

MEMORANDUM OF UNDERSTANDING BETWEEN MARION COUNTY SCHOOLS AND  
LEGAL AID OF WEST VIRGINIA

This Memorandum of Understanding (MOU) made this 13th day of September 2021, is entered into between the Marion County, West Virginia School System (“School System”) and Legal Aid of West Virginia (LAWV).

This MOU details collaboration between the School System and LAWV to hold school-based legal clinics within three pre-selected schools: Monongah Elementary School, East Park Elementary School, and West Fairmont Middle School. Through these clinics, LAWV will provide families of school children in Marion County an opportunity to meet with LAWV staff and volunteer attorneys to discuss their legal issues. The clinics will operate on a scheduled basis that is determined by LAWV staff and in consultation with each school’s administration.

LAWV is the state’s primary provider of civil legal aid and advocacy services for those unable to obtain legal services because of limited income, age, disability, discrimination, and other barriers. LAWV has secured grant funding to fund these school-based legal clinics.

The School System and LAWV agree to work together in the following way to implement this project: (a) continue these legal clinics during the 2021-2022 school year; (b) identify an appropriate meeting place within the pre-selected schools for confidential meetings between families seeking assistance and LAWV staff; (c) schedule regular clinic hours at the pre-selected schools; and (d) develop an effective, reliable, and confidential referral system to direct families to the clinic.

The School System agrees to do the following: (a) hang posters and assist in distributing flyers and other information advertising the clinics, (b) provide an appropriate and confidential space for the clinics at an agreed-upon time, within the pre-selected schools; (c) provide a forum for LAWV staff to meet with staff from the pre-selected schools periodically in order to share feedback about the clinics; and (d) assist in referring cases to the clinic.

LAWV agrees to do the following: (a) be present at the pre-selected schools, as described above, for a minimum of one (1) hour every other week to meet with families seeking assistance with civil legal issues; (b) provide confidential legal screenings and intakes to determine eligibility for LAWV assistance; and (c) work with staff from the pre-selected schools to identify and screen families in need of legal assistance.

LAWV will refrain from using the school-based clinics to conduct intakes for or provide representation to students, school employees, and other persons whose legal issues would create an adversarial relationship with any of the pre-selected schools or the School System. However, the policy set forth in this document does not limit or replace LAWV’s general intake procedure outside the school-based legal clinics, including referral of education cases.

---

Executive Director, LAWV

---

Marion County Schools Superintendent