

## **HOW TO MAKE AN APPOINTMENT**

1. A covered member or participant can either call the law firm (Willig, Williams & Davidson) directly or the Fund Coordinator (see #3 below) to make an appointment with a Plan attorney.
2. The law firm Willig, Williams & Davidson is located at 1845 Walnut Street on the 24<sup>th</sup> floor. Their intake number is 215-656-3600. Identify yourself as a member or participant of the DC 47 Legal Services Plan and give them your local number.
3. You can also meet with an attorney at the Union Office. One of the Plan Attorneys will be available at the Union Office, 1606 Walnut Street, on the first, second and third Wednesday of each month between 4:00 p.m. and 6:00 p.m. Contact the Fund Coordinator at 215-893-3732 or 3736 to schedule an appointment. Persons with appointments will have priority over walk-ins.
4. If you have any questions about eligibility, the scope of services or how to use the Plan, please call the Legal Services Fund office at 215-893-3732 (or 3736) and speak with the Legal Services Fund Coordinator, Jennie Marsh.