

PRO BONO Volunteer Opportunities for In-House Counsel in the Chicago Area

Since 2013, Illinois Supreme Court Rule 716 has allowed attorneys licensed under that rule to perform pro bono service without any additional registration or affiliation requirements. In-house attorneys have made important contributions to pro bono and access to justice in many different ways, including through partnerships with some of the programs listed below. A comprehensive directory of pro bono opportunities in Illinois is also available at cbf.joinpaladin.com. Learn more by contacting an organization directly, or by reaching out to the CBF for assistance in finding opportunities that are a good fit.

Please contact Elise Tincher at etincher@chicagobarfoundation.org or 312.554.1207 for more information

HOTLINES

SPECIAL EDUCATION CLINIC HELPLINE ▲●

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

Organization: Equip for Equality (www.equipforequality.org)

Practice areas: Special Education

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

Skills acquired: Client counseling, client/witness interviewing

Skills required: No prior experience necessary.

Time Commitment: Completion of required training (1.5 hrs.) and then sign up to be available for one 4-hour shifts during which volunteers will typically have 2 hours of active work time, followed by a telephone meeting with the intake manager.

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

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

EMERGENCY ORDER OF PROTECTION HOTLINE ▲●★

Volunteers work directly with survivors of gender-based violence over the phone to help them file for an Emergency Order of Protection. Volunteers interview clients, prepare, and submit the Petition for Order of Protection, which includes the client's affidavit and other necessary court forms.

Organization: Ascend Justice (www.ascendjustice.org)

Practice areas: Domestic Violence/ Orders of Protection

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

Skills acquired: Client counseling, client interviewing, court document preparation, affidavit drafting

Time commitment: Completion of required OP training. Hotline shifts are 9 a.m. - 3 p.m. Monday - Friday; actual active volunteer time is approximately 2.5 hours

Contact: volunteerservices@ascendjustice.org

Training and support: Training is available on demand via the Ascend Justice website and is eligible for CLE credit for Illinois attorneys. Ascend staff attorneys are also available during the volunteer's shift to answer questions.

CLINICS/DISCRETE OPPORTUNITIES

SENIOR CENTER INITIATIVE ▲●★

Volunteer attorneys work with CDEL staff to prepare Powers of Attorney for Health Care and Property, as well as Illinois Living Will Declarations for low-income seniors at senior centers throughout Cook County. These one-day workshops may take place virtually or in-person and are great for law firm and corporate client partnerships.

Organization: Center for Disability & Elder Law (www.cdela.org)

Practice areas: Estate planning

Opportunity type: Non-litigation, transactional

Skills acquired: Client interviewing, basic estate planning

Skills required: No prior experience necessary.

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

Contact: Cheryl Lipton at clipton@cdela.org or 312.600.6409

Training and support: CDEL provides trainings (1.5 hrs.) on an as-needed basis. Trainings will take place virtually, in the CDEL office, or on-site upon request. CDEL Attorneys are on site at the clinic to provide support and answer questions.

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CLINICS/DISCRETE OPPORTUNITIES (continued)

ADAPT (ADVANCE DIRECTIVES AND PROPERTY TRANSFERS) ▲●

Volunteers advise people in preparing Advance Directives and Property Transfers: Powers of Attorney for Health Care and Property, Living Wills, and Transfer on Death Instruments (to allow for the transfer of ownership of a home upon death). Volunteers conduct telephone interviews with clients, then prepare these important documents for clients according to their wishes. Legal Aid Chicago staff can arrange for mailing the documents to the client and, if possible, remote notarization and execution.

Organization: Legal Aid Chicago (www.legalaidchicago.org)

Practice areas: Estate planning

Opportunity type: Non-litigation, transactional

Skills acquired: Client interviewing, basic estate planning

Skill required: No prior experience necessary.

Time commitment: 3-4 hours per client. Attorneys indicate availability for phone appointments via Sign-Up Genius and then prepare documents for the client following the phone appointment.

Contact: Melissa Picciola at mpicciola@legalaidchicago.org or 312.347.8338

Training and support: Interactive eLearning modules, which can be completed in 3 hours online. Manuals, online resources, and other materials provided along with back-up support from Legal Aid Chicago attorneys.

CRIMINAL RECORDS RELIEF ▲●

Volunteers prepare petitions for expungement and sealing for clients who have been screened by Legal Aid Chicago and are eligible for relief. Legal Aid Chicago conducts the records research and determines eligibility before a case is assigned. Following completion of the petition by the volunteer, Legal Aid Chicago resumes responsibility for the case including reviewing, signing, filing, court appearances, and providing clients with court orders.

Organization: Legal Aid Chicago (www.legalaidchicago.org)

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

Opportunity type: Non-litigation

Skills acquired: Client counseling, client/witness interviewing

Skills required: No prior experience necessary.

Time commitment: 3-4 hours per case, including phone consultation with the client and document preparation. Volunteers indicate availability for a case via email and are sent case materials, following a conflict check.

Contact: Melissa Picciola at mpicciola@legalaidchicago.org or 312.347.8338

Training and support: Online CLE training available on-demand. Training materials, sample forms, and other materials provided along with support from Legal Aid Chicago attorney.

WOODLAWN COMMUNITY CLINIC ▲●★

Volunteer attorneys and other legal professionals can help clients with civil matters such as evictions, child support, custody and divorce through providing legal advice, referrals, help filling out paperwork for court, and if they wish in some cases, legal representation in court.

Organization: Legal Aid Chicago (www.legalaidchicago.org)

Practice areas: Housing, family law, public benefits

Opportunity type: Client interviewing, brief services

Skills acquired: Case management, client and witness interviewing, client counseling

Skills required: No prior experience necessary. This opportunity is open to lawyers and other legal professionals.

Time commitment: Training plus 3-4 hours at the clinic

Contact: Melissa Picciola at mpicciola@legalaidchicago.org or 312.347.8338

Training and support: Online training available on-demand. Manuals, online resources, and other materials provided along with back-up support from Legal Aid Chicago staff.

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IMMIGRATION

REPRESENT IMMIGRANT SURVIVORS OF DOMESTIC VIOLENCE AND OTHER CRIMES ▲●★

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

Organization: National Immigration Justice Center (www.immigrantjustice.org)

Practice areas: Immigration

Opportunity type: Non-litigation, legal representation

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

Skills required: No prior experience necessary.

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

Contact: Ellen Miller at emiller@heartlandalliance.org or 312.660.1415

Training and support: All trainings are currently conducted virtually and recordings are available on NIJC's website post training. NIJC also remains of counsel on the case, and provides attorney support, document review, and technical assistance throughout the life of the case.

REPRESENT ASYLEES/REFUGEES IN FAMILY PETITIONS OR PETITIONS FOR PERMANENT RESIDENCY ▲●★

Volunteers work with asylees and refugees to prepare family petitions and petitions for permanent residency and represent them through the process, including at any immigration interviews as needed. Family Petitions and Applications for Permanent Residency do not require litigation but may sometimes have filing deadlines.

Organization: National Immigrant Justice Center (www.immigrantjustice.org)

Practice areas: Immigration

Opportunity type: Non-litigation, legal representation

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

Time commitment: Completion of required recorded training, approximately 30-40 hours per case

Contact: Anna Sheridan at asheridan@heartlandalliance.org

Training and support: In-depth on-demand training is provided. NIJC also remains of counsel on the case, and provides attorney support, document review, and technical assistance throughout the life of the case.

REPRESENT IMMIGRANTS APPLYING FOR CITIZENSHIP ▲●★

Volunteers work with immigrants to prepare their naturalization applications and then represent them through the application process, including at their citizenship interview if needed. Naturalization Applications do not require litigation but may sometimes have filing deadlines.

Organization: National Immigrant Justice Center (www.immigrantjustice.org)

Practice areas: Immigration

Opportunity type: Non-litigation, legal representation

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

Time commitment: Completion of required recorded training, approximately 30-40 hours per case.

Contact: Michelle Alba-Sanchez at malbasanchez@heartlandalliance.org

Training and support: In-depth on-demand training is provided. NIJC serves as counsel on the case, and provides attorney support, document review, and technical assistance throughout the life of the case.

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Volunteer Opportunities for In-House Counsel in the Chicago Area

TRANSACTIONAL

TRANSACTIONAL LEGAL ASSISTANCE ▲★

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

Organization: Chicago Lawyers' Committee for Civil Rights (www.clccrul.org)

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

Opportunity type: Non-litigation, transactional

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

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

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

Contact: Erica Spangler Raz at espanglerraz@clccrul.org or 312.939.3638, ext. 25

Training and support: No formal training is provided for this volunteer opportunity. A CLC attorney is available to provide ongoing support during the representation and answer questions.

SMALL BUSINESS COUNSELING ▲★

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

Organization: Lawyers for the Creative Arts (www.law-arts.org)

Practice areas: Corporate

Opportunity type: Transactional

Skills acquired: Case Management, client counseling

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

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

Contact: Christopher Johnson at cjohnson@law-arts.org or 312.837.3521

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

DRAFTING AND REVIEWING CONTRACTS ▲★

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

Organization: Lawyers for the Creative Arts (www.law-arts.org)

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

Opportunity type: Non-litigation, transactional

Skills acquired: Client counseling, contract drafting, negotiation

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

Time commitment: 5-25 hours

Contact: Christopher Johnson at cjohnson@law-arts.org or 312.837.3521

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



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OTHER/ONGOING REPRESENTATION

INTELLECTUAL PROPERTY PROTECTION ▲★

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

Organization: Lawyers for the Creative Arts (www.law-arts.org)

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

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

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

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

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

Contact: Christopher Johnson at cjohnson@law-arts.org or 312.837.3521

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

PROVIDE RELIEF FROM PERMANENT PUNISHMENTS IMPOSED BY CRIMINAL RECORDS ▲●★

Volunteers help clients remove barriers to jobs, housing, education, and more through the expungement and sealing of criminal records while restoring hope for a better future, one individual at a time. Opportunities include researching backgrounds, drafting petitions, consulting with and advising petitioners and representing petitioners at objection hearings. Volunteers can choose one, several, or all of the above opportunities, which can all be done in-person or remotely and except for the hearing representation, on your own schedule.

Organization: Cabrini Green Legal Aid (www.cgla.net)

Practice areas: Criminal records and related work in civil services, social work, criminal defense, policy and advocacy

Opportunity type: Non-litigation, research, interviewing, counseling, persuasive argument development

Skills required: No prior experience necessary

Time commitment: 3 hours per case average

Contact: Steve Fus at SteveFus@cgla.net or 312.374.6191

Training and support: Live, virtual and recorded CLE training options available; ongoing support and regular office hours provided

SUBURBS/OUTSIDE COOK COUNTY

POWERS OF ATTORNEY CLINICS ▲●★

Volunteers work with clients in-person to help them prepare Powers of Attorney for Health Care and Property. Training is provided on-site prior to meeting with clients.

Organization: North Suburban Legal Aid (www.nslegalaid.org)

Practice areas: Domestic Violence, Housing, Immigration, Advanced Directives

Opportunity type: Interview and provide advice, prepare forms

Skills acquired: Client interviewing, client counseling

Skills required: No prior experience necessary. This opportunity is open to lawyers and other legal professionals. Notaries welcome.

Time commitment: Average 3-4 hours per clinic. Volunteers sign up for individual clinic days.

Contact: Ian Turnipseed, Pro Bono Coordinator at iturnipseed@nslegalaid.org or fill out Volunteer Registration form here:

https://secure.lglforms.com/form_engine/s/KIMOHAmRHQIzvRzCIM3GNg

Training and support: Training will be provided ahead of time. NSLA attorneys on site for support throughout the entire clinic

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SUBURBS/OUTSIDE COOK COUNTRY (continued)

COUNSEL TENANTS FACING EVICTION ▲●

Volunteer attorneys provide brief advice to tenants facing eviction about their rights and available rental assistance programs, and assist them with negotiating agreements with their landlords.

Organization: Prairie State Legal Services (www.pslegal.org)

Practice areas: Housing

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

Skills acquired: Client counseling, client interviewing, negotiation

Time commitment: Completion of recorded training on the basics of eviction law and negotiating settlements between a tenant and landlord. Volunteers are then connected with clients facing eviction and typically spend less than 5 hours assisting each client.

Contact: Wendy Crouch at wcrouch@pslegal.org

Training and support: Prairie State Legal Services (PSLS) provides a recorded training on the basics of eviction law and negotiating settlements between a landlord and tenant. In addition to the recorded training, volunteer attorneys have access to resources, templates, and subject matter experts at PSLS to answer any questions that arise during the case.

LAW-RELATED VOLUNTEERING

TEACH STUDENTS ABOUT LAW THROUGH INTERACTIVE CURRICULUM ▲●

Volunteers partner with teachers in 2nd through 8th grade classrooms to teach students about the U.S. Constitution, the legal system, and law-related careers. Volunteer attorneys draw on their real life experiences and knowledge to offer young people the opportunity to interact with positive adult role models and help them develop critical thinking and civil discourse skills.

Organization: Lawyers in the Classroom

Practice areas: N/A

Opportunity type: Teaching children

Skills acquired: Teaching, working with students, lesson planning

Skills required: No prior skills necessary.

Time commitment: Volunteers are asked to attend mandatory virtual training sessions and visit the same classroom at least 3 times over the course of the school year.

Contact: Tiffani Watson, M.Ed. at twatson@chicagobar.org or 312.554.2060

Training and support: Volunteers are expected to attend a virtual training session prior to participating in the program and coordinate with Program Director and teachers to plan lessons.



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