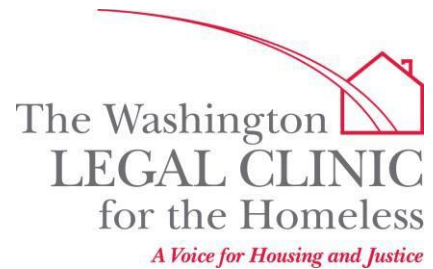


# Legal Assistance Project

## 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 these cases 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 throughout every case our volunteers take on through our Legal Assistance Project.

### **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 approximately half 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 submit this application and attend a Legal Clinic training session before signing up for intake. Volunteers must 1) be a member of the District of Columbia Bar, *or* 2) have begun the procedure to waive-in admission from another state, *or* 3) be a law school graduate awaiting bar results. 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. Paralegals are encouraged to volunteer, but must do so 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](mailto:kelsey.vaughan@legalclinic.org), or by phone at 202-328-1024.

**SECTION 1: CONTACT INFORMATION**

**DATE:**

Preferred Salutation & Pronoun:

First Name:

Last Name:

Home Address:

City:

State:

Zip:

Employer Name:

Employer Address:

City:

State:

Zip:

Preferred Address:

Home Phone:

Cell Phone:

Work Phone:

Preferred Phone:

Email:

Occupation/Title:

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

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

## SECTION 2: BAR STATUS and POTENTIAL CONFLICTS

### Attorney volunteers:

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*):

### Non-Attorney volunteers:

If you are a non-attorney, you must volunteer under the supervision of attorney partner. Please list the name of your partner here. Non-attorney volunteers who are part of a Legal Clinic law firm or agency partnership may select their firm or agency from the dropdown menu:

Attorney Partner:

OR      Firm/Agency:

### 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:**

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