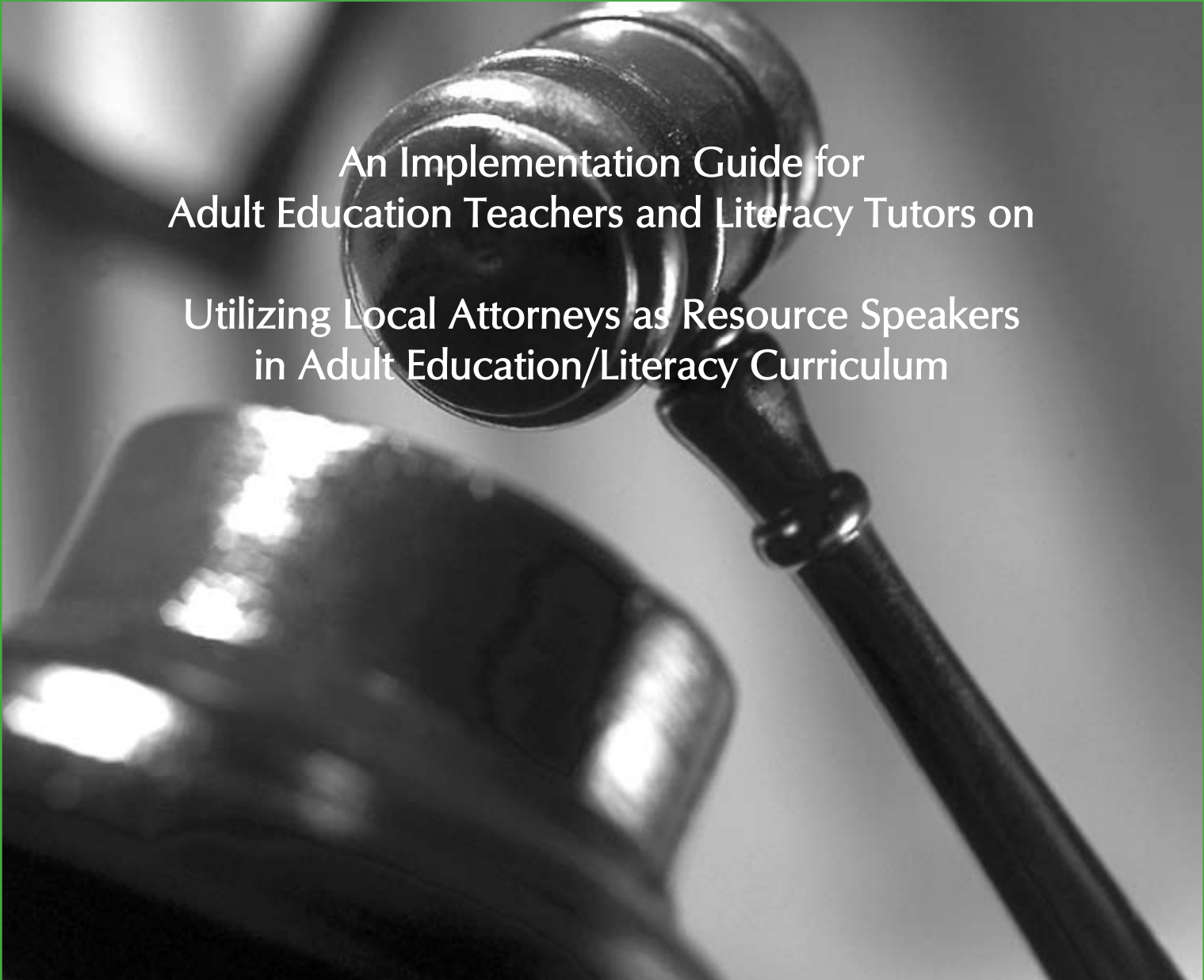


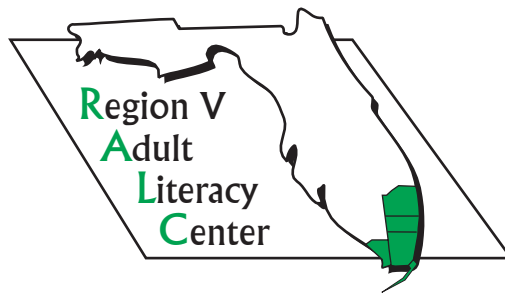
UNDERSTANDING Your Basic Rights *and* Responsibilities



An Implementation Guide for
Adult Education Teachers and Literacy Tutors on
Utilizing Local Attorneys as Resource Speakers
in Adult Education/Literacy Curriculum

DEVELOPED BY THE REGION V ADULT LITERACY CENTER
Serving Broward, Miami-Dade, Monroe and Palm Beach Counties

With Funding from the Florida Department of Education
Division of Community Colleges and Workforce Education



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Florida Department of Education
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The Region V Adult Literacy Center works in partnership with literacy providers in Broward County, Miami-Dade, Monroe and Palm Beach Counties. Special recognition goes to Lisa Blair, Executive Director of the Miami-Dade Family Learning Partnership, for assistance with the development of this publication. Other individuals who have given valuable assistance in the preparation of this guide include the staff of the Legal Aid Society of Palm Beach County, Inc. and at the Adult Education Center in West Palm Beach.

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What are the basic Rights and Responsibilities of an Adult? *(In Florida, this is someone 18 or older):*

- ✓ Right to vote
- ✓ Right to make contracts
- ✓ Right to sue on your own behalf
- ✓ Right to get medical treatment without a parent's consent
- ✓ Right to live on your own without a parent's control

The Region V Adult Literacy Center created "*An Implementation Guide on How to Develop a Lawyers for Literacy Committee.*" The Palm Beach County Literacy Coalition developed such a committee several years ago in association with the Palm Beach County Bar Association. The committee has become one of the most active and popular committees of the Bar Association. Through the work of the committee, attorneys speak to classes of adult learners on International Literacy Day, read with classes of elementary school children on Read Across America Day, raise funds to buy books for children's and adult literacy programs and are advocates for literacy in their spheres of influence. The Implementation Guide describes how any county or region can develop such a committee.

This guide goes one step further and outlines how local attorneys may be used as resource speakers on various topics integrated into an adult education and literacy curriculum focusing on "*Understanding Your Basic Rights and Responsibilities.*" In preparation for writing this guide, the writer met with local adult education teachers to understand the crucial issues that are apparent in the daily lives of the adult students whom they teach. This guide addresses these critical issues and outlines how attorneys can be utilized to expand the knowledge base of the adult learners, teachers and tutors in dealing with these topics.

Some of the frequently cited issues of concern regarding the rights and responsibilities of adult learners focused on:

- Immigration
- Voting Rights
- Landlord Tenant Relationships
- Contracts and Agreements
- Financial Management
- Workplace Concerns

These topics will be the core issues addressed in this implementation guide.

Note:

Most of the technical information included in this guide was taken with permission from a series of pamphlets published by The Florida Bar Public Information and Bar Services Department as a public service. In some instances direct text was included without quotation marks and in other instances text was paraphrased. The text of these pamphlets is available on The Florida Bar's website (www.flabar.org) and multiple copies may be purchased by contacting: Consumer Pamphlets, The Florida Bar, 651 E. Jefferson Street, Tallahassee, Florida 32399-2300. Many of the pamphlets are available in Spanish and several are available in Creole.

The law is continually changing. Thus some content in this guide may become out of date. As attorneys are utilized as resource speakers with each section of the guide, it will be helpful to consult with these attorneys on the specific content of each section before or as it is being presented to verify current accuracy.

This guide was written with information specific to the state of Florida. However, most of the material is easily adaptable to other states.

Teacher's note:



Many complex words are included in this guide and are usually listed under sections noting "Key Words to Discuss and Understand" related to each session. At times, terms have been simplified to make it easier for the adult learner. However, it seems important for students to become familiar with the complex terms and words they may hear and need to understand when dealing with legal issues. These words are often critical to students understanding their basic rights and responsibilities. Thus it will be necessary for teachers to familiarize students with these words as part of each session.

For assistance in securing a lawyer to speak to your class, you may call the Florida Bar Speakers' Bureau at 1-800-342-8060, ext. 5767. There is no charge for this service or for the speaker. Please allow ample time for the Speakers' Bureau to arrange the visit (2-3 weeks in advance). You may also contact your local Legal Aid Service for speaker suggestions.

WHAT IS THE PURPOSE OF THE LAW?

Teacher's note:



It would be helpful to begin this session with a class discussion of why the law is needed and helpful in modern life. If learners are from other countries, you may have them discuss how the law and its purposes are viewed differently in their countries of origin.

Keywords to Discuss and Understand:

assertion
conduct
conflicts
enforcing
influencing
problems
solutions
standards
status quo

The main functions of modern law include:

- Keeping peace
- Influencing and enforcing standards of conduct
- Keeping the status quo
- Helping with orderly change
- Providing for the most individual self-assertion
- Promoting justice
- Giving solutions to conflicts and problems

HOW TO KNOW WHERE TO GET HELP

Teacher's note:



Adult learners need to have people in their lives whom they can trust and from whom they can seek help and advice. Many adult learners are struggling with learning to read and comprehend English fluently. They may be easily taken advantage of simply because they are unable to read written material or understand spoken English at levels adequate to conduct their daily business affairs. In these instances, it is crucial that adult learners have trusted advisers or resource people to whom they may go with questions.

A class session can focus on the various people related to the legal field who may provide differing degrees of help.

Invite to Class as a Guest Speaker:

A representative from the local Bar Association, a notary, a paralegal, a private attorney, and a member of the Public Defender's Office staff.

Keywords to Discuss and Understand:

admission	court	investigated	paralegal
affidavit	criminal	justice	partners
application	deed	lease	permanent
bond	defender	legal	practice(d)
certificate	deposition	legislation	private
certify	felony	licensed	public
character	firm	moral	requirement
constitution	immigration	notary	supervision
contract	independent	officer	unqualified
			witness

If an adult learner is seeking help from someone in the legal field, they need to know the difference between a notary, a paralegal and an attorney.

A Notary:

In Florida, a notary is not a lawyer. A Florida notary does not have any educational requirement. They must be a permanent Florida resident and be at least 18. To be a notary, they must sign an application, give a fee, have 2 witnesses say they have good moral character, give money as a bond and take an oath.

In Florida, notaries cannot:

- Give legal advice
- Prepare immigration forms for big fees and say they are experts in immigration law
- Draw up wills, contracts, leases or deeds

In Florida, if a notary does any of the above, they are breaking the law in a serious way and are guilty of a crime called a felony.

In Florida, a notary can:

- Give oaths
- Make certificates of oaths
- Perform marriages
- Certify that deeds, affidavits, depositions and other writings are real(genuine)

Note:

In Latin American countries, the notary public must be a lawyer. In Florida, this is not true. In Florida, a notary is not a lawyer.

A Paralegal:

This person provides research and support for an attorney. They may work by themselves or work for a firm. Paralegals work under a lawyer's supervision. They are not to give independent legal advice or prepare legal papers without the supervision of an attorney.

An Attorney or Lawyer:

Helps in conflicts and makes sure justice is done. As an officer of the court, a lawyer works within American law based on the Constitution and written legislation. Yet as a public helper, a lawyer helps people put their legal affairs into a workable order.

Lawyers must get a college degree, do well on a national law school admissions test, study law for at least three years, be investigated for moral character and pass the state Bar exam.

A Private Attorney:

More than half of attorneys are in private practice either alone or in a law firm of two or more partners.

A Public Defender:

Gives help only in criminal matters to people who cannot afford a private attorney.

When adult learners are seeking an attorney, they need to check to see if the attorney has been admitted to the Bar in their state of residence. In Florida, all lawyers who practice in the state must be members of the Florida Bar. The Bar helps protect people from harm that could occur if unqualified persons practiced law. Only a licensed member of The Florida Bar can help with legal problems and give legal advice.

Note:

To find out if someone is a lawyer and has a license to practice law in Florida, call The Florida Bar for free at 1-800-342-8060, ext. 5832 or visit www.flabar.org and use the Attorney Search.

WHY WOULD I NEED AN ATTORNEY AND WHERE COULD I FIND ONE?

Teacher's note:



This session helps students understand why they might want to seek an attorney. It also provides ways they can find attorneys to help them.

An excellent class activity is to go to the Florida Bar's web site and have the adult learners read through a sample of the topics listed in the Florida-Call-A-Law Tape Directory. Topics are included such as: Family Law, Adoption, Civil Law, Credit and Consumer Information, Wills, Landlords and Tenants, Taxes, Insurance, Bankruptcy, Immigration and Civil Rights.

Invite to Class as a Guest Speaker:

A representative of the local Bar Association and a staff member from Legal Aid Services.

Keywords to Discuss and Understand:

A will	civil	referral
accident	custody	settlement
adopting	discrimination	sue(s)
appointment	divorce	taxes
arrested	landlord	tenant
charged	reasonable	

Why Would I Want a Lawyer?

- Before buying or selling real estate (a home or land)
- Before signing a contract that talks about money
- Before making a will
- Before starting a business
- If you are arrested or charged with doing something wrong
- If you are in an accident and lots of damage is done to people or property
- If you are adopting a child or getting a divorce
- If you have problems with taxes
- If someone sues you or you want to sue someone

How Can I Find a Lawyer to Help Me?

Local bar associations usually have lawyer referral services that can set up a first appointment for someone for a reasonable fee. (Such referral services are listed on page 27).

If you cannot find a local attorney referral service, call The Florida Bar's statewide referral service at 1-800-342-8011. They can help you find an attorney who will accept an initial consultation fee (30 minutes) for \$25.

Legal Aid Services are available in many towns to provide legal help for people with low income. Attorneys at Legal Aid Offices generally handle civil cases and generally do not deal with criminal cases or cases where someone is seeking money for a settlement. (A listing of Florida Programs for Legal Assistance to the Poor is given on pages 29-31).

Legal Aid Services may deal with issues such as child custody, divorce, work discrimination, housing, landlord/tenant problems and abuse. These offices offer their services free to people who cannot afford the services of an attorney. Check with your local Legal Aid Service to find out how to get help.

Is There a Way to Find Out About Legal Issues Without Going to a Lawyer?

You can call The Florida Bar at 1-850-561-1200 and listen to taped Call-a-Law messages on many legal topics. The messages have been written by attorneys and are easy to understand. The messages are 2-3 minutes long. It can be helpful to listen to these tapes before talking with an attorney. You can call this number 24 hours a day, 7 days a week. This call is not free. It is long distance so call at night or weekends when the call costs less.

You can also read what these tapes say by going to the Florida Bar's website (www.flabar.org) and look under Consumer Services.

MEETING WITH AN ATTORNEY AND WHAT IT WILL COST

Teacher's note:



Meeting with an attorney can be a frightening experience for an adult learner if they are doing it for the first time and if they do not understand the costs involved. A class session on how to understand an attorney's fees and how to get ready to meet with an attorney can be very helpful.

Invite to Class as a Guest Speaker:

A private attorney who can explain types of fees charged by an attorney. It might be helpful to have the attorney and a student role play a first visit to an attorney's office. Have the student and attorney talk about fees. Encourage the student to ask the attorney many questions.

Keywords to Discuss and Understand:

advance	expenses	proceed
certified	experience	real estate
client	fixed	recovered
complex	generally	refunded
contingent	hourly	retainer
deposit	multiplying	routine
estimated	percentage	specialist

How Will an Attorney Charge Me?

The attorney's fee depends on the time, ability and experience that go into helping someone as well as how complex the issue is. Fees may be:

Fixed fees:

Such as in wills and some real estate work

Hourly charges:

The fee is decided by multiplying a fixed hourly charge by the number of hours the work takes. Other expenses may be added also such as travel and telephone costs related to the work. It is good to ask the attorney how much the work may cost before you begin.

Contingent Fees:

The attorney agrees to accept a percentage of the money the client gets if the case is successful. This fee is generally not owed if a case is not successful although the client may have to pay for some expenses the attorney may have related to the case. A client and attorney put in writing what part of the money recovered the lawyer will get.

Retainer:

This is a deposit, sometimes called an advance. Ask the lawyer if any part of the deposit will be given back if you do not proceed. At times, lawyers may refund unused amounts of the retainer after paying themselves for services done.

Before Meeting With an Attorney:

Call his or her office and ask:

- Does this lawyer have experience in working with your issue (such as immigration or real estate)? Is the lawyer certified by the Florida Bar as a specialist in this area?
- Does the lawyer charge for the first visit? If so, how much?
- Does the lawyer have a standard (always the same) fee if your problem is a routine one? What does the standard fee cover?
- If your problem is a big one, ask about hourly fees the lawyer may charge.
- Ask if the lawyer has a list of the fees and services those fees cover.

Before You Visit the Lawyer's Office:

- Get all information together
- Have the telephone number and address of everyone involved in the situation
- Write down, if possible, a statement of your problem and what you want the attorney to do.
- Bring copies of everything you may need to show the attorney.

During Your First Meeting With an Attorney:

- Discuss estimated legal fees and other related costs that the attorney may need to charge
- Make sure that the lawyer uses words that you understand. If you do not understand what he or she is saying, keep asking questions until you do or you may take someone like a family member or a friend that you trust with you that can help you understand what is being said.

If you feel you have been treated unfairly by an attorney, contact an office of the Florida Bar. Offices of the Florida Bar are listed on page 27. Or if you believe that your attorney has broken a rule, call the Attorney Consumer Assistance Program. You can call for free to 866-352-0707.

IMMIGRATION

Teacher's note:



The area of immigration is one of the most critical issues that many adult learners face.

Invite to Class as a Guest Speaker:

One or more lawyers who specialize in immigration issues to visit the adult education class to discuss these issues in depth with the adult learners.

Keywords to Discuss and Understand:

alien	illegal	prostitution	spouse
deported	immigration	receipt	status
document	lawful	reentry	temporary
fraud	permanent	registration	valid
government	permit	resident	violence
history	privilege	smuggling	visa

Immigration Issues:

Lawful Permanent Resident (LPR) is someone who has been given the privilege of living permanently in the United States as an immigrant under the current immigration laws. You can lose your status as an LPR if you stay out of the United States for too long.

Returning Residents:

If you are an immigrant and you are coming back to the United States as an LPR after a visit out of the United States for less than one year, you must show your Green Card (Alien Registration Receipt Card). Entry into the United States once a year for one or several days does not keep your permanent residence status. If you have been away from the United States for more than one year, you cannot use your Green Card to travel. If you have been outside of the United States for more than a year and you do not have an Alien Registration Receipt Card, immigrant visa or a valid reentry permit, you may ask that the document rule be waived if you can explain well why you cannot give a valid document.

Important:

You must always be able to show that you were a LPR when you left the U.S., that you left the U.S. believing that you would return and that you coming back to the U.S. after a temporary visit outside the U.S. If you were away from the U.S. for a long time, you must prove that being gone was for reasons that you could not control.

Reentry Permit:

You may apply for a reentry permit before you leave the U.S. by contacting the Immigration and Naturalization Service (INS). INS may give you a reentry permit if they think that you are a LPR, that you plan to leave the U.S. for a brief time, you plan to return to the U.S. and you are not leaving the U.S. for a bad reason. You may stay out of the U.S. for up to 24 months with a valid reentry permit.

Filing of Taxes:

Be very careful to file your taxes correctly no later than April 15 for the year before. You must know how to file your taxes based on your worldwide income.

Criminal Acts may cause you to lose your LPR status. You may lose your LPR and be deported for actions such as:

- Murder
- Rape or sexual abuse of a minor
- Fraud or not paying taxes that causes more than \$10,000 loss
- Violence or stealing if you are given a sentence of at least one year
- Being in the prostitution business
- Smuggling aliens when given a sentence of one year
- Using false passports or other documents where the sentence is one year or more
- Bribing, using false money, lying(perjury) where the sentence is one year or more

To Make Sure You Keep Your LPR Status:

- Always file U.S. tax returns as a resident
- Always get a reentry permit if you are going out of the U.S. for more than a little trip
- Always come back to the U.S. as a LPR
- Keep your U.S. bank account, credit cards and driver's license

If the INS is deciding on your status as an LPR, they will consider:

- The place of your real home
- The place where you work
- The location of your close family members
- The immigration status of your spouse and children
- Any property you may own

To Be a U.S. Citizen, You Must:

- Have been a permanent resident in the U.S. for 5 years
- Have lived in the U.S. as an LPR for at least 5 years without being gone from the U.S. for any visit that was more than one year
- Have been in the U.S. for at least 30 months out of the past 5 years
- Have lived in the state or district for at least 3 months
- Show that you have been a person of good moral character
- Show that you know the history and government of the U.S. (Unless there is a medical reason that keeps you from being able to learn this information or if you have been in the U.S. for at least 20 years and are over 65).

What is Good Moral Character?

Good moral character means that you have not done things like:

- Used illegal drugs
- Been part of gambling crimes
- Been part of the prostitution business
- Smuggled aliens into the U.S,
- Been drunk many times
- Had more than one spouse at the same time
- Didn't give support to your children
- Lied under oath

To Become a Citizen, you must be able to:

Read, write, speak and understand basic English words unless when you file your citizenship application you:

- Have been a LPR for 15 years and are over 55
- Have been a LPR for 20 years and over 50
- Have a medical reason that keeps you from being able to learn English

CONTRACTS AND AGREEMENTS

Teacher's note:



Many adult learners are cheated out of money and basic rights because they sign contracts and agreements that they don't understand. It is crucial that adult learners gain an understanding of the responsibilities involved in contracts and agreements. It would be helpful to have copies of two or three samples of basic contracts such as a credit card application, a loan application or a rental agreement for the students to have to look at during the class.

Invite to Class as a Guest Speaker:

Lawyers who are well versed in basic contract and agreement issues. The local Legal Aid Service may provide such a lawyer or suggest a lawyer in the community who would be excellent on this topic. Provide the attorney with copies of the sample contracts/agreements that you have provided your students.

Keywords to Discuss and Understand:

agreement
binding
contract
co-sign
enforced
installment
loans

What is a Contract?

A contract is an agreement that has been spoken or written between 2 or more people and it can be enforced.

Who Can Sign a Contract?

If someone is less than 18, an adult must co-sign a contract for them.

What Types of Contracts are There?

- Employment(work)
- Loans for school(such as college)
- Buying a car or house
- Buying things on installments(like televisions, computers, refrigerators)
- where you pay smaller amounts on a monthly basis instead of paying for the whole amount at once
- Renting an apartment or big item
- Getting insurance
- Credit card agreements
-

Does a Contract Have to be in Writing?

If the contract is about you paying for someone else's debt, or if it is about real estate or if it lasts more than one year it must be in writing.

Why is a Contract Helpful?

A contract can help people understand what they are agreeing to do. Do not rely on just spoken words. Only written words, like in a contract, are binding.

NEVER SIGN ANY PAPER, CONTRACT OR AGREEMENT UNLESS YOU UNDERSTAND EVERY WORD IN IT AND KNOW WHAT IT MEANS!

What Should I Do if Asked to Sign a Paper or Contract?

Read the paper carefully.

- Be sure you understand all that it says.
- Cross out any words or parts that you do not agree with.
- Write in words to explain what you mean if you need to.
- Do not sign anything that has blank spaces in it.
- Get a signed copy of the contract.
- Make sure the other person also signs the contract.
-

What Happens if I Don't Do What the Contract Says?

You can be sued. Then you may have to pay money because you did not do what you had said you would do when you signed the contract.

FINANCIAL ISSUES

Teacher's Note:



It is very important that students understand their rights and responsibilities in financial issues. Understanding credit and loans is difficult but critical. It would be helpful to get a copy of a sample credit rating report to distribute to the students.

Invite to Class as a Guest Speaker:

A speaker from the local Consumer Credit Counseling Service as well as a local attorney well versed in basic credit and bankruptcy issues.

Keywords to Discuss and Understand:

a judgment	credit rating	mortgage
assets	debt	property
attachment	employer	protection
bankruptcy	garnishment	savings account
collateral	lawsuit	Social Security
collector	lender	unsecured
consumer	loan	

How Can I Get a Good Credit Rating?

To get a good credit rating, you can:

- Have a savings account
- Buy and pay for things on time
- Get a job
- Use credit cards in a good way

Teacher's note:



It would be very helpful to discuss with adult learners the good and bad things about credit cards so that they will understand the responsibility that a credit card involves. It would be good to illustrate interest rates and percentages to help students choose credit card plans wisely.

What Do I Do if I Have Bad Credit?

Sometimes it takes 5 to 7 years to clear bad credit. If you have had a serious credit problem, you will need to do the things listed above for several years to get a good credit rating again. There are Consumer Credit Counseling Services in most towns that may help you.

What is Collateral?

Collateral is anything of value that a lender can take from you if you do not pay back a loan. Someone who loans you money will want to identify something (property) that is worth at least the amount of the loan so that they can take this from you if you are unable to repay the loan.

What is an Unsecured Loan?

This type of loan does not ask for collateral but is based on a person being able to pay.

Can Someone Who Loans Money Have Different Rules for Men and Women?

No. People cannot decide on a loan for you because of your sex or married state. Loans are supposed to be based only on a person's credit rating or collateral.

What if I Can't Pay Something I Owe?

You can be sued. At the end of the lawsuit, a judge can enter a judgment against you. The bill collector that asks the judge to enter a judgment against you is called a judgment creditor. A judgment creditor can make you tell how much money you make and have. You may also have to tell how much property you have, who your employer is and your Social Security number.

If a court enters a judgment against you, they can tell your employer to take money from your paycheck or they may take money from your bank account. This is called garnishment and attachment.

The paycheck of the head of a family cannot have garnishment unless they make more than \$500 each week or have said yes in writing that it is okay to take money from their paycheck to pay off a debt. It is up to the person to request protection from garnishment. Your local Legal Aid Office (or Services) may be able to help with this.

What is Bankruptcy?

People who are not able to pay their debts sometimes file bankruptcy. This is a very serious thing to do and it could affect you for the rest of your life.

There are 3 types of bankruptcy:

Chapter 7

This is when a person who owes money turns over all property except for certain assets. The property is sold and the money is given to the people who are owed money.

Chapter 11

Businesses use Chapter 11 to reorganize and work out a plan to pay all or part of their debts.

Chapter 13

This is used by people who want to catch up on their mortgage or car loan payments while keeping their assets.

CRIMINAL ISSUES

Teacher's Note:



Some adult learners may get involved in illegal activities due to their lack of understanding of written or spoken English. A possible class activity could include having a copy of the Miranda warning available for each student so that the class could read and discuss its meaning.

Invite to Class as a Guest Speaker:

Attorneys from the local Public Defender's Office, a bail bondsman as well as an officer from the local sheriff's office.

Keywords to Discuss and Understand:

clerk
court
evidence
information
receipt
searched
sheriff
weapon

What Will Happen if I am Arrested?

- You may be searched to see if you are carrying a weapon.
- You may be taken to jail.
- You will be told about your rights (the Miranda warning).
- You may ask for an attorney. If you cannot afford an attorney, one will be appointed for you. (As soon as you ask for an attorney, the police should not ask you any more questions.)
- If you answer questions or sign any papers, this information can be used as evidence in court.
- If you are placed in jail, you must appear before a judge within 24 hours of your arrest.

What is Bail?

Bail is an amount of money that can be deposited with the clerk of the court or the sheriff to show or promise that you will appear in court. A family member must get the money and give it to the clerk or sheriff. The family member will be given a receipt that they will show at the jail to get you released.

What is a Bail Bondsperson?

A bail bondsperson can be called from the jail. They will help you figure out how to get bail money but they will ask you to pay them for doing this for you.

DRIVING A VEHICLE IN FLORIDA

Teacher's Note:



A very helpful class unit could be held using the Florida Driver's License Manual. It would be good to have copies of the manual for each student in the class.

Invite to Class as a Guest Speaker:

Staff from the local driver's license bureau including a person who gives the written test and a person who gives the driving test. You might also invite an insurance agent who could describe how a person could get (buy) the insurance needed to own a car.

Keywords to Discuss and Understand:

damage	license
diploma	manual
fault	personal
insurance	property
liability	protection

What do I Need to Know Before I Drive a Car in Florida?

There are many laws about driving in Florida.

- You need to get a manual about the driving laws and study it so that you can take the driver's license test.
- You must pass a test on driving laws and get a driver's license before you can drive a car.
- If someone is under 18, they may lose their driver's license if they drop out of school before they reach 18 or before they earn a diploma.
- If you own a car with 4 or more wheels, you must have at least \$10,000 of personal injury protection insurance (PIP). This is also called no-fault insurance. You must also have \$10,000 of property damage liability insurance.
- Bodily Injury liability insurance is not required. However, if you do not have this liability insurance and are at fault for an accident that results in injury to others, the state may take away your driver's license until you pay for the damages. Also, when you are issued a driver's license, you are agreeing to sobriety tests as required by law.

WORK ISSUES

Teacher's Note:



Sometimes adult learners do not understand laws related to their work site. They may be victims of discrimination or harassment. It is important for them to know their basic rights related to employment. It might be helpful to have students role play a situation where they are being harassed by another employee and where they then seek help to deal with this situation.

Invite to Class as a Guest Speaker:

Attorneys who specialize in labor relations as well as representatives from Workers' Compensation firms, the Unemployment Office or the Equal Employment Opportunity Commission.

Keywords to Discuss and Understand:

compensation	gestures	pinching
contract	handicap	sexual
disability	harassment	Social Security
elderly	marital status	supervisor
employment	Medicare	unemployment
FICA	national origin	whistling
fired	paycheck	

When I Get a Job, Will I Have to Sign a Contract of Employment?

Most of the time there is not a written contract.

Can You be Fired?

Unless there is a special contract or law, you can be fired at any time and for any reason except not because of race, color, sex, age, religion, national origin, disability or marital status.

What Laws Relate to My Job?

- There are laws that say that your workplace must be safe.
- Workers' Compensation laws give help for workers hurt on the job.
- You must tell your boss right away if you are hurt on the job.
- Unemployment compensation may give money to people who have lost their jobs for certain reasons.

How are My Taxes Usually Paid?

Your job will take your taxes out of your paycheck and put them in a bank. By the end of the year, you should have paid all or most of your taxes that will be due for that year. Your job will also take out Social Security taxes(FICA) and Medicare taxes. These taxes will help you when you are elderly to live and to pay for medical costs.

What is Sexual Harassment?

Sexual harassment is any kind of physical or verbal sexual conduct that you have not asked for and do not want.

Sexual harassment can be when a worker loses a job or some job benefit or is fired because the worker has refused to give or take sexual demands. It can also be when sexual favors are asked that keep a worker from doing one's job well.

Types of sexual harassment could be:

- Unwanted sexual favors
- Unwanted sexual jokes
- Talking about someone's body in a sexual way
- Sexual pictures and magazines
- Pinching
- Grabbing
- Patting or brushing one's body
- Whistling
- Making gestures in a sexual way

Also, you cannot be harassed at work based on your race, color, religion, sex, age, disability or national origin.

How Can I Deal With Sexual Harassment?

Report any unwanted harassment to one's supervisor. Most work sites have rules that will tell you how to act in this situation. If you don't get help at the job, you can call:

United States Equal Employment Opportunity Commission at 1-800-669-3362(for free)
or the Florida Commission on Human Relations at 1-850-488-7082.(This number costs money.)

LANDLORD/TENANT ISSUES

Teacher's note:



Adult students at times may face eviction because they do not understand the terms of their lease or do not know the responsibilities they have as a tenant. It would be helpful to have a copy of a rental agreement that includes language about a security deposit available for each student.

Invite to Class as a Guest Speaker:

An attorney well versed in issues relating to real estate law as well as a local landlord. A representative from a tenant's association might also be helpful.

Keywords to Discuss and Understand:

advance	lease
certified	notice
claims	proper
deposit	residence
dwelling	security
foundation	simple interest
landlord	structure
	tenant

What is a Lease?

A lease is a written paper that tells what the landlord(owner) and the tenant(renter) must do.

What Happens if I Break a Lease?

You may be sued and you may have to pay for unpaid rent and other costs.

Can My Landlord Make Me Move Out?

The landlord must give you notice before he or she can make you move out. Unless your lease says something else, the landlord must give notice:

- 7 days ahead if you pay rent every week
- 15 days ahead if you pay rent every month

If you don't pay your rent, the landlord must give you 3 days notice in writing(not counting weekends and legal holidays) that you must pay the rent or move.

The landlord is not supposed to:

- Shut off the water, gas or electricity
- Change the locks
- Remove the outside doors, locks, roof, walls or windows
- Remove your things from the dwelling unless the landlord has taken proper legal action

Can a Landlord Ask for a Security Deposit or Advanced Rent?

Yes, but this money is to be put into an account that may or may not give simple interest. Within 30 days of taking your money, the landlord must tell you in writing where the money has been put and if it is bearing interest or not.

Can I Get My Security Deposit Back?

Once you leave your dwelling at the end of the rental period or with proper notice, the landlord has 15 days to give to you the security deposit back or to send you a certified letter explaining why they are not giving it back to you. If you and the landlord disagree about rental matters, you may take the issue to small claims court.

Can the Landlord Come into My Residence?

Yes, to inspect the residence or make repairs. Also, the landlord may come into your residence when you have been away from your residence for one half of the rental period.

What Must the Landlord Do for My Residence?

The landlord must follow all laws and rules relating to houses, buildings and health. Most of the time a landlord must take care of: roofs, windows, screens, doors, floors, steps, porches, outside walls, the foundation and other basic parts of the structure and keep the plumbing(toilet and sinks) working well. Also, the landlord usually gives locks and keys, removes garbage, sprays for bugs and other pests, keeps areas like hallways clean and gives you heat and hot and running water.

What Must I Do to Keep Up My Residence?

The tenant must keep the laws and rules related to buildings, houses and health. The tenant must also keep the place clean, take out the trash, keep the plumbing clean, use things like the stove and refrigerator in a good way, not hurt or damage the residence, make sure people visiting you behave right and do not disturb the neighbors.

VOTING RIGHTS

Teacher's note:



At times, adult students do not register to vote out of fear, misinformation or being unaware of their right to vote. It would be helpful to have a voter's registration form as well as a sample ballot available for each student to read and understand. It would be good to have samples of valid forms of identification(photo/signature ID cards). Examples of valid ID include a Florida Driver's License, an ID Card issued by a Florida State Agency, an employee badge or ID.

In many communities, the local League of Women Voter's organization prepares a Voter's Manual that gives much information relating to voting questions.

Invite to Class as a Guest Speaker:

A staff member from the Supervisor of Elections office as well as a private attorney skilled in basic civil rights.

Keywords to Discuss and Understand:

absentee	felons
application	incompetent
ballot	mentally
citizen	registered
convicted	resident
elections	supervisor
exception	

Who Can Vote?

Anyone who is 18 or older, a U.S. citizen and a resident of Florida and has registered to vote. People who are 17 may register to vote if they will be 18 by election day.

Exceptions: People who are convicted felons who have not had their civil rights given back and people declared mentally incompetent by a court may not vote.

Can I Vote if I am Going to Be Out of Town on Election Day?

Yes, you can vote using an absentee ballot. To get an absentee ballot, call the office of the Supervisor of Elections.

Where Will I Vote?

After you register to vote, you will be told where you can vote near where you live.

How Can I Register to Vote?

You can get an application for Voter Registration at any Supervisor of Elections Office, city hall, county office, library, driver's license bureau and at some banks and other public offices. To register, you will need your Social Security number and must sign the form saying (swearing) that what you have written is true. This means that you are saying that this Social Security number is your own, real number.

What Do I Need on Election Day?

To vote at your polling place, you must show a photo/signature ID and then sign the voter register to show that you are the same person as the ID card.

FLORIDA BAR-SPONSORED LAWYER REFERRAL SERVICES

Brevard County Bar Association

1 Oleander Street, Suite 3
Cocoa, FL 32922
321/617-9005

Broward County Bar Association

1051 S.E. Third Ave.
Ft. Lauderdale, FL 33316
954/764-8310

Clearwater Bar Association

(North Pinellas County)
314 S. Missouri Ave., Suite 107
Clearwater, FL 33756
727/461-4880

Collier County Bar Association

3301 E. Tamiami Trail, Bldg. L, Fifth Floor
Naples, FL 34112
239/774-8711

Escambia-Santa Rosa Bar Association

418 W. Garden Street, Room 210
Pensacola, FL 32501
850/434-6009

Hillsborough County Bar Association

101 East Kennedy Blvd., Suite 2110
Tampa, FL 33602
813/221-7780

Jacksonville Bar Association

(Baker, Clay, Duval, Nassau)
1301 Riverplace Blvd., Suite 730
Jacksonville, FL 32207
904/399-5780

Orange County Bar Association

880 N. Orange Ave., Suite 100
Orlando, FL 32801
407/422-4537

Palm Beach County Bar Association

1601 Belvedere Road, Suite 302 East
West Palm Beach, FL 33406
561/687-3266
(North Palm Beach County)
561/451-3256
(South Palm Beach County)

St. Petersburg Bar Association

(South Pinellas County)
2600 Dr. M. L. King Street North
Suite 602
P.O. Box 7538
St. Petersburg, FL 33734-7538
727/821-5450

Tallahassee Bar Association

(Leon, Jefferson, Wakulla, Gadsden, Liberty, Franklin)
P.O. Box 813
Tallahassee, Florida 32302
850/681-0601

The Florida Bar Lawyer Referral Service

The Florida Bar

650 Apalachee Parkway
Tallahassee, FL 32399-2300
800/342-8011
850/561-5844

West Pasco Bar Association

P.O. Box 1955
New Port Richey, FL 34656
727/461-4869

IMPORTANT TELEPHONE NUMBERS

AIDS Hotline	1-800-FLA-AIDS
American Civil Liberties Union	(305) 576-2336
Agency for Workforce Innovations	1-800-342-3450
Child Support Hotline	1-800-622-KIDS
Florida Department of Agriculture and Consumer Services Division of Consumer Services	1-800-435-7352
Department of Financial Services	1-800-342-2762
Department of Business and Professional Regulation Florida Land Sales, Condominiums & Mobile Homes Condominiums, Land Sales Regulation:	(850) 487-1395 (850) 488-1122
Unemployment Compensation	(850) 921-3475
Bureau of Drivers Education and DUI Program	(850) 487-1227
The Florida Bar Fee Arbitration Program	(850) 561-5600
The Florida Bar Lawyer Referral Service	1-800-342-8011
Florida Commission on Human Relations	1-800-342-8170
Florida ABUSE Hotline	1-800-96-ABUSE
Health Care Administration Agency Consumer Hotline	888-419-3456
Internal Revenue Service Taxpayer Service center Tax Form Distribution Center	1-800-829-1040 1-800-829-3676
Lemon Law Hotline	1-800-321-5366
DOT AUTO Safety Hotline, U.S. Department of Transportation	1-800-424-9393
Office of Legislative Information	1-800-342-1827
Office of the State Courts Administrator	(850) 922-5081
The Public Service Commission	1-800-342-3552
Social Security Administration	1-800-772-1213
U.S. Consumer Product Safety Administration	1-800-638-2772
U.S. Equal Employment Opportunity Commission	1-800-669-4000
Workers' Compensation Hotline	1-800-342-1741

FLORIDA PROGRAMS FOR LEGAL ASSISTANCE TO THE POOR

Statewide Programs

Florida Immigrant Advocacy Center
305/573-1106

Florida Institutional Legal Services
352/375-2494

Florida Justice Institute
305/358-2081

Florida Legal Services
850/385-7900

Florida Rural Legal Services
(Immigration) 850/385-0611

Southern Legal Counsel
352/271-8890

Alachua

Jacksonville Area Legal Aid
904/356-8371

Three Rivers Legal Services
352/372-0519

Baker

Jacksonville Area Legal Aid
904/356-8371

Three Rivers Legal Services
352/372-0519

Bay

Legal Services of North Florida
850/769-3581

Brevard

Brevard County Legal Aid
321/631-2500

Community Legal Services of
Mid-Florida
321/636-3515/17
321/636-3574
321/639-2504
321/631-8929

Bradford

Jacksonville Area Legal Aid
904/356-8371

Three Rivers Legal Services
352/372-0519

Broward

Coast to Coast Legal Aid of
South Florida
954/736-2400

Legal Aid Services of Broward County
954/765-8950

Calhoun

Legal Services of North Florida
850/875-9881

Charlotte

Florida Rural Legal Services
800/476-8937

Citrus

Community Legal Services of
Mid-Florida
352/726-8512

Clay

Jacksonville Area Legal Aid
904/284-8410

Three Rivers Legal Services
904/394-7450

Columbia

Jacksonville Area Legal Aid
904/356-8371

Three Rivers Legal Services
386/752-5960

Collier

Florida Rural Legal Services
800/476-8937

Legal Aid Society of Collier County
941/775-4555

Dade

Guardianship Program of Dade County
305/592-7642

Legal Aid Society of the
Dade County Bar Association
305/579-5733

Legal Services of Greater Miami
305/884-1376

DeSoto

Florida Rural Legal Services
800/476-8937

Dixie

Jacksonville Area Legal Aid
904/356-8371

Three Rivers Legal Services
352/372-0519

Duval

Jacksonville Area Legal Aid
904/356-8371

Three Rivers Legal Services
904/394-7450

Escambia

Legal Services of North Florida
850/432-8222

Northwest Florida Legal Services
850/432-2336

Flagler

Community Legal Services of
Mid-Florida
386/437-8485

Franklin

Legal Services of North Florida
850/385-9007

Appendix

Gilchrist

Jacksonville Area Legal Aid
904/356-8371

Three Rivers Legal Services
352/372-0519

Glades

Florida Rural Legal Services
800/476-8937

Gulf

Legal Services of North Florida
850/769-3581

Hamilton

Jacksonville Area Legal Aid
904/356-8371

Three Rivers Legal Services
386/752-5960

Hardee

Florida Rural Legal Services
800/277-7680

Heart of Florida Legal Services
863/519-5663

Hendry

Florida Rural Legal Services
800/476-8937

Hernando

Community Legal Services of
Mid-Florida
352/796-7238

Highlands

Florida Rural Legal Services
800/277-7680

Heart of Florida Legal Services
863/519-5663

Hillsborough

Bay Area Legal Services
813/752-1335

Holmes

Legal Services of North Florida
850/769-3581

Indian River

Florida Rural Legal Services
888/582-3410

Jackson

Legal Services of North Florida
850/875-9881

Jefferson

Legal Services of North Florida
850/385-9007

Lafayette

Jacksonville Area Legal Aid
904/356-8371

Three Rivers Legal Services
386/752-5960

Lake

Community Legal Services of
Mid-Florida
352/343-815

Legal Aid Society of the Orange County
Bar Association, Immigration
407/841-8310

Lee

Florida Rural Legal Services
800/476-8937

Lee County Legal Aid society
239/334-6118

Leon

Legal Aid Foundation of the Tallahassee
Bar Association
850/222-3004

Legal Services of North Florida
850/385-9007

Levy

Jacksonville Area Legal Aid
904/356-8371

Three Rivers Legal Services
352/372-0519

Liberty

Legal Services of North Florida
850/875-9881

Madison

Jacksonville Area Legal Aid
904/356-8371

Three Rivers Legal Services
386/752-5960

Manatee

Gulf Coast Legal Services
941/746-6151

Legal Aid Manasota
941/366-0038

Marion

Community Legal Services of
Mid-Florida
352/629-0105

Legal Advocacy Center of
Central Florida
352/629-0105

Martin

Florida Rural Legal Services
888/582-3410

Monroe

Legal Services of the Florida Keys
305/292-3566

Nassau

Jacksonville Area Legal Aid
904/356-8371

Three Rivers Legal Services
904/394-7450

Okaloosa

Legal Services of North Florida
850/862-3279

Okeechobee

Florida Rural Legal Services
888/582-3410

Orange

Community Legal Services of
Mid-Florida
407/841-7777

Legal Aid Society of the
Orange County Bar Association
407/841-8310

Osceola

Community Legal Services of
Mid-Florida
407/847-0053

Legal Aid Society of the
Orange County Bar Association,
Immigration
407/841-8310

Palm Beach

Florida Rural Legal Services
888/993-0003

Legal Aid Society of Palm Beach County
561/655-8944

West & South County
800/403-9353

Pasco

Bay Area Legal Services
727/847-5494

Pinellas

Bay Area Legal Services-West
727/490-4040

Community Law Program
727/582-7295

Gulfcoast Legal Services
North Pinellas 727/443-0657
South Pinellas 727/821-0726

Polk

Florida Rural Legal Services
800/277-7680

Heart of Florida Legal Aid Society
863/519-5663

Legal Aid Society of the
Orange County Bar Association,
Immigration
407/841-8310

Putnam

Community Legal Services of Mid-
Florida
321/636-3515/17
321/636-3574
321/639-2504
321/631-8929

St. Johns

Jacksonville Area Legal Aid
904/356-8371

Three Rivers Legal Services
904/394-7450

St. Lucie

Florida Rural legal Services
888/582-3410

Santa Rosa

Legal Services of North Florida
850/432-8222

Northwest Florida Legal Services
850/626-2188

Sarasota

Gulfcoast legal Services
941/366-1746

Legal Aid of Manasota
941/366-0038

Seminole

Community Legal Services of
Mid-Florida
407/322-8983

Seminole County Bar Association
407/834-1660

Sumter

Community Legal Services of
Mid-Florida
352/568-0257

Suwannee

Jacksonville Area Legal Aid
904/356-8371

Three Rivers Legal Services
386/752-5960

Taylor

Jacksonville Area Legal Aid
904/356-8371

Three Rivers Legal Services
386/752-5960

Union

Jacksonville Area Legal Aid
904/356-8371

Three Rivers Legal Services
352/372-0519

Volusia

Community Legal Services of
Mid-Florida
850/379-4729

Wakulla

Legal Services of North Florida
850/385-9007

Walton

Legal Services of North Florida
850/862-3279

Washington

Legal Services of North Florida
850/769-3581