PRO BONO: VOLUNTEER OPPORTUNITIES FOR ATTORNEYS IN THE CHICAGO AREA

UPDATED OCTOBER 2016
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.
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 through your foundation—the CBF—where we are able to make a collective impact that none of us could on our own.

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 mentoring legal aid or pro bono attorneys, joining the governing boards of young professionals boards of pro bono and legal aid organizations, and other law-related volunteering such as educating youth about our legal system through organizations such as the Constitutional Rights Foundation of Chicago. More information about law-related volunteering is available on our website.

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 our 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 more 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 cy pres awards to support the CBF and other pro bono and legal aid organizations when there are opportunities to do so. Another way you can advance the cause is by advocating for court policies that make the system more user-friendly and accessible for people without lawyers.

- 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.
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-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 Kelly Tautges, CBF’s Director of Pro Bono & Court Advocacy, at 312.554.8356 or ktautges@chicagobar.org.

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 Resource section at www.chicagobarfoundation.org and more information on www.illinoislegalaid.org.

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 can also 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.

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
- 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 Lawyers’ Committee for Civil Rights Under Law
- Lawyer’s Committee for Better Housing
- LAF
- Legal Council for Health Justice

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

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

Elder Abuse
- Center for Disability & Elder Law

Education Law: Special Education
- Equip for Equality
- LAF

Education Law: Other Issues
- Access Living
- Chicago Lawyers’ Committee for Civil Rights Under Law

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

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 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
- 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

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

Visit www.illinoislegalaid.org for more information about pro bono opportunities, upcoming training programs, and resources for pro bono attorneys.

Visit www.chicagobarfoundation.org for more information about the pro bono and legal aid system in Chicago and how you can make a difference.
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 and Non-representation Opportunities in Cook County**

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

**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 Coalition for the Homeless — Law Project
- Chicago Volunteer Legal Services
- Legal Aid Society

**Clinics**
Volunteer your time to provide legal information or brief advice to clients on a variety of matters. Although 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
- Chicago Coalition for the Homeless — Law Project
- Chicago Volunteer Legal Services
- Legal Aid Society

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

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

**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
- Domestic Violence Legal Clinic
- Equi For Equality
- First Defense Legal Aid
- James B. Moran Center for Youth Advocacy
- Lawyers’ Committee for Better Housing
- LAF
- Legal Council for Health Justice
- Municipal Court Pro Bono Panel
- National Immigrant Justice Center
- Statutory Summary Suspension Program
- Urban People’s Law Center

**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
- Equi For Equality

**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. 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 a disabled individual in a hearing to maintain benefits.

- Access Living
- Cabrini Green Legal Aid
- Catholic Charities Legal Assistance
- Center for Disability & Elder Law
- Chicago Coalition for the Homeless — Law Project
- Chicago Volunteer Legal Services
- Equi For Equality
- First Defense Legal Aid
- Illinois Legal Aid Online
- Legal Aid Society

**Lawyers for the Creative Arts**

**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
- First Defense Legal Aid
- Illinois Legal Aid Online
- Legal Aid Society

**Opportunities in Cook County**
The organizations listed below offer the opportunity to provide clients with brief advice or 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 Coalition for the Homeless — Law Project
- Chicago Volunteer Legal Services
- Domestic Violence Legal Clinic
- Equi For Equality
- First Defense Legal Aid
- LAF
- Legal Council for Health Justice
- Municipal Court Pro Bono Panel
- National Immigrant Justice Center
- Statutory Summary Suspension Program
- Urban People’s Law Center

**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 Disability & Elder Law
- Chicago Volunteer Legal Services
- First Defense Legal Aid
- Illinois Legal Aid Online
- Legal Aid Society

**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
- Equi 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.

**Arts and the Arts Organizations**

**Children**
- Cabrini Green Legal Aid
- CARPLS
- Catholic Charities Legal Assistance
- Center for Disability & Elder Law
- Chicago Coalition for the Homeless — Law Project
- Chicago Volunteer Legal Services
- Domestic Violence Legal Clinic
- Equi For Equality
- First Defense Legal Aid
- LAF
- Legal Council for Health Justice
- Municipal Court Pro Bono Panel
- National Immigrant Justice Center
- Statutory Summary Suspension Program
- Urban People’s Law Center

**Nepalese 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
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.

PRO BONO OPPORTUNITIES BY ORGANIZATION

ACCESS LIVING

115 West Chicago Avenue
Chicago, IL 60644
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

Volunteer attorneys provide counseling and advocacy to volunteers?

CABRINI GREEN LEGAL AID

740 North Milwaukee Avenue
Chicago, IL 60642
Phone: 312.738.2452
Web: www.cgal.org

Cabrini Green Legal Aid (CGLA) has strengthened lives, assisted families and supported community members 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 combining high-quality legal services with supportive services coordinated through strategic partnerships with social service 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).

Skills required:
- Basic legal knowledge
- Completion of required training (4 hrs.). Volunteers are then asked to commit to completing a minimum of 3-hour sessions working at a Help Desk over 6 months, which can be scheduled at the volunteer’s convenience.
- Opportunity type: Law

Volunteer Training and Support: Volunteers are required to complete a two-hour training orientation at CGLA’s office (each training part is 2 hrs. – total of 4 hours over 2 evenings) prior to volunteering. The volunteer coordinator and staff attorneys provide support to 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 need basis.

Practice areas:
- Housing, family, expungement, sealing, criminal law
- Opportunity type: Law

Skills acquired:
- Case management, client counseling, client/interview, writing/drafting, trial practice

Contact:
- Contact Eve Kleineiman at volunteer@cglga.net or 312.374.6191.

Volunteer 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 provide brief service and advice to individuals seeking to clear their criminal records through expungement, sealing, or executive clemency. Volunteers assist clients to read their criminal history or RAP sheets, determine their eligibility for relief, and help them file the necessary paperwork.

Contact:
- Kent Waiden, 312.640.2100, kwaiden@counseling.org

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

CABRINI GREEN LEGAL AID

740 North Milwaukee Avenue
Chicago, IL 60642
Phone: 312.738.2452
Web: www.cgal.org

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Skills required:
- Basic legal knowledge
- Completion of required training (1 hr.). The time commitment then varies by case and type.

Volunteer Training and Support: Volunteers attend a 2-hour orientation session at CGLA’s office. CGLA’s volunteer coordinator and staff attorneys provide support to volunteers.

SAMPLE OPPORTUNITY

CRIMINAL RECORDS RESEARCH – EVENING VOLUNTEER OPPORTUNITY

CGLA 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: Law

Skills acquired:
- Subject matter experience or subject matter knowledge

Contact:
- Contact Eve Kleineiman at volunteer@cglga.net or 312.374.6191.

Volunteer Training and Support: Volunteers attend a two-hour orientation at CGLA’s office prior to volunteering. The volunteer coordinator and CGLA 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.

Contact:
- Contact Eve Kleineiman at volunteer@cglga.net or 312.374.6191.

Volunteer Training and Support: Volunteers attend training either in person or by watching a recorded program and review extensive resources. Volunteers also have access to a supervising attorney and a network of experi-enced Jail Clinic volunteers.
CARPLS WORKS — DAILY ADVICE AND REFERRAL HOTLINE

Volunteer attorneys answer calls on our legal hotline, 4 hours a day, from 9:00 a.m. to 1:00 p.m. or 5:00 p.m. to 9:00 p.m Monday–Friday. Volunteers counsel clients, assist with document preparation, and make referrals to other legal aid organizations in the areas of landlord/tenant, consumer law, and domestic relations law. Practice areas: Divorce/separation/annulment, landlord/tenant, consumer law

Opportunity type: Non-litigation, client intake/ interview, client counseling

Skills Acquired: Client counseling, client/interview, subject matter experience

Basic legal knowledge

Time Commitment: Completion of the required training (6 hrs.), then 36 hours over a 1-year volunteer session (approximately 2.5-hour evening shifts per month).

Volunteer Training and Support: CARPLS provides extensive training and support to volunteers. Before participating in the hotline programs, volunteers participate in 6 hours of in-person training, broken into 2 sessions over 2 weeks that cover substantive law, systems, and CARPLS policies. CARPLS supervisors support volunteers and are always available to answer questions. Trainings are offered 5 times a year. Contact: Leslie Wallin, volunteers@carpls.org, 312.421.4427

CARPLS ADVICE DESKS

CARPLS runs three self-help and advice desks at the Civic Center: the Municipal/Advisory Desk, the Collections Self-Help Desk, and the Employment Relations Self-Help Desk. Advices with some experience in the subject matter are eligible to volunteer at our help desks upon completion of one hotline volunteer session.

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

Opportunity type: Non-litigation, client intake/ interview

Client counseling, client/interview, subject matter experience

Basic legal knowledge

Time Commitment: Varies depending on the case.

Practice areas: General civil litigation

Opportunity type: Litigation

Skills acquired: Varies depending on the case

Skills required: Some experience in subject matter or litigation

Time commitment: Varies depending on the case

Contact: Dennis Trainor, 312.348.6984, dtrainor@catholiccharities.net

Training and Support: CARPLS staff attorneys who provide volunteers with basic support, but the organization does not conduct regular trainings and no one is available to volunteer on experience in the subject matter.

Practice areas: General civil practice

Opportunity type: Non-representation, educating the public

Skills acquired: Public speaking

Skills required: Some subject matter experience

Time commitment: 2 to 4 hours per session

Contact: Dennis Trainor, 312.348.6984, dtrainor@catholiccharities.net

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

Practice areas: General civil litigation

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

Skills acquired: Client counseling, client/interviewing

Skills required: Basic legal knowledge

Time commitment: 4 hours

Contact: Dennis Trainor, 312.348.6984, dtrainor@catholiccharities.net

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

CARPLS provides legal advice to the economically disadvantaged in the Chicago area. With a network of volunteers, CARPLS provides a legal aid hotline to provide advice and make referrals to pro bono attorneys, provides legal advice in a variety of areas and provides direct representation in more limited areas. CARPLS also hosts educational seminars for the public and three after-hours legal advice and information desks at a variety of locations.

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

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

CARPLS ADVICE DESKS

Catholic Charities Legal Assistance (CCLA) provides legal assistance to the economically disadvantaged in the Chicago area. With a network of volunteers, CCLA provides a legal aid hotline to provide advice and make referrals to pro bono attorneys, provides legal advice in a variety of areas and provides direct representation in more limited areas. CCLA also hosts educational seminars for the public.

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

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

Catholic Charities Legal Assistance

651 West Lake Street
Suite 403
Chicago, IL 60661
Phone: 312.948.6821
Web: www.catholiccharities.net/ccla

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

Practice areas: General civil litigation

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

Skills acquired: Client counseling, client/interviewing

Skills required: Basic legal knowledge

Time commitment: 4 hours

Contact: Dennis Trainor, 312.348.6984, dtrainor@catholiccharities.net

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

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651 West Lake Street
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Chicago, IL 60661
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Web: www.catholiccharities.net/ccla

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

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Phone: 312.948.6821
Web: www.catholiccharities.net/ccla

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

Catholic Charities Legal Assistance

651 West Lake Street
Suite 403
Chicago, IL 60661
Phone: 312.948.6821
Web: www.catholiccharities.net/ccla

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**CHICAGO ALLIANCE AGAINST SEXUAL EXPLOITATION**

307 North Michigan Avenue
Suite 182
Chicago, IL 60601
Phone: 733.244.2230
Web: www.caces.org

**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. 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:** Preparation of tax returns

**Skills required:** Basic legal knowledge

**Time commitment:** Completion of required training and tests (3.5–11.5 hrs.), then at least 10 hours during tax season.

**Contact:** Leslie Malz at ilmakeconomyproject.org or 312.630.0266

Volunteer 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 tax preparation software and prepare tax returns.

**Practice areas:** Tax

**Opportunity type:** Non-litigation, transactional, non-legal counseling

**Skills acquired:** Preparation of tax returns

**Skills required:** Basic legal knowledge or basic tax knowledge

**Time commitment:** Completion of required training and tests (3.5–11.5 hrs.), then at least 10 hours during tax season.

**Contact:** Leslie Malz at ilmakeconomyproject.org or 312.630.0266

Volunteer 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.

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**CENTRAL LEGAL SERVICES**

**HELP DESK**

**330 North LaSalle Street**

Suite 1500
Chicago, IL 60601
Phone: 312.252.0280
Web: www.communitylegal.org

The Center for Economic Progress (CEP) helps low-income families navigate financial uncertainty to financial security. Our free tax clinic assists low-income taxpayers with tax controversies before they turn to tax attorneys. Process for becoming a volunteer: Prospective volunteers should contact the Center. Additional information about our volunteer opportunities is available at www.communitylegal.org.

**Does the organization offer malpractice insurance coverage to volunteers? Yes**

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**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

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.

**Process for becoming a volunteer:** Contact CCH at 312.641.4140 or e-mail Patricia Nix-Hodes at pnix-hodes@cchchicago.org.

**Does the organization offer malpractice insurance coverage to volunteers? Yes**

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**CHICAGO LAWYERS’ COMMITTEE FOR CIVIL RIGHTS UNDER LAW**

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

**SAMPLE OPPORTUNITY**

Representing Students at School Expulsion Hearings

Students in CPS, charters schools, and on occasion, other suburban school districts, who are at risk or in danger of being expelled, are entitled to a legal hearing to determine whether expulsion is warranted. Pro bono attorneys are needed at these administrative hearings, which offer live hearings to represent the students. Volunteers interview and develop a working relationship with the client, investigate and develop the case, and conduct a trial-type administrative hearing with an independent hearing officer.

**Practice areas:** Education, school discipline, defense

**Opportunity type:** Litigation

**Skills required:** Basic legal knowledge, client counseling, case management, negotiating

**Time commitment:** Generally 4–6 hours to complete.

**Contact:** Jacoben Gordon, 312.630.9744, ext. 242, cgordon@clccrul.org

Volunteer Training and Support: Staff attorneys will conduct orientations. In general, trainings are offered 1–2 times per year but are not required.
CHICAGO LEGAL CLINIC, INC.
2303 East 51st Street
Chicago, IL 60617
Phone: 773.719.4220
Web: www.clclaw.org

The Chicago Legal Clinic, Inc. (CLC) is a private nonprofit legal service agency with four offices (South Chicago, Pilsen, Austin, and Downtown) providing legal services on a sliding scale to low-income Chicago area residents. Areas of law include: family law (divorce, child support, visitation, paternity, adoption, and domestic violence), guardianships of disabled adults, social security disability claims, debt counseling, immigration, environmental law, and search- 

The clinic provides legal services on a sliding scale to 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.

Time commitment:
- Varies depending on the type of project between 2 and 20 hours each month.

Trainings:
- Provide training at the start on the functions of the database.
- Provide ongoing training.
- Provide a 1-hour volunteer orientation.
- Provide training and support as needed.

Volunteer Training and Support:
- Trainings are mandatory to attend for all volunteers.
- Staff attorneys provide ongoing support.

Contact:
Lucy Torres at ltorres@clclaw.org

CHICAGO VOLUNTEER LEGAL SERVICES FOUNDATION
33 North Dearborn Street
Suite 400
Chicago, IL 60602
Phone: 312.332.1624
Web: www.cvls.org

Chicago Volunteer Legal Services Foundation (CVLS) volunteers and staff attorneys represent low-income Chicagoans in a wide variety of civil matters. CVLS provides legal services on a sliding scale to a wide variety of issues. Volunteers provide legal advice and may choose to handle cases that need representation.

Opportunity type: Litigation
Skills acquired:
- Case management, client counseling, witness interviewing, motion practice, negotiation, writing/drafting

Opportunity type: Basic legal knowledge
Skills required:
- Basic legal knowledge

Time commitment:
- Completion of the orientation (1 hr. and 3-hour training) or 15–20 hours each month.

Contact:
Daniel Santrella, 312.332.7521, dsantrella@cvls.org

Volunteer Training and Support:
- Training is required to provide legal services.
- Training is provided.
- Staff attorneys provide ongoing support.
- Damages are available.

Volunteer Training and Support:
- Training is required to provide legal services.
- Training is provided.
- Staff attorneys provide ongoing support.
- Damages are available.

Opportunity type: Litigation
Skills acquired:
- Case management, client counseling, witness interviewing, motion practice, negotiation, writing/drafting

Opportunity type: Basic legal knowledge
Skills required:
- Basic legal knowledge

Time commitment:
- Completion of the orientation (1 hr.), then approximately 6 hours each week.

Contact:
Peter Ashman, 312.332.1688, pashman@cvls.org

Volunteer Training and Support:
- Training is provided.
- Staff attorneys provide ongoing support.

Volunteer Training and Support:
- Training is required to provide legal services.
- Training is provided.
- Staff attorneys provide ongoing support.
- Damages are available.

Opportunity type: Litigation
Skills acquired:
- Case management, client counseling, witness interviewing, motion practice, negotiation, writing/drafting

Opportunity type: Basic legal knowledge
Skills required:
- Basic legal knowledge

Time commitment:
- Completion of the orientation (1 hr.), then approximately 6 hours each week.

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Skills acquired:
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Opportunity type: Basic legal knowledge
Skills required:
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Skills required:
- Basic legal knowledge

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Skills acquired:
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Opportunity type: Basic legal knowledge
Skills required:
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Opportunity type: Basic legal knowledge
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Skills acquired:
- Case management, client counseling, witness interviewing, motion practice, negotiation, writing/drafting

Opportunity type: Basic legal knowledge
Skills required:
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Skills acquired:
- Case management, client counseling, witness interviewing, motion practice, negotiation, writing/drafting

Opportunity type: Basic legal knowledge
Skills required:
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Opportunity type: Litigation
Skills acquired:
- Case management, client counseling, witness interviewing, motion practice, negotiation, writing/drafting

Opportunity type: Basic legal knowledge
Skills required:
- Basic legal knowledge

Time commitment:
- Completion of the orientation (1 hr.), then approximately 6 hours each week.

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Peter Ashman, 312.332.1688, pashman@cvls.org

Volunteer Training and Support:
- Training is provided.
- Staff attorneys provide ongoing support.
- Damages are available.
Volunteer Training and Support: Depending on the complexity of the case, volunteers must either attend an in-person volunteer training session or watch a video (if applicable) and then conduct legal research on the subject matter.

Time commitment: Varies by project.

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

Volunteer Training and Support: Volunteers will provide administrative support for general office needs.

Skills required: Basic legal knowledge

Time commitment: 2 hours

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Volunteer Training and Support: Volunteers will provide administrative support for general office needs.

Skills required: Basic legal knowledge

Time commitment: 2 hours
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 required: Case management, client and witness interviewing, client counseling, negotiating, subject matter experience

Skills acquired: Basic legal knowledge and advocacy skills

Time commitment: Volunteers must commit to 4-10 hours per month to represent clients in their SNAP benefits case.

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

Volunteer Training and Support: Volunteers will work with clients throughout the duration of the project.

Sample Opportunity: LAF EDUCATION LAW PRO BONO PROJECT

LAF’s Education Law Pro Bono Project mobilizes volunteer attorneys to represent students in special education (e.g., seeking services, modifying school placement) and school discipline matters (e.g., expulsions, suspensions).

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

Opportunity type: Litigation, administrative advocacy

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

Skills required: Basic legal knowledge and advocacy skills

Time commitment: Varies depending on the case.

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

Volunteer Training and Support: Volunteers will complete a 2-day in-person training at LAF, a 2-hour initial training on the basics of special education law representation to community-based organizations in low-income neighborhoods of the 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 low-income small business owners.

Practice areas: Corporate, real estate, employment, finance, 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 will provide mentoring and support

Time commitment: Minimum of 5-10 hours per week, depending on the case.

Contact: Andy Alder, 312.939.3638, jadler@lafchicago.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

Attorneys conduct workshops on business and tax exempt 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: Angle Hal, 312.939.3638, ahal@lafchicago.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 homebuyer clients with all aspects of closing on their single family home. Volunteer attorneys 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 related to the closing and helps purchase client.

Practice areas: Real estate

Opportunity type: Non-litigation, transactional

Skills acquired: Transactional

Skills required: Experience in subject matter

Time commitment: 10-15 hours over a 6-12 month period.

Contact: Angle Hal, 312.939.3638, ahal@lafchicago.org

Volunteer Training and Support: TLP does not offer training for this volunteer opportunity but does provide volunteers with ongoing support.

Sample Opportunity: RESEARCH DISCRETE ISSUES

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

Practice areas: Criminal defense

Opportunity type: Non-representation, research

Skills required: Basic legal knowledge

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

Contact: Sarah Stautz at staustz@lcchicago.org or 773.762.6385

Volunteer Training and Support: Volunteer attorneys work one-on-one with a staff attorney in receiving training and support for their legal research. Volunteering for this position requires a commitment to complete training videos and additional materials to inform their practice. Once volunteers have experienced the program and are comfortable, they may have the opportunity to represent youth in criminal defense cases with support and supervision from LCCLC.

Sample Opportunity: REPRESENTATION OF A JUVENILE IN A CRIMINAL DEFENSE CASE

Volunteers co-counsel with LCCLC 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 interview, client negotiating, writing/drafting

Skills required: Subject matter experience

Time commitment: Varies depending on the case.

Contact: Sarah Stautz staustz@lcchicago.org or 773.762.6385

Volunteer Training and Support: LCCLC primarily relies on volunteers with subject matter experience.

Lawyers’ Committee for Better Housing

33 N. LaSalle Street
Suite 900
Chicago, IL 60602
Phone: 312.347.7600
Web: www.lcbcb.org

LCBHB promotes the rights of tenants to safe, decent, and affordable affordable housing on a community-wide basis and is involved in the representation, advocacy, education, outreach, and supportive services. LCBHB empowers tenants by providing case legal representation, and policy initiatives, LCBHB holistically addresses the core housing crisis by providing free, comprehensive legal representation to tenants that resources and protect the rights of tenants by presenting the tenants’ case in a court who are unrepresented. Volunteers and staff

Process for becoming a volunteer: Interested volunteer should contact LCBHB at 773.762.6381 to learn more about available volunteer opportunities.

Sample Opportunity: EVICTION DEFENSE PROJECT

There are over 30,000 evictions filed every year in Cook County Without court, over 90% of evictions are not contested, many only a few hours before the judge. Volunteer attorneys protect the rights of tenants by presenting the tenants’ case in a court who are unrepresented. Volunteers and staff

Process for becoming a volunteer: Interested volunteer should contact LCBHB at 773.762.6381 to learn more about available volunteer opportunities.

Sample Opportunity: LAWYERS’ COMMITTEE FOR BETTER HOUSING

1530 South Halvam Ave.
Chicago, IL 60623
Phone: 773.762.6381
Web: www.lcbcb.org

LCWALD CHRISTIAN LEGAL CENTER

LCWALD CHRISTIAN LEGAL CENTER (LCLC) cares for the legal needs of the underserved and marginalized by representing youth and young adults twenty years old and younger who live in a public setting and are involved in juvenile and adult criminal courts. We provide quality, free legal representation, compassionate social support 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.

Process for becoming a volunteer: Interested volunteer should contact LCLC at 773.762.6381 to learn more about available volunteer opportunities.

Sample Opportunity: RESIDENTIAL DISPUTES

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

Practice areas: Criminal defense

Opportunity type: Non-representation, research

Skills required: Basic legal knowledge

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

Contact: Sarah Stautz at staustz@lcchicago.org or 773.762.6385

Volunteer Training and Support: Volunteer attorneys work one-on-one with a staff attorney in receiving training and support for their legal research. Volunteering for this position requires a commitment to complete training videos and additional materials to inform their practice. Once volunteers have experienced the program and are comfortable, they may have the opportunity to represent youth in criminal defense cases with support and supervision from LCLC.

Sample Opportunity: REPRESENTATION OF A JUVENILE IN A CRIMINAL DEFENSE CASE

Volunteers co-counsel with LCCLC 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 interview, client negotiating, writing/drafting, negotiations, trial skills

Skills required: Basic legal knowledge

Time commitment: Varies depending on the duration of the trial.

Contact: Sarah Stautz staustz@lcchicago.org or 312.784.3517

Volunteer Training and Support: LCLC provides an initial 1-hour orientations on the basics of landlord-tenant law and eviction court practice that is offered on a monthly basis. LCLC also provides volunteers with resource manuals and ongoing support.

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

22 Visit www.illinoislegislature.org for more information about the pro bono opportunities, upcoming training programs, and resources for pro bono attorneys.

23
Sample Opportunity: Drafting and Reviewing Contracts
Volunteer attorneys review, revise, draft and/or negotiate art contracts and art agreements. Contracts often include short agreements for clients to protect themselves when creating various art forms or providing services to the public. Contract disagreements may require an understanding of employment or agency principles or require a basic understanding of copyright law. In most instances, staff can walk volunteers through the necessary provisions.

Practice Areas: Arts and entertainment, commercial litigation
Opportunity Type: Litigation, mediation/negotiation
Skills Required: Experience in subject matter
Time Commitment: 5–25 hours, dependent upon the volunteer’s understanding of the agreed upon services
Volunteer Training and Support: Volunteers do not have a formal training program. LCA staff attorneys and other volunteer mentors provide ongoing support to volunteers.

Sample Opportunity: Intellectual Property Protection
Volunteer advise clients regarding intellectual property protection and disputes. Disputes may involve enforcing the terms of a(n) infringement claim. Tangential matters often involve advising on the best means to protect intellectual property in various disciplines of art and entertainment, including literary, performing, and visual arts.

Practice Areas: Arts and entertainment, copyright, patent, trademark
Opportunity Type: Litigation, mediation/negotiation
Skills Required: Experience in subject matter
Time Commitment: Varies according to the type of IP protection and case complexity
Volunteer Training and Support: Volunteers do not have a formal training program. LCA staff attorneys and other volunteer mentors provide ongoing support to volunteers.

Sample Opportunity: Divorce Resolution
Volunteer 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.

Sample Opportunity: Legal Advice & Referral at the Met
Volunteers assist clients with contracts, employment, intellectual property
Opportunity Type: Non-litigation, transactional matters
Skills Required: Client counseling, contract drafting, negotiation, trial skills
Skills Required: Experience in subject matter
Time Commitment: Varies depending on case complexity and other factors
Volunteer Experience: Volunteers must complete a one-hour simple divorce training, either in person or via recorded webinar. LCA then provides volunteers with a training manual and sample pleadings, an attorney mentor, and ongoing support.

Sample Opportunity: Legal Advice & Referral at the Met
Volunteers counsel and represent clients who are interested in seeking basic family law advice and referrals in family and housing law.

Opportunity Type: General civil practice
Skills Required: Client interviewing/advice, non-litigation
Skills Required: Experience in subject matter
Time Commitment: 3 hours per clinic, 3 clinics per year
Volunteer Training and Support: Volunteers are provided with a mentor attorney at each clinic, training materials, and ongoing support.

Sample Opportunity: Simple Divorce Program
Volunteer handles uncontested or simple divorces for representation from beginning to end.

Opportunity Type: Litigation, mediation/negotiation
Skills Required: Client counseling, drafting, negotiation, trial skills
Skills Required: Experience in subject matter
Time Commitment: 12 hours
Volunteer Training and Support: Volunteers handle uncontested or simple divorces for representation from beginning to end. Volunteers interview the client, prepares and files the pleadings for divorce, possibly conduct discovery and, if necessary, represents clients at the court hearing. Once volunteers are familiar with uncontested/simple divorces, they may request a more complex divorce 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.

Sample Opportunity: Divorce Preparation
Volunteers assist clients to become familiar with divorce process and help them prepare their cases for representation by a lawyer.

Opportunity Type: Non-litigation, transactional matters
Skills Required: Experience in subject matter
Time Commitment: 15–30 hours, dependent upon the time frame
Volunteer Training and Support: Volunteers assist clients to become familiar with the divorce process and help them prepare their cases for representation by a lawyer. LCA staff attorneys and other volunteer mentors provide ongoing support to volunteers.

Sample Opportunity: Simple Divorce Program
Volunteers handle uncontested or simple divorce for representation from beginning to end.

Opportunity Type: Litigation, mediation/negotiation
Skills Required: Experience in subject matter
Time Commitment: 12 hours
Volunteer Training and Support: Volunteers handle uncontested or simple divorces for representation from beginning to end. Volunteers interview the client, prepares and files the pleadings for divorce, possibly conduct discovery and, if necessary, represents clients at the court hearing. Once volunteers are familiar with uncontested/simple divorces, they may request a more complex divorce 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 Aid Society of Metropolitan Family Services

1 North Dearborn Street
20th Floor
Chicago, IL 60602
Phone: 312.966.4200
Web: www.LegalOAD.org
TTY: 312.986.4237

Founded in 1886, the Legal Aid Society (LAS) is one of the oldest legal aid programs in the nation 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; housing; and consumer law and assistance for survivors of human trafficking.

Process for becoming a volunteer: Prospective volunteers should contact the Legal Aid Society’s Brian Gilbert to find out about existing opportunities and first steps to get involved.

Does the organization offer malpractice insurance coverage to volunteers? Yes

Sample Opportunity: Legal Advice & Referral at the Met
Volunteers counsel and represent clients who are interested in seeking basic family law advice and referrals in family and housing law.

Opportunity Type: General civil practice
Skills Required: Client interviewing/advice, non-litigation
Skills Required: Experience in subject matter
Time Commitment: 3 hours per clinic, 3 clinics per year
Volunteer Training and Support: Volunteers are provided with a mentor attorney at each clinic, training materials, and ongoing support.

Sample Opportunity: Legal Advice & Referral at the Met
Volunteers counsel and represent clients who are interested in seeking basic family law advice and referrals in family and housing law.

Opportunity Type: General civil practice
Skills Required: Client interviewing/advice, non-litigation
Skills Required: Experience in subject matter
Time Commitment: 3 hours per clinic, 3 clinics per year
Volunteer Training and Support: Volunteers are provided with a mentor attorney at each clinic, training materials, and ongoing support.

Sample Opportunity: Simple Divorce Program
Volunteers handle uncontested or simple divorce for representation from beginning to end.

Opportunity Type: Litigation, mediation/negotiation
Skills Required: Experience in subject matter
Time Commitment: 12 hours
Volunteer Training and Support: Volunteers handle uncontested or simple divorces for representation from beginning to end. Volunteers interview the client, prepares and files the pleadings for divorce, possibly conduct discovery and, if necessary, represents clients at the court hearing. Once volunteers are familiar with uncontested/simple divorces, they may request a more complex divorce 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.

Sample Opportunity: Divorce Preparation
Volunteers assist clients to become familiar with divorce process and help them prepare their cases for representation by a lawyer.

Opportunity Type: Non-litigation, transactional matters
Skills Required: Experience in subject matter
Time Commitment: 15–30 hours, dependent upon the time frame
Volunteer Training and Support: Volunteers assist clients to become familiar with the divorce process and help them prepare their cases for representation by a lawyer. LCA staff attorneys and other volunteer mentors provide ongoing support to volunteers.
MUNICIPAL COURT PRO BONO PANEL – THE CHICAGO BAR ASSOCIATION

321 South Plymouth Court
Chicago, IL 60604
Phone: 312.544.2000
Web: www.municourtpanel.illinoisprobono.org

Through the Municipal Court Pro Bono Panel Program ("MCPP"), volunteer lawyers provide pro bono representation to low-income litigants in Cook County's First Judicial Circuit. The MCPP is specifically in those cases where a jury demand has been filed and the opposing party is represented by an attorney. The MCPP is a collaboration of the Circuit Court of Cook County, The Chicago Bar Association, CARPILS, 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 volunteers to gain jury trial and other litigation experience through pro bono service.

Process for becoming a volunteer: Contact Megan Healy McCaughey.

Contact: Megan Healy McCaughey, 312.371.2489, mheymc@gmail.com
Volunteer Training and Support: The Program provides an in-person training approximately once a year. The Program relies on partnering law firms to provide litigation and other support for their attorneys participating in the program. A licensed attorney is available to assist volunteers on a limited basis.

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 country of origin and who cannot or will not receive protection against persecution in their country of origin. The United States is a signatory to the United Nations High Commissioner for Refugees (UNHCR), which provides asylum protection to the war-torn countries in the United Kingdom.

Asylum cases are handled by the Immigration and Naturalization Service (INS). The INS has jurisdiction to hear and decide asylum claims filed in the United States. The INS determines whether an individual is eligible for asylum. If an individual is found to be eligible for asylum, the INS will grant them asylum.

SAMPLe OPPORTUNITY
REPRESENTATION IN DEFENSIVE ASYLUM CASES

Asylum is a form of immigration relief that may be granted to individuals who fear persecution in their country of origin and who cannot or will not receive protection against persecution in their country of origin. The United States is a signatory to the United Nations High Commissioner for Refugees (UNHCR), which provides asylum protection to the war-torn countries in the United Kingdom.

Asylum cases are handled by the Immigration and Naturalization Service (INS). The INS has jurisdiction to hear and decide asylum claims filed in the United States. The INS determines whether an individual is eligible for asylum. If an individual is found to be eligible for asylum, the INS will grant them asylum.

SAMPLe OPPORTUNITY
REPRESENTATION IN DOMESTIC VIOLENCE AND OTHER CRIMES

The Volunteer’s role is to provide pro bono representation to victims of domestic violence and other crimes. Volunteer attorneys represent victims in court proceedings, assist victims in obtaining restraining orders, and provide support and advice to victims.

Volunteer Training and Support: The Program provides extensive training and ongoing support to volunteers. Although we have training webinars and PowerPoint presentations available to view on our website, we require that new volunteer attorneys attend an in-person training session before or shortly after being assigned a case. The training lasts 3 hours and is held quarterly.

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 failed to take a breathalyzer or drug test or failed the field tests. The cases often turn on whether the stop was lawful (contact of vehicle), whether the driver was properly warned of the consequences of refusing to take a test, Volunteer attorneys typically meet with their clients at a Richardson 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 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: Drug Offenses

Opportunity type: Litigation

Skills acquired: Trial skills, litigation

Time commitment: Varies, but a minimum of 10 hours and often 200–400 hours over the course of 12–24 months.

Volunteer Training and Support: In cooperation with the courts, the Law Center 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, the Law Center 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. The Law Center provides extensive support and training for landlord-tenant cases.

Practice areas: Housing

Opportunity type: Litigation

Skills acquired: Negotiation

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, aamills@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 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 Rehabilitation 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 or to represent the pro se parties. Instead, panel members will 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 questionnaires are available at www.ill.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. 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 appointments are 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 too are 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.
30 31

with many others in the legal profession. Excellent skill-building opportunities for lawyers. Substantive areas of the law and provide — Pro bono matters expose attorneys to new

Professional Development — 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.

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 per 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 — Pro bono work provides an opportunity to learn about and become involved in your community. — Your exposure to low-income and disadvantaged people in our community brings an important perspective that is sometimes lost in our fast-paced practice. — Doing your part to help people who need it is rewarding.

Community Improvement — By providing competent representation to low-income or disadvantaged people, you can make our community a better place to live.

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: 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.

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 those expenses.

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.

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 that exists 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, what 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.

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.

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.

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.

ADDITIONAL INFORMATION FOR VOLUNTEERS

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 review the following questions of the program staff.

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.

How does the program’s intake system ensure that I will receive a meaningful case or project? Solid intake and screening procedures should ensure that you are receiving a mentored case involving an eligible (financially and otherwise) client.

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.

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

MISCONCEPTIONS ABOUT PRO BONO

In-House Counsel: Attorneys who are licensed in Illinois as in-house counsel 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(f) provides that attorneys who are admitted to the Illinois bar 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 Licensed in Other States, but Not Illinois: Illinois Supreme Court Rule 756(c) 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.

AILLINOIS SUPREME COURT RULES ALLOWING ADDITIONAL PRO BONO

Attorneys Registered as Retired or Inactive in Illinois: Illinois Supreme Court Rule 756(f) provides that attorneys who are licensed 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.
<table>
<thead>
<tr>
<th>Adoption</th>
<th>Asylum for Refugees</th>
<th>Bankruptcy Law/Debt Collection</th>
<th>Business Law/Transactional Chancery Issues</th>
<th>Child Custody, Support &amp; Visitation</th>
<th>Civil Rights</th>
<th>Consumer</th>
<th>Corporate Law, General</th>
<th>Criminal Defense, Expungement or Sealing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divorce</td>
<td>Domestic Violence</td>
<td>Education Law</td>
<td>Elder Abuse</td>
<td>Estate, Wills &amp; Probate</td>
<td>Guardianship (Adult &amp; Child)</td>
<td>Immigration</td>
<td>Insurance Benefits</td>
<td>Juvenile Abuse &amp; Neglect</td>
</tr>
<tr>
<td>Parenthood Issues</td>
<td>Disability Discrimination</td>
<td>Domestic Violence</td>
<td>Elder Abuse</td>
<td>Estate, Wills &amp; Probate</td>
<td>Guardianship (Adult &amp; Child)</td>
<td>Immigration</td>
<td>Insurance Benefits</td>
<td>Juvenile Abuse &amp; Neglect</td>
</tr>
<tr>
<td>Housing Issues</td>
<td>Access Living</td>
<td>AIDS Legal Council of Chicago</td>
<td>Cabrini Green Legal Aid</td>
<td>CARPLS</td>
<td>Catholic Charities Legal Assistance</td>
<td>Center for Conflict Resolution</td>
<td>Center for Disability &amp; Elder Law</td>
<td>Center for Economic Progress — Tax Clinic</td>
</tr>
<tr>
<td>Immigration</td>
<td>Immigrant Rights</td>
<td>Insurance Benefits</td>
<td>Juvenile Abuse &amp; Neglect</td>
<td>Legal Aid Society</td>
<td>Municipal Court Pro Bono Panel</td>
<td>National Immigrant Justice Center</td>
<td>Statutory Summary Suspension Program</td>
<td>Uptown People’s Law Center</td>
</tr>
</tbody>
</table>
Visit www.chicagobarfoundation.org for more information about the pro bono and legal aid system in Chicago and how you can make a difference.