

Instructions for Completing the LSC LRAP Participating Attorney Renewal Form

To begin the process of submitting the Renewal Form, you will need to enter the applicant number and password you used for last year's application in the boxes under Applicant I.D. and Password. This information is needed to secure your data and correlate it with last year's submission. If you do not have this information, contact the LRAP Coordinator at LRAPcoordinator@lsc.gov.

The form is self-explanatory.

1. Be sure to fill in all of the contact information requested.
2. Check all appropriate boxes.
3. If you receive an LRAP loan from another provider, be sure to provide the requested information in the drop down box.
4. Provide documentation of all outstanding law school loans by converting the documents to a PDF file. The PDF file should be e-mailed to LRAPcoordinator@lsc.gov. Use your name and "Loan Documents" as the subject line of the e-mail. Example: "Lucy Lawyer – Loan Documents." Alternatively, you may fax the loan documentation to the LRAP Coordinator at (202) 337-6813.
5. The renewal form is submitted by clicking the box at the end of the form. You may submit the renewal form before submitting the loan documentation.
6. All Participating Attorneys' Executive Directors have been e-mailed an Executive Director Recertification of Employment and Good Standing form along with instructions on submitting the form to the LSC LRAP Coordinator. This form is also available at www.grants.lsc.gov. The form requires the Executive Director's signature and the Participating Attorney's name. The Executive Director must certify that the Participating Attorney is employed and in good standing with the program. Your Executive Director needs to submit this form to LSC by **January 8, 2010**. A separate form is required for each attorney being recertified. LSC encourages all attorneys to confirm that the Executive Director Employment and Good Standing form has been received, completed, and returned to LSC.
7. The Participating Attorney Renewal form, loan documentation, and the Executive Director Employment and Good Standing form must be submitted to LSC no later than **January 8, 2010**.
8. Contact the LRAP Coordinator at LRAPcoordinator@lsc.gov if you have any questions on these procedures.

