

Dan Ruben  
Executive Director  
Equal Justice America  
13540 East Boundary Road  
Building 11  
Suite 204  
Midlothian, VA 23112

Dear Mr. Ruben,

I am happy to report that Elizabeth Hoffman was a huge asset to both the Family and Education units at New Haven Legal Assistance this summer. She is very bright and capable, extremely hard working, conscientious and diligent, always cheerful, and beloved by all the clients with whom she had contact. We shall all be very sorry to let her go back to school.

Her Education unit supervisor, Erin Schaffer, is currently on vacation but Elizabeth reports that she reviewed and reorganized multiple client files, summarized file content and sent memos to Erin, drafted a letter summarizing an expulsion hearing and attended PPT and 504 meetings.

For the Family unit, Elizabeth researched and drafted at least five legal memos on topics as diverse as the availability of permanent restraining orders and the doctrine of completeness. Our priority in the Family unit is domestic violence and our clients are emotionally fragile, terrified and needy. She was always reassuring, warm and empathetic. She regularly met with clients. She was responsible for getting more than \$10,000.00 worth of medical bills forgiven after completing many forms for a client who is not judgment proof and whose now ex spouse will never pay the bills. She was successful, after much effort, in getting the client health insurance under ACA for \$27.00 a month after navigating many obstacles.

Elizabeth assembled requested discovery for our clients, as well as cataloguing and summarizing missing discovery due from the other side. This effort included entering hundreds of pages of taxi earning records into a spread sheet to ascertain the earnings of the opposing party. She assisted a client in her housing search and researched possible rental assistance options. She researched how to access out of state business records and the availability of testimony by Skype. She drafted and edited motions and memos for court, wrote advice letters for clients, and attended many court hearings.

I think she has learned a lot and enjoyed her time at New Haven Legal Assistance. We and our clients have tremendously benefitted from having her here this summer. Should you wish any additional information or have any questions, please don't hesitate to contact me.

Sincerely,  
Constance E. Frontis  
Attorney at Law  
Family Unit  
New Haven Legal Assistance Assn.