

Dear Filmmakers,

Thank you for your interest in the UCLA Doc Film Legal Clinic. We are excited about the opportunity to help documentary filmmakers, like yourselves, navigate the complex legal issues that may arise during your filmmaking process. We accept as many client projects as we can during each school semester – and many of our clients work with us for several semesters or more. Therefore, since our capacity is limited, it is often best to provide us with as much lead time as possible when applying for Clinic assistance.

While there is no formal application process, the following information will be very helpful to us as we consider our ability to assist you with your project:

1. **Project Overview:** A brief overview of your documentary project. Please include the current title, a summary of your film project, its theme and goals, including a link to a teaser, trailer, sample, and/or website, if available.
2. **Key Personnel:** Background on the key personnel for the project, including their prior doc film projects. Please include links to trailers, excerpts, or relevant materials that might help our team understand your filmmaking style and storytelling approach.
3. **Timing:** A general sense of your project's timeline and where you are in your process (e.g., pre-production, production, rough cut, applying to film festivals, etc.).
4. **Legal Questions:** A list of specific legal questions or concerns you have or anticipate having regarding your documentary.
5. **Archival Support:** Are you working with an archival producer and/or a music supervisor? If so, please identify them and generally describe the services they are or will be providing. We often find that the involvement of an archival producer and/or music supervisor greatly enhances our ability to move the project forward.
6. **Legal Counsel:** Do you already have a lawyer or lawyers advising you on any aspect of the film project? If so, please identify them and generally indicate what work has already been done.
7. **Contact Information:** The best contact information, including phone number and email address, so we can reach out to you for further discussion.

Please send the above information via email to docfilms@law.ucla.edu.

We will review your project information and respond as soon as practicable. Please keep in mind, however, that the Clinic receives many inquiries and response time may not always be as quick as either you or we would prefer. In particular, while the Clinic operates year-round, the student-clinicians are generally unavailable during the winter and summer breaks between law school semesters, so response times during those periods may be delayed.

We appreciate your commitment to creating impactful documentary films, and we look forward to the possibility of working with you.

Best regards,

UCLA Doc Film Legal Clinic