



Frontline staff at community-based organizations (CBOs) apply to participate and become Community Justice Advocates



Innovation for Justice (i4J) delivers self-guided, instructor-facilitated, online legal education in medical debt law and legal practice, at no cost



Community Justice Advocates of Utah (CJAU) oversees advocates (CJAs), at no cost, as they deliver free legal services to clients.

**Interested?**

**APPLY TODAY**  
using the pages in  
this packet and  
learn more at  
[www.cjau.org](http://www.cjau.org)

# Medical Debt Legal Advocate Program

Empowering frontline staff at community-based organizations to deliver critical medical debt legal services throughout Utah.

## Eligibility

- Foundation in advocacy work
- Employment at an eligible community-based organization, which is a public or private not-for-profit resource hub that provides specific services to the community
- Capacity to complete online coursework
- Ability to deliver legal services in their position at the community-based organization
- Consent from organization to participate

## Legal Advocacy Training

The approximately 60 to 80-hour course is delivered online over 16 weeks by Innovation for Justice's Community Legal Education team. Learners will complete readings, watch instructional videos, complete assignments, and attend virtual sessions with other advocates in training in both Utah and Arizona.

Learners receive training in trauma-informed advocacy, medical debt and collections law, navigating the civil legal system, and how to deliver legal services to clients.

## Scope of Services

### Legal Advice

- Advise on the rights and obligations of patients and providers.
- Identify and explain potential dispute resolution strategies, such as payment plans and financial assistance.
- Provide guidance on limited collateral matters, such as potential eligibility for public benefits.
- Explain the debt collection process and timeline and how to assert viable defenses in a timely and procedurally accurate manner.
- Advise on post-judgment issues such as challenges to debt collection judgments and garnishments.

### Advocacy

- Screen for legal defenses and advocate on behalf of clients in negotiations with service providers and debt collectors.

### Documents

- Assist the client in completion of court forms in collections cases.
- Explain documents received from service providers, debt collectors, and the court, including what action the client can take.

## Service Delivery Support

Community Justice Advocates of Utah (CJAU) provides critical post-training support to Community Justice Advocates to ensure they are confident in providing legal services. Advocates will engage with ongoing training opportunities, submit data to CJAU every month for review and reporting, and receive access to legal resources,

CJAU also provides every Advocate with an Attorney Mentor to assist with legal and ethical questions, as well as malpractice insurance coverage.

# Medical Debt Legal Advocate Program

Application & Virtual Enrollment Packet

## What to Expect When Applying

Thank you for your interest in applying to the Medical Debt Legal Advocate (MDLA) Program in Utah! This Program is jointly administered by Community Justice Advocates of Utah (CJAU) and Innovation for Justice (i4J).

This document includes each of the steps you will need to complete in order to secure a spot in an upcoming Program term. More information on this opportunity and our suite of Programs can be found on the [i4J](#) and [CJAU](#) websites. Many questions are addressed in the "MDLA Information for Interested Applicants" packet, found on the "[Become an Advocate](#)" webpage.

## Next Program Term

We currently anticipate that enrollment for the next MDLA Program term will take place on or starting **Monday, January 26th, 2026**.

## Steps to Apply

Below is a brief overview of each of the steps associated with applying to the MDLA Program:

|                                   |                                                          |                                                                                                      |                                   |
|-----------------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------|
| <b>STEP 1.</b><br><i>[Page 3]</i> | <b>Complete a Program Application</b>                    | Priority Consideration:<br><b>November 3, 2025</b><br><br>Final Deadline:<br><b>December 1, 2025</b> | Time to Complete:<br>1 - 2 Hours  |
| <b>STEP 2.</b><br><i>[Page 3]</i> | <b>Watch the MDLA Program Video Overview</b>             | Must Be Viewed<br><b>Before STEP 5</b>                                                               | Time to Complete:<br>30 Minutes   |
| <b>STEP 3.</b><br><i>[Page 3]</i> | <b>Schedule a Program Info Meeting</b>                   | Meetings Must Be Held By<br><b>December 10, 2025</b>                                                 | Time to Complete:<br>10 Minutes   |
| <b>STEP 4.</b><br><i>[Page 4]</i> | <b>Review Memo of Understanding (MOU) &amp; Contract</b> | Documents Due<br><b>January 9, 2026</b>                                                              | Time to Complete:<br>2+ Weeks     |
| <b>STEP 5.</b><br><i>[Page 4]</i> | <b>Attend Your Scheduled Program Info Meeting</b>        | Meetings Must Be Held By<br><b>December 10, 2025</b>                                                 | Time to Complete:<br>45 Minutes   |
| <b>STEP 6.</b><br><i>[Page 4]</i> | <b>Sign a Memo of Understanding (MOU) &amp; Contract</b> | Documents Due<br><b>January 9, 2026</b>                                                              | Time to Complete:<br>1 - 2+ Weeks |
| <b>STEP 7.</b><br><i>[Page 5]</i> | <b>Review Your MDLA Program Syllabus</b>                 | Review By<br><b>January 26, 2026</b>                                                                 | Time to Complete:<br>1+ Hour      |



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## STEP 1. Complete a Program Application [1 - 2 Hours]



**Priority Deadline:**  
**November 3, 2025**

**Final Deadline:**  
**December 1, 2025**

**The first step to participating in our Programs is to complete an application! The application is [found here](#) and contains two parts: (i) a Supervisor & Applicant Consent Form and (ii) an Organizational Eligibility Verification Form.**

- Both parts must be filled out by the correct individuals (yourself and your relevant supervisors/organizational leadership) and must be submitted to both [cle@innovation4justice.org](mailto:cle@innovation4justice.org) and [info@cjaui.org](mailto:info@cjaui.org). Please use "MDLA Application for [YOUR NAME]" in the subject line.
- You can expect a confirmation email from our teams, confirming receipt of your application, and an update on the status of your application, typically within 1 week of submission.

Submitting an application does not guarantee your acceptance to the Program. Please reach out to us with any application questions you may have.

## STEP 2. Watch the MDLA Program Video Overview [30 Minutes]



**Must Be  
Viewed Before  
STEP 5**

**If CJAUI and i4J determine that an applicant and their organization are eligible, all parties will be notified and asked to watch a brief introductory video, overviewing the MDLA Program.**

Both the applicant(s) and their supervisor(s) must watch this video to proceed with enrollment, as it contains critical information regarding the scope of services, ongoing support, and legal skillbuilding.

You can expect to dedicate approximately 30 minutes to watching this video and to taking note of any remaining questions that you have.

## STEP 3. Schedule a Program Info Meeting [10 Minutes]



**Meetings  
Scheduled Until  
December 10, 2025**

If we determine that an applicant and their organization are eligible, we will request a meeting with the applicant(s) and their direct supervisor(s). This meeting is an opportunity to discuss questions, confirm that the Program is a good fit, and meet representatives from i4J and CJAUI.

- **NOTE:** This meeting is exclusive to individuals who have already applied for the MDLA Program and their direct supervisor(s). If others at your organization are interested in participating in the upcoming Program term, they must submit their applications at least one business day prior to the meeting.

Rolling availability for Program Info Meetings will be held through December 10, 2025. A sign-up link will be provided to eligible applicants.



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## STEP 4. Review Memo of Understanding (MOU) & Contract [2+ Weeks]



**Documents Due  
January 9, 2026**

Once you have scheduled your Program Info Meeting, you need to start the process for reviewing Program enrollment documents, as detailed below. Eligible applicants will receive a copy of each document for review.

To be enrolled, the following paperwork must be completed and received prior to the contract deadline:

- **A Memorandum of Understanding** - This document outlines the course expectations, and must be signed by the applicant and the organization's Authorized Agent; and
- **A CJAU Contract** - This document outlines the responsibilities of the applicant, their organization, and CJAU regarding ongoing oversight and ability to provide legal services. This document must be signed by the applicant and the organization's Authorized Agent.

It is important that the correct individuals (your relevant supervisors and organizational leadership) have adequate time to review the documents in order to ensure your timely enrollment. Depending on your organization, this may take several weeks. Do not delay in providing the documents to the appropriate individuals to review.

## STEP 5. Attend Your Scheduled Program Info Meeting [45 Minutes]



**Meetings  
Scheduled Until  
December 10, 2025**

During this meeting, we will address any questions the applicant(s) and their supervisor(s) may have about the Program. We also dedicate time during this meeting to discuss how the applicant plans to integrate legal services alongside existing services at the organization.

Applicants should come prepared to discuss what planning or workload changes may need to occur to best support their learning and service delivery.

## STEP 6. Sign MOU & Contract [1 - 2+ Weeks]



**Documents Due  
January 9, 2026**

After you have attended your Program Info Meeting, the applicant(s), supervisor, and organizational Authorized Agent will be asked to complete the Program enrollment documents.

Once this step is completed, your spot in the upcoming Program term will be confirmed!



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## STEP 7. Review Your MDLA Program Syllabus [1+ Hour]



**Review By  
January 26, 2026**

Once your spot in the upcoming Program term is confirmed, you should plan to review the course syllabus, take note of important dates across the 16-week Program term, and familiarize yourself with your upcoming coursework.

- **NOTE:** Your Syllabus will be your first stop for all questions about coursework, the Program term, and how to receive support as a new legal professional-in-training!

Below is a brief overview of the important dates associated with the upcoming Program term:

- **Course Orientation** - Week of Monday, January 26, 2026
- **Course Start Date** - Monday, February 2, 2026
- **Required Biweekly Skillbuilding Sessions** - Every Other Friday
  - February 6, 2026 from 12-1pm MST
  - February 20, 2026 from 12-1pm MST
  - March 6, 2026 from 12-1pm MST
  - March 20, 2026 from 1-2pm MDT
  - April 3, 2026 from 1-2pm MDT
  - April 17, 2026 from 1-2pm MDT
  - May 1, 2026 from 1-2pm MDT
  - May 15, 2026 from 1-2pm MDT
- **End of Program Term** - Friday, May 22, 2026



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