

LEGAL SERVICES CORPORATION

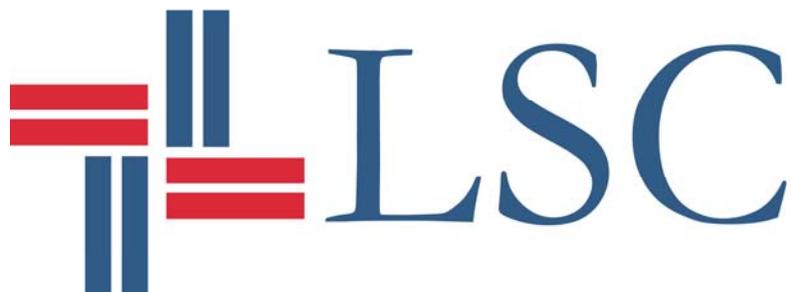
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**LOAN REPAYMENT ASSISTANCE PROGRAM**

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Instructions for Completing the LSC LRAP  
Renewal 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 Participating Attorney Renewal Form**

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

### **OVERVIEW**

These instructions apply only to the completion of the application form by *renewing participants*. 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.

To begin the process of submitting the Renewal Form, you will need to enter the applicant ID and password you used for last year's application. This information is needed to retrieve your previously submitted data. If you do not have your applicant ID and password, contact the LRAP Coordinator at [LRAPcoordinator@lsc.gov](mailto:LRAPcoordinator@lsc.gov).

1. Once your applicant ID and password are entered, the form will automatically populate with the information you previously supplied to the LSC LRAP. *Be sure to review, and if necessary update, all of the information.*
2. Check all appropriate Certification boxes. **Failure to check all appropriate boxes may result in a denial of the application.**
3. Identifying your race and gender are optional. We are requesting this information for program evaluation purposes only.
4. If you receive an LRAP loan from another provider, be sure to provide the requested information in the box provided.

### **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. This can be done in a statement that you prepare and attach to the loan documents.

### **SUBMITTING LOAN DOCUMENTATION**

Loan documentation must be submitted *with the application*, in PDF format. To submit loan documentation, convert or scan all documents to PDF format, combine them into one file, and upload the file as instructed 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 in a cover letter to your loan documents, in the same PDF file as the loan documents.

### **SUBMITTING YOUR COMPLETED APPLICATION**

**Your application is not complete until your loan documentation has been attached 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.

### **APPLICATION AND DUE DATE**

The Renewal 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.