

Texas Crime Victim Legal Assistance Network

Connecting survivors of crime to legal and supportive service providers in Texas

www.texasvictimnetwork.org



Partner Referral Information

Instructions for Network Partner Referrals

Protocols for Sending/Receiving a Legal Referral

Step 1 – Locate a Partner

A Network Partner logs-in to the Network Referral Directory and searches for and identifies a Partner who matches the legal needs of the victim/survivor client.

Step 2 - Transmit the Pre-referral Screening Form

The referring Network Partner will transmit the Network's *Legal Pre-Referral Screening Form* to the selected Partner's designated referral contact person via their preferred method (email or fax).

Please note: The Network provides a *Permission to Share* for Partners to get permission from victim/clients to send the Network application materials to other Network Partners. The *Permission to Share* allows the victim/survivor to decide when the document expires and with whom their information can be shared.

Step 3 – Receiving Partner Gives the All Clear




The receiving Partner will review the *Legal Pre-Referral Screening Form* and ensure there is no ethical conflict for that Partner and then respond to the referring Partner via their preferred method (email, fax, or phone) to send the full *Network Application*.

Please note: In rare situations, the victim/client referred to a Network Partner may pose a conflict of interest for that Partner. If this is the case, please do not send the Network Application to that Partner. You may refer the client to another Network Partner who matches their legal needs or contact the Network hub for evaluation by calling the Project Director, Jessica Alas, at 1-844-88LS4CV (1-844-885-7428).

Step 4 – Transmit the Network Application

Once the receiving Partner has given the all clear, transmit the *Network Application* to the receiving partner via their preferred method (email or fax).

Forms for Partner Use Only

-  Network Permission to Share
-  Network Legal pre-Referral Screening Form
-  Network Application

Printed: January 19, 2019

<http://www.texasvictimnetwork.org/node/410/partner-referral-information>

©Texas Crime Victim Legal Assistance Network