

MEMORANDUM

To: State Teams/Midwest Regional Conference

From: Richard Zorza and Kate Sampson

Date: September 7, 2006

Re: Developing Your State Team Action Plan

When the members of the conference advisory committee were considering how to facilitate post-conference follow-up, they recommended that we adopt a team-based invitation process, and schedule time for the teams to meet during the conference to develop action plans. We have taken their advice and include an action-plan template behind this memo.

Team Meetings. You will meet twice during the conference to work on your action plan—Friday afternoon from 3:30 to 5:15 and Saturday morning from 9:15-10:15. See the annotated agenda behind Tab 1 of this notebook for team meeting room assignments.

Color outside the lines. As you develop your plan, please do not be deterred by funding constraints. Instead, consider lower cost ways to implement your plan by, for example, reassigning staff, shifting other resources, partnering with bar associations, law schools, paralegals, social service providers, etc., or collaborating with your local legal aid agency, including jointly seeking a Legal Services Corporation Technology Initiative Grant for a website.

Reporting back. Please ask one member of your team to prepare a brief oral report for the closing session Saturday morning, covering the following three points: (1) the main focus of your plan to assist the self-represented; (2) one major barrier to accomplishing your plan and how you will address it; and (3) one initial step you will take to implement your plan in the first 30 days after the conference.