**QUESTIONNAIRE**

**The questionnaire should be completed in MS Word**

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| --- | --- |
| **1.** | **Official name of your organization / full name of the lawyer:** |
|  |  |
| **2.** | **Your exact actual address:** |
|  |  |
| **3.** | **Working hours from Monday to Sunday, including official holidays:** |
|  |  |
| **4.** | **Phone, cell phone and fax numbers (with international area code), e‑mail address, website *(please provide full names of contact persons):*** |
|  |  |
| **5.** | **Do you have staff fluent in Russian?** |
|  |  |
| **6.** | **What languages could you use to provide legal aid to foreign citizens?** |
|  |  |
| **7.** | **Are you in a position to represent your clients in courts?** |
|  |  |
| **8.** | **Does your organization have experience in providing services to nationals of the Russian Federation?** |
|  |  |
| **9.** | **List all areas of law in which you specialize:** |
|  |  |

|  |  |
| --- | --- |
| **10.** | **Does your organization provide legal aid? If yes, what are the criteria?** |
|  |  |
| **11.** | **Does your organization provide pro-bono legal assistance? If yes, what are the criteria?** |
|  |  |
| **12.** | **Do you provide legal assistance in case of emergency? Do you have a 24-hour hot line?****In what language can an emergency be reported?** |
|  |  |
| **13.** | **Do you provide services throughout the country? If not, please specify where exactly you provide them (locations, administrative areas, etc.):** |
|  |  |
| **14.** | **Does your organization have offices outside the country? If yes, please specify where exactly:** |
|  |  |