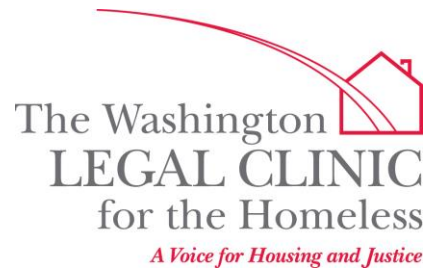


Legal Assistance Project

Volunteer Application



Volunteer Position Description

Volunteers are at the core of the Legal Clinic's work. At dining programs, day centers, and health clinics, volunteer attorneys meet one-on-one with families and individuals who have legal needs. If the cases that come into intake meet the Legal Clinic's case selection guidelines, the intake volunteer provides advocacy and representation for those clients. The Legal Clinic does not screen clients before intake, which means that our volunteers truly are on the front lines of this important work. Legal Clinic staff attorneys provide supervision and guidance to all volunteers taking cases through the Legal Clinic.

Specific Duties

Responsibilities include interviewing clients at intake sessions and providing advice, assistance and follow up representation when necessary. Some clients need a simple referral, or a phone call made on their behalf. Other cases are more involved. The number of clients seen at any one intake session varies, averaging around 2 to 5 with two-thirds of client matters requiring follow-up.

Scheduling Intake

Intake calendars are made every two months, so there is opportunity to accommodate volunteers' changing schedules and individual needs. Many volunteers attend intake monthly or bimonthly, but scheduling is flexible, and we welcome volunteers as often as their schedule allows. Volunteers who work with intake site adoption law firms or government agencies will schedule intake directly with their firm or agency coordinator.

Requirements

Volunteers must successfully complete the Legal Clinic application and training process. Volunteers must be a member of the District of Columbia Bar or have begun the procedure to waive-in admission. Attorneys employed by the United States government do not have to be a member of the District of Columbia Bar, although they must be a member in good standing of the highest court of any state. Non-attorneys (paralegals, law students) must volunteer under the supervision of an attorney admitted to the District of Columbia Bar.

Contact

If you would like to receive more information, please contact our Volunteer Coordinator by email at kelsey.vaughan@legalclinic.org, or by phone at 202-328-1024.

SECTION 1: CONTACT INFORMATION

DATE:

Name:

PREFERRED SALUTATION and PRONOUN:

FIRST NAME:

LAST NAME:

Address (Please provide both home and work):

EMPLOYER NAME/ADDRESS:

CITY:

STATE:

ZIP:

HOME ADDRESS:

CITY:

STATE:

ZIP:

TELEPHONE: Home:

Work:

Cell:

Fax:

EMAIL:

Preferred Phone Number:

Home

Work

Cell

Preferred Mailing Address:

Home

Work

Occupation/Title:

Name of firm or agency Pro Bono Coordinator (if applicable):

If you are a summer associate at a law firm, what date will you leave the firm?

SECTION 2: BAR STATUS and POTENTIAL CONFLICTS

Non-attorney volunteers

Please provide the name of your attorney partner:

Attorney volunteers:

Please list Bar membership(s) and corresponding Bar number(s):

Are you in good standing with the District of Columbia Bar and all other Bar Associations of which you are a member?

Yes No

If no, please explain.

Do you have any history of disciplinary action with any Bar of which you are or have been a member?

Yes No

If yes, please explain.

If you are not a member of the District of Columbia Bar, when did/will you begin the process for waiving in admission?

Please list any potential personal or professional conflicts of interest:

(Examples: boards, memberships, etc. on which you serve, professional conflicts of interest with any federal government, District government, or local non-profit agencies (e.g., Federal employees are generally conflicted out of Social Security benefits cases)).

SECTION 3: EXPERIENCE

Please share why you would like to volunteer at WLCH:

How did you hear about our volunteer program?

Area(s) of expertise:

Do you have experience working with homeless or low-income clients?

Yes No

If yes, please explain:

Languages spoken (other than English):

REFERRAL CASES

Occasionally, the Legal Clinic will send out information about cases that need to be placed with volunteers outside the normal intake process. **If you are interested in being contacted about these cases, please check all areas of law *in which you have expertise and are willing to receive referrals:***

- | | | |
|----------------------------------|-------------------------|-----------------------|
| Public Benefits | Personal Injury/Tort | Identification |
| Family Law | Medical/Health Services | Subsidized Housing |
| Landlord/Tenant | Mental Health | Taxes/EITC |
| Employment | Immigration | Small Claims/Property |
| Credit/Bankruptcy | Shelter | Discrimination |
| Criminal Defense | Veterans Benefits | Housing Conditions |
| Probate/Wills/Advance Directives | | |