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, developing a network of Court-Based Advice Desks, and the CBF Legal Aid Academy.

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.

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

Lawyers and legal professionals have unique expertise to make the justice system fair and accessible to all. For lawyers, being granted the exclusive privilege to practice law comes with a special responsibility to use those skills to help those who can’t afford our services. This obligation is underscored by Illinois Supreme Court Rule 756, and this guide is your resource for finding pro bono opportunities that suit your interests, skills, and schedule.

In addition to our core responsibility of doing pro bono work, lawyers and others further support access to justice by using their expertise to provide training for legal aid and pro bono attorneys or helping to connect legal aid attorneys to training opportunities. The CBF Legal Aid Academy provides free training to legal aid attorneys and staff through pro bono contributions; learn more about how you can help on our website.

There are many other ways that lawyers can contribute their time to advance the cause, including by mentoring legal aid or pro bono attorneys, serving as a Vice Chair for a law firm or organization when there are opportunities to do so. Another way you can advance the cause is by advocating for court policies that make the justice system fair.

Money

While you can make a tremendous impact through your time and influence, your financial support for the cause is equally critical. Illinois Supreme Court Rule 756 requiring lawyers to report both monetary contributions and pro bono hours in the annual ARDC registration process underscores that providing financial support for legal aid and related access to justice initiatives is an essential corollary to your pro bono and other backing for the cause.

There are three complementary ways your financial support plays an integral role in advancing the cause:

1.) 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;
2.) 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
3.) Supporting the individual pro bono and legal aid organizations where you have a personal connection.

Influence

Your influence is the final major asset you possess to make the justice system fair and accessible for all. Your influence makes an impact both individually and in the strong collective voice you make possible through the CBF on larger policy issues in government, the courts, and the media.

As lawyers and legal professionals, we all have influence that takes many different forms, and there are three overarching ways you can use that influence to advance this cause:

In the legislative and policymaking process: Lawyers and legal professionals need to use our individual and collective influence to lead the charge in making the case that government bears the primary responsibility for ensuring equal access to justice, one of our nation’s most fundamental principles.

In the courts: One way you can use your influence is to advocate for pro bono awards to support the CBF and other pro bono and legal aid organizations when there are opportunities to do so.

In your personal networks: Just a few examples include promoting access to justice among your colleagues, 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 justice.

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 Glaves 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.

Visit www.chicagobarfoundation.org for more information about the pro bono and legal aid system in Chicago and how you can make a difference.
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 6–9. Specific information and sample opportunities from each organization are listed on pages 10–29.

Additional opportunities or more information may be available on the organization’s website or by contacting the organization. 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 or visit www.IllinoisLegalAid.org. Finally, some opportunities are particularly well-suited for law students, corporate counsel, government attorneys, or senior attorneys. If you are looking for one of these opportunities, you can find specific resources under the Pro Bono Resources section at www.chicagobarfoundation.org and more information on www.IllinoisLegalAid.org.

The CBF supports and promotes 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-prong 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.

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.

The CBF Pro Bono Support Program is your resource for pro bono. The CBF staff has extensive knowledge about the many great pro bono opportunities, and we are available to help you identify and connect with 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 might do better. Contact Angela Inzano at 312.554.4952 or ainzano@chicagobar.org.

Illinois Legal Aid Online (ILAO) www.illinoislegalaid.org provides up-to-date and more detailed information about pro bono opportunities in Chicago and throughout the state. The CBF partners with IALO 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 many other resources for pro bono attorneys. Visit www.illinoislegalaid.org for more information about IALO’s work.

The net result is many thousands of people in our community are unable to find affordable legal help. The net result is many thousands of people in our community are unable to find affordable legal help. The net result is many thousands of people in our community are unable to find affordable legal help. The net result is many thousands of people in our community are unable to find affordable legal help. The net result is many thousands of people in our community are unable to find affordable legal help. The net result is many thousands of people in our community are unable to find affordable legal help. The net result is many thousands of people in our community are unable to find affordable legal help.
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.

Adoption
- Chicago Legal Clinic
- Chicago Volunteer Legal Services

Asylum for Refugees
- National Immigrant Justice Center

Bankruptcy Law/Debt Collection
- CARPLS
- Chicago Legal Clinic
- Chicago Volunteer Legal Services
- LAF
- Legal Council for Health Justice

Chancery Issues
- Chicago Legal Clinic
- Chicago Volunteer Legal Services

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 Lawyers’ Committee for Civil Rights Under Law
- Equip for Equality
- LAF
- Legal Council for Health Justice
- Uptown People’s Law Center

Corporate Law: Nonprofit/Small Business
- Lawyers for the Creative Arts
- The Law Project

Criminal Defense, Expungement and Sealing
- Cabrini Green Legal Aid
- First Defense Legal Aid
- James B. Moran Center for Youth Advocacy
- Lawndale Christian Legal Center

Disability Discrimination
- Access Living
- Equip for Equality
- LAF

Elder Abuse
- Center for Disability & Elder Law

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

Education Law: Special Education
- Equip for Equality
- LAF

Education Law: Other Issues
- Access Living
- Chicago Coalition for the Homeless — Law Project
- Chicago Lawyers’ Committee for Civil Rights Under Law

Estate, 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
- Chicago Alliance Against Sexual Exploitation
- Chicago Legal Clinic
- Domestic Violence Legal Clinic
- LAF
- Legal Aid Society
- National Immigrant Justice Center

Immigration
- Chicago Legal Clinic
- Chicago Volunteer Legal Services
- LAF
- Lawyers’ Committee for Better Housing
- Legal Aid Society
- Legal Council for Health Justice
- Uptown People’s Law Center

Insurance Benefits
- Chicago Volunteer Legal Services
- Legal Council for Health Justice

Intellectual Property
- Lawyers for the Creative Arts
- The Law Project

Juvenile: Abuse and Neglect
- Family Defense Center

Juvenile: Delinquency/School Discipline Defense
- Chicago Lawyers’ Committee for Civil Rights Under Law
- James B. Moran Center for Youth Advocacy
- LAF
- Lawndale Christian Legal Center

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

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

Real Estate Closing
- The Law Project

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

Tort and Insurance Defense
- Chicago Legal Clinic
- Chicago Volunteer Legal Services
- Municipal Court Pro Bono Panel
Pro Bono Opportunities in Cook County

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.

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.

Business Law/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
- The Law Project
- Lawyers for the Creative Arts
- CABRINI GREEN LEGAL AID
- CARPLS
- Catholic Charities Legal Assistance
- Center for Disability & Elder Law
- Chicago Volunteer Legal Services
- Legal Aid Society

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
- EquiP for Equality
- First Defense Legal Aid
- Illinois Legal Aid Online
- The Law Project
- National Immigrant Justice Center
- Cabrini Green Legal Aid
- CARPLS
- Catholic Charities Legal Assistance
- Center for Disability & Elder Law
- Chicago Volunteer Legal Services
- First Defense Legal Aid
- Illinois Legal Aid Online
- Legal Aid Society

Litigation Opportunities in Cook County

The organizations below assign volunteer attorneys to client representation in court, administrative hearings, and other contested situations that require direct representation.

- Cabrini Green Legal Aid
- Catholic Charities Legal Assistance
- Center for Disability & Elder Law
- Chicago Volunteer Legal Services
- Legal Aid Society

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
- 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 in Cook County

The organizations below offer the opportunity to draft advance directives, wills, and other important estate planning documents.

- Cabrini Green Legal Aid
- Catholic Charities Legal Assistance
- Center for Disability & Elder Law
- Chicago Volunteer Legal Services
- Legal Aid Society

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 Volunteer Legal Services
- EquiP for Equality
- First Defense Legal Aid
- James B. Moran Center for Youth Advocacy
- Moran Center for Youth Advocacy
- The Law Project
- Lawyers’ Committee for Better Housing
- Legal Aid Society
- Statutory Summary Suspension Program

Weekend or Evening Pro Bono 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
- Legal Aid Society

Short-term Commitment Pro Bono 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 organizations listed below have projects to accommodate individuals with fixed time slots.

- Cabrini Green Legal Aid
- CARPLS
- Catholic Charities Legal Assistance
- Center for Disability & Elder Law
- Chicago Volunteer Legal Services
- EquiP for Equality
- First Defense Legal Aid
- LAF
- National Immigrant Justice Center
- The Law Project
- Lawyers’ Committee for Better Housing
- Legal Aid Society
- Statutory Summary Suspension Program

Executive Director

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

- Cabrini Green Legal Aid
- CARPLS
- Catholic Charities Legal Assistance
- Center for Disability & Elder Law
- Chicago Volunteer Legal Services
- EquiP for Equality
- The Law Project
- National Immigrant Justice Center

Pro Bono Opportunities in Cook County Identified by Client Groups

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

ARTISTS AND ARTS 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
- First Defense Legal Aid
- James B. Moran Center for Youth Advocacy
- LAF
- Lawndale Christian Legal Center
- National Immigrant Justice Center

DISABLED PERSONS
- Access Living
- Center for Disability & Elder Law
- Chicago Volunteer Legal Services
- EquiP for Equality
- LAF
- Legal Aid Society

ELDERLY
- Cabrini Green Legal Aid
- CARPLS
- Catholic Charities Legal Assistance
- Center for Disability & Elder Law
- Chicago Volunteer Legal Services
- EquiP for Equality
- First Defense Legal Aid
- LAF
- National Immigrant Justice Center
- The Law Project
- Lawyers’ Committee for Better Housing
- Legal Aid Society
- Statutory Summary Suspension Program

HIV POSITIVE POPULATION
- Legal Council for Health Justice

IMMIGRANTS
- LAF
- National Immigrant Justice Center

NONPROFIT ORGANIZATIONS AND SMALL BUSINESSES
- The 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, visit www.illinoislegalaid.org, or call the CBF Pro Bono Support Program at 312.554.4952.

ACCESS LIVING

115 West Chicago Avenue
Chicago, IL 60614
Phone: 312.640.2100
Web: www.accessliving.org
TTY: 312.640.2102

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.

SAMPLE OPPORTUNITY

CABRINI GREEN LEGAL AID

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

Cabrini Green Legal Aid (CGLA) has strengthened lives, assisted families and supported community one person at a time for over 40 years. CGLA does more than give people a second chance – it addresses the root causes of unemployment, homelessness, poverty and other challenges that contribute to crime and recidivism. This is accomplished by combing high-quality legal services with supportive services coordinated through strategic partnerships with social services providers, government agencies, and other legal aid organizations. Legal representation focuses on criminal defense cases and criminal records relief with a supportive civil legal program (housing and family law, including for incarcerated parents).

Volunteer attorneys provide brief advice and service to individuals seeking to clear their criminal records through expungement, sealing, or executive clemency. Volunteers may help clients review 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 12:00 pm and Thursday from 1:00 pm to 4:00 pm. The LaSalle in the Criminal Courthouse is open on Wednesdays from 10:00 am to 2:00 pm.

Skills required: None

Opportunity type: None

Practise areas: None

Contact: Eve Kleinerman at volunteer@cglga.net or 312.374.6191. Volunteer Training and Support: Volunteers are required to complete a two-hour orientation at CGLA’s office before volunteering. The volunteer coordinator and staff attorneys provide support to volunteers.

SAMPLE OPPORTUNITY

JAIL FAMILY LAW CLINIC

The Jail Family 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 closed-end 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: None

Practise areas: None

Contact: Eve Kleinerman at volunteer@cgla.net or 312.374.6191. Volunteer Training and Support: Volunteers are required to complete a two-hour orientation at CGLA’s office before volunteering. The volunteer coordinator and CGLA staff attorneys support volunteers.

Access Living’s Support Program at 312.554.4952.
Catholic Charities" Legal Assistance

651 West Lake Street
Suite 403
Chicago, IL 60661
Phone: 312.348.6894
dtrainor@catholiccharities.net

Process for becoming a volunteer:
1. Complete an intensive training program called the Catholic Charities Mediation Program (MMP). This program is offered twice per year—at the beginning of the summer and in the summer of each year. Interested volunteers should visit CCR’s website for more information on the requirements, upcoming training programs, costs, and how to get involved.

Catholic Charities Legal Assistance (CCLA) provides legal assistance to the economically disadvantaged in the Chicago area. CCLA also hosts educational seminars for the public and three after-hour legal advice and information desks at a variety of locations.

Process for becoming a volunteer: Interested individuals should contact CCLA to request a registration form and to set up a time to discuss their specific area of interest.

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

Sample Opportunity: Pro Bono Network Volunteer Attorney

CCLA’s greatest need is for attorneys to become part of our Pro Bono Network by accepting cases in their area of legal specialty. Once an attorney joins CCLA’s Pro Bono Network, volunteer attorneys will be contacted via email with a brief summary of a case in the attorney’s specialty area. The attorney may accept or decline the referral.

Practice areas: General civil litigation
Opportunity type: Litigation
Skills acquired: Experience in subject matter or litigation
Time commitment: Varies depending on the case
Contact: Dennis Trainor, 312.348.6894, dtrainor@catholiccharities.net

Sample Opportunity: Volunteer Mediator

Volunteer mediators who have participated in CCR’s Mediation Mentorship Program provide free mediation services to people who could not otherwise afford them. Volunteer mediators are required to mediate twice per month for a period of 18 months following the MMP’s volunteer requirements. Volunteer mediators are required to mediate once per month at a CCR’s pro bono sites in the summer. CCR also 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 civil court.

Process for becoming a volunteer: Interested volunteer mediators must apply and successfully complete a 4-hour training program called the Mediation Mentorship Program (MMP). This program is offered twice per year—one in the winter and once in the summer. Interested volunteer mediators should visit CCR’s website for more information on the requirements, upcoming training programs, costs, and how to get involved.

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

Sample Opportunity: Senior Center Initiative (SCI)

SCI staff and volunteer attorneys provide pro bono legal services to senior citizens and low-income seniors, as well as Illinois Living/Will Declarations for low-income seniors at senior centers throughout Cook County. This is a one day workshop with unlimited client engagement and is great for law firm and corporate client partnerships.

Practice areas: Elder law
Opportunity type: Non-litigation, transactional
Skills acquired: Client interviewing, basic estate planning
Time commitment: Completion of required training (6 hrs.), then 4 hours per session
Contact: Thomas Wendt, 312.376.1880, twendt@cdelaw.org

Sample Opportunity: CDEL Volunteer Advisor

CDEL provides volunteers with extensive training and support. CDEL Volunteer Advisors are trained, mentored and certified using a performance-based evaluation standard.

Sample Opportunity: Conflict Resolution

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 available to the general public based on a track of over 25,000 mediated cases and backed by the expertise of knowledgeable, dedicated and experienced mediators.

Does the organization provide mediation services to clients? Yes

Sample Opportunity: Catholic Charities Legal Assistance

CCLA provides legal assistance to the economically disadvantaged in the Chicago area. CCLA also hosts educational seminars for the public and three after-hour legal advice and information desks at a variety of locations.

Process for becoming a volunteer: Interested individuals should contact CCLA to request a registration form and to set up a time to discuss their specific area of interest.

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

Sample Opportunity: Non-Litigation, Client Interviewing

Volunteer attorneys answer calls on our legal hotline to provide advice and information about the client’s problem. The attorney will provide basic advice and/or brief service. Sometimes, the attorney will help place the case with CCLA’s Pro Bono Network or direct the client to a pro bono organization.

Practice areas: General civil litigation
Opportunity type: Non-litigation, client intake/ interview, client counseling
Skills acquired: Experience in subject matter or litigation
Time commitment: Completion of the required training (6 hrs.), then 2 hours per week
Contact: Dennis Trainor, 312.348.6894, dtrainor@catholiccharities.net

Sample Opportunity: Basic Legal Knowledge

Volunteer attorneys answer calls on our legal hotline in 4-hour shifts, from 9:00 am to 1:00 pm daily. Volunteer attorneys answer calls on our legal hotline in 4-hour shifts, from 9:00 am to 1:00 pm daily.

Volunteer attorneys answer calls on our legal hotline in 4-hour shifts, from 9:00 am to 1:00 pm daily. Volunteer attorneys answer calls on our legal hotline in 4-hour shifts, from 9:00 am to 1:00 pm daily.

Volunteer Training and Support: CCLA provides training as needed and staff attorneys are present to supervise and support attorneys at Legal Advice.

Sample Opportunity: Advice and Information Desk

Volunteer attorneys answer calls on our legal hotline in 4-hour shifts, from 9:00 am to 1:00 pm daily. Volunteer attorneys answer calls on our legal hotline in 4-hour shifts, from 9:00 am to 1:00 pm daily. Volunteer attorneys answer calls on our legal hotline in 4-hour shifts, from 9:00 am to 1:00 pm daily.

Volunteer Training and Support: CCLA provides training as needed and staff attorneys are present to supervise and support attorneys at Legal Advice.

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Volunteer Training and Support: CCLA provides training as needed and staff attorneys are present to supervise and support attorneys at Legal Advice.

Sample Opportunity: Advice and Information Desk

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SAMPLe OPPORTUNITY: SENIOR LEGAL ASSISTANCE CLINICS (SCLAC)  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 Willowbrook, Belvedere, Calumet City, Chicago Heights, North Riverside, and Chicago. Each clinic opens on a different day each week, by appointment.

Practice areas: General civil practice
Opportunity type: Non-litigation, transactional
Skills acquired: Client interviewing, document review, individual representation
Skills required: Basic legal knowledge
Time commitment: Completion of required training (1.5 hrs.), then 3–4 hours per month at the on-site clinic.
Contact: Caroline Manley, 312.376.1880, cmanley@cdelaw.org
Volunteer Training and Support: CDEL provides trainings (1.5 hrs.) on an as-needed basis. Check www.illinoislegalaid.org for dates and times. Trainings usually take place at CDEL but can take place at the clinic sites.

SAMPLe OPPORTUNITY: VOLUNTEER 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 and estate, real estate, landlord/tenant, dissolution of marriage, simple wills, powers of attorney, consumer fraud, collection defense, and financial elder abuse
Opportunity type: Training, client representation
Skills acquired: Motion practice, trial skills, writing/drafting, case management, client/witness interviewing, client counseling
Skills required: Experience in subject matter or substantial experience in subject matter, depending on case complexity
Time commitment: Varies depending on case.
Contact: Thomas Wendt, 312.376.1880, twendt@cdelaw.org
Volunteer Training and Support: CDEL staff attorneys provide volunteers with basic support and relies heavily on volunteers with experience in the subject matter.

CENTEr FOR ECONOMIC PROGRESS – TAX ClINic
567 West Lake Street
Suite 1150
Chicago, IL 60661
Phone: 312.252.0280
Web: www.economicprogress.org
The Center for Economic Progress (CEP) helps low-income families recover financial uncertainty through a safe, secure, and affordable solution. The CEP assists individuals and families with the preparation of their tax returns.

Opportunity type: Volunteer
Skills acquired: Client interview, tax preparation
Skills required: Experience in subject matter or substantial experience in subject matter
Time commitment: Initial tit of 8 hours, then 3.5–4.5 hours per week.
Contact: Adelberto Valderrama, 312.376.1880, avalderrama@cdelaw.org
Volunteer Training and Support: CDEL staff attorneys provide volunteers with basic support and relies heavily on volunteers with experience in the subject matter.

ChICAGO AllIANCE AGAINST SEXUAL EXPLOItATION
307 North Michigan Avenue
Suite 1818
Chicago, IL 60601
Phone: 773.244.2230
Web: www.caase.org
Chicago Alliance Against Sexual Exploitation (CAASE) was founded in 2006 with the mission to address the culture, institutions, and individuals that perpetuate, profit from, or support sexual exploitation.

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

SAMPLe OPPORTUNITY: PREPAREDness 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 file tax returns and prepare tax returns.

Practice areas: Tax
Opportunity type: Non-litigation, transactional, event
Skills acquired: Preparation of tax returns
Skills required: Basic legal knowledge or basic tax knowledge
Time commitment: Completion of required training (2 hrs.), then 1 hour per week.
Contact: Leslie Mali at ilabeconomicprogressorg or 312.630.0266
Volunteer Training and Support: The Clinic provides training and support to volunteers on an as-needed basis.

SAMPLe OPPORTUNITY: REPRESENTATIVE ACTION IN A TAX CONTROVERSY
Volunteers represent taxpayers who have a current tax controversy before the IRS. IRS provides training to volunteers.

Practice areas: Tax
Opportunity type: Volunteer Training, direct legal representation
Skills acquired: Litigation, preparation for tax hearings; a focus on ensuring honest taxpayers and children who have access to school and educational services.

SAMPLe OPPORTUNITY: REPRESENTING A FAMILY OR YOUTH EXPERIENCING HOMELESSNESS IN AN EDUCATION CASE
Volunteers provide direct legal representation to families and unaccompanied youth who are homeless or at risk of homelessness. Volunteers provide legal advice and advocate with Chicago and suburban school districts to ensure a successful result.

Practice areas: Education
Opportunity type: Litigation, administrative proceedings, case intake/interviewing
Skills acquired: Client counseling, case management, negotiation
Skills required: Some experience in subject matter or litigation
Time commitment: Completion of required training then varies depending on case; administrative proceedings typically require no more than 2.5 hours.
Contact: Patricia Nix-Hodes, 312.641.4140, pnixhodes@yahoo.com
Volunteer Training and Support: The Clinic provides training and support to the educational rights of homeless children and youth who will be provided by CCH on an as-needed basis. Volunteer attorneys work closely with pro bono attorneys to analyze, strategize, develop evidence for the hearing, and ensure a successful result.

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Volunteer attorneys answer questions and provide brief advice and referrals at our Consumer Defense Advice Desk on Mondays from 9:00 am to 12:00 pm at the Bridgeville Law Library. 

**Opportunity type:** Non-Litigation, advice, client/intake/advocacy

**Skills required:** Subject matter experience, client/ witness interviewing, client counseling

**Opportunity type:** Non-Litigation, advice

**Time commitment:** Initial training of approximately 2 hours, then 1–4 hours per week.

**Contact:** Lucy Torres at tortes@clclaw.org

Volunteer Training and Support: Training is not required.

The organization offers malpractice insurance coverage to volunteers?

**Opportunity type:** Non-Litigation, advice, client/intake/advocacy

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**Time commitment:** Initial training of approximately 2 hours, then 1–4 hours per week.

**Contact:** Lucy Torres at tortes@clclaw.org

Volunteer Training and Support: Training is not required.

The organization offers malpractice insurance coverage to volunteers?
DOMESTIC VIOLENCE LEGAL CLINIC
555 West Harrison Street
Suite 1100
Chicago, IL 60607
Phone: 312.325.9155
www.dvclchicago.org
The Domestic Violence Legal Clinic (DVLC) provides free legal services to low-income individuals in Cook County. We are dedicated to keeping families safe, using the legal system to combat domestic violence. Our network of volunteers and interns make a difference each and every day, providing critical services to keep families safe.

Process for becoming a volunteer: Contact Danielle Parisi Ruffatto.

Does the organization offer malpractice insurance coverage to volunteers? No

SAMPLE OPPORTUNITY
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. Volunteer attorneys attend the Domestic Violence Courthouse, during which they are available to represent domestic violence victims at the 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 throughout a Plenary Order of Protection.

Practice areas: Domestic violence
Opportunity type: Litigation
Skills required: Interview, drafting pleadings, general litigation

Time commitment: 4–10 hours over a quarter.

Contact: Danielle Parisi Ruffatto, 312.325.9155, druffatto@dvlcchicago.org.

SAMPLE OPPORTUNITY
EQUIP FOR EQUALITY
20 North Michigan Avenue
Suite 300
Chicago, IL 60601
Phone: 800.537.2627
Web: www.equipforequality.org
TTY: 800.610.2779
Toll Free: 800.537.2627
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. EFE volunteers who speak Spanish can participate in EFE’s Latina 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.

Process for becoming a volunteer: Contact Olga Poblí at olga@equipforequality.org for general information about volunteering and then contact persons below for how to get involved with a specific project.

Does the organization offer malpractice insurance coverage to volunteers? Yes

SAMPLE OPPORTUNITY
SPECIAL EDUCATION COURT CLINIC
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 required: Client counseling, client/witness interviewing

Time commitment: 1.5 hours and then 4–10 hours, followed by a telephone meeting with the intake manager. Volunteers are asked to commit to ongoing participation in the program.

Contact: Olga Poblí, 312.895.7321, olga@equipforequality.org

Volunteer Training and Support: Volunteers must complete a 1-hour in-person or online training on special education law and case management software and then sit in on helpline calls with an EFE staff member before answering calls themselves. EFE attorneys provide ongoing support.

SAMPLE OPPORTUNITY
SPECIAL EDUCATION COURT CLINIC
Volunteer attorneys provide legal representation on special education issues for parents of students with disabilities in school meetings, mediation, expulsion hearings, due process administration, and federal court.

Practice areas: Special Education
Opportunity type: Litigation
Skills required: Basic legal knowledge and participation in training or experience in subject matter
Time commitment: Completion of required training (if applicable & time varies) and then 4–10 hours over a quarter.

Contact: Barry Taylor, 312.895.7317, barry@equipforequality.org

Volunteer Training and Support: Depending on the person’s specific role, volunteer attorneys 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
REPORTING EMPLOYMENT DISCRIMINATION 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 required: Client/witness interviewing, motion practice, drafting, motion practice, trial skills, negotiating, mediation/arbitration

Time commitment: Uncontested cases typically require approx. 30 hours; contested cases may require 50+ hours.

Contact: Barry Taylor, 312.895.7317, barry@equipforequality.org

SAMPLE OPPORTUNITY
ADVOCATE INVESTIGATIONS
Equip for Equality’s Abuse Investigation Unit works with clients 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 counseling, client contact, intake/interviewing, deposition, mediation/arbitration, motion practice, negotiating, trial skills

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

Contact: Deborah Kennedy, 312.895.7304, deborah@equipforequality.org
Volunteer Training and Support: Typically, EFE sends a volunteer to conduct the case.

SAMPLE OPPORTUNITY
EQUIP FOR EQUALITY
DEVELOP SELF-HELP MATERIALS FOR PEOPLE WITH DISABILITIES
Volunteers develop self-help materials on legal rights for people summarizing employment discrimination cases under the Americans with Disabilities Act. Volunteers will read recent ADA cases and work with EFE to 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: Disability
Opportunity type: Writing/drafting
Skills acquired: Writing/drafting

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Volunteers develop self-help materials on legal rights for people summarizing employment discrimination cases under the Americans with Disabilities Act. Volunteers will read recent ADA cases and work with EFE to 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: Disability
Opportunity type: Writing/drafting
Skills acquired: Writing/drafting

Sample opportunities include:
- **DVLC**: Pro Bono Project attorneys provide extensive in-person and recorded trainings, manuals, and in-person individual support throughout the case as needed.
- **EQUIP FOR EQUALITY**: 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.
- **DOMESTIC VIOLENCE LEGAL CLINIC**: Provide free legal services to low-income individuals in Cook County. The network of volunteers and interns make a difference each and every day, providing critical services to keep families safe.

For more information about volunteering and upcoming training programs, visit [www.adacaselaw.org](http://www.adacaselaw.org) or [www.equipforequality.org](http://www.equipforequality.org).
attached. Contact: Kate Shank at kshank@lafchicago.org or 312.347.8335
Volunteer Training and Support: Volunteers must complete a 2-day in-person training at LAFCP. Training is offered once or twice a year. Volunteers receive a comprehensive reference manual and will represent clients under an attorney who will answer any questions that arise during the representation.

SAMPLE OPPORTUNITY: SNAPSHOT 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: Basic legal knowledge of relevant subject matter areas, e.g., eligibility requirements for SNAP benefits
Opportunity type: Literacy, administrative assistant
Skills acquired: Oral advocacy, case management, client counseling, negotiating, subject matter experience
Skills required: Basic legal knowledge of relevant subject matter areas
Time commitment: Varies depending on the caseload. Exposures are intensive for the duration of a mini-trial. Special education advocacy cases (not due process) typically require 5-10 hours over two to four months. Due process cases require a 3 to 6-month time commitment and are more time-intensive.

Contact: Kate Shank at kshank@lafchicago.org or 312.347.8335
Volunteer Training and Support: Completion of required paperwork in coordination with the Advocacy Pro Bono Program (3 hrs.) offered annually, or prior experience in education law, is required. Volunteers will represent clients under the supervision of an experienced staff attorney, who is available to answer questions and provide ongoing support to volunteers.

THE LAW PROJECT 100 North LaSalle Street Suite 600 Chicago, IL 60602 Phone: 312.939.3638 Web: www.thelawproject.org

The Law Project, the transactional project of the Chicago Legal Aid Foundation For Civil Rights. Under Law, is dedicated to assisting Chicago’s low-income communities in generating business, 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, to represent tenants in the court who are unrepresented. Volunteers and staff attorneys to participate. Extensive support and direction from LAFCP Staff will be provided to volunteers throughout the duration of the project.

Process for becoming a volunteer: Prospective volunteers should send an email to TLP@lawproject.org with their resume attached, and a TLP staff member will be in contact with them. Does the organization offer malpractice insurance coverage to volunteers? Yes

SAMPLE OPPORTUNITY: LAF'S EDUCATION PRO BONO PROJECT
LAF’s Education Law Pro Bono Project monitors volunteer attorneys to represent students in special education (e.g., seeking services, modifying services, school placement) and school discipline matters (e.g., expulsions). Practice areas: Education law, school discipline, special education law
Opportunity type: Litigation, administrative assistant
Skills acquired: Oral advocacy, case management, client counseling, negotiating, subject matter experience
Skills required: Basic legal knowledge of relevant subject matter areas
Time commitment: Varies depending on the caseload. Exposures are intensive for the duration of a mini-trial. Special education advocacy cases (not due process) typically require 5-10 hours over two to four months. Due process cases require a 3 to 6-month time commitment and are more time-intensive.

Contact: Kate Shank at kshank@lafchicago.org or 312.347.8335
Volunteer Training and Support: Volunteering is a 2-day in-person training at LAFCP. Training is offered once or twice a year. Volunteers receive a comprehensive reference manual and will represent clients under an attorney who will answer any questions that arise during the representation.

SAMPLE OPPORTUNITY: LAF VOLUNTEER NURSING HOME OMBUDSMAN
Nursing home residents are among the United States most vulnerable groups, often victims of mistreatment and neglect by facility staff, as well as financial, physical, and psychological abuse by the hands of family members. Elderly residents are often unaware of their rights, or may feel “viciousness” in the institutionalized setting of the nursing home. Nursing Home Ombudsmen Volunteers visit long-term care facilities in suburban Cook County that serve the elderly, developmentally disabled, and people with illnesses to investigate and resolve complaints of financial, physical, and psychological 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: Basic legal knowledge of relevant subject matter areas
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
Volunteer Training and Support: Volunteers must complete a 2-day in-person training at LAFCP. Training is offered once or twice a year. Volunteers receive a comprehensive reference manual and will represent clients under the supervision of an experienced staff attorney, who is available to answer questions and provide ongoing support to volunteers.

SAMPLE OPPORTUNITY: TRANSGATIONAL LEGAL ASSISTANCE
Volunteer attorneys provide non-litigation, transactional legal 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, real estate, employment, intellectual property, bankruptcy
Opportunity type: Non-litigation, transactional
Skills acquired: Case management, client interviewing, client counseling, negotiating, writing/drafting
Skills required: Some experience in subject matter, unless volunteer is employed by a firm that has already trained the volunteer
Time commitment: 5-10 hours per month, typically over a few months.

Contact: Judy Adler, 312.939.3638, jadler@thelawproject.org
Volunteer Training and Support: TLP 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 volunteer conducts workshops on business and tax exemption organization legal issues.

Practice areas: Corporate, tax, real estate, employment, intellectual property, bankruptcy
Opportunity type: Non-representation, educating the public about the law
Skills acquired: Public speaking
Skills required: Experience in subject matter
Time commitment: Typically 2-4 hours.
Contact: Angel Halk, 312.939.3638, ahalk@lawproject.org
Volunteer Training and Support: TLP does not offer training for this volunteer opportunity but does provide volunteers with ongoing support.

SAMPLE OPPORTUNITY: CLOSING ASSISTANCE TO FIRST TIME HOMEBUYERS
TLP is a partner organization with the Chicago Housing Authority, Inc., 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 homebuyers with all aspects of closing on their homes. Volunteers also provide legal assistance to first-time homebuyers who are purchasing affordable housing units through the Neighborhood Stabilization Program administered by Mercy Portfolio Services. The volunteer attorney reviews and explains all of the documents that relate to the closing and home purchase to their client.

Practice areas: Real estate
Opportunity type: Non-litigation, transactional
Skills acquired: Transactional
Skills required: Experience in subject matter
Time commitment: 10-25 hours over 2 months.
Contact: Angel Halk, 312.939.3638, ahalk@lawproject.org
Volunteer Training and Support: TLP does not offer training for this volunteer opportunity but does provide volunteers with ongoing support.

SAMPLE OPPORTUNITY: REPRESENTATION OF A JUVENILE IN A CRIMINAL DEFENSE CASE
Volunteer co-counsel with CLC attorneys or represent a client on their own in either juvenile or adult criminal court.

Practice areas: Criminal defense
Opportunity type: Litigation
Skills acquired: Case management, client counseling, client/witness interviewing, motion practice, negotiating, trial skills, writing/drafting
Skills required: Subject matter experience
Time commitment: Varies depending on the case.
Contact: Sarah Staudt sstaudt@lccllc.net or 773.762.6385
Volunteer Training and Support: CLC primarily relies on volunteers with subject matter experience.

LAWNDALE CHRISTIAN LEGAL CENTER
1530 South Halsted Ave. Chicago, IL 60623 Phone: 773.762.6383 Web: www.lccllc.net

LWLC caretaker the rights of tenants to safety, decent, and affordable affordable housing in a manner that is consistent and is in the best interest of the tenant, represent, advocacy, education, outreach, and supportive services. LWLC empowers tenants to combat residents and the Cook County area by providing free, comprehensive legal representation that tenants have a trusted advocate in court. Combined with educational programs, supportive services, and policy initiatives, LWLC holistically addresses the broad issue of housing crisis and underlying causes so that families can find a path leading to homelessness to one of housing.

Sample opportunity: Eviction Defense Project
There are over 30,000 evictions cases filed every year in Cook County. Without counsel, over 90% of tenants are found guilty, evicted, many only after a few months before the judge. Volunteer attorneys protect the rights of tenants by representing them in court. Volunteers can receive training, which includes Ohioan an evicted, evicting tenants in their homes. Volunteer attorneys can represent clients in start-to-finish cases under the supervision of an experienced attorney. Volunteers represent clients who are evicted on an expedited schedule; cases may settle quickly or move to a jury trial within a few months, offering volunteer experience in all stages of litigation including discovery, motion practice, and evidentiary hearings. Volunteers may also work on pre-eviction matters in order to avoid landlord-tenant disputes in order to avoid landlord-tenant disputes in order to avoid landlord-tenant disputes.

Practice areas: Housing
Opportunity type: Litigation
Skills acquired: Client counseling, client interview, witness interviewing, motion practice, drafting, negotiations, trial skills
Skills required: Basic - legal knowledge of relevant subject matter areas
Time commitment: Variable, dependent on the duration of the initial 1-hour training and then flexible.
Contact: Sarah Staudt sstaudt@lccllc.net or 773.762.6385
Volunteer Training and Support: CLC provides an initial 1-hour training on the basics of landlord-tenant law and eviction court practice that is offered on a monthly basis. CLC also provides volunteers with resource manuals and ongoing support.
**LEGAL AID SOCIETY OF METROPOLITAN FAMILY SERVICES**

1 North Dearborn Street
North Fls.
Chicago, IL 60602
Phone: 312.986.4200
Web: www.law-arts.org

**Sample Opportunity: Simple Divorce Program**

Volunteers handle uncontested or simple divorce representation from beginning to end. Volunteers interview the client, prepare and file the pleadings for divorce, possibly conduct discovery, and assist clients in the trial phase. Once volunteers are familiar with uncontested/simple divorces, they may request to handle contested divorces if interested.

**Sample Opportunity: Dispute Resolution**

Volunteers review claims and often negotiate settlements to collect royalties or otherwise enforce or terminate contracts. LCA prefers that matters settle out of court and offers an arts mediation program. In some cases, it is more strategic to file complaints and proceed through the court system.

**LEGAL COUNCIL FOR HEALTH JUSTICE**

580 North Michigan Avenue
Suite 310
Chicago, IL 60601
Phone: 312.427.8990
Web: www.legalcouncil.com

The Legal Council for Health Justice (LCHJ) consists of three projects that work collaboratively with various legal 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 (CM PLC) provides legal services to low-income children and their family members who are patients at participating pediatric hospital and medical centers.

- 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 Outreach Project staff provide benefits including advocacy, Social Security and SSI disability benefits, medical assistance, and other vital assistance.

**Sample Opportunity: Preparation of Estate Planning Documents**

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

**Sample Opportunity: Pro Bono & Referral Ad MIcA LEGAL AID CLINIC AND ENGLEWOOD LEGAL CLINIC**

Volunteers and Spanish-fluent interpreters provide legal advice & referrals to clients in the areas of family law, consumer, unemployment, housing, and other areas at the Micah Legal Aid Clinic in Logan Square, 2848 W. Belmont, on the first Monday of each month (3:00 pm–5:00 pm) and the first Wednesday of each month (10:00 am–1:00 pm). Volunteer attorneys may also provide legal advice and referrals in family and housing law at LAS’ Englewood Legal Clinic at 5338 S. Loomis in Chicago on the 3rd Saturday of the month (10:00 am–1:00 pm).

**Sample Opportunity: Preparing a Will**

Clients with subject matter experience prepare legal wills for low-income individuals with HIV.

**Sample Opportunity: Training and Support**

Volunteers must complete a one-hour simple divorce training, either in person or via recorded webcast. LCA then provides volunteer attorneys with a manual and sample pleadings, an attorney mentor, and ongoing support.

**Sample Opportunity: Legal Aid & Referral AD Mican LEGAL AID CLINIC AND ENGLEWOOD LEGAL CLINIC**

Volunteers and Spanish-fluent interpreters provide legal advice & referrals to clients in the areas of family law, consumer, unemployment, housing, and other areas at the Micah Legal Aid Clinic in Logan Square, 2848 W. Belmont, on the first Monday of each month (3:00 pm–5:00 pm) and the first Wednesday of each month (10:00 am–1:00 pm). Volunteer attorneys may also provide legal advice and referrals in family and housing law at LAS’ Englewood Legal Clinic at 5338 S. Loomis in Chicago on the 3rd Saturday of the month (10:00 am–1:00 pm).

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Clients with subject matter experience prepare legal wills for low-income individuals with HIV.

**Sample Opportunity: Training and Support**

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MUNICIPAL COURT PRO BONO PANEL — THE CHICAGO BAR ASSOCIATION

Volunteer opportunities are listed below. To learn more about any opportunity, please contact the pro bono program listed. Opportunities are posted throughout the year. Opportunities are free of charge and include all necessary training. For more information about the pro bono and legal aid system in Chicago and how you can make a difference, please visit our website.

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**Sample opportunity:**
**Representation in a Municipal Court Pro Bono Panel Case**
Panel attorneys represent low-income plaintiffs or defendants in municipal court cases when a jury demand has been filed and the other side has an attorney. 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 cases include matters arising from a motor 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:**
- arbitration, torts, contracts, malpractice

**Opportunity type:**
- litigation, arbitration, jury trials

**Location:**
300 S. LaSalle Suite 1200
Chicago, IL 60604

**Contact:**
Meet Megan Healy McCung.

**Skills required:**
- Basic legal knowledge.
- However, volunteers must have the commitment and support of experienced litigators in the volunteer’s firm to assist with the pro bono case through trial.

**Time commitment:**
- Completion of required training (2-3 hrs.) in-person or online. Cases vary between 25-200 hours and trials are limited to 1 day.

**Municipal Court Pro Bono Program**

**Volunteer Training and Support:**
The Pro Bono Program provides an in-person training approximately once per year. The program is a collaboration of the Court of Cook County and The Chicago Bar Association.

Volunteer attorneys are available online. The Program relies on partnering firms to provide litigation and other training to volunteers. Volunteers participate in the program. A licensed attorney is available to assist volunteers on a limited basis.

**Volunteer Training and Support:**
- The statutory summary suspension program in Cook County’s First District allows indigent persons who have petitioned the Court for the reinstatement of their driver’s license to volunteer to provide legal assistance to clients.

**Volunteer Training and Support:**
- Volunteers must meet with the client on their behalf, have an understanding of the process for reinstating a license, and be able to provide legal representation.

**Sample opportunity:**
**Representation in Affirmative Asylum Cases**
Asylum is a form of immigration relief that may be granted to individuals who fear persecution in their home country and who are outside the United States. The U.S. Department of Homeland Security is the agency responsible for granting asylum. Fiscal year 2020 marked 20 years since the U.S. government began developing an affirmative asylum program.

**Opportunity type:**
- litigation, administrative hearing

**Skills required:**
- Case management, client counseling, witness investigation/advice, legal representation, litigation

**Practice areas:**
- Immigration

**Sample opportunity:**
**Representation in Defensive Asylum Cases**
Volunteer attorneys provide defensive asylum applicants at their Master Calendar Hearings—preliminary hearings similar to asylum hearings—in Chicago. The National Immigration Justice Center (NIJC) is dedicated to ensuring human rights protections and access to justice for all immigrants and refugees in the U.S. The program 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 programs provide free legal representation through volunteer attorneys for unaccompanied immigrant children, unaccompanied youth in domestic abuse and other violent crimes, and persons seeking asylum in the U.S. Volunteer attorneys can also serve as back-up on behalf of other pro bono opportunities available on NIJC’s website.

**Process for becoming a volunteer:**
Interested volunteers should visit NIJC’s website to learn more about available opportunities and our volunteer guidelines. Generally, the first step towards becoming a volunteer is to participate in a live or recorded training program in the relevant area.

Does the organization offer malpractice insurance coverage to volunteers? Yes

**Sample opportunity:**
**Representation in Domestic Violence and Family Law**
Under the Violence Against Women Act (VAWA), survivors of domestic abuse may file a Self-Petition to obtain an immigration status in the U.S. In the United States, the Victims of Trafficking and Violence Protection Act (VTPA). U.S. immigration law also offers protections 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 provide support in the following areas:

- representing the client at an interview with a non-citizen victim of domestic violence and other serious crimes
- helping attorneys who may have filed a VAWA petition 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, witness investigation, legal representation

**Practice areas:**
- Domestic violence

**Sample opportunity:**
**Representation in Adverse Hearings Pro Bono Panel**
Represents Chicago residents in adverse hearings. To volunteer, contact Megan Healy McCung. The cases often turn on whether the stop was legal and whether the police had probable cause for arrest.

**Opportunity type:**
- representation in adverse hearings

**Skills required:**
- Case management, client counseling, witness investigation, legal representation

**Practice areas:**
- Criminal law

**Sample opportunity:**
**Representation in Domestic Violence and Family Law**
Volunteer attorneys represent defensive asylum applicants at their Master Calendar Hearings—preliminary hearings similar to asylum hearings—in Chicago. The National Immigration Justice Center (NIJC) is dedicated to ensuring human rights protections and access to justice for all immigrants and refugees in the U.S. The program 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 programs provide free legal representation through volunteer attorneys for unaccompanied immigrant children, unaccompanied youth in domestic abuse and other violent crimes, and persons seeking asylum in the U.S. Volunteer attorneys can also serve as back-up on behalf of other pro bono opportunities available on NIJC’s website.

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**Does the organization offer malpractice insurance coverage to volunteers? Yes**
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 recusal hearing typically lasts 40 minutes, during which the volunteer will give a 1-minute opening about the grounds for recusal, possibly conduct a direct exam of their client, cross-examine the Chicago Police Officer, and conclude with a brief closing argument.

Practice areas: Director’s Licenses
Opportunity type: Litigation
Skills acquired: Case management, client counseling, motion practice, cross-examination, trial practice
Skills required: Basic legal knowledge
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: Megan Healy McCung, 312.371.2489, mhmccung@gmail.com
Volunteer 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 online resources and a licensed attorney to support volunteers.

UP TOWN PEOPLE’S LAW CENTER
4412 N. Sheridan Road
Chicago, IL 60640
Phone: 773.769.1411
Web: www.upchicagolaw.org

The Uptown People’s Law Center represents poor and working people living in Uptown and other similar communities. The Law Center’s biggest areas of practice are landlord-tenant, Social Security disability, and public benefits.

Volunteer attorneys represent clients in landlord/tenant matters in the Circuit Court of Cook County. The Law Center provides extensive support and training for landlord-tenant cases.

Practice areas: Housing
Opportunity type: Litigation
Skills acquired: Litigation, negotiation
Skills required: Some experience in litigation or 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, 773.769.1411, alaminills@comcast.net
Volunteer Training and Support: The Law Center does not have a formal training program. 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 16, the Bankruptcy Help Desk on page 22, and the William J. Hibbler Pro Se Assistance Program also on page 23. 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 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 Recognition 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 petition, 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.illnb.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 complex matters.

A majority of these cases are federal criminal appeals in which the previous attorney seeks to withdraw. Counsel to the Circuit Executive, Donald J. Wall, selects and appoints counsel in all direct criminal appeals where the defendant is financially unable to retain counsel. The appointment is made under the Criminal Justice Act. On occasion, the Court also will appoint attorneys to represent prisoners in habeas corpus appeals. These appointments too are made under the Criminal Justice Act. The Act authorizes the payment of some compensation (plus expenses) to appointed counsel. At times, the Court will provide free representation to litigants in civil matters, such as employment discrimination, immigration, and prisoner civil rights cases. These appointments are not made under the Criminal Justice Act, therefore appointed counsel provide their services without compensation. The Seventh Circuit, however, will reimburse certain out-of-pocket expenses incurred by appointed counsel up to a maximum of $1,100.

Attorneys who are interested in handling appeals in the Seventh Circuit should fill out the Volunteer Attorney Questionnaire which can be found on the court’s website at www.ca7. uscourts.gov (click on “CJA Information” then “Volunteer Panel Attorney Questionnaire”). Questions should be directed to Donald J. Wall at 312-435.5805 or don_wall@ca7.uscourts.gov.
Why should you do pro bono? 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:

- 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 the system.
- 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.

Questions to Ask Before You Take a Case
Before committing to a pro bono case, you should:
- Understand the pro bono program’s expectations and requirements.
- Consider the time commitment to the case.
- Evaluate whether the case aligns with your expertise, interests, and time constraints.

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.

Malipractice Insurance & Administrative/Legislative Affairs
- Malpractice insurance
- Office space for client interviewing and meetings
- Administrative assistant/legal support

Training Specific to the Organization and Its Clients
- Handbooks with program policies and staff contact information
- Client sensitivity training

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)
- Forms and pleadings
- Mentors (program staff or more experienced volunteer lawyers)
- Time Management Support
- Co-counseling arrangements
- Program staff attorneys to cover in emergencies

Time Management Support
- Co-counseling arrangements
- Program staff attorneys to cover in emergencies

When 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.

Will my relationship with my pro bono client and the pro bono program?
A pro bono program should clearly communicate the nature of the relationship established 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.

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.

Once I accept a case, will the program keep in touch with me?
A pro bono program should maintain contact with its pro bono 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.

When 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 it 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, the legal aid pro bono service and qualified monetary contributions made during the preceding 12 months.

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 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(f) 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.

Attorneys Licensed in Other States, but Not Illinois
Illinois Supreme Court Rule 756(f) provides that attorneys who are admitted to practice in other states and are not disbarred or otherwise suspended from practice may perform pro bono service by doing the following:
- 1. 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.

In-House Counsel
Attorneys who are licensed in Illinois as in-house counsel may perform pro bono service in Illinois without any additional registration or affiliation requirements.

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