

Pro Bono Volunteer Opportunities for Attorneys in the Chicago Area



**TheChicago
Bar
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FINDING PRO BONO OPPORTUNITIES

This Guide is an introductory resource for attorneys who are interested in performing pro bono service in the Chicago area. This guide identifies opportunities by legal subject area (e.g., adoption, eviction), type of representation (e.g., litigation, transactional), client group (e.g., children, elderly), evening and weekend availability, shorter time commitment, and appropriateness for group work. These lists are available on pages 2–5. Specific information and sample opportunities from each organization are listed on pages 6–27.

The Chicago Bar Foundation (CBF) Pro Bono Support Program is your person-to-person resource for pro bono. CBF staff have extensive knowledge about many great pro bono opportunities, and we are available to help you identify those opportunities that are a good fit for your schedule, interests, and goals. We also welcome your feedback about your experience with pro bono, gaps in our system, or things we can do better. Contact Angela Inzano at 312.554.4952 or ainzano@chicagobar.org.

Online Resources: This Guide is also available in an online format at www.chicagobarfoundation.org.

Additional opportunities or more information may be available on each organization's website or by contacting the organization directly. In addition, most organizations welcome full-time in-house volunteers, experienced attorney mentors, and law student interns. If you are interested in one of these opportunities, visit the website of the organization in which you are interested.

Illinois Legal Aid Online (ILAO) also provides up-to-date and detailed information about pro bono opportunities in Chicago and throughout the state. The CBF partners with ILAO to ensure high-quality, accurate, and timely postings of opportunities in Chicago and the surrounding area. In addition, the website includes a calendar of upcoming training programs and events, as well as other resources for pro bono attorneys. Visit www.Illinoislegalaid.org for more information about ILAO's work.

PRO BONO IN THE CHICAGO AREA

A network of nearly 40 pro bono and legal aid organizations provides critical legal assistance to thousands of low-income and disadvantaged people in the Chicago area. These organizations range in size from several larger organizations that collectively serve tens of thousands of people on a wide range of issues throughout Cook County to a number of smaller organizations that target their services to particular legal issues or communities.

About 700,000 low-income people in the Chicago area are expected to encounter a legal problem this year, yet fewer than half of them will be able to access legal help because there aren't enough pro bono and legal aid resources to go around. In addition, a growing number of moderate-income people in our community are unable to find affordable legal help. The net result is many thousands of people are left without the assistance they need to fairly and effectively resolve their legal problems.

Each year, thousands of attorneys in the Chicago area volunteer their time and talents to help many people in need in our community get necessary legal help on a range of legal issues. As you look for the right opportunity, keep in mind that pro bono and legal aid programs are working to meet a high level of need with extremely limited resources. As discussed more fully on pages 30–31 of this guide, strong pro bono programs screen cases, provide training, and give ongoing support for their volunteers. Volunteers should expect that support and also recognize the important role that organizations play in making pro bono opportunities available. The ultimate goal for everyone concerned is to ensure that clients receive high-quality legal assistance.

NOTE

If you are looking for free legal help, please note that this guide is not intended to help you find a pro bono lawyer. To find out if you are eligible for free legal services, call CARPLS, Cook County's legal aid hotline, at 312.738.9200. CARPLS attorneys may give you brief legal advice or may try to refer you to an appropriate legal aid program. You can also find general legal information online at www.IllinoisLegalAid.org. To find other lawyers who charge fees, you can contact The Chicago Bar Association Lawyer Referral Service at www.chicagobar.org or 312.554.2001. You also can find lawyers who are dedicated to providing quality, affordable legal services by contacting the CBF Justice Entrepreneurs Project at www.jepchicago.org or 312.546.3282.

Pro Bono Opportunities by Legal Subject Area

Below is a list of organizations classified by the general legal areas in which they offer pro bono opportunities. Many organizations have pro bono opportunities in more than one subject area. There are some organizations, such as CARPLS (pg. 8), Illinois Legal Aid Online (pg. 19), and Pro Bono Network (pg. 26) which offer pro bono opportunities that span a wide range of legal subject areas, opportunity types, and client populations.

Adoption

- Chicago Legal Clinic
- Chicago Volunteer Legal Services

Bankruptcy Law/Debt Collection

- CARPLS
- Chicago Legal Clinic
- Chicago Volunteer Legal Services
- LAF

Chancery Issues

- Chicago Legal Clinic
- Chicago Volunteer Legal Services
- LAF

Child Custody, Support, and Visitation

- Cabrini Green Legal Aid
- CARPLS
- Chicago Legal Clinic
- Chicago Volunteer Legal Services
- Legal Aid Society

Civil Rights

- Access Living
- Chicago Coalition for the Homeless-Law Project
- Chicago Lawyers' Committee for Civil Rights Under Law
- Equip for Equality
- Family Defense Center
- LAF
- Legal Council for Health Justice
- Uptown People's Law Center

Consumer

- CARPLS
- Catholic Charities Legal Assistance
- Center for Disability & Elder Law
- Chicago Legal Clinic
- Chicago Volunteer Legal Services
- LAF
- Legal Council for Health Justice

Corporate Law: Nonprofit/Small Business

- Community Law Project
- Lawyers for the Creative Arts

Criminal Defense, Expungement and Sealing

- Cabrini Green Legal Aid
- Chicago Legal Clinic
- First Defense Legal Aid
- James B. Moran Center for Youth Advocacy
- Lawndale Christian Legal Center

Disability Discrimination

- Access Living
- Equip for Equality
- LAF

Divorce

- Cabrini Green Legal Aid
- CARPLS
- Chicago Legal Clinic
- Chicago Volunteer Legal Services
- LAF
- Legal Aid Society

Domestic Violence

- Cabrini Green Legal Aid
- Catholic Charities Legal Assistance
- Chicago Alliance Against Sexual Exploitation
- Chicago Legal Clinic
- Domestic Violence Legal Clinic
- Family Defense Center
- LAF
- Legal Aid Society
- National Immigrant Justice Center

Education Law

- Access Living
- Chicago Coalition for the Homeless — Law Project
- Chicago Lawyers' Committee for Civil Rights Under Law
- Equip for Equality
- James B. Moran Center for Youth Advocacy
- LAF
- Legal Council for Health Justice

Elder Abuse

- Center for Disability & Elder Law
- LAF

Employment Law

- Access Living
- Chicago Lawyers' Committee for Civil Rights Under Law
- Community Law Project (transactional)
- Equip for Equality
- LAF
- Legal Council for Health Justice

Estates, Wills and Probate

- Center for Disability & Elder Law
- Chicago Legal Clinic
- Chicago Volunteer Legal Services
- Legal Council for Health Justice

Guardianship (Child and Adult)

- Cabrini Green Legal Aid (child)
- Center for Disability & Elder Law (adult)
- Chicago Legal Clinic (adult)
- Chicago Volunteer Legal Services (child and adult)
- Equip for Equality (adult)
- Legal Council for Health Justice (child)

Housing

- Access Living
- Cabrini Green Legal Aid
- CARPLS
- Catholic Charities Legal Assistance
- Center for Disability & Elder Law
- Chicago Coalition for the Homeless — Law Project
- Chicago Legal Clinic
- Chicago Volunteer Legal Services
- LAF
- Lawyers' Committee for Better Housing
- Legal Council for Health Justice
- Uptown People's Law Center

Immigration

- Chicago Legal Clinic
- LAF
- National Immigrant Justice Center

Insurance Benefits

- Chicago Volunteer Legal Services
- Legal Council for Health Justice

Intellectual Property

- Community Law Project
- Lawyers for the Creative Arts

Juvenile: Abuse and Neglect

- Family Defense Center

Juvenile: Delinquency

- James B. Moran Center for Youth Advocacy
- Lawndale Christian Legal Center

Public Benefits

- Access Living
- Chicago Legal Clinic
- Chicago Volunteer Legal Services
- Equip for Equality
- LAF
- Legal Council for Health Justice

Real Estate Closing

- Chicago Legal Clinic
- Community Law Project

Tax Law

- Center for Economic Progress — Tax Clinic
- Community Law Project

Tort and Insurance Defense

- Chicago Legal Clinic
- Chicago Volunteer Legal Services
- Municipal Court Pro Bono Panel

Pro Bono Opportunities by Type

A wide variety of non-litigation and litigation pro bono opportunities are available in Cook County. Volunteers can find opportunities to fit their skills, interests, schedules, and other goals.

Non-Litigation/Non-Representation Opportunities

Pro bono and legal aid organizations offer Chicago-area attorneys a wide variety of non-litigation pro bono opportunities. Opportunities include: transactional work, providing brief advice and counsel to clients, giving community legal education presentations, drafting advance directives, interviewing clients and assessing their legal needs, and providing mediation services.

Transactional

The organizations listed below offer transactional pro bono opportunities, which include work in the areas of corporate law, tax, intellectual property, and real estate. Examples of some of the projects include helping a community organization draft bylaws, drafting a contract between an artist and a gallery, and advising an artist on intellectual property matters.

- Center for Economic Progress — Tax Clinic
- Community Law Project
- Lawyers for the Creative Arts

Research

The organizations listed below offer research pro bono opportunities, which include researching criminal records and discrete legal issues relevant to cases being worked on by that legal aid organization.

- Cabrini Green Legal Aid
- Lawndale Christian Legal Center

Clinics

Volunteer your time to provide legal information or brief advice to clients on a variety of matters through clinics located in a multitude of Chicago-area neighborhoods. You may also take clinic cases for full representation.

- Cabrini Green Legal Aid
- Catholic Charities Legal Assistance
- Center for Disability & Elder Law
- Center for Economic Progress — Tax Clinic
- Chicago Coalition for the Homeless — Law Project
- Chicago Legal Clinic
- Chicago Volunteer Legal Services

Community Legal Education Materials and Presentations

The organizations below offer volunteers the opportunity to share their legal knowledge and experience with low-income clients on a variety of civil and criminal matters.

- Catholic Charities Legal Assistance
- Center for Disability & Elder Law
- Chicago Legal Clinic
- Community Law Project
- Equip for Equality
- First Defense Legal Aid
- Illinois Legal Aid Online

Hotlines/Advice Desks

The organizations listed below offer opportunities for volunteers to provide clients with brief advice and counsel through a hotline or an advice desk located in the court or the community.

- Cabrini Green Legal Aid
- CARPLS
- Catholic Charities Legal Assistance
- Center for Disability & Elder Law
- Chicago Legal Clinic
- Chicago Volunteer Legal Services
- Equip for Equality
- First Defense Legal Aid
- Illinois Legal Aid Online
- James B. Moran Center for Youth Advocacy
- LAF

Intake

Assist one of the organizations below with interviewing clients and assessing their legal needs. This is an ideal fit for a volunteer interested in a defined time commitment with client contact.

- Cabrini Green Legal Aid
- Center for Disability & Elder Law
- Chicago Legal Clinic
- Equip for Equality

Mediation

Volunteer your time to help individuals manage and resolve conflicts by acting as a volunteer mediator or representing individuals in mediation.

- Center for Conflict Resolution
- Chicago Lawyers' Committee for Civil Rights Under Law
- Chicago Volunteer Legal Services

Litigation Opportunities

The organizations below assign volunteer attorneys to client representation in court, administrative hearings, and other contested situations that require direct representation. For example, an attorney might represent a refugee in an asylum case in immigration court, help an incarcerated mother transfer guardianship of her child, or speak for an individual with a disability in a hearing to maintain benefits.

- Access Living
- Cabrini Green Legal Aid
- Catholic Charities Legal Assistance
- Center for Disability & Elder Law
- Center for Economic Progress — Tax Clinic
- Chicago Alliance Against Sexual Exploitation
- Chicago Coalition for the Homeless — Law Project
- Chicago Lawyers' Committee for Civil Rights Under Law
- Chicago Legal Clinic
- Chicago Volunteer Legal Services
- Domestic Violence Legal Clinic
- Equip for Equality
- Family Defense Center
- LAF
- Lawndale Christian Legal Center
- Lawyers' Committee for Better Housing
- Lawyers for the Creative Arts
- Legal Aid Society
- Legal Council for Health Justice
- Municipal Court Pro Bono Panel
- National Immigrant Justice Center
- Statutory Summary Suspension Program
- Uptown People's Law Center

Weekend or Evening Opportunities

For volunteers who don't have flexible daytime schedules or who prefer to perform pro bono work outside of regular business hours, the organizations listed below offer evening and weekend pro bono opportunities.

- Cabrini Green Legal Aid
- CARPLS
- Catholic Charities Legal Assistance
- Center for Economic Progress — Tax Clinic
- Chicago Volunteer Legal Services
- First Defense Legal Aid
- Illinois Legal Aid Online

Shorter Time Commitment Opportunities

For attorneys who would like to volunteer for brief periods of time — usually at hotlines/help desks, a one-time court appearance, or at a community legal education presentation — the groups below have projects to accommodate individuals with fixed time slots.

- Cabrini Green Legal Aid
- CARPLS
- Catholic Charities Legal Assistance
- Center for Disability & Elder Law
- Center for Economic Progress — Tax Clinic
- Chicago Coalition for the Homeless — Law Project
- Chicago Legal Clinic
- Chicago Volunteer Legal Services
- Community Law Project
- Equip for Equality
- First Defense Legal Aid
- Illinois Legal Aid Online
- LAF
- Statutory Summary Suspension Program

Pro Bono Opportunities Appropriate for Group Work

The following organizations are among those that provide opportunities well suited for groups of people who want to work on a pro bono project together.

- Cabrini Green Legal Aid
- CARPLS
- Center for Disability & Elder Law
- Community Law Project
- Equip for Equality
- National Immigrant Justice Center

Pro Bono Opportunities Identified by Client Groups

This listing is not exhaustive, but identifies organizations offering pro bono opportunities serving specific groups.

Artists and Organizations

- Lawyers for the Creative Arts

Children

- Chicago Coalition for the Homeless — Law Project
- Chicago Lawyers' Committee for Civil Rights Under Law
- Chicago Volunteer Legal Services
- Equip for Equality
- James B. Moran Center for Youth Advocacy
- LAF
- Lawndale Christian Legal Center
- National Immigrant Justice Center

Persons with Disabilities

- Access Living
- Center for Disability & Elder Law
- Chicago Lawyers' Committee for Civil Rights Under Law
- Chicago Volunteer Legal Services
- Equip for Equality

Elderly

- Chicago Legal Clinic
- Chicago Volunteer Legal Services
- Center for Disability & Elder Law
- Equip for Equality
- LAF

HIV Positive Population

- Legal Council for Health Justice

Immigrants

- LAF
- National Immigrant Justice Center

Nonprofit Organizations and Small Businesses

- Community Law Project
- Lawyers for the Creative Arts

Pro Bono Opportunities by Organization

Below is a brief description of each legal aid provider mentioned elsewhere in this guide along with sample opportunities offered by the organization. For further information, you can contact the organization directly or call the CBF Pro Bono Support Program at 312.554.4952.

ACCESS LIVING

**115 West Chicago Avenue
Chicago, IL 60654
Phone: 312.640.2100
Web: www.accessliving.org
TTY: 312.640.2102**

Brief Description & Client Impact: Access Living is a cross-disability organization governed and staffed by a majority of persons with disabilities. The organization strives to enhance the opportunities of persons with disabilities to live individualized and satisfying lives. To this end, Access Living undertakes advocacy and service programs that reach the entire spectrum of disability. Access Living's legal staff provides direct representation, educates persons with disabilities about their legal rights, engages in public policy advocacy aimed at affirmatively furthering fair housing, and utilizes systemic impact litigation to protect the rights of low-income Chicagoans with disabilities. Attorneys counsel persons with disabilities about their civil rights and provide representation in cases implicating important disability rights issues.

Volunteer attorneys will provide legal services to people with disabilities to enable them to attain, maintain, and/or maximize their integration into the community and independence.

How to get started: Contact Ken Walden at kwalden@accessliving.org or 312.640.2100.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

CO-COUNSEL DISCRIMINATION CASES

Volunteer attorneys co-counsel discrimination cases under the Americans with Disabilities Act, the Fair Housing Act, or other relevant statutes with Access Living attorneys.

Practice areas: Civil rights, disability

Opportunity type: Litigation

Skills acquired: Client counseling, motion practice, negotiating, trial skills, writing/drafting

Skills required: This opportunity relies on attorneys with significant experience in the subject matter and/or litigation.

Time commitment: Varies depending on case complexity.

Contact: Ken Walden at kwalden@accessliving.org or 312.640.2100

Training and support: Access Living does not have a formal training program. Licensed attorneys provide support and guidance as agreed upon and needed.

CABRINI GREEN LEGAL AID

**740 North Milwaukee Avenue
Chicago, IL 60642
Phone: 312.738.2452
Web: www.cgla.net**

Brief Description & Client Impact: Cabrini Green Legal Aid (CGLA) has been providing legal services to the community since 1973, and while our reach has expanded beyond the Cabrini Green neighborhood, our focus has narrowed to working for and alongside individuals, families, and communities impacted by the direct and collateral consequences of the criminal justice system. Each year, over 6,000 people access CGLA's services to remove or prevent barriers to employment and education caused by criminal records, strengthen families impacted by incarceration, and to stabilize housing threatened by arrest or conviction. We use an interdisciplinary approach teaming lawyers and social workers to work with clients to not just achieve their legal goals, but strengthen their overall lives. Our collaborative work with partner organizations, system stakeholders and the broader legal community strengthens our impact across the State of Illinois.

Through zealous legal services, social supports, and systemic advocacy, CGLA seeks to strengthen individual lives, protect families, and mobilize communities impacted by arrest and incarceration.

How to get started: Contact Eve Kleinerman at volunteer@cgla.net or 312.374.6191.

Does the organization offer malpractice insurance coverage to volunteer attorney? Yes

Sample Opportunity

ATTORNEY AND LAW STUDENT INTAKE PROGRAM

Volunteer attorneys and law students interview potential clients at CGLA offices and partner organizations in Chicago. Following intake interviews, volunteers attend the weekly intake meeting at CGLA's office to present the potential client's information to staff, volunteers, and interns.

At the intake meeting, all staff and volunteers vote on which cases to accept, refer to other sources, or provide advice.

Practice areas: General civil practice

Opportunity type: Non-representation, client intake/interview

Skills acquired: Client/witness interviewing

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Each intake requires 4 hours, including the interview and intake meeting.

After training, volunteers are asked to commit to completing 3 intakes on their own.

Contact: Eve Kleinerman at volunteer@cglanet.org or 312.374.6191

Training and support: Volunteers attend a 2-hour orientation session at CGLA's office and then observe three intake sessions and the corresponding intake meeting before conducting intake interviews independently. CGLA's volunteer coordinator and staff attorneys provide support to volunteers.

Sample Opportunity

EXPUNGEMENT AND SEALING HELP DESKS

Volunteers conduct criminal history research and provide consultations to individuals seeking to clear their criminal records through expungement and sealing. Volunteers meet with clients, read their criminal history or RAP sheets, determine their eligibility for relief, and help them file the necessary paperwork. The desk at the Daley Center is open Monday through Thursday from 9:00 am to 12:30 pm and Thursday from 1:00 pm to 4:00 pm. The desk at the Markham Courthouse is open on Wednesdays from 10:00 am to 2:00 pm.

Practice areas: Expungement, sealing, and other forms of criminal records relief

Opportunity type: Non-litigation, self-help desks

Skills acquired: Client counseling, client/witness interviewing

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of required training (4 hrs). Volunteers are then asked to commit to completing a minimum of six 3.5-hour sessions working at a Help Desk over 6 months, which can be scheduled at the volunteer's convenience.

Contact: Eve Kleinerman at volunteer@cglanet.org or 312.374.6191

Training and support: Volunteers are required to complete a two-part training orientation at CGLA's office (each training part is two hours for a total of four hours over two evenings) prior to volunteering. The volunteer coordinator and staff attorneys support volunteers.

Sample Opportunity

REPRESENTATION IN LEGAL PROCEEDINGS

Volunteer attorneys with some experience in the subject matter handle all aspects of cases in areas of housing law, family law, criminal defense law, and criminal records on an as needed basis.

Practice areas: Housing, family, expungement, sealing, criminal law

Opportunity type: Litigation

Skills acquired: Case management, client counseling, client/witness interviewing, motion practice, trial skills, writing/drafting, court appearances, and negotiating settlements

Skills required: This opportunity relies on attorneys with subject matter experience or law firm support.

Time commitment: The time commitment varies by case and type.

Contact: Eve Kleinerman at volunteer@cglanet.org or 312.374.6191

Training and support: Volunteers in housing, criminal defense, or criminal records representation first participate in CGLA's Client Intake Program. Volunteers in family law cases may receive additional training, which is determined on a case-by-case basis.

Sample Opportunity

CRIMINAL RECORDS RESEARCH – EVENING VOLUNTEER OPPORTUNITY

CGLA's evening volunteers assist individuals who are experiencing collateral consequences stemming from their involvement with the criminal justice system by researching their criminal histories, documenting available options, and preparing petitions when applicable. All work is performed at CGLA's office between the hours of 5:00 pm and 8:00 pm on designated evenings.

Practice areas: Expungement, sealing, alternative forms of relief

Opportunity type: Advice

Skills acquired: Subject matter experience

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of 4-hour training. Volunteers are then asked to commit to a minimum of six 3-hour evening shifts.

Contact: Eve Kleinerman at volunteer@cglanet.org or 312.374.6191

Training and support: Volunteers are required to complete a two-part training orientation at CGLA's office (each training part is two hours for a total of four hours over two evenings) prior to volunteering. The volunteer coordinator and staff attorneys support volunteers.

Sample Opportunity

CLEMENCY FIRM-BASED PROGRAM

CGLA partners with law firms to prepare and present executive clemency petitions to the Prisoner Review Board to clear clients of their criminal records. CGLA screens cases for income-eligibility and merit and refers cases it believes will be received favorably. Volunteer attorneys interview the client, work with the client to develop the theory, and draft the petition. Volunteer attorneys also present the matter at the Prisoner Review Board's semi-annual hearing.

Practice areas: Criminal law

Opportunity type: Non-litigation, administrative hearing

Skills acquired: Client counseling, client/witness interviewing, writing/drafting skills

Skills required: This opportunity relies on attorneys with law firm support.

Time commitment: Completion of required training (2 hrs). The time commitment then varies depending on the case, but is typically 15–30 hours over several months.

Contact: Eve Kleinerman at volunteer@cglanet.org or 312.374.6191

Training and support: A 2-hour orientation is required. The volunteer coordinator and CGLA staff attorneys support volunteers.

Sample Opportunity

JAIL FAMILY LAW CLINIC

The Jail Family Law Clinic provides legal advice for mothers in Cook County Jail and various transitional settings including halfway homes, work release programs, shelters, and pretrial detention facilities. Volunteers conduct an in-person intake session with clients and then provide advice in the form of a closeout letter. In addition, volunteers often assist clients with executing short term guardianship paperwork, researching foster care cases, and drafting short motions or responses.

Practice areas: Family law, guardianship, juvenile (abuse and neglect)

Opportunity type: Non-litigation and litigation, client intake/interviewing/advice, motion drafting, research

Skills acquired: Client counseling, client/witness interviewing, writing/drafting, legal research, court experience, and familiarity with Cook County Department of Corrections

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: 3–5 hours per month. The Jail is open to attorneys seven days a week from 8:00 am to 8:00 pm. Volunteers go to the Jail when they have availability during the day, evenings, weekends, and even on holidays.

Contact: Eve Kleinerman at volunteer@ccla.net or 312.374.6191

Training and support: Volunteers attend training either in person or by watching a recorded program and receive extensive resources. Volunteers also shadow another volunteer prior to conducting independent appointments and have access to a supervising attorney as well as a network of experienced Jail Clinic volunteers.

CARPLS

**17 North State Street, Suite 1850
Chicago, IL 60602**

Legal Hotline: 312.738.9200

Volunteer Coordinator: 312.421.4427

Web: www.carpls.org

Brief Description & Client Impact: CARPLS is an innovative legal aid service that offers an immediate response to the everyday legal problems confronting impoverished families throughout Cook County. CARPLS' legal aid hotline and court-based advice desks give clients direct access to experienced attorneys who are trained to quickly assess and respond to a wide range of civil legal problems. CARPLS attorneys resolve over 85% of all cases in-house by providing information, advice, and brief services, including the preparation and review of legal documents. Clients with more complex needs are referred by CARPLS to a network of specialized legal and social service providers.

CARPLS helps people with limited means with their everyday legal problems by providing brief legal services, resources, and education. Our "legal triage" process dramatically increases access to justice by guiding pro se litigants through the confusing and stressful legal system.

How to get started: Contact Leslie Wallin, at volunteers@carpls.org or 312.421.4427, to register for a training program.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

ADVICE AND REFERRAL HOTLINE

Volunteer attorneys answer calls on our legal hotline located in the CARPLS offices. Volunteers counsel clients, prepare documents, and make referrals to network organizations in the areas of landlord/tenant, consumer debt, and domestic relations law. Daily shifts: Monday – Friday from 9:00 am to 1:00 pm or 1:00 pm to 5:00 pm. Evening shifts: Monday or Wednesday from 5:30 pm to 7:30 pm.

Practice areas: Divorce/separation/annulment, landlord/tenant, consumer law

Opportunity type: Non-litigation, client intake/interview, advice, brief services

Skills acquired: Client counseling, client/witness interviewing, subject matter experience

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: 36-hour volunteer commitment requested after training.

Contact: Leslie Wallin at volunteers@carpls.org or 312.421.4427

Training and support: CARPLS provides extensive training and support to volunteers in the form of online course work and hands-on training. CARPLS supervisors support volunteers during volunteer shifts and are always available to answer questions. Trainings are offered 10 times each year.

CATHOLIC CHARITIES LEGAL ASSISTANCE

721 North LaSalle Street

Chicago, IL 60654

Phone: 312.948.6821

Email: ccla@catholiccharities.net

Web: www.catholiccharities.net/ccla

Brief Description & Client Impact: Catholic Charities Legal Assistance (CCLA) is a comprehensive legal service department providing services to low income individuals, regardless of religious affiliation or citizenship status. CCLA services include in-depth legal consultations over its legal advice telephone line, presentation of legal education seminars, advice desk and legal clinics. CCLA uses a holistic and empowerment driven legal service approach to deliver its services including language interpretation and access to over 150 social services offered by Catholic Charities.

CCLA staff provide representation in the areas of family law, housing, consumer law, and the expungement and sealing of eligible criminal records. For cases that do not fall within our areas of practice, CCLA place cases for representation with private attorneys who are part of our "Pro Bono Network."

How to get started: Contact Melissa Picciola at ccla@catholiccharities.net or 312.948.6821.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

PRO BONO NETWORK VOLUNTEER ATTORNEY

CCLA's Pro Bono Network consists of attorneys who wish to serve CCLA clients by accepting cases in their area of legal specialty on a pro bono basis. Once an attorney joins CCLA's Pro Bono Network, attorneys are contacted via email periodically with a brief summary of an available case in the attorney's specialty area. The attorney is always free to accept or decline any referral.

Practice areas: All practice areas, including civil and criminal litigation and transactional

Opportunity type: litigation and transactional

Skills required: This opportunity relies on attorneys with subject matter experience or law firm support.

Time commitment: The time commitment varies by case and type.

Contact: Melissa Picciola at ccla@catholiccharities.net or 312.948.6821

Training and support: CCLA's model relies on pro bono attorneys to accept cases in areas of law in which they have experience.

Sample Opportunity

AFTER-HOURS LEGAL ADVICE DESK

CCLA hosts a legal advice desk on the second Tuesday evening of each month at the CCLA offices. Additional legal advice desks that focus on trending legal issues are held at various locations in Cook and Lake County. Each of these advice desks are approximately 1.5 hours, providing attorneys with a pre-set, time limited volunteer opportunity. Volunteer attorneys meet with clients, discuss their concerns, and provide legal advice with the support of CCLA staff attorneys. This opportunity is particularly well-suited for attorneys who speak a second language.

Practice areas: All practice areas, including civil and criminal litigation and transactional

Opportunity type: Non-litigation, client intake/interviewing/advice, self-help desks

Skills acquired: Client counseling and interviewing skills, subject matter experience

Skills required: All attorneys and 711 licensed students are competent to handle this matter after the training provided.

Time commitment: 2 hours per legal advice desk

Contact: Melissa Picciola at ccla@catholiccharities.net or 312.948.6821

Training and support: CCLA provides training and informational materials and CCLA staff attorneys are present to supervise and support attorneys at legal advice desks.

Sample Opportunity

LEGAL ADVICE LINE VOLUNTEER

CCLA operates a telephone legal advice line which helps callers identify and understand their legal issues, their legal rights and responsibilities, how to navigate the legal process, and possible resolutions. Volunteer attorneys speak to pre-screened clients during a scheduled client consultation and provide advice or brief services such as document review and, when appropriate, make referrals or identify cases for CCLA's "Pro Bono Network" for fuller representation.

Practice areas: All practice areas

Opportunity type: Non-litigation, client intake/interviewing/advice

Skills acquired: Client counseling and interviewing skills, subject matter experience

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Time commitment is flexible after completion of the required CLE volunteer training. Legal consultations are conducted during business hours at CCLA's office.

Contact: Melissa Picciola at ccla@catholiccharities.net or 312.948.6821

Training and support: CCLA provides a 6-hour CLE training (offered in two sessions) twice per year on the topics in the areas of law most commonly requested by clients. CCLA staff attorneys are present and available to answer questions and provide support and supervision.

CENTER FOR CONFLICT RESOLUTION

11 East Adams Street, Suite 500

Chicago, IL 60603

Phone: 312.922.6464

Web: www.ccrchicago.org

Brief Description & Client Impact: The Center for Conflict Resolution (CCR) is a not-for-profit provider of pro bono mediation services and conflict management training. CCR's services are flexible and cost-effective, based on a track record of over 30,000 mediated cases and backed by the expertise of knowledgeable, dedicated volunteers and employees. Every year CCR provides free mediation services in approximately 2,000 cases, trains hundreds of new

mediators, facilitates meetings, and works with dozens of businesses, government agencies and organizations to create custom-designed dispute resolution systems and training programs.

The Center for Conflict Resolution's mission is to work with individuals, communities, courts, and other institutions to manage and resolve conflict. CCR offers pro bono mediation services through programs developed in the Circuit Court of Cook County including the Daley Center, Maywood, Markham, Bridgeview, and Rolling Meadows courthouses, misdemeanor branch courts, and Juvenile Court. CCR provides mediation services to clients with many different types of conflict, such as criminal misdemeanor, juvenile delinquency, landlord/tenant disputes, neighbor disputes, small claims, consumer law, sexual harassment, parenting plans, financial matters in parenting cases, and employment discrimination. Mediation provides clients with an opportunity to resolve their disputes efficiently and effectively.

How to get started: Interested volunteers must successfully complete an intensive training program called the Mediation Mentorship Program (MMP). This program is offered twice per year. Interested volunteers should visit CCR's website, or contact Israel Putnam at iputnam@ccrchicago.org, for more information about the requirements, upcoming training programs, costs, and how to get involved.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

VOLUNTEER MEDIATOR

Volunteer mediators who have participated in CCR's Mediation Mentorship Program (MMP) provide free mediation services to people who could not otherwise afford them. Volunteers are required to mediate twice per month for a period of 18 months following the MMP. Volunteers are required to mediate once per month at one of CCR's priority program locations in Markham or Bridgeview.

Practice areas: Criminal misdemeanor, juvenile delinquency, landlord/tenant disputes, neighbor disputes, small claims, consumer law, sexual harassment, parenting plans, and employment discrimination

Opportunity type: Mediation/arbitration

Skills acquired: Mediation and conflict management

Skills required: All attorneys are competent to handle this matter after successful completion of CCR's Mediation Mentorship Program.

Time commitment: A 40-hour mediation skills training, followed by 10 weekly meetings with a mentor (approximately 3 hrs. per meeting), followed by a certification simulation (approximately 2 hours). Volunteers must mediate twice per month for a period of 18 months following the program; mediations require 3-4 hours.

Contact: Israel Putnam at iputnam@ccrchicago.org or 312.922.6464 ext. 14.

Training and support: CCR provides volunteers with extensive training and support. CCR Volunteer Mediators are trained, mentored, and certified using a performance-based evaluation standard.

CENTER FOR DISABILITY AND ELDER LAW

205 West Randolph Street, Suite 1610

Chicago, IL 60606

Phone: 312.376.1880

Web: www.cdela.org

Brief Description & Client Impact: The Center for Disability & Elder Law (CDEL) is a Chicago area pro bono law firm that provides direct legal services to low-income seniors and persons with disabilities through the volunteer efforts of attorneys. CDEL volunteer attorneys represent clients in civil legal areas including adult guardianship, real estate, landlord/tenant, dissolution of marriage, simple wills, powers of attorney, consumer fraud, collection defense, and financial elder abuse.

How to get started: E-mail CDEL at volunteer@cdela.org.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

SENIOR CENTER INITIATIVE (SCI)

CDEL staff and volunteer attorneys prepare Powers of Attorney for Health Care and Property, as well as Illinois Living Will Declarations for low-income seniors at senior centers throughout Cook County. This is a one-day workshop with limited client engagement and is great for law firm and corporate client partnerships.

Practice areas: Estate planning

Opportunity type: Non-litigation, transactional

Skills acquired: Client interviewing, basic estate planning

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of required training (1.5 hrs.) and at least one 3-hour workshop.

Contact: Thomas Wendt at twendt@cdela.org or 312.376.1880.

Training and support: CDEL provides trainings (1.5 hrs.) on an as-needed basis. Trainings usually take place at CDEL but can also be conducted on-site upon request.

Sample Opportunity

SENIOR LEGAL ASSISTANCE CLINICS (SLAC)

CDEL operates four Senior Legal Assistance Clinics at suburban senior centers and four urban Senior Legal Assistance Clinics to allow seniors to obtain services closer to their homes. Volunteers are trained and conduct intakes, review documents, and provide basic legal services. Further assistance and representation of client matters is possible, but not required. The Clinics are located in Bellwood, Calumet City, Chicago Heights, North Riverside, and Chicago. Each clinic is open once a month, by appointment.

Practice areas: General civil practice

Opportunity type: Non-litigation, transactional

Skills acquired: Client interviewing, document review, individual representation

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of required training (1.5 hrs.), then 3–4 hours per month at the on-site clinic.

Contact: Caroline Manley at cmanley@cdelaw.org or 312.376.1880.

Training and support: CDEL provides trainings (1.5 hrs.) on an as-needed basis. Trainings usually take place at CDEL but can also take place at the clinic sites.

Sample Opportunity

CLIENT REPRESENTATION IN A VARIETY OF MATTERS

Attorneys with experience in the subject matter handle a variety of civil matters affecting low-income seniors and individuals with special needs.

Practice areas: Adult guardianship, real estate, landlord/tenant, dissolution of marriage, simple wills, powers of attorney, consumer fraud, collection defense, and financial elder abuse

Opportunity type: Litigation, client representation

Skills acquired: Motion practice, trial skills, writing/drafting, case management, client/witness interviewing, client counseling

Skills required: This opportunity relies on attorneys with subject matter experience.

Time commitment: Varies depending on case complexity.

Contact: Thomas Wendt at twendt@cdelaw.org or 312.376.1880.

Training and support: CDEL staff attorneys provide volunteers with basic support and rely on pro bono attorneys to accept cases in areas of law in which they have experience.

Sample Opportunity

PRO SE ADULT GUARDIANSHIP HELP DESK

CDEL administers the Pro Se Adult Guardianship Help Desk (“Help Desk”) at the Cook County Circuit Court in Room 1202 of the Daley Center. The Help Desk provides legal information to people seeking to petition for the appointment of a legal guardian for an adult disabled person. Volunteers at the Help Desk provide information regarding the procedures for a guardianship proceeding, review completed standardized court forms, and provide detailed directions for filing the petition. The Help Desk operates Monday through Friday, from 9:00am to 1:00pm, when Court is in session.

Practice areas: Guardianship and estates

Opportunity type: Client intake/interviewing/advice

Skills acquired: Subject matter experience; client/witness interviewing

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of required training (2 hrs.), then one 4-hour shift per week for 4 months.

Contact: Thomas Wendt at twendt@cdelaw.org or 312.376.1880.

Training and support: Trainings (2 hrs.) are offered at CDEL at the beginning of January, May, and August each year. CDEL also provides volunteers with on-site support.

CENTER FOR ECONOMIC PROGRESS — TAX CLINIC

567 West Lake Street, Suite 1150
Chicago, IL 60661

Phone: 312.252.0280

Web: www.economicprogress.org

Brief Description & Client Impact: The Center for Economic Progress (CEP) helps low-income families move from financial uncertainty to financial security. Our free tax clinic assists low-income taxpayers with tax controversies before the Internal Revenue Service.

How to get started: Contact Noah Bazis at volunteer@economicprogress.org or 312.630.0288.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

REPRESENT LOW-INCOME TAXPAYERS IN A TAX CONTROVERSY

Volunteers represent taxpayers who have a current tax controversy before the IRS. Primary responsibilities may include: explaining IRS letters/notices to taxpayers; drafting responses to correspondence audits (including denials of EITC); arranging separation of liability for joint filers in “innocent spouse” situations; preparing tax returns ancillary to a current IRS controversy; filing amended returns to add undeclared income, exemptions and/or deductions to which the client is entitled; assisting with collections matters and payment of assessed tax; negotiating on the client’s behalf; or assisting unrepresented taxpayers in Tax Court.

Practice areas: Tax

Opportunity type: Litigation, client counseling

Skills acquired: Litigation, subject matter experience

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Approximately 20–50 hours, over several months.

Contact: Noah Bazis at volunteer@economicprogress.org or 312.630.0288.

Training and support: The Clinic provides training and support to volunteers on an as-needed basis.

Sample Opportunity

PREPARATION OF INCOME TAX RETURNS

Volunteers prepare prior year and amended income tax returns for low-income families. The Center for Economic Progress offers tax training sessions each January that teach volunteers to use TaxWise software and prepare tax returns.

Practice areas: Tax

Opportunity type: Non-litigation, transactional, accounting/financial

Skills acquired: Preparation of tax returns

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of required training and tests (9.5–11.5 hrs.), then at least 10 hours during tax season.

Contact: Noah Bazis at volunteer@economicprogress.org or 312.630.0288.

Training and support: Formal training and support is provided to volunteers. Trainings are available from November to January and consist of several online sessions that volunteers can complete at their convenience and one classroom session. After completing the trainings, volunteers must pass the Basic Certification Test and the Standards of Conduct Test. The training and the certification exams take a total of approximately 9.5–11.5 hours to complete.

CHICAGO ALLIANCE AGAINST SEXUAL EXPLOITATION

307 North Michigan Avenue, Suite 1818
Chicago, IL 60601
Phone: 773.244.2230
Web: www.caase.org

Brief Description & Client Impact: Chicago Alliance Against Sexual Exploitation (CAASE) works to end sexual assault and exploitation through trafficking. Our Pro Bono Project connects private attorneys with survivors of sexual assault and exploitation to ensure that all survivors in Chicago have quality legal counsel to ensure they are not further victimized when they seek justice and accountability against their abusers. Pro bono attorneys representing CAASE clients can expect to fight systems that often blame survivors for their own victimization and impact survivors by ensuring safety at home, school and in the workplace, recouping damages in civil court, asserting rights in the criminal process, and clearing criminal records.

How to Get Started: Contact Rachel Johnson at rjohnson@caase.org or 773.244.2230, ext. 210.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

PRO BONO REPRESENTATION OF SURVIVORS OF SEXUAL ASSAULT

Volunteer attorneys handle all aspects of individual cases. Depending on the case, attorneys will represent clients as victims' attorneys in the criminal justice system or through litigation in civil court.

Practice areas: General civil practice, victims' rights in criminal system

Opportunity type: Litigation

Skills acquired: Varies by case

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of required training (1.5 hrs.), then varies by case type (usually between 11 and 25 hrs. per year).

Contact: Contact Rachel Johnson at rjohnson@caase.org or 773.244.2230, ext. 210.

Training and support: In-person trainings on subject matter and working with survivors of sexual exploitation are offered 2-3 times per year and last approximately 1.5 hours. CAASE legal staff screen survivors for legal needs and eligibility for services, link them with pro bono counsel who have received CAASE training, and provide ongoing support and mentorship to pro bono counsel representing CAASE-referred clients.

CHICAGO COALITION FOR THE HOMELESS — LAW PROJECT

70 East Lake Street, Suite 700
Chicago, IL 60601
Phone: 312.641.4140
Toll Free: 1.800.940.1119
Web: www.chicagohomeless.org

Brief Description & Client Impact: The Chicago Coalition for the Homeless (CCH) organizes and advocates to prevent and end homelessness. The Law Project of the Chicago Coalition for the Homeless provides legal advice and representation to individuals and families who are homeless or at risk of homelessness, with a focus on ensuring homeless children and youth have access to school and educational services.

How to get started: New volunteers should reach out to Beth Malik at beth@chicagohomeless.org or 312.641.4140 and briefly describe their interest, skills and time commitment. They will then schedule a time to receive a one-hour training on the educational rights of homeless children and youth.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

REPRESENTING A FAMILY OR YOUTH EXPERIENCING HOMELESSNESS IN AN EDUCATION CASE

Volunteer attorneys provide direct legal representation to families and unaccompanied youth who are homeless or at risk of homelessness. Typically, volunteers provide legal advice and advocate with Chicago and suburban school districts to secure prompt access to school, transportation, and educational services for children and youth who are homeless.

Practice areas: Education

Opportunity type: Litigation, administrative proceedings, client intake/interviewing/advice

Skills acquired: Client counseling, case management, negotiating

Skills required: This opportunity relies on volunteers with some subject matter or litigation experience.

Time commitment: Completion of required training and then varies depending on case; administrative proceedings typically require no more than 15 hours.

Contact: Beth Malik at beth@chicagohomeless.org or 312.641.4140.

Training and support: Training on the educational rights of homeless children and youth will be provided by CCH staff on an as-needed basis. Law Project attorneys work closely with pro bono attorneys to analyze, strategize, develop evidence for the hearing, and ensure a successful result.

CHICAGO LAWYERS' COMMITTEE FOR CIVIL RIGHTS

100 North LaSalle Street, Suite 600
Chicago, IL 60602
Phone: 312.630.9744
Web: www.clccr.org

Brief Description & Client Impact: CLCCR are civil rights lawyers and advocates working to secure racial equity and economic opportunity for all. CLCCR provides legal representation through partnerships with the private bar, and collaborates with grassroots organizations and other advocacy groups to implement community-based solutions that advance civil rights. CLCCR have many open-ended and short-term litigation pro bono opportunities available, including: representing students at expulsion hearings; enforcing laws prohibiting discrimination in housing and affirmatively advancing fair housing; representing pro se litigants in settlements in federal court; and representing victims of hate crimes and discrimination in civil matters.

How to get started: Interested volunteers should contact Chicago Lawyers' Committee at 312.630.9744.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

SHORT-TERM SETTLEMENT ASSISTANCE IN FEDERAL COURT

The Lawyers' Committee's Settlement Assistance Program seeks to provide pro bono attorneys to redress violations of the constitutional and civil rights of incarcerated persons and employees, who have filed federal lawsuits without an attorney. Volunteer attorneys limit their representation to client advice, settlement negotiations, including a written demand, and the judicial settlement conference. The pro bono attorney does not conduct any discovery, file or amend any pleadings or engage in motion practice, and can withdraw from representation if the case does not settle. Without pro bono representation, these vulnerable individuals would have to pursue justice on their own in the often complex federal court system.

Practice areas: Employment discrimination and prisoners' rights

Opportunity type: ADR, mediation, negotiation

Skills acquired: Mediation, negotiation, writing, client management and oral advocacy

Skills required: This opportunity relies on volunteers with substantive experience or subject matter expertise.

Time commitment: Approximately 20–30 hours over a quarter.

Contact: J. Cunyon Gordon at cgordon@clccrul.org or 312.202.3662.

Training and support: Staff attorneys will train and support volunteers. In-person trainings are offered 1–2 times per year, but are not required.

Sample Opportunity

REPRESENTING STUDENTS AT SCHOOL EXPULSION HEARINGS

All public school students, whether in district-run or charter schools, are entitled to a legal hearing when facing a disciplinary infraction that may result in an expulsion. Pro bono attorneys are needed at these hearings to represent the student's interest. These students include vulnerable youth who are unfairly or harshly disciplined in schools and are predominately Black or Latino, low-income, LGBT, and/or students with disabilities. Without pro bono assistance, these young people will be excluded from education and future opportunities. Through this volunteer opportunity, attorneys will interview and counsel their client, investigate and develop the case, and conduct a quasi-trial proceeding with an independent hearing officer.

Practice areas: Education, school discipline defense, civil rights, children

Opportunity type: Litigation

Skills acquired: Oral advocacy, case management, client counseling, client/witness interviewing, case presentation, public speaking, subject matter experience

Skills required: Strong oral advocacy and client communication skills are needed. Previous experience in mediations, negotiations, or administrative proceedings are also helpful. For less experienced attorneys, expertise within your firm to provide support will also be helpful.

Time commitment: Completion of required training, then each case takes approximately 11–25 hours over a month.

Contact: Jessica Schneider at jschneider@clccrul.org or 312.202.3651 to set up an initial training. Once trained, volunteers will be included in a listserv that will promote upcoming opportunities.

Training and support: Attorneys complete a 1–2 hour training program. Staff attorneys provide ongoing support.

CHICAGO LEGAL CLINIC, INC.

211 West Wacker Drive, Suite 750

Chicago, IL 60606

312.726.2938

Web: www.clclaw.org

Brief Description & Client Impact: The Chicago Legal Clinic, Inc. (CLC) promotes justice by providing low-income and disadvantaged Chicago area residents with greater access to the legal system. CLC provides free and low-cost legal services through its offices in Austin, Downtown, Pilsen, and South Chicago and its court-house-based advice desks in Chicago, Markham, and Bridgeview. CLC provides legal services in areas of law that address issues of individual rights and family stability, such as: assisting victims of violence obtain orders of protection and other relief, establishing child support obligations and allocations of parental responsibilities, adjusting immigration status and defending individuals from deportation, enhancing opportunities for employment by addressing criminal records, protecting disabled adults by seeking appointment of proper guardians, appealing denials of meritorious social security disability claims, counseling debtors, and addressing environmental issues that affect entire neighborhoods.

How to get started: Contact Lucy Torres at ltorres@clclaw.org or 312.726.2938.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

CLIENT ADVICE AND CONSULTATION

Attorneys with experience in the substantive area provide one-on-one consultations and advice to individuals in their areas of expertise, including family law and probate/advance directives. If appropriate, attorneys may assist with simple forms (e.g. appearance, fee waivers). In addition to providing individuals with the information necessary to approach the legal system, volunteer attorneys will work to connect the individuals they assist with other available resources.

Practice areas: Various

Opportunity type: Intake, non-representation advice and consultation

Skills acquired: Client interviewing and counseling

Skills required: This opportunity relies on attorneys with subject matter experience.

Time commitment: 8 hours per month.

Contact: Lucy Torres at ltorres@clclaw.org or 312.726.2938.

Training and support: Volunteers are trained and supervised by a CLC attorney.

Sample Opportunity

BLANK SLATE RECORDS PROGRAM

In recent years, changes in the law have greatly expanded the expungement and sealing options available to people with criminal records. Clients who access this relief are better able to access employment, housing, education, and public benefits. Volunteer attorneys are trained to provide outreach to the community to educate individuals about the greater opportunities available to them. Volunteer attorneys, law students, and paralegals assist with assessing eligibility and preparing petitions. Opportunities for in-court representation of petitioners are available to volunteers who make an extended commitment of service.

Practice areas: criminal records, professional licensing

Opportunity type: Intake, litigation and non-litigation representation

Skills acquired: Client interviewing and counseling, document preparation, public speaking, in-court advocacy

Skills required: All attorneys are competent to handle this matter after the training provided. Law students and paralegals also welcome.

Time commitment: 4 hours of training, 6 hours per month for 6 months.

Contact: Lucy Torres at ltorres@clclaw.org or 312.726.2938.

Training and support: Volunteers are trained and supervised by a CLC attorney.

Sample Opportunity

BRIDGEVIEW CIVIL LAW ADVICE DESK

Volunteer attorneys help self-represented litigants effectively navigate the legal system by providing advice and assistance with basic forms to defendants in various areas of civil law including, collections defense and family law. The Desk is located in the law library of the Bridgeview Courthouse and operates on alternate Tuesdays from 9am–12pm.

Practice areas: Debt collection and repossession, collection defense, consumer debt

Opportunity type: Non-litigation, advice desk, client intake/interviewing/advice

Skills acquired: Subject matter experience, client/witness interviewing, client counseling

Skills required: There is a preference for attorneys with experience in collection law.

Time commitment: The Desk is open for three hours (9am–12pm) on alternate Tuesdays and volunteers are asked to work for six Tuesdays during a three-month period.

Contact: Lucy Torres at ltorres@clclaw.org or 312.726.2938.

Training and support: A CLC attorney provides training and support.

Sample Opportunity

CHANCERY DIVISION ADVICE DESK

Volunteer attorneys help pro se litigants understand the legal process and assist with the preparation of documents such as petitions, responses, and motions so that the litigants can more effectively present their cases in court. Volunteers do not provide direct representation to individuals. The Desk is located in the lower level of the Richard J. Daley Center.

Practice areas: Mortgage foreclosure, administrative review, accountings, specific performance, partitions, and name changes

Opportunity type: Non-representation, client intake/interviewing/advice

Skills acquired: Client interviewing and counseling, motion practice, writing/drafting

Skills required: There is a preference for attorneys with some experience in the subject matter.

Time commitment: Completion of the required training (takes place during first shift), then 8 hours per month.

Contact: Lucy Torres at ltorres@clclaw.org or 312.726.2938.

Training and support: The training is 1–2 hours in length and takes place during the first shift at the desk. Support and supervision are provided by CLC attorneys.

Sample Opportunity

MARKHAM COLLECTION DEFENSE ADVICE DESK

Volunteer attorneys help self-represented litigants effectively navigate the legal system by providing advice and assistance with basic forms to defendants in collection cases. The Desk is located in the law library of the Markham Courthouse and operates every Wednesday from 9:00am to Noon.

Practice areas: Debt collection and repossession, collection defense, consumer debt

Opportunity type: Non-litigation, advice desk, client intake/interviewing/advice

Skills acquired: Subject matter experience, client/witness interviewing, client counseling

Skills required: There is a preference for attorneys with experience in collection law.

Time commitment: The Desk is open for three hours (9-Noon) on Wednesdays and the volunteer is asked to work for six Wednesdays during a three-month period.

Contact: Lucy Torres at ltorres@clclaw.org or 312.726.2938.

Training and support: A CLC attorney provides training and basic support.

Sample Opportunity

REPRESENTATION IN ADULT GUARDIANSHIP AND PREPARATION OF ADVANCE DIRECTIVES

Volunteer attorneys with experience in the subject matter represent clients in matters such as an uncontested guardianship of a disabled adult or preparation of advance directives for low-income individuals. By helping parents become guardians of their disabled adult children, the parents have the legal authority to make important decisions for their children and ensure their safety and welfare. Advance directives provide families with stability and certainty in times of crisis or loss.

Practice areas: General civil litigation and transactional (preparation of legal documents)

Opportunity type: Litigation and Transactional

Skills acquired: Case management, client counseling, client/witness interviewing, motion practice, negotiating, trial skills, writing/drafting

Skills required: This opportunity relies on volunteers with subject matter experience.

Time commitment: Varies depending on the type of case — between 5 and 15 hours.

Contact: Lucy Torres at ltorres@clclaw.org or 312.726.2938.

Training and support: Cases are monitored on a quarterly basis by the Clinic's Pro Bono Program and volunteers can contact staff with questions.

CHICAGO VOLUNTEER LEGAL SERVICES FOUNDATION

33 North Dearborn Street, Suite 400

Chicago, IL 60602

Phone: 312.332.1624

Web: www.cvlsl.org

Brief Description & Client Impact: Chicago Volunteer Legal Services Foundation (CVLS) volunteers and staff attorneys represent low-income Chicagoans (the working poor) in a wide variety of civil matters. While much of our work involves litigation, we also handle administrative and non-litigation matters. CVLS' caseload is heavily weighted to family law, real estate, and consumer issues. Supporting volunteers is a priority for CVLS staff.

How to get started: Interested volunteers first attend an orientation program held monthly during the lunch hour at CVLS' Administrative Office in the Loop. Visit www.cvlsl.org for a schedule of upcoming orientation programs, registration information, and more information about pro bono opportunities at CVLS.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

COOK COUNTY MORTGAGE FORECLOSURE MEDIATION PROGRAM

Volunteer attorneys represent homeowners in the Cook County Foreclosure Mediation program. Volunteers advocate for the clients' desired outcome in the negotiation and mediation processes only and do not file any pleadings or attend any court hearings. Volunteers first contact clients for an in-person or telephone interview, then contact the lender's attorney to attempt to negotiate a settlement before the actual mediation. The negotiation may take numerous telephone calls and coordinating updated documents. If no solution is reached, volunteers attend and negotiate on behalf of the borrower at the mediation. If an agreement is not reached at the first mediation, and further steps toward resolution are agreed upon, subsequent sessions may be required.

Practice areas: Housing, mortgage foreclosure

Opportunity type: Non-litigation, mediation/arbitration

Skills acquired: Mediation, negotiation

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of the orientation (1 hr.) and 3-hour training, then 15–20 hours over 1–3 months.

Contact: Daniel Santrella at cvls@cvls.org or 312.332.7521.

Training and support: An in-person or recorded 3-hour training is required. CVLS also provides manuals and other ongoing support as needed.

Sample Opportunity

CVLS NEIGHBORHOOD LEGAL CLINICS

Clinic volunteers meet with clients one evening or weekend day every few months to provide a full range of legal services on a wide variety of issues. Volunteers provide brief legal advice and may choose to handle cases that need representation. Volunteers can select a clinic by location, case type, or ethnic/cultural clientele. Each clinic is chaired by a veteran volunteer who will guide and mentor you.

Practice areas: Elder law, guardianship & estates, immigration, torts & insurance, bankruptcy, consumer law, family law, housing

Opportunity type: Client intake/interviewing/advice, legal clinics

Skills acquired: Case management, client counseling, client/witness interviewing, motion practice, negotiating, trial skills, writing/drafting

Skills required: All attorneys are competent to handle this matter after the training provided. For attorneys taking cases beyond the clinic, subject matter experience is required.

Time commitment: Completion of the orientation (1 hr.), then 4 hours every few months, longer if a volunteer accepts a case for representation.

Contact: Kathy Koester at kkoester@cvls.org or 312.332.7521.

Training and support: CVLS promises to give you the training and support that you need so that you can devote your time, talent, and skill to helping your client. CVLS provides in-person and recorded training programs as well as manuals and other support to those volunteers who need it.

Sample Opportunity

GUARDIAN AD LITEM FOR DISABLED ADULTS

Volunteers serve as Guardian Ad Litem (GAL) in Guardianship of Disabled Adult cases in the Probate Court. Volunteer GALs have two important missions: (1) meet and talk with the person alleged to be disabled, including explaining the fundamental rights at stake and how to protect them; and (2) act as the eyes and the ears of the judge by investigating the respondent's living conditions and making a recommendation regarding the respondent's best interests. Volunteer GALs will often conduct site visits of the alleged disabled person's residence/nursing home/hospital, interview the alleged disabled person, review medical reports and interview health care personnel as necessary, facilitate negotiations, provide a written report to the court with recommendations regarding guardianship, and possibly advocate that recommendation before the court.

Practice areas: Guardianship and estates

Opportunity type: Litigation

Skills acquired: Case management, client counseling, client/witness interviewing, negotiating, writing/drafting

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of the orientation (1 hr.), then approximately 6 hours over 6 weeks.

Contact: Susan DeCostanza at sdecostanza@cvls.org or 312.332.7546.

Training and support: A 2-hour in person or online training and training manual. In addition, CVLS' experienced staff attorneys provide one-to-one training for all volunteer GALs and will walk you through your first case when needed.

Sample Opportunity

GUARDIAN AD LITEM FOR MINORS

Volunteers serve as Guardian Ad Litem (GAL) of minors in cases where CVLS is appointed by the Probate Court to represent the best interests of children involved in contested or problematic minor guardianship cases. Volunteer GALs investigate the people and issues, make a written report to the Court, and represent the child in court proceedings. GALs meet with the parties and your client, the child. GALs may also interview

other interested adults, review the child's school and medical records, and sometimes consult with mental health professionals and social workers. Some GAL cases resolve quickly and easily and require only one or two court appearances. Others take as long as several months.

Practice areas: Guardianship and estates, family law, children

Opportunity type: Litigation

Skills acquired: Case management, client counseling, client/witness interviewing, negotiating, writing/drafting, subject matter experience

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of orientation (1 hr.) and required 2-hour training, then 20–30 hours over 6 months.

Contact: Rebekah Rashidfarokhi at arr@cvls.org or 312.332.7399.

Training and support: Volunteers must attend a special 2-hour training held monthly at noon at CVLS' Administrative Office. CVLS will provide continuing training and assistance as needed thereafter.

Sample Opportunity

REPRESENTATION IN CHANCERY COURT ACCESS TO JUSTICE PROGRAM

Chancery Court Judges appoint CVLS to represent low-income pro se defendants with meritorious claims or defenses. Volunteer attorneys with some experience in mortgage foreclosure defense represent low-income clients who find themselves on the verge of losing their homes, but often with a viable claim or defense. CVLS volunteers also represent clients who are challenging subsidized housing evictions and other governmental administrative appeals.

Practice areas: housing, licenses, unemployment, insurance, homeownership, mortgage foreclosure

Opportunity type: Litigation

Skills acquired: Case management, client counseling, depositions, client/witness interviewing, motion practice, negotiating, trial skills, writing/drafting of pleadings and briefs

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of CVLS orientation (1 hr.), then varies depending on case.

Contact: Matthew Hulstein at mhulstein@cvls.org or 312.332.8217.

Training and support: Attending a 1-hour volunteer orientation is required. CVLS provides extensive in-person and recorded trainings, manuals, and in-person individual support throughout the case as needed. Specific subject areas, including deceased borrowers in foreclosure and reverse mortgage foreclosures, have special online trainings.

Sample Opportunity

CVLS PANEL PROGRAM

Volunteer attorneys choose pro bono civil matters for client representation in many areas of law including divorce, custody, adoption, immigration, consumer contract issues, collection and tort defense, bankruptcy, and landlord-tenant matters (including evictions, representing either landlords or tenants). A CVLS staff person will call a volunteer and describe a specific case. The volunteer may accept or decline it. Additionally, CVLS is able to allow volunteers access to a secure online database so that a CVLS volunteer can review and choose a pro bono case that is ready for placement. Once the volunteer expresses interest in the case through the database, a CVLS staff attorney will approve the placement and allow the volunteer access to the full database file for the client, and the case management features of the database.

Practice areas: General civil practice

Opportunity type: Litigation

Skills acquired: Case management, client counseling, depositions, client/witness interviewing, motion practice, negotiating, trial skills, writing/drafting

Skills required: All attorneys are competent to handle this matter after the training provided with the exception of more complex cases, which will rely on attorneys with some experience in the subject matter or litigation.

Time commitment: Completion of the orientation (1 hr.), then varies depending on case.

Contact: Martin Cozzola at mcozzola@cvls.org or 312.332.1916.

Training and support: Attending a 1-hour volunteer orientation is required. CVLS provides extensive in-person and recorded trainings, manuals, and in-person individual support throughout the case as needed.

Sample Opportunity

CHILD REPRESENTATIVE IN DOMESTIC RELATIONS

Volunteers serve as Child Representative (Child Rep) in cases where CVLS is appointed by Domestic Relations judges to represent the best interests of children involved in contested parental allocation cases. Volunteer Child Reps investigate the people and issues, negotiate with the parties, and advocate for the child in and out of court. In addition to interviewing the parents and child, they may also interview other interested

adults, review the child's school and medical records, and sometimes consult with mental health professionals and social workers. Some cases resolve quickly and easily and require only one or two court appearances while others may take longer to resolve.

Practice areas: Family law, children

Opportunity type: Litigation

Skills acquired: Case management, client counseling, client/witness interviewing, negotiating, writing/drafting, subject matter experience

Skills required: This opportunity relies on volunteers with subject matter knowledge in family law.

Time commitment: Completion of CVLS orientation (1 hr.) and 3-hour Child Rep training, then 20–30 hours over 6 to 12 months.

Contact: Phil Mohr at philmoor@cvls.org or 312.332.3528.

Training and support: Volunteers must attend a special 3-hour training held regularly at noon at CVLS' Administrative Office. In addition to written training materials, experienced staff attorneys provide close supervision.

THE COMMUNITY LAW PROJECT OF THE CHICAGO LAWYERS' COMMITTEE FOR CIVIL RIGHTS

100 North LaSalle Street, Suite 600
Chicago, IL 60602

Phone: 312.939.3638

Web: www.clccrul.org/community-law-project

Brief Description & Client Impact: The Community Law Project, the transactional project of the Chicago Lawyers' Committee for Civil Rights, is dedicated to assisting Chicago's low-income communities in generating businesses, jobs, family income, and other necessities to enable people to improve the quality of their lives. Volunteer and staff attorneys provide non-litigation transactional legal services to community-based organizations, small businesses working to revitalize inner-city neighborhoods, and low-income first-time home buyers.

How to get started: Prospective volunteers should send an email to clp@clccrul.org with their resume, including their ARDC#, and a Community Law Project staff member will be in contact with them.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

TRANSACTIONAL LEGAL ASSISTANCE

Volunteer attorneys provide non-litigation, and business law representation to community-based organizations in low-income neighborhoods of the Greater Chicago Metropolitan Area. These clients are involved in a wide range of community development and social service activities. Volunteers also provide business law services to low-income clients starting and operating small businesses and to low-income first-time home buyers.

Practice areas: Corporate, tax, real estate, employment, finance, governance, and intellectual property

Opportunity type: Non-litigation, transactional

Skills acquired: Case management, client interviewing, client counseling, negotiating, writing/drafting

Skills required: This opportunity relies on volunteers who have some experience in the subject matter or law firm support.

Time commitment: 5–30 hours, typically over a few months.

Contact: Jody Adler at jadler@clccrul.org or 312.202-3647.

Training and support: Community Law Project does not offer training for this volunteer opportunity but does provide volunteers with ongoing support.

Sample Opportunity

SEMINAR PRESENTER — SMALL BUSINESS AND NONPROFIT ORGANIZATIONS

Attorney volunteers conduct workshops on business and tax-exempt organization legal issues.

Practice areas: Corporate, tax, real estate, employment, intellectual property

Opportunity type: Non-representation, educating the public about the law

Skills acquired: Public speaking

Skills required: This opportunity relies on volunteers who have experience in the subject matter.

Time commitment: Typically 2–4 hours.

Contact: Angie Hall at ahall@clccrul.org or 312.202-3648.

Training and support: Community Law Project does not offer training for this volunteer opportunity but does provide volunteers with ongoing support.

Sample Opportunity

CLOSING ASSISTANCE TO FIRST TIME HOMEBUYERS

Community Law Project is a partner organization working with the Chicago Housing Authority to implement the Choose to Own initiative — a program that permits current Housing Choice Voucher holders to apply their subsidies to mortgage payments for single family homes, condominiums, or townhouses in the City of Chicago. Volunteer attorneys assist these and other low-income first-time homebuyer clients with all aspects of closing on their new home. Volunteer attorneys also provide legal assistance to low income first-time homebuyers who are purchasing affordable housing units throughout the Chicagoland area. The volunteer attorney reviews and explains all the documentation related to the closing and home purchase to their client.

Practice areas: Residential real estate

Opportunity type: Non-litigation, transactional

Skills acquired: Transactional

Skills required: This opportunity relies on attorneys with experience in the subject matter.

Time commitment: 10–25 hours over 2 months.

Contact: Angie Hall at ahall@clccrul.org or 312.202-3648.

Training and support: Community Law Project does not offer training for this volunteer opportunity but does provide volunteers with ongoing support.

DOMESTIC VIOLENCE LEGAL CLINIC

555 West Harrison Street, Suite 1900

Chicago, IL 60607

Phone: 312.325.9155

17 N. State Street, Suite 1390

Chicago, IL 60602

Phone: 312.971.5932

Web: www.dvllchicago.org

Brief Description & Client Impact: The Domestic Violence Legal Clinic (DVLC) provides free legal assistance to survivors of domestic violence. We provide holistic legal services to survivors of domestic violence, from same-day emergency services to representation in family law, immigration and other matters related to our clients' experience of domestic violence. We are dedicated to keeping families safe, using the legal system to combat domestic violence. DVLC clients are largely low-income women with children. DVLC volunteers can have an immediate impact in a client's life. They work directly with clients to help them navigate a complicated legal

process and achieve safety from abusive relationships in a short amount of time. All volunteers must be compassionate and comfortable working with victims of domestic violence from diverse backgrounds. Training and supervision are provided by a DVLC attorney.

How to get started: Contact Cheryl DeMichele Price at cprice@dvlcchicago.org or 312.325.9155.

Does the organization offer malpractice insurance coverage to volunteers? In limited circumstances.

Sample Opportunity

EMERGENCY SERVICES VOLUNTEER OPPORTUNITY

Emergency Services volunteers provide brief services for litigants filing civil Orders of Protection. Volunteers conduct interviews, complete pleadings, and draft affidavits. Volunteers also thoroughly explain the court process and may accompany litigants to court to provide support. Volunteers do not provide representation and there is no ongoing case commitment. This opportunity is open to attorneys, students, and other legal professionals.

Practice area: Domestic violence

Opportunity type: Litigation

Skills acquired: Interview, drafting pleadings

Skills required: All volunteers are competent to handle this matter after the training provided. Spanish or other language fluency is helpful but is not required.

Time commitment: Completion of a 2.5-hour formal training and then one 4-hour shift per week (students) or month (attorneys and legal professionals).

Contact: Cheryl DeMichele Price at cprice@dvlcchicago.org or 312.325.9155. Please submit a resume and short statement as to why you're interested in volunteering.

Training and support: DVLC provides formal training and ongoing supervision and support for our volunteers.

Sample Opportunity

PRO BONO PROJECT

In partnership with the Circuit Court of Cook County's Domestic Violence Courthouse, DVLC hosts the Domestic Violence Pro Bono Project. Typically, volunteer attorneys are recruited from one of the Pro Bono Project's partner law firms. Volunteers commit to rotating shifts at the Domestic Violence Courthouse, during which they are available to represent domestic violence victims seeking civil Orders of Protection. Attorneys interview potential clients, prepare pleadings, and provide same-day in-court

representation for clients seeking an Emergency Order of Protection. Pro Bono Project attorneys continue to represent their clients until hearing on a Plenary Order of Protection.

Practice area: Domestic violence

Opportunity type: Litigation

Skills acquired: Interview, drafting pleadings, litigation

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of a 2.5-hour formal training and short on-site orientation, then participating firms or groups commit to at least one 5-hour shift per month.

Contact: Cheryl DeMichele Price at cprice@dvlcchicago.org or 312.325.9155.

Training and support: DVLC provides formal training from time to time and ongoing mentoring and support for our volunteers.

EQUIP FOR EQUALITY

20 North Michigan Avenue, Suite 300
Chicago, IL 60602

Phone: 800.537.2632

Web: www.equipforequality.org

TTY: 800.610.2779

Toll Free: 800.537.2632

Brief Description & Client Impact: The mission of Equip for Equality (EFE) is to advance the human and civil rights of children and adults with physical and mental disabilities in Illinois. It is the only statewide, cross-disability, comprehensive advocacy organization providing self-advocacy assistance, legal services, and disability rights education while also engaging in public policy and legislative advocacy, and conducting abuse investigations and other oversight activities. Cases are balanced between individual representation and impact litigation seeking systemic change. From time to time, EFE seeks law firm assistance drafting amicus briefs and co-counseling class action litigation. Volunteers who speak Spanish can participate in EFE's Latino Advocacy Project. Finally, EFE has offices throughout the state; volunteers who are interested in volunteering outside of Chicago should inquire about those opportunities as well.

How to get started: Contact Olga Pribyl at olga@equipforequality.org or 312.895.7321.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

CLIENT INTERVIEWING

Volunteer attorneys conduct client interviews via telephone and provide people with disabilities with legal advice or information about their legal rights.

Practice areas: Disability

Opportunity type: Non-representation, client intake/interviewing/advice

Skills acquired: Client counseling, client/witness interviewing

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: 4 hour shifts.

Contact: Barry Taylor at barryt@equipforequality.org or 312.895.7317.

Training and support: Volunteers receive individualized training as needed and ongoing support. A licensed staff attorney will provide volunteers with direction and will address any questions or concerns that arise. Shadowing opportunities, for volunteers wishing to observe the process, are available as well.

Sample Opportunity

SPECIAL EDUCATION CLINIC HELPLINE

Volunteers provide legal information and advice to parents of children with disabilities about special education law, help parents draft letters, and conduct legal research on special education issues.

Practice areas: Special education

Opportunity type: Non-representation, legal hotline, client intake/interviewing/advice

Skills acquired: Client counseling, client/witness interviewing

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of required training (1.5 hrs.) and then 4-hour shifts, followed by a telephone meeting with the intake manager. Volunteers are asked to commit to ongoing participation in the program.

Contact: Olga Pribyl at olga@equipforequality.org or 312.895.7321.

Training and support: Volunteers must complete a 1.5 hour in-person or online training on special education law. EFE attorneys provide ongoing support.

Sample Opportunity

SPECIAL EDUCATION CLINIC

Volunteer attorneys provide legal representation on special education issues for parents of students with disabilities in school meetings, mediations, expulsion hearings, due process administrative hearings and federal court.

Practice areas: Special Education

Opportunity type: Litigation

Skills acquired: Litigation, negotiation

Skills required: All attorneys are competent to handle this matter after the training provided or if attorneys have subject matter or litigation experience.

Time commitment: Completion of required training (if applicable & time varies) and then a minimum of 30 hours over a period of 1 week to several months.

Contact: Olga Pribyl at olga@equipforequality.org or 312.895.7321.

Training and support: Volunteers without subject matter experience must complete a training (time varies depending on the complexity of the case) before volunteering. EFE attorneys provide ongoing support.

Sample Opportunity

EMPLOYMENT RIGHTS HELPLINE

Volunteers provide legal advice and self-advocacy assistance to people with disabilities who have employment issues related to their disability.

Practice areas: disability employment discrimination

Opportunity type: Non-representation, legal hotline, client intake/interviewing/advice

Skills acquired: Client counseling, client/witness interviewing

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of required training (1.5 hrs.) and then 4-hour shifts, followed by a telephone meeting with the intake manager. Volunteers are asked to commit to ongoing participation in the program.

Contact: Rachel Weisberg at rachelw@equipforequality.org or 312.895.7319.

Training and support: Volunteers must complete a 1.5 hour training. EFE attorneys provide ongoing support.

Sample Opportunity

DEVELOP SELF-HELP MATERIALS FOR PEOPLE WITH DISABILITIES

Volunteers develop self-help materials on legal rights for people with disabilities.

Practice areas: Disability

Opportunity type: Non-representation, educating the public about the law, preparing education materials

Skills acquired: Writing/drafting

Skills required: This opportunity relies on attorneys with some experience in the subject matter.

Time commitment: Varies by project.

Contact: Barry Taylor at barryt@equipforequality.org or 312.895.7317.

Training and support: EFE will provide samples of other self-help materials that have been developed and provide review and feedback on materials the volunteer develops.

Sample Opportunity

PRESENT EDUCATIONAL SEMINARS

Volunteers conduct educational seminars for people with disabilities on areas of the law impacting persons with disabilities, including the Americans with Disabilities Act, employment, transportation, voting, special education, and guardianship.

Practice areas: disability, civil rights, education, employment

Opportunity type: Non-representation, educating the public about the law

Skills acquired: Public speaking

Skills required: All attorneys are competent to handle this matter after the training provided or if attorneys have subject matter experience.

Time commitment: Completion of required training (if applicable & time varies) and then 4–10 hours over a quarter.

Contact: Barry Taylor at barryt@equipforequality.org or 312.895.7317.

Training and support: Depending on the person's subject matter expertise, EFE will provide training on the curriculum. In most cases, the volunteer will conduct the training with an EFE staff member first, and once comfortable with the subject matter and curriculum, the volunteer will be able to conduct the training seminar alone.

Sample Opportunity

REPRESENTATION IN EMPLOYMENT DISCRIMINATION CASES

Volunteer attorneys with experience in the subject matter or expertise within their firm represent people with disabilities in administrative proceedings and in federal court on employment discrimination cases under the Americans with Disabilities Act.

Practice areas: Employment discrimination

Opportunity type: Litigation

Skills acquired: Client counseling, client/witness, interviewing, depositions, mediation/arbitration, motion practice, negotiating, trial skills

Skills required: This opportunity relies on volunteers with subject matter experience or law firm support.

Time commitment: Varies depending on case complexity, but at least 100 hours over at least several months.

Contact: Barry Taylor at barryt@equipforequality.org or 312.895.7317.

Training and support: Typically, EFE serves as co-counsel for its employment discrimination cases and provides ongoing training to volunteer attorneys through the co-counsel relationship. If a volunteer has significant employment litigation experience, EFE will serve in a consulting role.

Sample Opportunity

REPRESENTATION IN ADULT GUARDIANSHIP CASES

Volunteer attorneys with experience in the subject matter or expertise within a firm represent adults with disabilities in probate court to oppose petitions for guardianship or to modify or terminate a current guardianship.

Practice areas: Guardianship and estates

Opportunity type: Litigation

Skills acquired: Client/witness interviewing, client counseling, drafting, motion practice, trial skills, negotiating, mediation/arbitration

Skills required: This opportunity relies on volunteers with subject matter experience or law firm support.

Time commitment: Uncontested cases typically require approx. 30 hours; contested cases may require 100 hours.

Contact: Barry Taylor at barryt@equipforequality.org or 312.895.7317.

Training and support: Unless experienced in this area, a volunteer attorney will co-counsel his or her first case with a staff attorney. EFE will also provide training materials on guardianship law and ongoing support.

Sample Opportunity

ABUSE INVESTIGATION UNIT

Equip for Equality's Abuse Investigation Unit works to address systemic issues of abuse and neglect and also individual matters, including legal rights violations in facilities. Volunteer attorneys with experience in the subject matter assist in a wide range of activities.

Practice areas: Abuse/neglect

Opportunity type: Litigation, non-representation, client intake/interviewing/advice, negotiation

Skills acquired: Client interviewing, client counseling, negotiation, trial skills

Skills required: This opportunity relies on volunteers with subject matter experience, litigation experience, or law firm support.

Time commitment: Completion of the required training (time varies), then 1–4 hours over a month.

Contact: Deborah Kennedy at deborah@equipforequality.org or 312.895.7304.

Training and support: Volunteers must complete a training (time varies depending on the complexity of the case) on abuse and neglect law and investigation techniques that is offered on an as needed basis. Experienced staff will also accompany volunteers on all on-site visits and investigations.

Sample Opportunity

ADA EMPLOYMENT CASE SUMMARIES FOR NATIONWIDE DATABASE

Equip for Equality is responsible for populating a nationwide database summarizing employment discrimination cases under the Americans with Disabilities Act. Volunteers will read recent ADA employment cases, summarize them and add them to a database that is accessed by the public. The database can be found at www.adacaselaw.org.

Practice areas: Employment and disability discrimination

Opportunity type: Writing/drafting

Skills acquired: Writing/drafting skills

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of the required training (0.5 hrs.), then 4–10 hours over a quarter.

Contact: Barry Taylor at barryt@equipforequality.org or 312.895.7317.

Training and support: Volunteers complete a half-hour training on the ADA database that is offered on an as needed basis to get started. EFE staff members provide ongoing support.

FAMILY DEFENSE CENTER

70 East Lake Street, Suite 1100

Chicago, IL 60601

Phone: 312.251.9800

Web: www.familydefensecenter.net

Brief Description & Client Impact: The Family Defense Center (FDC) is a legal advocacy organization whose mission is to advocate justice for families in the child welfare system. Unfair and unlawful child welfare policies disproportionately impact women and minorities, which is reflected in FDC's client population. The impact of successfully overturning an unjust abuse or neglect finding can be significant: it can save the careers of teachers and child care workers; for others, it can prevent the loss of custody or visitation and preserve the ability to adopt or volunteer with children. FDC is counsel in major class action and civil rights litigation and also represents wrongfully accused caregivers in numerous individual cases. FDC is involved in policy reform at the legislative level as well as within the relevant State agencies, and FDC implements community education/outreach efforts to inform the public regarding the harm to children and families caused by unfair and unlawful child welfare policies.

How to get started: As a first step, interested volunteers should review the FDC website (including the pro bono attorney training manual), and then contact Sara Gilloon at sara@familydefensecenter.net or 312.251.9800, ext. 25 to

find out about upcoming training sessions and current opportunities. Before handling a case, volunteers are expected to either attend an FDC in-person training or view their archived webcast available online.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

REPRESENT WRONGLY-ACCUSED FAMILY MEMBERS AND CAREGIVERS IN DCFS ADMINISTRATIVE HEARINGS

DCFS makes administrative abuse and/or neglect guilt determinations that are appealable to a neutral hearing officer in an evidentiary hearing. Representation in these cases is a core area of FDC's work and the focus of its pro bono program. Volunteer attorneys represent clients in DCFS administrative appeal hearings. Cases are carefully screened for merit and legal defenses. The volunteer develops the trial strategy, interviews the client, develops the witness list, reviews some limited discovery, drafts and argues motions, and prepares and conducts a full hearing. The hearing includes opening and closing statements as well as direct and cross examinations. It can also involve medical or other expert testimony.

Practice areas: Children, civil rights, abuse and neglect

Opportunity type: Litigation, administrative hearings

Skills acquired: Trial strategy, client/witness interviewing, drafting pleadings, trial skills

Skills required: All attorneys are competent to handle this matter after the training provided. Attorneys with subject matter experience, litigation experience, or law firm support preferred.

Time commitment: Completion of the required training (90–120 min.), then 25–50 hours over 3–4 months.

Contact: Sara Gilloon at sara@familydefensecenter.net or 312.251.9800, ext. 25.

Training and support: FDC provides annual formal training programs (90–120 min.), detailed manuals with sample pleadings, and ongoing support for volunteers.

FIRST DEFENSE LEGAL AID

5100 West Harrison Street, c/o Build, Inc.

Chicago, IL 60644

Phone: 1.800.LAW.REP.4 (1.800.529.7374)

Web: www.first-defense.org

Brief Description & Client Impact: First Defense Legal Aid (FDLA) focuses on issues of indigent defense, police accountability, and the protection of civil rights. FDLA's mission is two-pronged: to ensure equal justice to people in custody at Chicago police stations and to educate the people of Chicago about the power of their Constitutional rights. First, FDLA provides a free, reliable, and experienced lawyer to individuals who are arrested in the City of Chicago. As of 2017, the Cook County Public Defender is partnering with FDLA to cover weekday shifts from 8am–4pm, making evening and weekend shifts particularly good opportunities for volunteers. FDLA volunteer attorneys now have the opportunity to also represent certain juvenile suspects under arrest in suburban Cook County police stations. Second, in an effort to promote the Chicago Police Custody Hotline and educate Chicagoans, FDLA presents Street Law, classroom and community programs that teach people about the law, democracy, and human rights worldwide, in schools and community groups.

How to get started: Email volunteer@first-defense.org with the subject line VOLUNTEER INQUIRY.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

HOTLINE ATTORNEY

First Defense Legal Aid (FDLA) seeks volunteer attorneys to provide high quality pro bono legal representation to low-income adults and children arrested at Chicago police stations and suburban Cook County stations for some juvenile suspects. Operators answer a 24-hour hotline and call the volunteer attorney when needed to represent people at the police station during their shift. Representation is limited to the station visit. Later, a public defender is appointed. Volunteers may help clients assert their Fourth Amendment right not to consent to a search, Fifth Amendment right to remain silent and Sixth Amendment right to counsel, interview witnesses, view line-ups, and protect clients from police misconduct.

Practice areas: Criminal law

Opportunity type: Legal on call station house representation

Skills acquired: Client counseling, client/witness interviewing, client representation

Skills required: No criminal defense experience is required; all attorneys are competent to handle this matter after the training provided. Law students and graduates that are eligible for a 711 license may also volunteer.

Time commitment: Completion of the required training (2 hrs.). Volunteers are then asked to commit to two, 4-hour on-call shifts per month.

Contact: Email volunteer@first-defense.org with the subject line VOLUNTEER INQUIRY.

Training and support: Volunteers are required to attend a 2-hour training about the rights of detained individuals. In-person trainings are offered twice per month and are available via recorded webcast. Licensed attorneys are available to answer questions during all volunteer shifts.

Sample Opportunity

EDUCATIONAL PROGRAM VOLUNTEER

Volunteer attorneys offer educational presentations on FDLA's services and constitutional rights to community organizations, schools and churches.

Practice areas: Civil rights, criminal law, education

Opportunity type: Non-representation, educating the public about the law

Skills acquired: Public speaking

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Volunteers must first shadow a street law educator (1-4 hrs.), then varies depending on the topic, but usually 1-4 hours.

Contact: Email volunteer@first-defense.org with the subject line VOLUNTEER INQUIRY.

Training and support: Volunteers must shadow a street law educator one time but are welcome to shadow multiple times. Shadowing opportunities are available at least once per month. Volunteers are also provided with FDLA's "Know Your Rights" training packet and support from FDLA staff.

ILLINOIS LEGAL AID ONLINE

120 South LaSalle Street, Suite 900

Chicago, IL 60603

Phone: 312.977.9047

Web: www.illinoislegalaidonline.org

Brief Description & Client Impact: Offering free legal help to Illinois residents 24 hours a day, 7 days a week, Illinois Legal Aid Online (ILAO) puts the law within reach. As the statewide legal services technology center, ILAO streamlines the delivery of free and pro bono legal services to the poor and delivers easy-to-understand legal information and assistance to lower-income Illinois residents. ILAO's programs provide legal services and support to legal aid and pro bono attorneys, pro se litigants, and lower-income individuals and families. Since its relaunch in August 2016, IllinoisLegalAid.org has had 1.2 million visitors, with over 3,800 new website

members. Visitors to the website can access basic legal information, step-by-step instructions on how to address their legal problem, and automated documents and forms that guide the user through the process.

How to get started: Prospective volunteers should contact the staff member listed with each opportunity below.

Does the organization offer malpractice insurance coverage to volunteers? Yes (for Legal Answers volunteers only).

Sample Opportunity

LEGAL ANSWERS VOLUNTEER

Legal Answers is a secure, confidential website (IL.freelegalanswers.org) where qualified clients post civil legal questions that are answered by volunteer attorneys. It's convenient, low-risk, and short-term. Volunteer attorneys can log in anywhere at any convenient time. Volunteers can preview questions, then select only questions in a knowledgeable area. Volunteers remain anonymous to the client. There is no face-to-face or court hearings. All client interactions are limited scope and online. Legal Answers volunteers serve lower-income residents across Illinois by giving them legal advice and the confidence to act pro se.

Practice areas: All areas, but primarily family, consumer debt, and housing law

Opportunity type: Limited-scope direct representation

Skills acquired: subject matter experience, communicating in plain language to lower-income clients

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Flexible

Contact: Nicole Capretta at ncapretta@illinoislegalaid.org or 312.977.9047, ext. 31.

Training and support: Volunteers can choose from an initial in-person or online training. Ongoing support and more in-depth training opportunities are also provided.

Sample Opportunity

WRITING & EDITING LEGAL RESOURCES

Our legal content volunteers make sure that the information on our site is accurate, up-to-date, and accessible to our readers. Volunteer attorneys and paralegals draft, edit, and update online legal articles and resources for ILAO's website and mobile app. Volunteers can work remotely, and all work and communication can be accomplished online, making this a great opportunity for the busy professional who wants to volunteer on their own schedule. ILAO staff will assign discrete writing/editing projects in the volunteer's area of substantive expertise.

Practice areas: Various

Opportunity type: Non-representation, educating the public about the law, preparing education materials

Skills acquired: Writing/drafting

Skills required: This opportunity relies on attorneys with some experience in the subject matter.

Contact: Kira Anderson at kanderson@illinoislegalaid.org or 312.977.9047, ext 17.

Training and support: To get started editing articles, volunteers must watch a 30-minute video on how to edit and how to use the system. Advanced volunteers must watch a second 30-minute video to draft original content.

Sample Opportunity

LIVEHELP OPERATOR

The LiveHelp Program is a chat service that allows people looking for legal information and self-help resources on IllinoisLegalAid.org to ask a remotely located LiveHelp volunteer for assistance in navigating the website. LiveHelp Operators empower more than 600 low-income IllinoisLegalAid.org visitors a month to resolve their own legal issues when they can't find or afford an attorney. LiveHelp volunteers provide direct person-to-person online help so that people in need of legal assistance can obtain the information they need to achieve more positive outcomes to their legal problems. Volunteers can participate from any computer with internet access.

Practice areas: All areas

Opportunity type: Non-representation, educating the public about the law, technology

Skills acquired: Subject matter experience

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of the required training (2 hrs.), then 2 hours per week.

Contact: Tevin Williams at livehelp@illinoislegalaid.org or 312.977.9047, ext. 26 to request training materials or to sign-up for an in-person training.

Training and support: Volunteers must attend a 2-hour orientation and conduct a 30-minute "practice chat" with the LiveHelp Program Coordinator prior to volunteering. The Coordinator provides volunteers with ongoing support.

Sample Opportunity

SPANISH TRANSLATION VOLUNTEER

The goal of the Volunteer Translation Program is to expand Illinois Legal Aid Online's services to Spanish-speaking Illinois residents and increase the quantity and quality of legal resources on our new website to provide the same services that ILAO provides in English to Spanish speakers. This will allow Spanish-speakers in Illinois to obtain more positive outcomes to their legal problems.

Practice areas: Various

Opportunity type: Non-representation, educating the public about the law, preparing education materials

Skills acquired: Legal translation

Skills required: This opportunity relies on volunteers with experience translating from English to Spanish.

Contact: Citlali Ochoa at cochoa@illinoislegalaid.org or 312.977.9047, ext. 22 to request training materials.

Training and support: To start translating, volunteers must undergo a skills assessment and Spanish legal translation training.

JAMES B. MORAN CENTER FOR YOUTH ADVOCACY ("MORAN CENTER")

1123 Emerson Street, Suite 203

Evanston, IL 60201

Phone: 847.492.1410

Web: www.moran-center.org

Brief Description & Client Impact: The James B. Moran Center for Youth Advocacy provides low-income Evanston youths and their families with integrated legal and social work services to improve their quality of life at home, at school, and within the Evanston community. The Moran Center represents Evanston youth and their families in a variety of legal settings, including in juvenile delinquency and adult criminal court, as well as in school special education and disciplinary proceedings. The Moran Center also provides clients with ongoing case management/therapy, criminal record remediation services, as well as legal trainings and workshops. The Moran Center proudly operates the Expungement and Sealing Help Desk at the Skokie Courthouse. The Moran Center's services provide our clients with the support to successfully emerge from a challenging legal situation, as well as the tools to make positive life choices and thrive in the Evanston community as productive citizens.

How to get started: Contact Patrick Keenan-Devlin at pkeenandevlin@moran-center.org or 847.492.1410, ext. 103.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

EXPUNGEMENT AND SEALING HELP DESK

Volunteer attorneys staff the Expungement and Sealing Help Desk at the Second Municipal District Courthouse for the Circuit Court of Cook County (Skokie Courthouse) with oversight and supervision by a staff attorney. Volunteers provide advice and referral, complete indigency petitions, assistance with police access and review, and occasionally, represent clients in motions and at hearings. The desk is generally open Tuesdays and Thursdays 10:00 am – 12:00 pm.

Practice areas: Expungement and sealing, civil rights

Opportunity type: Non-litigation, administrative proceedings

Skills acquired: Client counseling, client/witness interviewing

Skills required: Some experience in criminal law preferred for this opportunity.

Time commitment: Completion of the on-the-job training at the Help Desk, then 2–5 hours per week.

Contact: Tom Verdun at t.verdun@moran-center.org or 847.492.1410 ext. 2.

Training and support: Initially, on-the-job training is provided to volunteers during the Help Desk hours. Staff attorneys are available for ongoing technical assistance and support.

LAF

120 South LaSalle Street, Suite 900

Chicago IL 60603

Phone: 312.347.1070

Web: www.lafchicago.org

Brief Description & Client Impact: For over 50 years, LAF has provided free legal services in civil matters to people living in poverty in metropolitan Chicago. At LAF, we make equal justice a reality for the most vulnerable members of our community. LAF's work starts by making the legal system accessible to clients and concludes with a resolution that changes their lives and gets them back on track, breaking the cycle of poverty. With a staff of 130, including 80 lawyers, who provide our clients with comprehensive legal services, our advocacy results in successes such as obtaining an order of protection against an abusive spouse, preventing an unfair eviction, or getting justice for a victim of consumer fraud.

How to get started: Interested volunteers should submit a volunteer application online at <http://lafchicago.org/volunteer/volunteer-opportunities-sign-up>. All applications are reviewed and individuals will be contacted as soon as possible. Volunteers will be matched with a project based on their interests, experience, and LAF's needs.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

BANKRUPTCY HELP DESK AT THE DIRKSEN FEDERAL COURTHOUSE

Through an ongoing collaboration with volunteer attorneys, LAF's Bankruptcy Help Desk assists walk-in clients who are unrepresented in their bankruptcy cases. Volunteer attorneys and LAF staff help clients prepare forms, draft motions, and answer questions about bankruptcy in general or the client's case in particular.

Practice areas: Bankruptcy

Opportunity type: Self-help desk, non-litigation/non-representation, brief advice

Skills acquired: Client interviewing and counseling

Skills required: This opportunity relies on attorneys with a minimum of one-year bankruptcy law practice.

Time commitment: Volunteers are asked to work one 4-hour shift per month.

Contact: Kate Shank at kshank@lafchicago.org or 312.347.8335.

Training and support: Volunteers must complete a 90-minute online training prior to volunteering. An experienced staff attorney is available to answer questions and provide ongoing support to volunteers.

Sample Opportunity

WILLIAM J. HIBBLER PRO SE ASSISTANCE PROGRAM

LAF provides assistance to federal court pro se litigants through our award-winning Pro Se Assistance Program in the Northern District of Illinois. Volunteer attorneys provide one-on-one, 45-minute consultations to litigants at the Dirksen Federal Courthouse who are unrepresented. Volunteers and staff assist pro se litigants by reviewing documents, providing guidance on the discovery process, and assisting them through all phases of litigation.

Practice areas: Federal civil procedure, employment discrimination

Opportunity type: Self-help desk, non-litigation/non-representation, brief advice

Skills acquired: Client interviewing and counseling

Skills required: This opportunity relies on volunteers with significant federal court experience. Subject matter knowledge of employment discrimination law is also helpful, but not required.

Time commitment: Volunteers are expected to complete one 3-hour shift per month.

Contact: Kate Shank at kshank@lafchicago.org or 312.347.8335.

Training and support: Volunteers must complete an on-site training that can be scheduled at the volunteer's convenience. Training consists of observing one morning or afternoon session of appointments, followed by an opportunity for the LAF staff attorney to observe and provide feedback to the volunteer in his or her own consultations with clients. After training is complete, volunteers serve under the supervision of the staff attorney who is available to answer questions and provide ongoing support to volunteers.

Sample Opportunity

SNAP PRO BONO PROJECT

Volunteers help clients obtain the proper amount of SNAP (food stamp) benefits when they have been improperly denied benefits, do not receive the correct amount of benefits, or have their benefits reduced or terminated.

Practice areas: Food programs, public benefits

Opportunity type: Negotiation

Skills acquired: Case management, client and witness interviewing, client counseling, negotiating, subject matter experience

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Volunteers are expected to commit 4–10 hours over 2 months.

Contact: Kate Shank at kshank@lafchicago.org or 312.347.8335.

Training and support: Training is offered once or twice a year. Volunteers receive a comprehensive reference manual and will represent clients under a staff attorney who will answer any questions that arise during the representation.

Sample Opportunity

VOLUNTEER NURSING HOME OMBUDSMAN

Nursing home residents are among the United States' most vulnerable groups, often the victims of mistreatment and neglect by facility staff, as well as financial, physical, and psychological abuse at the hands of family members. Elderly residents are often unaware of their rights, or may feel "voiceless" in the institutionalized setting of

the nursing home. Nursing Home Ombudsman Volunteers visit long-term care facilities in suburban Cook County that serve the elderly, developmentally disabled, and those with illnesses to investigate and resolve complaints of abuse and educate nursing home residents about their rights.

Practice areas: Medicaid, elder law, health law

Opportunity type: Educating the public about the law

Skills acquired: Subject matter experience

Skills required: All volunteers are competent to handle this matter after the training provided. Although attorneys are encouraged to apply, prospective volunteers do not need to be attorneys to participate.

Time commitment: Volunteers are expected to commit 4 hours per month on a continuing basis, for a minimum of 2 years.

Contact: Kate Shank at kshank@lafchicago.org or 312.347.8335.

Training and support: Volunteers must complete a 2-day in-person training at LAF. Extensive support and direction from LAF Staff will be provided to volunteers throughout the duration of the project.

Sample Opportunity

EDUCATION LAW PRO BONO PROJECT

This is an on-site clinic at LAF that mobilizes volunteer attorneys to interview and advise parents and students with special education and school discipline needs. Volunteers then draft and review documents, addressing any immediate needs. There is an opportunity to provide extended representation when cases require it, and if the volunteer is able and available.

Practice areas: education law, school discipline defense, special education law

Opportunity type: Litigation, administrative proceedings

Skills acquired: Oral advocacy, case management, client counseling, negotiating, subject matter experience

Skills required: All attorneys are competent to handle this matter after the training provided or with prior education law experience.

Time commitment: 2.5–5 hours per month, with opportunity for extended representation.

Contact: Kate Shank at kshank@lafchicago.org or 312.347.8335.

Training and support: Completion of Education Advocacy Pro Bono Training (3 hrs.) offered annually or prior experience in education law is required. Volunteers representing clients will be supervised by an experienced staff attorney, who is available to answer questions and provide ongoing support.

Sample Opportunity

ORDER OF PROTECTION LITIGATION PROJECT

Volunteers are affiliated with the Pro Bono Network and provide direct representation to victims of domestic violence who are seeking to obtain a plenary order of protection at the west suburban Maybrook Courthouse. Clients are referred by Sarah's Inn, a local domestic violence organization in the near-west suburbs of Cook County.

Practice areas: domestic violence

Opportunity type: Litigation

Skills acquired: Oral advocacy, client counseling, negotiating, subject matter experience

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: 3–9 weeks with 1–2 court appearances.

Contact: Kate Shank at kshank@lafchicago.org or 312.347.8335.

Training and support: Online training is required, and support is offered by LAF staff attorneys.

LAWNDALE CHRISTIAN LEGAL CENTER

1530 South Hamlin Avenue

Chicago, IL 60623

Phone: 773.762.6381

Web: www.lclc.net

Brief Description & Client Impact: Lawndale Christian Legal Center (LCLC) cares for the legal needs of the underserved and marginalized by representing youth and young adults twenty-four years old and younger who live in North Lawndale and are involved in the juvenile and adult criminal courts. We provide quality, free legal representation, compassionate social health services, and one-on-one mentoring. While we focus on serving North Lawndale youth, youth of nearby neighborhoods are also welcome to seek our services.

How to get started: Contact Cathryn Crawford at ccrawford@lclc.net or 773.762.6385.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

RESEARCH DISCRETE ISSUES

LCLC is always in need of attorneys to conduct legal research on discrete matters related to a youth's criminal case.

Practice areas: Criminal and juvenile defense; civil rights litigation

Opportunity type: Non-representation, research

Skills acquired: Research

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Varies depending on research issue, but flexible.

Contact: Cathryn Crawford at ccrawford@lclc.net or 773.762.6385.

Training and support: Volunteer attorneys work one-on-one with a staff attorney in receiving training and support for their legal matter. Volunteers also are given access to training videos and additional materials to inform their practice. Once volunteers have some experience with LCLC, they may have the opportunity to represent youth in criminal defense cases with support and supervision from LCLC.

Sample Opportunity

REPRESENTATION OF A JUVENILE (UNDER 17) / EMERGING ADULT (18–24) IN A CRIMINAL DEFENSE CASE

Volunteers co-counsel with LCLC attorneys or represent a client on their own in either juvenile court or adult criminal court.

Practice areas: Criminal or juvenile defense

Opportunity type: Litigation

Skills acquired: Case management, client counseling, client/witness interviewing, motion practice, negotiating, trial skills, writing/drafting

Skills required: This opportunity relies on attorneys with subject matter experience.

Time commitment: Varies depending on the case.

Contact: Cathryn Crawford ccrawford@lclc.net or 773.762.6385.

Training and support: LCLC primarily relies on volunteers with subject matter experience, but can provide some training for people crossing from one court to another (juvenile to criminal or criminal to juvenile).

Sample Opportunity

REPRESENTATION OF A JUVENILE (UNDER 17) / EMERGING ADULT (18–24) IN A TRAFFIC CASE

Volunteers represent a client on their own in traffic court/impoundment cases.

Practice areas: Traffic

Opportunity type: Litigation

Skills acquired: Case management, client counseling, client/witness interviewing, motion practice, negotiating, trial skills, writing/drafting

Skills required: This opportunity relies on attorneys with subject matter experience.

Time commitment: Varies depending on the case.

Contact: Cathryn Crawford ccrawford@lclc.net or 773.762.6385.

Training and support: LCLC primarily relies on volunteers with subject matter experience.

LAWYERS' COMMITTEE FOR BETTER HOUSING

33 North LaSalle Street, Suite 900

Chicago, IL 60602

Phone: 312.347.7600

Web: www.lcbh.org

Brief Description & Client Impact: Lawyers' Committee for Better Housing (LCBH) provides legal and supportive services to Chicago's renters facing eviction or other issues that contribute to housing instability, such as foreclosure-related problems, utility shutoffs, unsafe or substandard building conditions, and building vacancies and mass evictions. To ensure that LCBH's work has the greatest impact, LCBH prioritizes clients who are particularly vulnerable to homelessness, meaning that nearly all of LCBH's clients are low-income, single parents, seniors, or individuals with disabilities. LCBH's legal services level the playing field in eviction court. Through direct services, community education, outreach, and advocacy, LCBH strives to stabilize families, strengthen neighborhood connections, and promote community investment.

How to get started: Contact Julie Pautsch at jpautsch@lcbh.org or 312.784.3515.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

EVICITION DEFENSE

Volunteer attorneys will defend Chicago's low-income renters in eviction court. Under the supervision of LCBH staff attorneys, volunteers will have the opportunity to handle all aspects of representation from start to finish, including client interviews, discovery, motion practice, settlement negotiations, court appearances, and both bench and jury trials. Because evictions are heard on an expedited schedule, cases may settle quickly or proceed to trial within a few months. Volunteers may also represent renters in non-litigation matters, such as landlord-tenant disputes, in order to help them avoid eviction filings.

Practice areas: Housing

Opportunity type: Litigation

Skills acquired: Client counseling, client/witness interviewing, motion practice, writing/drafting, negotiations, trial skills

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of the initial 1-hour training and then flexible.

Contact: Julie Pautsch at jpautsch@lcbh.org or 312.784.3515.

Training and support: LCBH provides an initial 1-hour, in-person training on the basics of landlord-tenant law and eviction court practice. This training is offered based on need and demand. LCBH also provides volunteers with a resource manual, samples, and ongoing support.

LAWYERS FOR THE CREATIVE ARTS

213 West Institute Place, Suite 403

Chicago, IL 60610

Phone: 312.649.4111

Web: www.law-arts.org

Brief Description & Client Impact: Lawyers for the Creative Arts (LCA) provides pro bono legal services to qualifying individuals and organizations in all areas of the arts and entertainment. Clients include recording artists, musicians, dancers, filmmakers, writers, photographers, painters, graphic artists, actors, arts educators, theaters, studios, and more. LCA's volunteer attorneys assist clients with contracts, business organization, intellectual property protection, licensing, corporate governance, tax, employment, immigration, dispute resolution, and litigation. LCA also provides a range of educational seminars to the arts community in many areas of arts and entertainment law, not-for-profit and tax exemption assistance, corporate formation, governance, accounting and strategies for small businesses.

How to get started: Prospective volunteers should complete a registration form at www.law-arts.org. The website also includes answers to frequently asked questions and various primers located under the Resource tab.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

SMALL BUSINESS COUNSELING

Volunteer attorneys assist clients in state incorporation and other start-up matters. Volunteers gain experience filing articles of incorporation, drafting shareholders and operating agreements, and advising on corporate formalities. Volunteers may also provide counseling and representation in real estate, intellectual property, zoning, licensing, vendor and other technology agreements, internet commerce, First Amendment, immigration and all other matters that may confront small and mid-size businesses and non-profits.

Practice areas: Corporate

Opportunity type: Transactional

Skills acquired: Case management, client counseling

Skills required: This opportunity relies on attorneys with experience in the subject matter.

Time commitment: 10–30 hours, dependent upon the business structure selected.

Contact: Stacy Streur at ssstreur@law-arts.org or 312-837-3520.

Training and support: Volunteers receive training through our expanding video law library, and other online legal resources, as well as some mentoring opportunities through experienced volunteers and LCA staff.

Sample Opportunity

DRAFTING AND REVIEWING CONTRACTS

Volunteer attorneys review, revise, draft and/or negotiate arts and entertainment contracts. Typical contracts are copyright and trademark protection, licensing and assignments.

Practice areas: Arts and entertainment, contracts, employment, intellectual property

Opportunity type: Non-litigation, transactional

Skills acquired: Client counseling, contract drafting, negotiation

Skills required: This opportunity relies upon attorneys with basic corporate, transactional, or intellectual property subject matter experience.

Time commitment: 5–25 hours.

Contact: Stacy Streur at ssstreur@law-arts.org or 312-837-3520.

Training and support: Volunteers receive training through our expanding video law library, and other online legal resources, as well as some mentoring opportunities through experienced volunteers and LCA staff.

Sample Opportunity

INTELLECTUAL PROPERTY PROTECTION

Volunteers advise clients regarding potential intellectual property claims — whether as claimant or respondent. Typical initial referral will be limited to evaluation, and assessment of claim/defense followed by possible representation, if necessary and advisable. Typical issues involve non-payment of royalties, payments on art consignment agreements, recovery of consigned art work, assignment/termination of various agreements.

Practice areas: Commercial litigation, arbitration, mediation, intellectual property, arts and entertainment

Opportunity type: Non-litigation, transactional matters, IP litigation, mediation/arbitration

Skills acquired: Client counseling, drafting, negotiation, trial skills

Skills required: Attorneys with commercial litigation or subject matter knowledge are preferred for this opportunity but attorneys can also acquire necessary knowledge through provided resources.

Time commitment: Many LCA matters involving commercial disputes are amenable to resolution through negotiation and in extreme cases, mediation or arbitration.

Contact: Stacy Streur at ssstreur@law-arts.org or 312-837-3520.

Training and support: Volunteers receive training through our expanding video law library, and other online legal resources, as well as some mentoring opportunities through experienced volunteers and LCA staff.

LEGAL AID SOCIETY OF METROPOLITAN FAMILY SERVICES

1 North Dearborn Street, 10th Floor
Chicago, IL 60602

Phone: 312.986.4015

TTY: 312.986.4237

Web: www.metrofamily.org/legal-aid

Brief Description & Client Impact: Founded in 1886, the Legal Aid Society (LAS) is one of the oldest legal aid programs in the nation still providing legal assistance to families who cannot afford a private attorney. Since 1919, the Legal Aid Society has been part of Metropolitan Family Services, the oldest and largest non-sectarian family social service agency in the Chicago area. LAS provides free legal services to low-income people in the following areas: family law; elder law and abuse; housing law; and consumer law and assistance for survivors of human trafficking.

How to get started: Contact Brian Gilbert at gilbertb@metrofamily.org or 312.986.4487 to find out about existing opportunities and first steps to get involved.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

SIMPLE DIVORCE PROGRAM

Volunteers handle uncontested or simple divorce cases for representation from beginning to end. Volunteers interview the client, prepare and file the pleadings for divorce, possibly conduct discovery, and elicit client testimony at the prove-up hearing. Once volunteers are familiar with uncontested/simple divorces, they may request a contested divorce if interested.

Practice areas: Divorce/separation/annulment

Opportunity type: Litigation

Skills acquired: Client interviewing, client counseling, drafting, court appearances, subject matter experience

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of required training (1 hr.), then 10–30 hours over several months.

Contact: Brian Gilbert at gilbertb@metrofamily.org or 312.986.4487.

Training and support: LAS provides volunteers with a training manual and sample pleadings, and an attorney mentor, if needed.

LEGAL COUNCIL FOR HEALTH JUSTICE

17 North State Street, Suite 900

Chicago IL 60602

Phone: 312.427.8990

Web: www.legalcouncil.com

Brief Description & Client Impact: The Legal Council for Health Justice (LCHJ) consists of three projects that work collaboratively with medical and social services providers to do the following:

- **The AIDS Legal Project** preserves, promotes, and protects the legal rights of men, women, and children in the metropolitan Chicago area living with HIV/AIDS. The AIDS Legal Project provides legal services to low-income residents of Cook County who are affected by HIV/AIDS, and addresses clients' issues including estate planning, discrimination, confidentiality, bankruptcy, immigration, social security benefits, and guardianship.
- **The Chicago Medical-Legal Partnership for Children (CMLPC)** provides legal services to low-income children and their family members who are patients at participating pediatric hospital and medical center sites. The project addresses clients' issues including public benefits, special education, early intervention, housing, immigration, health insurance, FMLA, and adult and child guardianship. CMLPC also addresses a wide array of policy issues impacting child health and well-being.
- **The SSI Homeless Outreach Project** provides legal services to homeless mentally ill individuals. In concert with behavioral health and social services staff, the SSI Homeless Advocacy Project staff provide benefits including advocacy for Social Security and SSI disability benefits, medical assistance, and other vital assistance.

How to get started: Contact the individuals listed below for each opportunity with a resume and short explanation of interest.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

PREPARATION OF ESTATE PLANNING DOCUMENTS

Attorneys with subject matter experience prepare estate planning documents (wills, trusts, powers of attorney and any related documents) for low-income individuals with HIV.

Practice area: Estate planning

Opportunity type: Non-litigation

Skills acquired: Client counseling, client/witness interviewing, writing/drafting skills

Skills required: This opportunity relies on attorneys with subject matter experience.

Time commitment: Attorneys typically spend 5–15 hours over a 2–3 week time period.

Contact: Ruth Edwards at redwards@legalcouncil.org or 312.427.8990.

Training and support: Staff attorneys provide volunteers with basic support, but the organization does not conduct regular trainings and relies heavily on volunteers with experience in the subject matter.

Sample Opportunity

REPRESENTATION IN A SPECIAL EDUCATION MATTER

Attorneys with subject matter experience provide legal representation on special education issues for parents of students with disabilities in school meetings, mediation, expulsion hearings, and due process administrative hearings.

Practice area: Education law

Opportunity type: Administrative hearings, litigation

Skills acquired: Litigation, negotiation, writing/drafting skills

Skills required: This opportunity relies on attorneys with subject matter or litigation experience.

Time commitment: Varies depending on complexity, but attorneys typically spend 10–30 hours over 2–3 weeks.

Contact: Amy Zimmerman at azimmerman@legalcouncil.org or 312.427.8990.

Training and support: Staff attorneys provide volunteers with basic support, but the organization does not conduct regular trainings and relies heavily on volunteers with experience in the subject matter.

Sample Opportunity

REPRESENTATION IN GUARDIANSHIP PROCEEDINGS

Volunteer attorneys with subject matter experience represent minor children who require guardianships and for families of children with disabilities who are transitioning into adulthood and require guardians due to lack of capacity.

Practice areas: Probate law

Opportunity Type: Litigation (uncontested)

Skills acquired: Case management, client counseling, client/witness interviewing, motion practice, negotiating, trial skills, writing/drafting skills

Skills required: This opportunity relies on attorneys with subject matter or litigation experience.

Time commitment: Varies depending on complexity, but attorneys typically spend 20 hours over a 2–3 weeks.

Contact: Ruth Edwards at redwards@legalcouncil.org or 312.427.8990.

Training and support: Staff attorneys provide volunteers with basic support, but the organization does not conduct regular trainings and relies heavily on volunteers with experience in the subject matter.

Sample Opportunity

REPRESENTATION IN LEGAL PROCEEDINGS

Volunteer attorneys with experience in the subject matter handle all aspects of cases for clients in areas including immigration, Chapter 7 or 13 bankruptcy, employment discrimination, consumer credit, probate, or insurance matters.

Practice areas: Estate planning, immigration, consumer law, public benefits, employment

Opportunity type: Litigation

Skills acquired: Case management, client counseling, trial skills, writing/drafting skills

Skills required: This opportunity relies on attorneys with subject matter experience.

Time commitment: Varies by case type, but typically is 4–10 hours per month.

Contact: Lisa Parsons at lparsons@legalcouncil.com or 312.427.8990.

Training and support: Staff attorneys provide volunteers with basic support, but the organization does not conduct regular trainings and relies heavily on volunteers with experience in the subject matter.

MUNICIPAL COURT PRO BONO PANEL — THE CHICAGO BAR ASSOCIATION

**321 South Plymouth Court
Chicago, IL 60604
Phone: 312.554.2000**

Brief Description & Client Impact: Through the Municipal Court Pro Bono Panel Program (“MCPB”), volunteer lawyers provide pro bono representation to low-income litigants in Cook County’s First District Municipal Court, specifically in those cases where a jury demand has been filed and the opposing party is represented by an attorney. The MCPB program helps those in need combat an unfamiliar and challenging system. The MCPB program is a collaboration of the Circuit Court of Cook County, The Chicago Bar Association, The Chicago Bar Foundation, CARPLS, Chicago Legal Clinic, and area law firms. The Program goals are to assist individual low-income litigants, improve the administration of justice, and provide the opportunity for volunteer attorneys to gain litigation experience through pro bono service.

How to get started: Contact Mara Adelman at madelman@chicagobar.org or 708.205.3714.

Does the organization offer malpractice insurance coverage to volunteers? Yes, as needed, as a supplement to the volunteer’s law firm coverage.

Sample Opportunity

REPRESENTATION IN A MUNICIPAL COURT PRO BONO PANEL CASE

Volunteers handle all aspects of the case which may include interviewing clients, developing case strategy, negotiating settlement, or representing the client at arbitration or a jury trial. Examples of these small claims case types include damages arising from a multi-car accident, personal injury, dental malpractice, and breach of contract. Cases are referred at every stage of litigation, including after the case is assigned to trial.

Practice areas: torts, contracts, malpractice

Opportunity type: Litigation, arbitration, jury trial

Skills acquired: Case management, client counseling, limited discovery and depositions, motion practice, direct and cross examination arbitration experience, jury trial practice

Skills required: All attorneys are competent to handle this matter after the training provided and with the commitment and support of experienced litigators in the volunteer’s firm to assist with the case through jury trial.

Time commitment: Completion of the required training (2–3 hrs.) in-person or online. Cases require between 25–200 hours, depending on which stage of litigation the case is referred and the complexity of the issue(s). Arbitrations are limited to 2 hours and jury trials are limited to 1 day.

Contact: Mara Adelman at madelman@chicagobar.org or 708.205.3714.

Training and support: The Program provides an in-person training approximately once per year. The program and supporting resources are also available online. The Program relies on partnering law firms to provide litigation and other supervision and support for their attorneys participating in the program. A licensed attorney is available to assist volunteers on a limited basis.

NATIONAL IMMIGRANT JUSTICE CENTER

208 South LaSalle Street, Suite 1300

Chicago, IL 60604

Phone: 312.660.1370

Web: www.immigrantjustice.org

Brief Description & Client Impact: Heartland Alliance's National Immigrant Justice Center (NIJC) is dedicated to ensuring human rights protections and access to justice for all immigrants, refugees, and asylum seekers. NIJC provides direct legal services to and advocates for these populations through policy reform, impact litigation, and public education. Since its founding more than three decades ago, NIJC has been unique in blending individual client advocacy with broad-based systemic change. NIJC's pro bono projects provide free legal representation through volunteer attorneys for unaccompanied immigrant children, immigrant survivors of domestic abuse and other violent crimes, and persons seeking asylum. Non-citizens, even children, asylum seekers, and those in detention, do not have the right to court-appointed representation and without pro bono counsel, many non-citizens would be forced to navigate the complex immigration system on their own.

How to get started: The first step for a brand-new interested volunteer to get started in any NIJC pro bono matter is reviewing NIJC's pro bono attorney overview at <http://immigrantjustice.org/be-pro-bono-attorney> to determine what opportunities might best fit the volunteer's skills and resources and then reach out to the opportunity contact listed below.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity

REPRESENTATION IN AFFIRMATIVE ASYLUM CASES

Asylum is a form of immigration relief that may be granted to individuals who flee persecution in their home country and arrive in the United States to seek protection. Asylum provides individuals with lawful status in the United States and can lead to citizenship. In affirmative asylum cases (when the applicant is not in removal proceedings) the volunteer attorney prepares an application for asylum, which is filed with U.S. Citizenship and Immigration Services. After filing the application, the attorney represents the client at a non-adversarial interview before the Chicago Asylum Office and will receive a decision at a later date. Given the extensive time commitment and expenditure of resources needed for asylum cases, NIJC generally partners with law firms rather than individual attorneys to ensure adequate resources are available to handle the case.

Practice areas: Immigration

Opportunity type: Litigation, administrative hearing

Skills acquired: Case management, client counseling, client/witness interviewing, motion practice, trial skills, writing/drafting

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of required 3-hour training, then at least 40–70 hours. Affirmative asylum applications may be time-sensitive and require the work to take place over 2–3 months.

Contact: Anna Sears at ansears@heartlandalliance.org or 312.660.1307.

Training and support: NIJC provides formal training, supporting manuals, and ongoing support for volunteers. Although there are training webinars and PowerPoint presentations available to view on the website, new pro bono attorneys are required to attend an in-person asylum training before or shortly after being assigned a case. The training lasts 3 hours and is held quarterly.

Sample Opportunity

REPRESENTATION IN DEFENSIVE ASYLUM CASES

Volunteer attorneys represent defensive asylum applicants at their Master Calendar Hearings—preliminary hearings similar to arraignment hearings in criminal cases or status conferences in civil cases—and their Merits Hearings—the actual trial date during which an immigration judge will take testimony, give the applicant an opportunity to provide evidence, and allow for cross-examination by the government's attorneys. A typical merits hearing lasts half a day and involves the direct examination of 1–2 witnesses, including the client, and possibly an expert regarding the client's medical/psychological condition or conditions in the applicant's country of origin. Prior to the hearing, volunteer attorneys prepare a trial brief and the same documentation required for an affirmative asylum case (see description above).

Practice areas: Immigration

Opportunity type: Litigation, administrative hearing

Skills acquired: Case management, client counseling, client/witness interviewing, motion practice, trial skills, writing/drafting

Skills required: All attorneys are competent to handle this matter after the training provided.

Given the extensive time commitment and expenditure of resources needed for asylum cases, NIJC generally partners with law firms rather than individual attorneys to ensure adequate resources are available to handle these cases.

Time commitment: Completion of required 3-hour training, then at least 75–100 hours over a period of several months to 3 years.

Contact: Anna Sears at ansears@heartlandalliance.org or 312.660.1307.

Training and support: NIJC provides formal training, supporting manuals, and ongoing support for volunteers. Although there are training webinars and PowerPoint presentations available to view on the website, new pro bono attorneys are required to attend an in-person asylum training before or shortly after being assigned a case. The training lasts 3 hours and is held quarterly.

Sample Opportunity

REPRESENT IMMIGRANT SURVIVORS OF DOMESTIC VIOLENCE AND OTHER CRIMES

Under the Violence Against Women Act (VAWA), immigrant survivors of domestic abuse may file a Self-Petition to obtain an immigration status in the U.S. under the Victims of Trafficking and Violence Prevention Act (VTVPA). U.S. immigration law also offers protection called a U Visa to non-citizen victims of certain serious crimes who have gathered the courage to come forward, report the crime, and assist in its investigation or prosecution. In both VAWA Self-Petitions and U Visa applications, volunteer attorneys prepare relevant applications for immigrant survivors of domestic violence and other serious crimes. Volunteer attorneys meet with the client on several occasions and prepare the relevant documentation. VAWA and U Visa cases generally do not require litigation and may sometimes have filing deadlines.

Practice areas: Immigration

Opportunity type: Non-litigation, legal representation

Skills acquired: Case management, client counseling, client/witness interviewing, writing/drafting, advocacy

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of required 90-minute training, then approximately 20–30 hours of casework over 3–4 months.

Contact: Sylvia Wolak at sywolak@heartlandalliance.org or 312.660.1318.

Training and support: Although there are training webcasts and PowerPoint presentations available to view on the website, interested pro bono attorneys are required to attend an in-person VAWA or U Visa training before being assigned a case. The training typically lasts about 90 minutes.

Sample Opportunity

REPRESENT IMMIGRANT CHILDREN

Special Immigrant Juvenile Status (SIJS) is a form of immigration relief for children who have been abused, abandoned, or neglected. Before the child can seek immigration status, the child must first obtain a state court order establishing the prior harm, typically in the form of a guardianship or custody (allocation of parental responsibility) order. Volunteer attorneys meet with the client and the client's parent or guardian on numerous occasions, draft the relevant documents, prepare the client and parent/guardian for court, and develop legal arguments.

Practice areas: Family law

Opportunity type: Litigation

Skills acquired: Client/witness interviewing/advice, client counseling, case management, trial skills, writing/drafting, motions practice, advocacy

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Typically 40–70 hours over several months to a year.

Contact: Anna Sears at ansears@heartlandalliance.org or 312.660.1307.

Training and support: NIJC provides training materials and on-going support to volunteers. Live trainings are provided based on need and demand.

PRO BONO NETWORK

P.O. Box 469

Oak Park, IL 60303

Phone: 708.665.3359

Web: www.pro-bono-network.org

Brief Description & Client Impact: Pro Bono Network (PBN) has been working since 2011 to expand the pool of attorneys available to represent those who cannot afford legal services. PBN recruits, trains, places, and supports lawyers who want to be of service but have limitations on their availability or resources. While all attorneys are welcome, PBN works primarily with attorneys who are on career breaks, stay-at-home parents, have retired, or are solo practitioners.

How to get started: Contact Sheila Pont at sheila.pont@pro-bono-network.org or 708-665-3359.

Does the organization offer malpractice insurance coverage to volunteers? Yes, provided through partner organizations on all projects.

Sample Opportunities

PBN PARTNERS WITH LEGAL AID ORGANIZATIONS TO RUN A VARIETY OF DIFFERENT PRO BONO PROJECTS. A HANDFUL OF THE CURRENT VOLUNTEER OPPORTUNITIES INCLUDE:

- LAS's Simple Divorce Program which can be found on page 23 of this Guide.
- LAF's Order of Protection Litigation Project which can be found on page 21 of this Guide.
- CGLA's Jail Family Law Clinic which can be found on page 7 of this Guide.
- CDEL's Senior Legal Assistance Clinics and Senior Center Initiative which can be found on page 9 of this Guide.
- NIJC's Representation of Immigrant Survivors of Domestic Violence and Other Crimes which can be found on page 26 of this Guide.

Practice areas: divorce, domestic violence, wills and advance directives, housing, juvenile expungement, immigration, public benefits, incarcerated mothers, civic education for youth

Opportunity types: clinics, wills, hotlines/advice desks, intake, litigation, shorter time commitments

Skills acquired: client contact, court experience, legal document drafting and execution, full case preparation at court and administrative agency levels, and preparing demand and advocacy letters

Skills required: All attorneys are competent to handle each matter after the training provided.

Time commitment: Projects range from two-hour clinics to full court representation over several months.

Contact: Sheila Pont at sheila.pont@pro-bono-network.org or 708-665-3359.

Training and support: PBN provides ongoing training and supervision for all of these projects in addition to the legal aid organization trainings. Additional support includes: annual live trainings, online trainings, subject matter expert access, project manager backup, and assignment to cases with volunteer partners for additional support.

STATUTORY SUMMARY SUSPENSION HEARINGS PRO BONO PANEL — THE CHICAGO BAR ASSOCIATION

321 South Plymouth Court
Chicago, IL 60604
Phone: 312.554.2000

Brief Description & Client Impact: The Summary Suspension program provides indigent defendants with volunteer lawyers to challenge the suspension of their driving privileges, which automatically follows a DUI arrest. An indigent person charged with a DUI is represented by a public defender in the criminal proceeding and may win that case, but may still lose their license (statutory summary suspension) when they have no representation in the civil matter. Volunteers can prevent a summary suspension from going into effect, saving defendants from a 6-month or 12-month suspension of their driving privileges, and hundreds of dollars of reinstatement fees to the Secretary of State. Volunteers can help an indigent person in need and get priceless courtroom experience at the same time.

How to get started: Contact Mara Adelman at madelman@chicagobar.org or 708.205.3714.

Does the organization offer malpractice insurance coverage to volunteers? Yes, as needed.

Sample Opportunity

REPRESENTATION IN STATUTORY SUMMARY SUSPENSION CASES

The statutory summary suspension program involves representing indigent clients who have had their driver's licenses summarily suspended because they allegedly refused to take a breathalyzer or drug test or failed the field tests. The cases often turn on whether the stop was lawful (constitutional), the driver refused to take a breathalyzer or drug test, or the driver was properly warned of the consequences of refusing to take a test. Volunteer attorneys typically meet with their clients at a Richard J. Daley Center courtroom on the assigned hearing date. Two weeks before the hearing, volunteers receive 10–12 pages of discovery documents needed to prepare for the courtroom cross-examination of the Chicago Police Officer. The summary suspension rescission hearing typically lasts 40 minutes, during which the volunteer will give a 1-minute opening about the grounds for rescission, possibly conduct a direct exam of their client, cross-examine the Chicago Police Officer, and conclude with a brief closing argument.

Practice areas: Drivers licenses

Opportunity type: Litigation

Skills acquired: Case management, client counseling, motion practice, cross examination, trial practice

Skills required: All attorneys are competent to handle this matter after the training provided.

Time commitment: Completion of the required training (3 hrs.) in person or online, then 5 hours or less per case (up to 2 hours for the hearing and 3 hours preparation).

Contact: Mara Adelman at madelman@chicagobar.org or 708.205.3714.

Training and support: Each year, the CBA hosts a 3-hour intensive, interactive DUI Summary Suspension session followed by a 2-hour skills training by expert advocates. During the training, participants have the opportunity to practice their cross-examination skills and be critiqued by judges and coaches who offer suggestions for improvement. The CBA also provides a licensed attorney to support volunteers.

UPTOWN PEOPLE'S LAW CENTER

4413 North Sheridan Road
Chicago, IL 60640
Phone: 773.769.1411
Web: www.uplcchicago.org

Brief Description & Client Impact: The Uptown People's Law Center represents poor and working people living in Uptown and other similar communities. UPLC's biggest areas of practice are landlord-tenant, Social Security disability, and prisoners' rights.

How to get started: Interested volunteers should contact Alan Mills at alanmills@comcast.net or 773.769.1411 to discuss matters of interest. If a case is not immediately available, UPLC maintains a contact list of interested attorneys and periodically circulates memos via email describing available pro bono opportunities.

Does the organization offer malpractice insurance coverage to volunteers? No

Sample Opportunity

REPRESENTATION IN PRISONER RIGHTS CASES

Volunteer attorneys represent prisoners seeking to challenge the way they are treated in prison. Typically, these are cases brought in federal court in all three Illinois districts. There are also cases filed in the Circuit Courts of any county in which a prison is located in Illinois.

Practice areas: Civil rights, prisoner's rights

Opportunity type: Litigation

Skills acquired: Trial skills, writing/drafting

Skills required: UPLC typically partners with firms rather than individual attorneys on these cases because they can require significant resources. Cases are typically staffed by a team of attorneys from one or more law firms. UPLC provides extensive support and training for prisoner's rights cases and impact litigation is often (although not necessarily) undertaken with UPLC as co-counsel.

Time commitment: Varies, but a minimum of 100 hours and often 200–400 hours over the course of 12–24 months.

Training and support: In cooperation with the courts, UPLC offers a series of three trainings on handling prisoner civil rights cases: Anatomy of a Prisoner Civil Rights Case (5.5 hrs.); Handling Medical Cases for Prisoners (3.5 hrs.); and Representing Prisoners When Failure to Exhaust Administrative Remedies Is a Defense (3.5 hrs.). These three courses are offered roughly every 3 months. In addition, UPLC offers as-needed support for all attorneys handling prisoner civil rights cases.

Sample Opportunity

REPRESENTATION IN LANDLORD/ TENANT MATTERS

Volunteer attorneys represent clients in landlord/tenant matters in the Circuit Court of Cook County.

Practice areas: Housing

Opportunity type: Litigation

Skills acquired: Litigation, negotiation

Skills required: This opportunity relies on attorneys with some experience in litigation or the subject matter.

Time commitment: Varies depending on case complexity, typically 10–50 hours with 2–3 court appearances, but may be substantially more if the case goes to full jury trial.

Contact: Alan Mills at alanmills@comcast.net or 773.769.1411.

Training and support: UPLC does not have a formal training program though licensed staff attorneys provide ongoing support to volunteer attorneys.

Federal Court-based Pro Bono Opportunities

A number of pro bono programs offer opportunities in the Federal Courts. Several Federal Court-based pro bono programs are featured in this guide, including the Settlement Assistance Program on page 11, the Bankruptcy Help Desk on page 20, and the William J. Hibbler Pro Se Assistance Program on page 20. Two additional programs administered by the Courts are listed below.

UNITED STATES BANKRUPTCY COURT PRO BONO PANEL

The U.S. Bankruptcy Court for the Northern District of Illinois has established a panel of volunteer attorneys to represent indigent parties on a pro bono basis in discrete adversary proceedings and contested matters. The program is administered by the Bankruptcy Court under the Court's procedures, with support and assistance from the Bankruptcy Court Liaison Committee and The Chicago Bar Association Bankruptcy and Reorganization Committee. Judges of the Court are responsible for identifying matters in which a party (generally a debtor, but occasionally a creditor) appears to qualify and would benefit from representation.

When a suitable matter is identified, the judge will notify the Clerk of the Court. The Clerk will contact a panel member to obtain representation for the party needing it. The program is limited strictly to representation in adversary proceedings and contested matters — matters that demand

the kind of litigation skills pro se parties lack. No panel member is expected to file a bankruptcy case, complete schedules and similar forms, or attend a meeting of creditors. The program is also entirely voluntary. Panel members will never be required to accept representation in a particular matter and may decline a request for representation because of a conflict of interest or for any other reason.

Attorneys may join the panel by completing a short questionnaire available from the Clerk of the Court and submitting the completed questionnaire to the Clerk's Office. The information and the questionnaire are available at www.ilnb.uscourts.gov (click on "Volunteer Attorney Panel").

SEVENTH CIRCUIT COURT OF APPEALS VOLUNTEER ATTORNEY PANEL

The United States Court of Appeals for the Seventh Circuit maintains a volunteer attorney panel for appointments in certain cases before the Seventh Circuit. The Court is continually seeking attorneys to join the panel who have experience or who have a sufficient support infrastructure from mentors or firm colleagues to handle these complex matters. A majority of these cases are federal criminal appeals in which the previous attorney seeks to withdraw. Appointments may be made in direct criminal appeals, prisoner habeas corpus appeals, and some civil matters, such as employment discrimination, immigration, and prisoner civil rights cases.

Attorneys who are interested in handling appeals in the Seventh Circuit should fill out the Volunteer Panel Attorney Questionnaire which can be found on the court's website at www.ca7.uscourts.gov (click on "All Forms" then "Volunteer Panel Attorney Questionnaire").

Volunteer Opportunities Chart

[illegible]

Additional Considerations for Volunteers

WHY SHOULD YOU DO PRO BONO?

As lawyers, we are officers of the justice system and have a special responsibility to ensure that all people, not just those who can afford it, have access to justice. In fact, it is our ethical obligation as attorneys in Illinois to provide pro bono assistance to persons in need of legal services who cannot afford them. The preamble to the Supreme Court of Illinois Rules of Professional Conduct provides, in pertinent part, as follows:

It is the responsibility of those licensed as officers of the court to use their training, experience and skills to provide services in the public interest for which compensation may not be available. An individual lawyer's efforts in these areas is evidence of the lawyer's good character and fitness to practice law.

Professional Duty

- Recognizing the importance of pro bono, the Illinois Supreme Court requires as part of the annual attorney registration process that all licensed attorneys report their pro bono service and qualified monetary contributions to support legal aid. More information is available on page 31 of this guide.
- The Chicago Bar Association Pro Bono Resolution encourages CBA members to participate in pro bono activities for a minimum of 50 hours each year.
- Similarly, the American Bar Association Model Rule 6.1 encourages lawyers to provide at least 50 hours of pro bono legal services each year.

Professional Development

- Pro bono matters expose attorneys to new substantive areas of the law and provide excellent skill-building opportunities for lawyers.
- Pro bono generates goodwill for your company or law firm, as well as the opportunity to interact with many others in the legal profession.

Personal Satisfaction & Community Improvement

- Pro bono work provides an opportunity to learn about and become involved in your community.
- Your interaction with low-income and disadvantaged people in our community can bring an important perspective that is sometimes lost in our fast-paced practice.
- Doing your part to help people who need it is rewarding.
- By providing competent representation to low-income or disadvantaged people, you can make our community a better place to live.

QUESTIONS TO ASK BEFORE YOU TAKE A CASE

Before committing to a pro bono case, you should: (1) understand the pro bono program's expectations, and (2) receive any needed training and support. Depending on your needs, you should ask the following questions of the program staff:

1. Does the program thoroughly screen clients?

Before referring a case to a volunteer lawyer, the program should, at a minimum, complete a comprehensive screening of clients. A program should also provide a statement of facts and assessment of the case.

2. How does the program's intake system ensure that I will receive a meritorious case or project?

Solid intake and screening procedures should ensure that you are receiving a meritorious case involving an eligible (financially and otherwise) client.

3. Will the program assign me a case that matches my expertise, interests, and time restraints?

A program's intake and screening procedures should ensure that the case is within the parameters of the type of work for which you volunteered.

4. What types of training and support does the program offer to its volunteers?

Programs offer a variety of support mechanisms and training to its volunteer lawyers that should include all or some of the following:

LEGAL SUPPORT

- Substantive law and procedural training and support
- Legal manuals (containing compiled legal research)
- Form pleadings
- Mentors (program staff or more experienced volunteer lawyers)

TIME MANAGEMENT SUPPORT

- Co-counseling arrangements
- Program staff attorneys to cover in emergencies

TRAINING SPECIFIC TO THE ORGANIZATION AND ITS CLIENTS

- Handbooks with program policies and staff contact information
- Client sensitivity training

MALPRACTICE INSURANCE & ADMINISTRATIVE /LOGISTICAL ASSISTANCE

- Malpractice insurance
- Office space for client interviewing and meetings
- Administrative assistant/legal support (through volunteer paralegals, law students)

5. For which expenses, if any, will I be responsible?

Some pro bono programs require that the clients pay for out-of-pocket expenses such as court costs, filing fees, etc. However, some programs maintain a fund to cover the same, while others allow or depend upon the volunteer to pay these expenses.

6. Will I be covered by the program's malpractice insurance?

Most pro bono programs in the Chicago area have malpractice insurance available for volunteers. The individual opportunities listed in this guide indicate whether an organization offers malpractice coverage to its volunteer attorneys.

7. What is my relationship with my pro bono client and the pro bono program?

A pro bono program should clearly communicate the nature of the relationship it is establishing between the program, a client and a volunteer. That agreement should be reflected in a written retainer agreement. A volunteer lawyer should discuss with the pro bono client the extent of the representation the volunteer agrees to undertake on the client's behalf and document that understanding in a written retainer agreement.

8. Often clients may have more than one legal problem. How can I ensure that the client understands that I am agreeing to provide representation only in a specific matter?

A retainer agreement should clearly state that the pro bono attorney is providing representation only in the matter referred. A program should assure volunteers that they are not expected to provide representation in other matters, and instruct them to refer clients back to the program if the need arises, unless a volunteer is willing to assist the client in additional legal matters.

9. Once I accept a case, will the program keep in touch with me?

A pro bono program should maintain contact with its program volunteers through periodic follow-up via telephone or email as part of the program's comprehensive tracking system. A tracking system provides a mechanism for determining that volunteers are progressing on cases the program has placed with them and that the program is providing effective and high quality legal services to the client.

10. Once I accept a case, what are my responsibilities to the pro bono program?

Generally pro bono programs ask that the volunteer attorneys: keep the program apprised of the status of the case on a regular basis (for example, every 60 to 90 days); seek support and mentoring when needed; advise the program of any problems or issues that arise; advise the program when the case is closed, the disposition thereof, and the number of hours you spent on the case; and complete any evaluation forms.

11. What if the case becomes too much for me to handle?

Some pro bono programs can facilitate co-counseling and/or mentoring arrangements with program staff attorneys or with other volunteer lawyers. In some instances, the program may agree to take the case back if it becomes too onerous for a volunteer.

12. What should I do if I leave my position or join a new firm?

Many firms welcome pro bono cases, so check with your new firm about whether you can keep the case in your new position. If you are unable to take the case with you, you should treat the case as any other open matter that you have — work with your firm to transfer the case to another attorney, if possible. Most importantly, in all situations, communicate with the legal aid pro bono program about any change in responsibility for the matter, and remember that you are responsible for the matter until it is transferred to another attorney or back to the organization.

ILLINOIS SUPREME COURT PRO BONO REPORTING RULE

Illinois Supreme Court Rule 756(f) requires all attorneys licensed in Illinois to report, in connection with the attorney's annual ARDC registration, pro bono legal services provided and qualified monetary contributions made during the preceding 12 months.

Pro Bono

Supreme Court Rule 756(f) contains a broad definition that illustrates four distinct ways in which lawyers can use their unique training, experience, and skills to help the public on a pro bono basis. Under the rule, qualifying "pro bono legal services" include:

- (a) legal services to a person of limited means;
- (b) legal services to an organization designed to address the needs of persons of limited means;
- (c) legal services to certain charitable, religious, civic, or community organizations; and
- (d) pro bono training intended to benefit legal service organizations or lawyers who provide pro bono services.

According to Rule 756(f), "persons of limited means" are not only those persons with household incomes below the federal poverty standard, but also those persons frequently referred to as the "working poor."

Qualified Monetary Contributions

The rule also encourages attorneys to make financial contributions "to an organization that provides legal services to persons of limited means or which contributes financial support to such an organization." Contributions to the CBF qualify under the Rule, as do contributions to any of our grantees.

An attorney's failure to report the required information will result in an attorney's name being removed from the master roll of licensed attorneys in Illinois.

ILLINOIS SUPREME COURT RULES ALLOWING ADDITIONAL PRO BONO

In-House Counsel

Attorneys who are licensed in Illinois as in-house counsel under Illinois Supreme Court Rule 716 may perform pro bono service in Illinois without any additional registration or affiliation requirements.

Attorneys Licensed in Other States, but Not Illinois

Illinois Supreme Court Rule 756(j) provides that attorneys who are admitted in another state and are not disbarred or otherwise suspended from practice may perform pro bono service by doing the following:

- (1) annually filing the required paperwork and information with the ARDC;
- (2) working with a qualified sponsoring legal aid organization or other qualified entity; and
- (3) participating in any training required by the sponsoring organization.

Forms and additional instructions are available on the ARDC's website and a list of sponsoring entities is available on www.illinoislegalaid.org.

Attorneys Registered as Retired or Inactive in Illinois

Illinois Supreme Court Rule 756(j) provides that attorneys who are registered with the ARDC as retired or inactive may perform pro bono service by doing the following:

- (1) annually filing the required paperwork and information with the ARDC;
- (2) working with a qualified sponsoring legal aid organization or other qualified entity; and
- (3) participating in any training required by the sponsoring organization.

Forms and additional instructions are available on the ARDC's website and a list of sponsoring entities is available on www.illinoislegalaid.org.

Visit www.chicagobarfoundation.org for more information about the Illinois Supreme Court Rules that relate to pro bono.

Time, Money, and Influence: Fulfilling Your Role as a Trustee of the Justice System

While we all get called on to support many causes, the justice system is our “home turf” as lawyers and legal professionals. Wherever you are in the legal community, you are a trustee of the justice system, and it is our common cause to make sure the system is fair and accessible for all people regardless of their income or circumstances. You can make a difference through a combination of your time, your money, and your influence. You can make a big impact both individually and by joining forces with your colleagues in the legal community where we are able to make a collective impact that none of us could on our own.

TIME

In addition to pro bono work, consider supporting access to justice by:

- using your expertise to provide training for legal aid and pro bono attorneys or helping to connect legal aid attorneys to training opportunities;
- mentoring legal aid or pro bono attorneys;
- joining the governing boards or young professionals boards of pro bono and legal aid organizations; and
- other law-related volunteering such as educating youth about our legal system.

MONEY

There are three complementary ways your financial support can play an integral role in advancing equal access to justice:

- Contributing to the CBF, joining with your colleagues in the legal community to make a collective impact that none of us could on our own;
- Donating to the annual Investing in Justice Campaign to support the pro bono and legal aid organizations serving the Chicago area with one gift; and
- Supporting the individual pro bono and legal aid organizations where you have a personal connection.

INFLUENCE

Consider lending your influence in order to make an impact both individually, and through the strong collective voice you make possible in:

- the legislative and policymaking process, making the case that government bears the primary responsibility for ensuring equal access to justice, one of our nation’s most fundamental principles;
- the courts, advocating for cy pres awards to support the CBF and other pro bono and legal aid organizations, as well as for court policies that make the system more user-friendly and accessible for people without lawyers; and
- in your personal networks, such as serving as a Vice Chair for a law firm or organization in the annual CBF Investing in Justice Campaign, or encouraging your firm or company’s business partners to provide support for access to

In addition to the examples above, lawyers, legal professionals, and business partners of the legal community can contribute in other ways, including providing administrative support by donating secretarial, paralegal, printing, IT, and marketing/public relations assistance, and through donating rather than disposing of furniture, office equipment, or other legal resources.

The CBF can help you contribute in any of the ways identified above and can help put your new ideas into action. Please contact Bob Graves at bglaves@chicagobar.org or 312.554.1205, or visit www.chicagobarfoundation.org for more information about getting involved, including information about the CBF’s Law Firm, Corporate, and Partner Leadership Circles.

About The Chicago Bar Foundation

As the charitable arm of The Chicago Bar Association, The Chicago Bar Foundation brings the legal community together to improve access to justice for people in need and make the legal system more fair and efficient for everyone. The CBF's mission recognizes that taking a leadership role to ensure equal access to justice is our common cause as a profession, and that we can make a distinct impact in advancing that cause by the legal community coming together through the CBF.

The CBF pursues two overarching goals to improve access to justice:

- 1) Increasing access to free and affordable legal assistance for people in need, and
- 2) Making the courts and legal system more user-friendly and accessible for people without lawyers.

Using a mix of grants, advocacy, pro bono, and partnerships, the CBF pursues a two-pronged strategy to accomplish these goals:

- 1) Supporting proven solutions that have an immediate effect, such as the CBF's grants to established pro bono and legal aid organizations made possible by the annual Investing in Justice Campaign.
- 2) Developing new and innovative solutions that drive long-term, systemic improvements through initiatives such as the Justice Entrepreneurs Project and developing a network of Court-based Advice Desks.

To learn more about how you can make a difference both individually and by joining forces with your colleagues in the legal community through the CBF, please visit www.chicagobarfoundation.org or call 312.554.1204.

The Chicago Bar Foundation Pro Bono Program

The CBF promotes and supports a variety of pro bono activities to help ensure that pro bono services most effectively supplement the work of dedicated legal aid attorneys and otherwise increase access to justice to the maximum extent possible.

The CBF takes a multi-pronged approach that includes:

- sustaining and improving the existing pro bono system
- developing, supporting, and funding innovative pro bono projects
- promoting, supporting, and recognizing pro bono participation

For questions about our work, pro bono in Illinois, or help developing or growing pro bono programs, contact Samira Nazem, CBF's Director of Pro Bono & Court Advocacy, at 312.554.8356 or snazem@chicagobar.org.



The Chicago Bar Foundation
321 South Plymouth Court, Suite 3B
Chicago, Illinois 60604
312.554.1204

Visit www.chicagobarfoundation.org
for more information about the
pro bono and legal aid system in Chicago
and how you can make a difference.

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