

Access to Counsel in Evictions Task Force  
Implementation Committee Meeting  
Minutes of Meeting of November 17, 2021

Committee Members in Attendance: Charisse Lue (co-chair); Stu Simms (co-chair); Jason Butler; David Eppler; Meredith Girard; Nick Katz (designee for Jonathan Riedel); Luke Lanciano; Douglas Nivens; Jessica Quincosa; Reena Shah; Vicki Schultz (Task Force Chair, *ex officio*)

Task Force Members and Staff in attendance: Deb Seltzer; Brenda Hurford; Leah Tulin

- Charisse Lue, co-chair of the Committee, greeted everyone and provided an overview of the Committee’s process and goals. Ms. Lue confirmed that no recommendations were considered at the previous meeting.
- The Committee discussed current practices relating to intake and referrals for potential clients, with a focus on differences across jurisdictions, and the possible benefits of a faster, more coordinated intake process to connect people via a centralized or coordinated intake number. Topics of discussion included:
  - Existing partnerships with community groups and Sheriffs’ offices;
  - Variability among jurisdictions between the filing of complaints and scheduling of a hearing;
  - The importance of partnerships among legal services providers for a successful intake process;
  - The continued need for “warm” referrals and validation to/from trusted community partners;
  - Including information about legal resources on the summons/complaint, whether by incorporating it into the current form or adding a sticker as some Sheriffs’ offices currently do for emergency rental assistance; and
  - The need for additional resources in rural areas, including improved technology/access to legal resources at the courts and public libraries.
- The Committee discussed ways in which the 10-day notice might be used to help connect tenants to legal resources. Topics of discussion included:
  - Simplifying the form, especially the information about legal resources, and including a centralized intake phone number.
  - Creating a database for filing by landlords of the 10-day letters, with tenant privacy and filing volume being raised as concerns. The Committee noted that a legislative initiative would be required for such a change.

**Committee Recommendations:**

- The Implementation Committee recommends developing a coordinated intake system that simplifies the process for tenants seeking legal assistance in evictions cases and

includes components such as warm referrals and strong ties to local legal services providers.

- The Implementation Committee recommends that the centralized intake phone number, once one is available, be promoted as follows: as the referral number on the 10-Day Notice (replacing the current list of legal services providers); on the rent court summons; and on the sticker the sheriff posts on the property when an eviction filing occurs.