



ANSWER A LEGAL QUESTION IN 10 STEPS!

1. Navigate to **your state site**, e.g. IL.freelegalanswers.org.
2. Click on **Sign In**.
3. Under "I am an Attorney," enter your email address or law license number and password, then click **Login**.
4. You will be prompted to verify your attorney status. If the statement is true for you, click **Yes**.
5. Look over the **Available Questions Queue** for a question that is interesting and you feel comfortable answering.
6. Check the parties listed to see if you are aware of any conflicts. If you are unsure of your state's limited scope conflict rules, check the **FAQ** page.
7. **Select a question** under the Subject column. Click **I want to answer this question**.
8. Choose **Answer Now**.
 - You also have the option to answer later (you will have 3 days to submit a response).
 - You may also return the question to the queue.
9. **Enter your response**.
 - Attach any documents that may be helpful to the client.
 - Click on Training Resources to find helpful tips to assist you in answering questions.
10. Click **Submit**.
 - NOTE: After you hit **Submit**, two additional boxes will appear at the bottom of your reply: a blue "**Reply**" and a green "**Mark as closed**." "Reply" is if you have forgotten something in your original reply and would like to add more information. "Mark as closed" should only be used rarely (when you do not want to have any more communications with the client).

Thank you for your pro bono service!

For more information, please contact the Illinois State Administrator, Nicole Capretta, at ncapretta@illinoislegalaid.org or (312) 977-9047 ext 31.