

LEGAL SERVICES CORPORATION

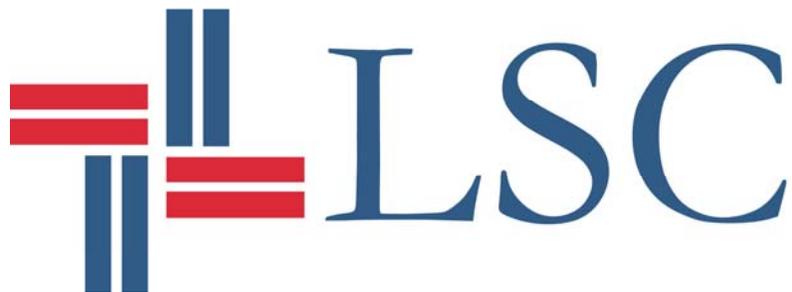
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**HERBERT S. GARTEN**  
**LOAN REPAYMENT ASSISTANCE PROGRAM**

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Instructions for Completing the LSC LRAP  
New Applicant Application  
FY 2011

**Application Deadline: Friday March 25<sup>th</sup>, 2011**



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(Updated February, 2011)

# Instructions for Completing the LSC LRAP New Applicant Application FY 2011

***Application Deadline: Friday March 25<sup>th</sup>, 2011***

## OVERVIEW

*These instructions apply only to the completion of the application form by new applicants.* Before completing the application, it is critical that you read these instructions and the LSC LRAP Program Description. These materials are available at <http://rin.lsc.gov/LRAP.htm>.

Attorneys who have received 36 months of LSC LRAP loans during the period 2005 to 2009 are not eligible to apply for a loan whose term begins on October 1, 2010.

## CREATING YOUR APPLICANT ID AND PASSWORD

New applicants are required to create an ID and password. To start this process, from the LRAP home page click on “*FY 2011 Application Form Login.*” You will then be presented with the following screen:

LSC Loan Repayment Assistance Program (LRAP) Login - Mozilla Firefox

File Edit View History Delicious Bookmarks Tools Help

http://192.168.10.38:83/Scripts/LSC/LRAP/LRAP.html

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**Herbert S. Garten Loan Repayment Assistance Program (LRAP)  
Login**

**Due Date: Friday, March 25, 2011**

If you are renewing your loan and do not have your Applicant ID and/or password, contact [LRAPCoordinator@lsc.gov](mailto:LRAPCoordinator@lsc.gov)

If you are a Participating Attorney and wish to submit a renewal application, or a new applicant who has already created an ID, please log in here:

Applicant ID:  (6 Numbers)

Password:  (7 Characters)

If you are a new applicant without an ID, please click the button below to create one:

Done

2:52 PM  
2/23/2011

Click on the [Create New ID](#) button. You will then be presented with the following screen:

The screenshot shows a web browser window with the URL <http://192.168.10.30:83/Scripts/LSC/LRAP/cmevlogin.htm?orgid:447012&password:ad5201&button1:Create-New-ID>. The page title is "New Applicant ID for LRAP's Attorney - Mozilla Firefox". The LSC Legal Services Corporation logo is at the top. Below the logo, the heading "Create New LRAP ID" is displayed. The instructions state: "Enter Applicant Name, Address, and Password before clicking the Create ID button." and "Please be sure to select the correct State abbreviation from the State pulldown box!". A section titled "\* Required Fields" contains the following input fields: Applicant First Name\* (maximum 20 characters), Applicant Middle Name\* (maximum 20 characters), Applicant Last Name\* (maximum 30 characters), Home Address Line 1\* (maximum 30 characters), Home Address Line 2\* (maximum 30 characters), City\* (maximum 15 characters), State\* (AK), and Zip\* (447012). There are also fields for Create Password\* (Password must consist of 7 characters, with at least 1 non-numeric character. No special characters such as space, %, \$, #, etc.) and Verify Password\* (Passwords must match exactly to proceed). At the bottom of the form are two buttons: "CREATE ID" and "LRAP Home".

Fill out this form, and click “Create ID.” The application will generate a six (6) digit Applicant ID for you. **Please record your Applicant ID and password for future reference.**

When you have completed this process successfully, you will see a screen with your unique Applicant ID and the following text:

*“This is your Applicant ID. It is critical that you immediately make a note of your ID and the Password which you entered in the previous screen. You will need both your Applicant ID and your password to log on to this application in the future.*

*Please print this page and keep it for your future reference.”*

**It is essential that you record your Applicant ID number and password for future access to your information.** Applicants will need to enter their ID and password each time they access the application. If you lose your ID or password, please contact the LRAP service desk at [LRAPcoordinator@lsc.gov](mailto:LRAPcoordinator@lsc.gov)

After recording your ID and password, click “OK” on this screen to proceed.

## COMPLETING THE APPLICATION FORM

1. Be sure to fill in all of the contact information requested. All mailed correspondence from LSC, including the loan award letter and loan payments, will be mailed to your home address unless LSC is instructed otherwise.

2. Identifying your race and gender are optional. We are requesting this information for LRAP evaluation purposes only.

### **COMPLETING THE CERTIFICATIONS ON THE NEW APPLICANT APPLICATION FORM**

1. Be sure to read the LSC LRAP Program Description for the definition of income and net worth. These can be found in Footnote 4 of the LSC LRAP Program Description.
2. Check all appropriate boxes. **Failure to check all appropriate boxes may result in a denial of the application.**
3. If you receive an LRAP loan from another provider, be sure to provide the requested information in the box provided. Receiving other LRAP funds neither diminishes nor enhances your chances of being accepted into the LSC LRAP.

### **LOAN DOCUMENTATION**

Documentation of all outstanding law school loans **must be submitted electronically with the application.** *Faxed copies will not be accepted under any circumstances.*

Satisfactory law school documentation consists of a statement from the lender showing the loan payoff amount (total principal plus accrued interest) as of the statement date. Your name, as well as the lender's name, must appear on the statement from the lender. For *each* law school-related loan, documentation must consist of the following information (at a minimum): your name on the document, lender name, loan number, and current loan balance.

If you have consolidated law school loans with undergraduate and/or graduate school loans, you must identify which portion of the consolidated loan is for law school and submit this explanation in a cover letter, as described below, to your loan documents.

### **UPLOADING LOAN DOCUMENTATION**

**Loan documentation must be submitted *with the application*, in PDF format.** To upload loan documentation to your application, convert or scan all documents to PDF format, combine them into one file, and follow the instructions on the application form. Use your name and "Loan Documents" as the file name (Example: "Lucy Lawyer – Loan Documents").

If you have consolidated undergraduate/graduate school loans with law school loans, provide a separate explanation of the amount of law school only debt and how this amount was determined. Submit this explanation as a cover letter to your loan information, incorporated into the PDF file.

## **SUBMITTING YOUR COMPLETED APPLICATION**

**Your application is not complete until your loan documentation has been uploaded AND the “Submit Application” button has been clicked.** When your application has been successfully submitted, you will see a screen confirming your submission. Please print this screen for your records. It is the only confirmation you will receive.

## **NOTIFICATION OF A LOAN AWARD**

The provision of LRAP assistance is contingent upon LSC receiving funding for the FY 2011 program. To date, Congress has yet to act on a final LSC appropriation for FY 2011. All eligible applicants will be notified about whether they will (or will not) receive LRAP assistance in FY2011.

## **APPLICATION AND SUPPORTING DOCUMENTS DUE DATE**

**The New Attorney Application, with supporting loan documentation attached, must be submitted electronically to LSC no later than Friday March 25<sup>th</sup>, 2011.**

Contact the LRAP Coordinator at [LRAPcoordinator@lsc.gov](mailto:LRAPcoordinator@lsc.gov) if you have any questions regarding these instructions.