**RESOURCE LIST TO OBTAINING CLIENT DOCUMENTS TO REMOVE LEGAL BARRIERS:**

1. **EVICTION (**Clients are usually served with these documents in person, mailed or posted on door)
   * Unlawful Detainer: Summons and Complaint:
   * 3/14 Day Notices to Pay Rent or Quit
   * 30/60 Day Notices to Terminate Tenancy
2. **CRIMINAL EXPUNGEMENT CASES:** 
   * CRIMINAL DISPOSITIONS (DOCKET):
     1. Our office needs to review individual’s criminal dispositions to determine eligibility for expungement. You could obtain these documents the following way:
        + At any LA Superior Courthouse in Los Angeles County (if the arrest/conviction happened in LA county) in the Criminal Department floor. Ask the clerk to search their name, AKA’s and date of birth and they will be able to pull all their criminal dispositions under the individuals name. Clients could request and receive their dispositions the same day for free.

For cases over a decade old or if no docket exists, they have to obtain their docket by live scan:

* + CALIFORNIA DEPARTMENT OF JUSTICE RAP SHEET (LIVE SCAN)
    1. Live Scan could be obtained at various locations around the city to find a location near you click on the link below (Price $25-35 for rolling fee & $25 DOJ Fee total of roughly $65): https://oag.ca.gov/fingerprints/locations?county=Los%20Angeles

1. **CONSUMER DEBT ISSUE**
   * Pull Credit Report (Free once a year): <http://annualcreditreport.com/> download the report, print it or save it as a PDF.
2. **CALWORKS/GR - GOVERNMENT BENEFITS ISSUES**:
   * We cannot assist with initial government benefits (GR, CalWORKS, CAPI, SSI, SSDI) applications or with appeals. Please refer them to CBEST for these services. However, if your client is not receiving the full government benefits income amount we can investigate their case. Please send us over documentation pertaining to change of income.
3. **CHILD SUPPORT DOCUMENTS**
   * If clients have a current child support case, they could go to the appropriate courthouse to request their record. They will have to request a fee waiver and then request a copy of their child support case documents.
4. **TRAFFIC TICKETS/SUSPENDED LICENSE**:
   * Please send us your clients Driver’s License Number or copy of Driver’s License and obtain their H-6 DMV Record (online or in person)

Link: <https://www.dmv.ca.gov/portal/dmv/detail/online/dr>

1. **EVICTION (UNLAWFUL DETAINER) SEALING [ Currently NOT Accepting these Cases for your reference only]**

* + **CASE NUMBER for Unlawful Detainer**:
    1. If client has the case number one could search for the case summary online here:
    2. <http://www.lacourt.org/casesummary/ui/index.aspx?casetype=civil> once you get to the page add the case number to the search bar and click enter and if you get a case summary this means the record has not been sealed. Print a copy for your records.
  + **WITHOUT CASE NUMBER** (
    1. Go to lacourt.org 🡪 Click Online Services on top left hand corner 🡪 Go to Civil 🡪 go down the list and click on “Search For Case Number By Name,” then you will be asked to create an account or sign in as guest. Next, you will be asked for credit card information and you will be charged a dollar for the name search. Many cases will appear if you have a common name, therefore make sure you download the correct case documents.

OR

Clients could go to the appropriate courthouse and go to the Civil Unlawful Detainer Department; Once at the department they could ask the clerk they would like to obtain a copy of their Unlawful Detainer judgement and case summary.