certificate with raised seal OR
 - Certificate of U.S. Citizenship (INS Form N-560) OR
 - Certificate of Naturalization (INS Form N-550 or N-570) OR
 - Valid U.S. Passport; **AND**

3. **Two** documents for proof of residency, such as:

- Tax records
- Lease Agreements
- Mortgage Documents
- W-2 Form
- Current Weapons Permit (U.S. citizens only)
- Current Utility Bills (water, gas, electric, cable; you cannot use a cell phone bill); **AND**

4. A check or money order payable to PennDOT for the fee. At the time this booklet was prepared, the fee is \$13.50. As the fees may change, you should check with PennDOT for current fees.

What if none of the bills are in your name?

If you need to use bills as proof of residency, but the bills are in the name of someone else living in the house, bring that person with you when you apply. The person must bring his/her driver's license or photo ID. You must **ALSO** bring one proof of residency, such as a piece of mail that contains your address (bank statement, tax notice, magazine). The address of the person with whom you live and the address on your piece of mail must match.

Notes:

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Health Care

If you or your children don't have health insurance, you may apply for public assistance programs to help. If you need specific types of care (if you are pregnant, for example), there are special programs that you may be able to apply for, even if you don't qualify for public assistance programs.

	YES	NO
Do you need medical care but do not have insurance?	<input type="radio"/>	<input type="radio"/>
If yes, see below.		
Do your children need health care?	<input type="radio"/>	<input type="radio"/>
If yes, go to page 7.		
Are you pregnant or do you need birth control? Help with other women's health needs?	<input type="radio"/>	<input type="radio"/>
If yes, go to page 8.		
Do you need an abortion?	<input type="radio"/>	<input type="radio"/>
If yes, go to page 9.		

Do you need medical treatment but have no insurance?

There are two resources for getting medical care if you do not have your own insurance.

1. Public health clinics: There are many government-funded health centers that will treat you, even if you have no health insurance. You pay what you can afford, based on your income. These centers offer checkups, pregnancy care, shots, dental care, prescription drugs, and mental health and substance abuse treatment. To find a center in your area, go to <http://findahealthcenter.hrsa.gov>.

2. Medicaid: Medical Assistance (also known as Medicaid or MA) provides medical coverage to some people who have low incomes and limited resources. These include:

- People who receive or are eligible for Cash Assistance or SSI
- Pregnant women
- People who are elderly or disabled and who do not receive SSI
- People who need health-sustaining medications in order to work
- Women under 65 with cancer or pre-cancerous conditions of the breast or cervix
- Disabled adults under 65 who are working

These categories have different income requirements and provide different amounts of coverage.

Notes:

There are 3 ways to apply for Medical Assistance:

1. **In person:** Visit your local Department of Public Welfare (DPW) County Assistance Office (CAO) to fill out an application. To find the nearest CAO, call 1-800-842-2020.
2. **On the Internet:** Go to www.compass.state.pa.us and click on “apply now” to apply online.
3. **By Mail:** Go to <https://www.humanservices.state.pa.us/compass.web/MenuItems/PrintableForms.aspx?language=EN> to print out the application. Fill it in and mail it in.

You must provide copies of your birth certificate and photo ID. If you don’t have them yet, you can begin the application process without them. If you need help filling out the application, visit your CAO or call the HELPLINE at 1-800-692-7462.

DPW has 30 days from the date of your application to determine if you are eligible for Medical Assistance. If you need medical coverage right away, ask for a temporary card, known as an “interim medical card.” You must go to your CAO to try to get an interim medical card.

If your application for Medical Assistance is denied, you will receive a notice in the mail. You should appeal right away. Fill out the back of the notice, sign it, make a copy, and drop it off at the CAO. Be sure to ask for a receipt.

Notes:

Do your children need health care?

If you cannot afford health care for your kids and they are not eligible for Medicaid, you can apply to Pennsylvania’s Children’s Health Insurance Program (CHIP). Children or teens under the age of 19 may be eligible for free or low-cost health insurance through CHIP. This program is run by DPW.

There are 3 ways to apply for CHIP:

1. **In Person:** To find the nearest CAO, call 1-800-842-2020.
2. **On the Internet:** To apply online, go to www.compass.state.pa.us.
3. **By Mail:** Go to http://www.chipcoverspakids.com/assets/media/pdf/chip_application_english.pdf. Print the application form, fill it in, and submit it to any of the CHIP health insurance companies providing coverage in your county. To find a company <http://www.chipcoverspakids.com/find-chip-coverage/county-coverage/>.

Attach proof of all income received in your household in the last 30 days. This can include pay stubs, award letters, or checks. If you don’t have pay stubs, your employer can write a letter stating your monthly income. If you are self-employed, attach tax returns or receipts.

Are you pregnant or do you need birth control? Help with other women's health needs?

If you do not qualify for any other Medical Assistance category, you may be eligible for Pennsylvania's SelectPlan for Women. It is run by DPW. SelectPlan for Women covers family planning services for women between the ages of 18 and 44 who meet income limits. It provides the following family planning services:

- Birth control
- Routine check-ups (breast exams, pap smears, etc.)
- Emergency contraception
- STD testing and treatment
- Testing and counseling for HIV

There are 3 ways to apply.

1. **Online.** To apply online, visit <http://www.selectplanforwomen.com/how-do-i-apply/>.
2. **By mail.** Visit <http://www.selectplanforwomen.com/how-do-i-apply/>. Print and fill in the application form before mailing.
3. **In person** at any CAO or COMPASS Community Partner. To find the closest office, visit <http://www.selectplanforwomen.com/how-do-i-apply/>.

Notes:

However you apply, you will need to provide 3 types of documents:

1. Proof of your pre-tax and pre-deduction income. This can include:
 - A full month of pay stubs OR
 - One pay stub if it is a typical pay period OR
 - An award letter describing your income OR
 - A current tax return OR
 - An employer's letter stating your gross monthly income
 - If you're self-employed, copies of tax returns or other financial records AND
2. Proof of your identity and citizenship
 - U.S. Birth certificate OR
 - Proof of satisfactory immigration status AND
3. Proof that you're a Pennsylvania resident
 - PA driver's license OR
 - PA state photo ID

Do you need an abortion?

If you need an abortion, or want help in thinking through this decision, call CHOICE at 1-800-848-3367. Counselors there can help you make the right decision for you. They can also refer you to a doctor, hospital or women's clinic that can give you safe, confidential care.

If you need help paying for an abortion, and you live in the Philadelphia area, call the Women's Medical Fund at (215) 772-0502. If your pregnancy is a result of a rape or incest, or if your life is in danger, Medicaid may pay for your abortion. **Do not delay making an appointment just because you don't have enough money to pay the fee.**

Notes:

If you are still in prison, the prison must help you get abortion care if you ask for it. If you have any problem getting an abortion while in prison, contact the Women's Law Project immediately at (215) 928-5761 or (412) 281-2892.

Remember – **whether to have an abortion or continue your pregnancy is your decision.** Your boyfriend or husband cannot cancel out your decision to get an abortion, and they also cannot force you to end your pregnancy if you don't want to. If someone is forcing you to make a decision you don't like, tell your doctor and call the Women's Law Project at (215) 928-5761 or (412) 281-2892.

Housing

If you don't have anywhere to live when you get out of prison and you don't have very much money, public housing may be a good option. In some cases, your criminal record may affect your ability to obtain public housing. The Public Housing Authority often has a waiting list for public housing, so it's important to apply as early as you can. You could also seek emergency shelter if you are homeless or a victim of domestic violence.

	YES	NO
Do you want public housing?	<input type="radio"/>	<input type="radio"/>
If yes, see below.		
Can you be denied public housing because of your criminal record?		
Go to page 12.		
Do you need emergency shelter because of domestic violence?	<input type="radio"/>	<input type="radio"/>
If yes, go to page 13.		
Are you homeless and need emergency shelter in Philadelphia?	<input type="radio"/>	<input type="radio"/>
If yes, go to page 13.		

Do you want public housing?

There are three kinds of public housing in Philadelphia. They include:

- PHA Public Housing** through the Philadelphia Public Housing Authority (PHA). PHA Public Housing offers rental opportunities for eligible low-income families, people with disabilities, and the elderly. There are 2 ways to apply:
 - On the Internet:** Go to the PHA website at <http://pha.phila.gov/housing/admissions.aspx>.
 - In Person:** Go to any PHA Management Office or to 712 N 16th St. between 9 a.m. and 2 p.m., and fill out an application.
- PHA Section 8 Housing** through PHA and other administrators provides:
 - Vouchers for renting low income housing from certain landlords. PHA provides vouchers through its Housing Choice Voucher Program. This program does not always have openings. Learn more about this program and how to apply at PHA's website: <http://www.pha.phila.gov/housing/admissions.aspx>.

Notes:

- Housing units for low and moderate income tenants from certain landlords for a lower monthly fee. Some of these units are only available for elderly or disabled individuals.

Applications for PHA’s Section 8 rental units must be made to the specific units themselves. To apply, you must provide:

- A Social Security card for each member of the family who is age 6 or older AND
- Proof of the family’s income AND
- Proof of age for each family member AND
- Proof of citizenship or legal resident alien status for each family member.

You must authorize the building administrator to run credit and criminal history checks on each member of the household.

If your application for a Section 8 rental unit is denied, the building administrator must notify you in writing and inform you that you have the right to have a meeting with the decision maker within 10 days, if you ask. Learn more about project-based housing and the locations of the units at <http://www.clsphila.org/Content.aspx?id=693>.

3. Non-PHA Public Housing. There are some public housing options that are not owned by PHA. You must apply to every building you are interested in, and there is no limit on the number to which you can apply. To apply, an applicant must provide:

- A Social Security card for each member of the family who is 6 years or older AND
- Proof of the family’s income AND
- Proof of age for each family member AND
- Proof of citizenship or legal resident alien status for each family member.

You must also authorize the building administrator to run credit and criminal history checks on each member of the household.

If your application is rejected, the development must provide written notice to you. The notice must state the reason you were denied and give you time to request an informal hearing on the determination.

For a list of non-PHA public housing units, go to <http://www.clsphila.org/files/non-pha.pdf>. To learn how to apply, go to <http://www.clsphila.org/Content.aspx?id=703#anchorLink0>.

Notes:

Can you be denied public housing because of your criminal record?

Maybe. The agencies that provide the federally-subsidized housing opportunities described in this brochure must carry out criminal background checks on all applicants. They may deny you admission on the basis of certain types of criminal histories. They will run background checks on you **AND** anyone you want to live in your household.

Some types of criminal history make people **permanently** ineligible for public housing. If someone you want to live with has this type of criminal history, you may lose your housing unless you do not let them live with you. This includes:

- Convictions for manufacturing or producing methamphetamine (meth) on the premises of any federally-funded housing.
- Being subject to a lifetime registration requirement under a state sex offender registration program.

Individuals denied must be given a written copy of the record which formed the basis of the denial and given an opportunity to dispute its accuracy.

Some individuals are barred from federally assisted housing for a **certain time period**. Anyone previously evicted from federally assisted housing due to drug-related criminal activity is not eligible for public housing for a **three-year period** beginning on the date of the eviction.

Notes:

Note: This three-year prohibition on admission may NOT apply if:

- the circumstances leading to the eviction no longer apply, such as when the member of the household who committed the criminal activity has died or is in prison;
- the evicted individual successfully completes a supervised drug rehabilitation program that is approved by the public housing agency.

Any public housing administrator **MUST** deny an application for federally-assisted housing **IF** PHA determines that any household member:

- is “currently engaging” in illegal use of a drug;
- is or was engaged in drug-related criminal activity;
- is or was recently engaged in any violent criminal activity;
- is or was recently engaged in any other criminal activity that would negatively affect the health, safety, or right to peaceful enjoyment of the premises by other residents;
- has an alcohol abuse problem which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

If you are denied admission to public housing for a specific time period based on criminal activity, you may try again after the time period is over. To do this, submit evidence to the public housing agency or owner to show that you or the person in your household whose behavior caused the denial have not engaged in any further criminal activity during the designated time period.

If you are denied admission based on drug or alcohol use, you may be able to reverse the denial if you or the household member who was using drugs or alcohol participates in a supervised drug or alcohol rehabilitation program and is no longer using illegal drugs or abusing alcohol. You may also reverse the denial if you can show that you or the household member has been successfully rehabilitated and is no longer using illegal drugs or abusing alcohol.

If PHA denies you housing, they must notify you in writing. You may ask PHA in writing for an informal review of the denial. You have **ten days** from the denial to do this. Keep a copy of your request for your records. If you are still denied after this review, you may challenge the denial by appealing to the Court of Common Pleas. If you wish to do this, please seek the advice of a lawyer. If you cannot afford a lawyer, contact Community Legal Services Housing Unit for help.

The Philadelphia Housing Authority is located at 12 South 23rd Street. For more information, or to apply for housing, call (215) 684-4000 or go to www.pha.phila.gov.

Notes:

Do you need emergency shelter because of domestic violence?

There are special shelters for victims of domestic violence. If you need emergency shelter, call the Philadelphia Domestic Violence Hotline at (866) 723-3014. A telephone counselor will try to help you find shelter and talk to you about any other concerns you may wish to discuss. This service is free and confidential.

Are you homeless and need emergency shelter in Philadelphia?

The Office of Services to the Homeless and Adults offers a day shelter and a night shelter for women in Philadelphia. If you need an emergency shelter Monday through Friday between 8 a.m. and 4 p.m., call (215) 686-7150 or (215) 686-7152, or go to the Office of Services to the Homeless and Adults at 141 N. Juniper Street, Philadelphia. For shelter for nights and/or weekends, call (215) 568-5113, or go to the Salvation Army, Eliza Shirley House at 1320 Arch Street, Philadelphia.

Employment

It is important to know how employers can consider your criminal record when you're looking for jobs and which convictions might present some trouble if you want to apply for certain jobs.

Why do you need a copy of your criminal record?

See below.

Are employers allowed to deny you a job based on your criminal record?

Go to page 15.

Are there types of jobs you cannot have because of your criminal record?

Go to page 16.

Is there anything you can do if you are wrongly denied a job because of your criminal record?

Go to page 17.

Can you clean up your criminal record?

Go to page 17.

Why do you need a copy of your criminal record?

When you apply for jobs, employers may do a "criminal background check" and consider your criminal history when they are deciding whether to hire you. You may want to see what your employer will find out about your record and make sure it doesn't have any mistakes on it.

Criminal records may be obtained by employers through the Pennsylvania State Police (PSP), the

Pennsylvania court system, the FBI, or through a commercial company. Depending on the source, the content of the record obtained may vary.

The easiest and fastest way for you to obtain your criminal record is through the Pennsylvania court system. You can obtain your record on the internet at no cost to you. This record may contain more information than the one an employer obtains, as it includes all contacts with the criminal justice system that have not been expunged.

Notes:

Go to the following link:

<http://ujportal.pacourts.us/docketsheets/cp.aspx>

1. Under "Select a CP/MC Docket Search Type" use the drop down and select: "Participant Name".
2. Enter your first name, last name and date of birth in the applicable fields.
3. Under "Docket Type", select "Criminal".
4. Note, you can either do a statewide search by leaving the "county" field blank, or you can put in a county of your choosing to narrow the search.
5. Hit "Search."
6. If a case (or cases) come up, hold your mouse cursor over the icon to the left of each entry (the icon looks like a white page w. a magnifying glass). You should see 2 options pop up when you hold the cursor here: "Docket Sheet" and "Court Summary."
7. Click on "Court Summary."
8. Print out the "Court Summary."

Remember that there are significant differences between what you find on this website and what you get on a Pennsylvania State Police (PSP) report, including the following.

- Court records show charges that were dropped; the PSP does not.
- Summary offenses that sometimes come up on the PSP record may not come up on the court system record.

Notes:

Are employers allowed to deny you a job based on your criminal record?

Yes, with limitations. Some employers are required by law to obtain and consider your criminal record because they are not allowed to hire persons with certain convictions. Some employers are not required to check criminal records but do it anyway.

Denial of employment based on a criminal record may violate laws that prohibit discrimination based on race and ethnicity if the employer's practice adversely impacts African-Americans and Hispanics. Under federal discrimination guidelines, employers should consider the following information when deciding whether to disqualify you based on your criminal record.

- Information about your offenses: How many? How serious? What are the facts around the conviction? How much time has passed?
- Information about you since the offenses - Do you have a work history since then? Have you been rehabilitated?
- The relationship of your record to the type of job for which you are applying.

Pennsylvania law generally permits employers to consider only felony and misdemeanor convictions related to your suitability for the job and does not permit denial of employment based on arrests that did not result in convictions, juvenile adjudications, and summary offense convictions.

If an employer decides not to hire you because of your criminal record, or your criminal record is one of several reasons an employer decides not to hire you, that employer is required to notify you in writing that your criminal record was the reason or at least part of the reason you did not get the job.

Philadelphia has a law that applies to hiring by the City of Philadelphia and private employers in Philadelphia with ten or more employees. The law permits them to ask you about your criminal record but not until after the application is processed and the first interview is completed. After the first interview, if the employer decides that you are qualified for the job, the employer can look up your criminal record and then decide whether you are suitable for the job. This ordinance prohibits employers from refusing to hire someone based on an arrest or criminal accusation that is not pending and that did not result in a conviction.

Are there types of jobs you cannot have because of your criminal record?

There are some jobs you cannot get in Pennsylvania if you have certain convictions or other criminal records. These include:

- Jobs that require regular interaction with children (child care, school employees, counselors, librarians, doctors, etc.)
 - Pennsylvania prohibits hiring anyone for these types of jobs within five years of a founded child abuse report or a drug felony conviction.

- Pennsylvania has a lifetime ban on this type of work for anyone with the following: convictions: homicide, aggravated assault, kidnapping, rape, certain sex crimes, prostitution felonies, concealing the death of a child, endangering the welfare of a child, and pornography, **EXCEPT:**

Pennsylvania's lifetime ban on employment for many convictions was found to be unconstitutional and has not been rewritten. The state is permitting hire of individuals with the listed convictions only if the person can show a work history in dependent care services for at least 5 years since conviction or release from prison, whichever is most recent, and has not had any incidents of misconduct while employed.

- Nursing Home/Home Health Care/Long Term Care – Pennsylvania law banning individuals with certain convictions from ever working in elder care was found unconstitutional but has not been rewritten. The Pennsylvania Department of Aging currently permits individuals convicted of certain offenses to work if they have at least 5 years working in care services since the conviction or release from prison, whichever is later.
- Airport employees – Pennsylvania bans employment of individuals who have been convicted of a number of crimes within the last 10 years.

Similar rules apply to employment with banks, law enforcement, government, and other jobs and for professional licenses.

Notes:

Is there anything you can do if you are wrongly denied a job because of your criminal record?

If you do not get a job or professional license because of your criminal record, the employer may have violated the law limiting the type of conviction that can be considered or other rules on considering criminal history. Contact Community Legal Services for assistance to determine if you have been unlawfully denied a job at 215-981-3700. Intake: Mon. - Fri., 9 a.m. to Noon.

Can you clean up your criminal record?

1. If there are errors in your record, you may be able to get them corrected.

For assistance, contact
Community Legal Services
1424 Chestnut Street
Philadelphia, PA 19102
(215) 981-3700

Intake: Mon. - Fri., 9 a.m. to noon

District Attorney's Victim Services Office
(215) 686-9994

2. You may be able to get the following records expunged (removed):

- an arrest that did not result in conviction
- a conviction that you received when you were a juvenile,
- you were offered an Accelerated Rehabilitative Disposition (ARD) and you satisfied its requirements
- a conviction for a summary offense after 5 years have passed.

For assistance with an expungement, contact:
Defender Association of
Philadelphia
1441 Sansom Street
Philadelphia, PA 19102
(215) 568-3190

Philadelphia Bar Association's
Lawyer Referral and
Information Service
(215) 238-6333
(to request a referral to a private attorney who
handles expungement petitions for a fee)

3. You can ask the Governor for a pardon of any Pennsylvania conviction.

For assistance, contact:
Community Legal Services
1424 Chestnut Street
Philadelphia, PA 19102
(215) 981-3700

Intake: Mon. - Fri., 9 a.m. to noon

X-Offenders for Community Empowerment's
"Pardon Me" Clinic

2nd Wed. of every month

6:00 - 8:00 p.m.

Call for location:

(215) 668-8477

Board of Pardons

(717) 787-2596

http://sites.state.pa.us/PA_Exec/BOP/

Notes:

Public Benefits

There are many types of public benefits. Some people get all of them, and some people get one kind or more. Each program has different income requirements and other restrictions. Sometimes it is possible to receive emergency benefits right away. You can apply for some benefits while you're still in prison so that you begin receiving them as soon as possible after your release date.

	YES	NO
Do you need public benefits?	<input type="radio"/>	<input type="radio"/>
If yes, go to page 19.		
How do you apply for benefits from DPW?		
Go to page 19.		
Do you need food stamps right away?	<input type="radio"/>	<input type="radio"/>
If yes, go to page 20.		
Do you need Medicaid?	<input type="radio"/>	<input type="radio"/>
Go to page 20. Also read page 6.		
Are you disabled? Do you want to file for SSI or SSDI?	<input type="radio"/>	<input type="radio"/>
If yes, go to page 21.		
Did you receive SSI before you went to jail? Do you want to get it again?	<input type="radio"/>	<input type="radio"/>
If yes, go to page 21.		
Did you receive SSDI before you went to jail? Do you want to get it again?	<input type="radio"/>	<input type="radio"/>
If yes, go to page 22.		
Do you need help with Medicare?	<input type="radio"/>	<input type="radio"/>
If yes, go to page 22.		

Please Note: It can be very complicated to get public benefits after prison. Help is available. Individuals in Philadelphia who need legal assistance may contact Community Legal Services or Philadelphia Legal Assistance. For help in Southeastern Pennsylvania or other locations in

Pennsylvania contact Legal Services of Southeastern Pennsylvania (LASP) or Pennsylvania Legal Assistance Network (PLAN). Contact information, hours, and other information about these organizations can be found at the end of this booklet under Legal Resources.

Notes:

Do you need public benefits?

The Pennsylvania Department of Public Welfare (DPW) offers different programs. You may qualify for some of these programs, such as Medicaid (health insurance), CHIP (health insurance for children whose family income is too high for Medicaid), TANF (cash assistance for families with children and pregnant women), SNAP (food stamps), CCIS (child care assistance), or services for addiction and mental illness. All of these benefits have income requirements. Many of them also have resource or asset limitations. Some also have other restrictions.

Having a criminal record may affect your eligibility for certain public benefits. If you have unpaid court fines and fees or you are not in compliance with probation and parole, you may not be eligible for certain benefits. Therefore it is important to have a payment plan for unpaid court fines and fees and to be in compliance with probation or parole. See page 26 for more information on this topic.

If you have outstanding warrants, you may also have difficulty getting public benefits.

You are not prohibited from receiving public benefits if you have a felony drug conviction. However, under some circumstances, if you have a recent felony drug conviction, DPW may require you to complete a substance abuse treatment program in order to receive TANF. DPW may also require drug screenings under limited circumstances.

If you are experiencing problems or you are told that you are subject to treatment or screening

Notes:

requirements, contact Community Legal Services or Philadelphia Legal Assistance for help.

How do you apply for benefits from DPW?

There are 3 ways to apply:

- 1. In Person:** Go to your local County Assistance Office (CAO). Call (800) 692-7462 to find an office near you.
- 2. On the Internet:** Go to www.compass.state.pa.us. Click on “apply now” to apply online through a computer program called COMPASS.
- 3. By Mail or Fax:** Download the application, fill it out, and mail or fax it to your local CAO. Go to <https://www.humanservices.state.pa.us/compass.web/MenuItems/PrintableForms.aspx?language=EN> to print out the application.

What if you do not have a mailing address?

You can get benefits even if you do not have an address. However, you must give your welfare worker a mailing address so you can get mail. You may use a P.O. Box, a friend’s or relative’s address, or even an agency address. Check regularly for mail at the address you give the welfare office. If you forget to check for mail, you may miss an important notice or an appointment from the welfare office. If this happens, you may risk losing your benefits.

If you change your address while you are getting welfare benefits, tell your CAO as soon as possible.

Do you need food stamps (SNAP) right away?

The program that provides food assistance is no longer called Food Stamps. The new term used by DPW is Supplemental Nutrition Assistance Program or “SNAP.” You may be able to get expedited food stamps if any of the following are true:

- Your household (a household can be just one person) has \$100 or less in cash and bank accounts and other assets, and expects to receive less than \$150 in income this month; OR
- You are a migrant or seasonal farm worker and have \$100 or less in cash and bank accounts and nothing else to live on; OR
- Your monthly gross income and cash on hand is less than your rent/mortgage and utility costs.

Steps to Take:

1. Go to your local CAO any weekday before 5 p.m. to file a food stamp/SNAP application. **Make sure that the staff date stamps your application while you watch and get a receipt.**
2. The CAO must review your application and determine whether you are eligible for service that same day. This is called “expedited” assistance.
3. If the CAO decides you qualify for expedited assistance, it must schedule an in-person or telephone interview with you. At the interview, an eligibility worker will explain what makes a person qualified for expedited food stamps. The worker will tell you what additional information or proof is needed, if any. If additional proof is needed, the CAO should tell you how to get it. If the CAO is not able to schedule the interview, it cannot deny you expedited assistance based on not having the interview.

Notes:

If the CAO determines that you qualify for expedited benefits, they are required to give them to you within five days of the date you apply. The CAO must give you an EBT (electronic benefit transfer) or “Access” card on or before the fourth calendar day after you apply, so that benefits are available to you on the fifth day. Weekends and holidays count as calendar days.

If you are denied expedited food stamps, you have a right to a conference with a CAO supervisor within two working days of your denial. Regardless of whether you choose to have the conference with a supervisor, the CAO must screen your application, schedule an interview, and make a decision within 30 days.

How much will you get in SNAP/food stamps?

The amount of SNAP/food stamps you get depends on your income, expenses, and family size. For example, a household of one person may receive as little as \$16 and as much as about \$200 per month, depending on the circumstances.

Do you need Medicaid?

It helps to apply for Medicaid before you get out of lockup. Ask the jail or prison staff for a Medicaid application. File the form 45-90 days before your release date. Once you are released, go to your local CAO and ask for your Medicaid card. You should be able to get treatment as soon as you are released, even without a card. Ask your welfare worker about this. For more information on Medicaid, read page 10 in the Health section.

Are you disabled? Do you want to apply for SSI or SSDI?

If you have a serious disability, you can apply for Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI). The disability has to be serious enough that you cannot do full-time work, and the disability must be expected to last at least 12 months. Qualifying disability can be physical or mental, or a combination. A drug or alcohol problem by itself is not considered a disability. To get SSDI, you need a sufficient work history. You do not need to have worked to get SSI.

There are 3 ways to apply:

- 1. By phone:** Call the Social Security Administration at (800) 772-1213 to start a new SSI or SSDI application.
- 2. On the internet:** Go to <http://www.ssa.gov/onlineservices/>. To start a new SSI or SSDI application. You will still need to fill out other paperwork to complete the application.
- 3. In person at your local Social Security office.** There are several offices in Philadelphia.. To find your local office, either go online to www.ssa.gov or call the national toll free number at (800) 692-7462. The offices are open Monday – Friday, 9 a.m. to 3:00 p.m., except for Wednesday when they close at noon.

Give the Social Security office a list of all your doctors, therapists, hospitalizations, and medications you are taking. It can take 3-5 months for Social Security to make a decision on a new SSI application. If you are denied, you should appeal.

Notes:

The denial letter will have instructions on how to appeal. **Community Legal Services** may be able to represent you in an appeal hearing. Many people are approved on appeal, so don't give up.

Did you receive SSI before you went to jail? Do you want to get it again?

If you were in jail for less than one full calendar month, your SSI will not be suspended.

If you were in jail for more than a full calendar month but less than 12 full calendar months, your SSI benefits were suspended. You can get them restarted following your release from prison. Ask the prison if it can contact Social Security for you and tell them your release date. If not, you can call Social Security at 1-800-772-1213 Monday through Friday, 7 a.m. to 7 p.m. Give them your Social Security number and your expected release date. A Social Security representative can provide further instructions and make an appointment for you at the [local Social Security office](#) if necessary.

After your release, you must give Social Security proof of your release and the date of release. Social Security may be able to have your checks started right away.

If you were in jail more than 12 full calendar months, you can no longer restart your old SSI claim. Instead you will need to reapply for SSI and prove disability again. Follow the instructions above for starting a new claim.

Did you receive SSDI before you went to jail? Do you want to get it again?

If you were incarcerated as a result of a conviction, you are ineligible for benefits for the period of your incarceration. Once you are released, you do not need to reapply - you can get your benefits reinstated. If possible, have the prison call Social Security for you, or call Social Security yourself at 1-800-772-1213 while you are still incarcerated. Tell them your expected release date. They can provide further instructions and will set up an appointment for you at your local Social security office if necessary.

Notes:

Do you need help with Medicare?

If you received Medicare before you were incarcerated, your Hospital Insurance (Part A) coverage continued while you were in jail. Your Medical Insurance (Part B) and your Prescription Insurance (Part D) coverage only continued while you were in jail if you paid the monthly premiums for your coverage. If you didn't pay the premiums and your coverage ended while you were in jail, reenrolling is complicated. For help with this, contact CLS.

Money

There are many issues related to money. For example, it's important to know if you owe any money to the court. It's also good to obtain a copy of your credit report so that you can determine if there are any errors on it. Credit reports are frequently viewed by employers and landlords, so it's important to get any errors on your credit report fixed right away.

	YES	NO
Do you owe court costs or fines?	<input type="radio"/>	<input type="radio"/>
If yes, see below.		
Did you post bail? Did you get your bail money back?	<input type="radio"/>	<input type="radio"/>
If no, go to page 24.		
Did you try to open a bank account and the bank turned you down?	<input type="radio"/>	<input type="radio"/>
If yes, go to page 24.		
Are there advantages to having a bank account?		
Go to page 24.		
Do you want to see your credit report?	<input type="radio"/>	<input type="radio"/>
If yes, go to page 24.		
Would filing for bankruptcy help you with your debt?	<input type="radio"/>	<input type="radio"/>
If yes, go to page 24.		

Do you owe court costs or fines?

You should find out right away if you owe money to the court. **If you have ever been arrested or posted bail, you may owe court costs.** The court sends notices, but even if you did not get a notice, you may owe money. If you owe costs and fines, you have the right to a payment plan you can afford.

Notes:

There are 3 ways to find out if you owe court costs:

1. **By phone:** To find out if you owe court costs, call (215) 683-1482 and ask for a participant accounting report
2. **In Person:** Go to the Payment Center in the basement of the Criminal Justice Center, 1301 Filbert St.
3. **On the Internet:** You can also visit <http://www.courts.phila.gov/collections/> and run a search on your name.

If you disagree with the total amount that you owe, request a payment plan conference. The form you can use to request a payment plan conference can be found by going to <http://www.clsphila.org/content.aspx?id=1291>.

If you want to set up a payment plan, go to the Criminal Justice Center at 1301 Filbert Street, Room 1104. You do not need an appointment. **Do not agree to a monthly amount that you cannot afford.** If you cannot agree on a monthly amount, request a Payment Plan Conference.

At the payment plan conference, tell the Trial Commissioner if you are on public benefits, how much your income is, what your monthly expenses are, and how your criminal record has interfered with your ability to get a good job or any job at all. Bring a copy of proof of your income and all your expenses (rent, utility bills, food, other bills) to give to the court. Bring a copy of proof of payments you have already made to the court. Always keep a copy for yourself as well. Remember, do not agree to an amount that you cannot afford, even if you are pressured to do so. You can ask for a hearing in front of a judge to review the decision.

Did you post bail? Did you get your bail money back?

Most of the bail money is refunded, as long as there were no failures to appear for court or other release violations. Seventy percent of your bail deposit is available for refund thirty-one days after the final listed court date. The person named on the original bail deposit receipt must show valid ID at the Bail Refund Office, Room B-03 of the Criminal Justice Center, 1301 Filbert Street. The office is open Monday through Fridays, 8:30am to 4:30pm. The phone number is (215) 683-7723.

Notes:

Did you try to open a bank account and the bank turned you down?

If you tried to open a bank account and were turned down, it is likely that there is some negative information about you in a database called ChexSystems. This database records every bounced check or abandoned overdrawn account that you have ever had. Go to <https://www.consumerdebit.com/consumerinfo/us/en/index.htm> and request the FACTA Free Annual Report. This report will tell you what information the banks have about you. If you abandoned an overdrawn bank account in the past, you may be able to pay off the amount that is overdrawn by contacting the bank. This will help in clearing up the negative information that is preventing you from opening a bank account.

Are there advantages to a bank account?

Using a bank account to pay bills and access your money is better than using cash or money orders for many reasons:

- Money in a bank cannot be lost, stolen or destroyed.
- It is easier to pay your bills by writing checks or using your ATM card.
- It makes reentry easier. For example, you can get a copy of your Birth Certificate and a copy of your criminal record much faster by ordering them online. However, you will need a debit or credit card to do so.
- It gives you a record of every transaction you make when using a check or ATM card instead of cash or money orders.
- It increases your chances of being able to buy a home, a car, or take out a loan in the future.

Do you want to see your credit report?

A credit report is a list of all the credit card accounts or loans you have, the balances, and how often you make payments. Credit reports are seen by potential employers, potential landlords, and by companies who are considering granting you credit. **If there is negative information on your credit report, it will be harder to find a job, find a place to live, buy a car, or take out a loan.**

You are entitled to a free credit report from each of the three credit reporting agencies every year. Those agencies are Equifax, Experian, and TransUnion. You should request your credit report to make sure that there are no errors. If you find that there are errors on your credit report, you should report them to the agency so that it can investigate. It is best to request your report from all three agencies.

There are 2 ways to request your free credit report:

1. Call (877) 322-8228 and it will be sent to you by mail.
2. On the Internet: You can also go to www.annualcreditreport.com. **If you request your report online, be sure to print it out**, as you will not be able to get it for free again once you have viewed it.

Notes:

Would filing for bankruptcy help you with your debt?

Bankruptcy can reduce or get rid of certain debts such as credit card debt and utility bills. When you file for bankruptcy, these creditors must stop seeking payment from you. While you may file for bankruptcy without an attorney, it is a very complex and difficult process. If you are thinking about filing for bankruptcy, contact Community Legal Services at (215) 981-3800.

You **CANNOT** get rid of student loan debt, back taxes, back child support, car loan debt, home mortgage debt, criminal fines, and court restitution orders through bankruptcy.

Important: bankruptcy can negatively affect your credit, and it will remain on your credit report for ten years after you file.

Utilities

There are programs that can assist you if you're having problems paying your utility bills.

	YES	NO
Do you need help paying your home energy or gas bill?	<input type="radio"/>	<input type="radio"/>
If yes, see below.		
Do you need help paying your water bill?	<input type="radio"/>	<input type="radio"/>
If yes, see below.		

Do you need help paying your home energy or gas bill?

LIHEAP (Low Income Home Energy Assistance Program) might help. You may qualify, based on the size of your household. You do not have to be on public assistance, you do not have to have an unpaid heating bill, and you can rent or own a home. There are 2 ways to learn about the LIHEAP program:

- **By Phone:** Call (215) 787-HEAT or
- **In Person:** Go to your local Philadelphia Gas Works office. For a list of locations, go to <https://www.pgworks.com>.

In addition to LIHEAP, there are many other programs available. PECO offers a low-income program called CAP Rate, which will give a discount on your bill if you meet income qualifications. To apply, call 1-800-774-7040. Philadelphia Gas Works (PGW) offers a low-income program called CRP which operates the same way. To apply, go to your local PGW office with proof of income and Social Security cards for all members of your household.

For emergency utility assistance, contact Utility Emergency Services Fund at (215) 972-5170 to find an intake center near you.

Do you need help with paying your water bill?

The Water Revenue Assistance Program (WRAP) helps customers who are behind in their water bills. You need to meet certain income guidelines to be eligible. If you are eligible, you could receive up to \$200 to help you enter into a payment agreement, or to pay your water bill in full. Call (215) 686-6880 for more information or to apply.

For more help with energy and utilities, Community Legal Services offers walk-in intake hours from Monday – Friday, 9:00 a.m. to 12:00 p.m. at 1424 Chestnut Street or Tuesday and Thursday from 9:00 a.m. to 12:00 p.m. at their office at 1410 West Erie Street.

Notes:

Free Philadelphia Legal Resources

AIDS Law Project provides free legal services to Pennsylvanians with HIV/AIDS.

www.aidslawpa.org

Intake by phone: 215-587-9377

Services:

- Family
 - Debt Management
 - Employment
 - Housing
-
-
-

Community Legal Services (CLS) CLS has two offices. Each office helps low-income people with different problems. Check the lists for Center City and for North Central to figure out where to go.

www.clsphila.org.

CLS (Center City)

1424 Chestnut St.
Philadelphia, PA 19102

Walk-in: Monday through Friday, 9-12

General Phone Intake: 215-981-3700

Family Law Line (for parents dealing with DHS):
215-981-3765

Services offered at Center City office:

- DHS (parents only)
 - Employment (including problems related to a criminal record)
 - Landlord-Tenant for private tenants
 - Public Housing/Section 8
 - SSI Disability Benefits
 - Student Loans
 - Utilities
-
-
-

CLS (North Central)

1410 Erie Avenue
Philadelphia, PA 19140

Walk-ins: Mon, Wed, Fri 9-12

Section 8 Walk-ins: Tue, Thurs, 9-12

Landlord Tenant Walk-in: Mon, Wed, 9-12

General Intake: 215-227-2400

Welfare Law Line: 215-227-6485

Don't Borrow Trouble: 215-523-9520

Services offered at North Central office:

- Bankruptcy
 - Consumer scams
 - Credit card debt
 - Elderly issues
 - Employment (not including criminal record problems)
 - Food stamps
 - Foreclosure, Mortgages and Property Taxes
 - Loans and Collections
 - Medical Assistance
 - Medicare
 - Nursing homes and personal care homes
 - Predatory loans
 - SSI Disability Benefits
 - Student loans
 - Utilities
 - Welfare
-
-
-

Consumer Bankruptcy Assistance Project

www.philalegal.org/html/consumer_bankruptcy_assistance.html

Intake is done by other agencies, including AIDS Law Project, Community Legal Services, Homeless Advocacy Project, Legal Clinic for the Disabled, Norris Square Civic Association, Philadelphia Legal Assistance, SeniorLAW Center, Tenant Union Representative Network (TURN), and Women Against Abuse.

Services: Representation of low income individuals for consumer debt and Chapter 7 bankruptcy.

Defender Association of Philadelphia

www.philadefender.org

Intake: After arrest, a pre-trial services representative conducts a phone interview to determine financial eligibility. At the preliminary arraignment, the Trial Commissioner will decide whether to appoint the Public Defender or order the person who has been arrested to hire a private attorney.

Questions: 215-568-3190

www.philadefender.org

Services: representation in criminal cases

Disability Rights Network of PA

www.drnpa.org

Intake: 1-800-692-7443, Monday – Friday, 9-5

TDD: 1-877-375-7139

Services: Provides direct legal and advocacy services to persons with disabilities, their families seeking to help them, and organizations seeking to help them.

Homeless Advocacy Project provides free legal services to homeless individuals and families in Philadelphia. www.homelessadvocacyproject.org

Intake: 215-523-9595 or 1-800-837-2672, Mon-Fri, 9-5. Also at legal clinics, shelters, and soup kitchens.

Services: Regular legal clinics at shelters help with

- Special education
- Children’s SSI
- TANF benefits
- Child custody
- Child support
- Referrals to social services

Legal Clinic for the Disabled, Inc. provides legal services and representation for low-income people with disabilities. www.lcdphila.org

Intake: 215-587-3350 Monday, Wednesday, and Friday, 9:30-3:30.

Services:

- Consumer protection
- Advanced planning documents
- Family law
- Housing
- Benefits

Mazzoni Center represents individuals in cases that may have an impact on LGBT rights in PA.

www.mazzonicenter.org

Intake: 1-866-LGBT-LAW or 215-563-0657

Services:

- Employment discrimination
- Housing
- Bullying
- Second-parent adoption
- Custody
- Name changes
- Police misconduct
- Prisoners' rights
- Relationship dissolution

Pennsylvania Health Law Project provides help in accessing publicly funded healthcare coverage or services. www.phlp.org

Intake: 800-274-3258 (HelpLine), Mon-Fri, 9-5

Services:

- Medicaid/Medical Assistance
- CHIP

Pennsylvania Institutional Law Project

www.pailp.org

718 Arch St., Suite 304 South
Philadelphia, PA 19106

Intake: All requests for help must be sent by mail.

Services: Represents small number of low income individuals (NOT in criminal matters)

Philadelphia Legal Assistance

42 South 15th Street, Suite 500, Philadelphia

www.philalegal.org

Walk-In Intake (not including Family Law): Mon & Wed, 9-11:30

Phone Intake:

- **General** (not including Family Law): 215-981-3800, Tues & Thurs, 9-12
- **Family Law Intake** (215-981-3838), Mon, Wed, & Fri, 10-12
- **Save Your Home Philly Hotline:** 215-334-HOME, any time for help with mortgage foreclosure
- **Immigrant Women's Legal Assistance:** 215-981-3838, any time, for help with domestic violence, custody, child/spousal support, and immigration.
- **Pennsylvania Farmworker Project:** 1-888-541-1544
- **Private Landlord/Public Housing Section 8:** 215-981-3700, M-F, 9-5 pm

Services:

- Bankruptcy
- Changing a birth certificate
- Child custody
- Child support
- Consumer scams
- Credit card debt
- Divorce
- Food Stamps
- Foreclosure
- Medical Assistance
- Mortgages
- Name change
- Protection from Abuse orders
- Unemployment Comp
- Welfare

SeniorLAW Center for people 60 and older

www.seniorlawcenter.org

Walk-ins: Tues & Thurs, legal emergencies only, including violence

100 South Broad Street

18th Floor, Land Title Building

Philadelphia, PA 19110

Phone Intake (Mon – Thurs, 10-2): 215-988-1242 in Philadelphia, 1-877-727-7529 all other PA residents

Services:

- Housing and utilities
- Consumer protection
- Protection from abuse
- Financial exploitation
- Custody and support for grandparents and other kinship caregivers
- Wills, health care directives
- Medicaid

Temple Legal Aid represents low income

Philadelphia residents year-round

http://www.law.temple.edu/pages/Academics/Clinical_LawSchool_Clinics.aspx

Intake: 215-204-1800, M-F, 9-5

Services:

- Family law representation
- Child custody mediation
- Legal advocacy for people with cancer, HIC, or physical disabilities

Tenant Union Representative Network (TURN)

– information and advocacy, no legal representation

<http://www.rturn.net/>

Intake Hotline: 215-940-3900 Mon-Fri, 9-5

Walk-in: Mon-Fri, 10-4

21 S. 12th Street, 11th Floor, Philadelphia, PA 19107

Services:

- Tenant rights counseling
- Court preparation and eviction defense
- Tenant rights workshops: Mon, Wed, Fri at 12:30, and Wed at 5 pm

University of Pennsylvania Law School Clinic

represents low income people in a small number of cases

Intake: 215-898-8427. No walk-ins.

Services:

- Social Security disability
- Unemployment compensation
- Custody
- Support
- Housing
- Consumer rights
- Education
- Employment discrimination
- Expungement of child abuse records

Villanova Law School Clinic

No Walk-ins.

Intake by Phone:

CARES Clinic – 610-519-3006

Civil Justice Clinic – 610-519-6417

Farmworker Legal Aid Clinic – 610-519-3006

Federal Tax Clinic – 610-519-4123

Services:

- Custody
- Support
- Disability
- Consumer matters
- Housing
- Employment
- Health Law Clinic

Women’s Law Project

Intake: 215-928-5760

www.womenslawproject.org

Services: Call-back service providing legal information on domestic violence, custody, support, divorce, and other civil matters (telephone service only, no representation).

Women Against Abuse Legal Center

www.womenagainstabuse.org

Intake: 215-686-7082, Mon-Fri, 9-5

Services:

- Counseling
- court advocacy in Protection from Abuse (PFA) hearings
- court representation in PFA hearings
- very limited help with custody and support for victims of abuse
- support and assistance to victims and witnesses in criminal cases against their abusers;
- assistance for victim when abuser violates protection order;
- connection to shelter,
- safety planning,
- self-defense.
