

Pro Bono: Volunteer Opportunities for Attorneys in the Chicago Area



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About The Chicago Bar Foundation

The Chicago Bar Foundation (CBF) mobilizes our legal community around a cause that is uniquely important to us as a profession: working to ensure that everyone in the Chicago metropolitan area has equal access to justice, particularly the low-income and disadvantaged people who are in most critical need of the protections of our legal system.

Through grants, advocacy and other programs, the CBF takes a system-wide approach to improving access to justice and focuses on objectives we can best achieve by coming together as a community. More specifically, the CBF:

- Advances the work of our community’s pro bono and legal aid organizations;
- Enables dedicated lawyers to pursue careers in legal aid and helps pro bono attorneys most effectively supplement their efforts; and
- Makes the courts and legal system more user-friendly and accessible for all.

As the charitable arm of The Chicago Bar Association, the CBF’s work is made possible by the generous contributions of thousands of dedicated lawyers and legal professionals, more than 150 law firms and corporations and many other committed supporters.

For more information about the CBF, contact us at 312.554.1204 or visit www.chicagobarfoundation.org.

Fulfilling Our Role as Guardians of Our Justice System

As lawyers, we are trustees of the justice system and have a unique professional responsibility to ensure that everyone has access to that system, not just people who can afford it. While we all are asked to support a number of worthy causes throughout the year, if we as lawyers do not lead the way on access to justice, who will?

Lawyers in the Chicago area help make our nation's promise of equal access to justice a reality in our community by investing their time and money and using their influence to advance this cause. Each one of these three distinct and complementary contributions is necessary to ensure equal access to justice:

Time – As lawyers, we have been given the special privilege of being officers of the justice system, and with that comes a special responsibility to use our training and skills to ensure those who can't afford our services have access to that system.

Money – As lawyers, our personal financial support for legal aid and related access to justice initiatives is another integral part of fulfilling our professional responsibility. The Illinois Supreme Court Rule requiring lawyers to report both our monetary contributions to support legal aid and our pro bono hours in the annual ARDC registration process underscores that point. Providing our financial support for legal aid is an essential corollary to our pro bono work, as legal aid programs provide the necessary infrastructure to support pro bono efforts (i.e., screening, training and support).

Influence – As lawyers, we all have influence that we can use to help fulfill our professional responsibility as guardians of the justice system, and this influence takes many different forms. For example, we 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 fundamental principles. All of us can help in those efforts and we all can use our influence as lawyers to be ambassadors for this cause as well.

The Chicago Bar Foundation has developed a Statement of Principles for Lawyers. For more information about these principles, visit www.chicagobarfoundation.org. In this Guide, more information about how to contribute to the cause in ways other than pro bono can be found on page 29.

CBF Pro Bono Program

The CBF's Pro Bono Program promotes and supports pro bono in our community, with the primary goal to increase access to justice through pro bono work. Our Pro Bono Program is a core part of the CBF's strategy to achieve our ultimate vision that all people in the Chicago metropolitan area have equal access to justice and that Chicago's legal community fully embraces its leadership responsibility to uphold this fundamental American principle.

The CBF's work on pro bono involves three major areas:

- Promoting, recognizing and helping people get involved with pro bono work in our community
- Developing, supporting and funding innovative new pro bono projects
- Sustaining and improving the existing pro bono system by:
 - *promoting best practices and providing technical and other support*
 - *facilitating communication and collaboration between stakeholders*
 - *providing consistent financial support for pro bono programs*

One aspect of the CBF's work in this area is the CBF Pro Bono Support Program, which serves as a resource to make it easier for attorneys to find appropriate pro bono opportunities, matching lawyers with legal aid and public interest law programs that fit their interests and availability. You can obtain additional information about pro bono opportunities and upcoming trainings by visiting www.IllinoisProBono.org. The CBF Pro Bono Support Program is always available to provide more information about pro bono opportunities or how to get involved.

For more information or for assistance in any of these areas, or for help getting involved, please contact Kelly Tautges, the CBF's Director of Pro Bono, at 312.554.8356 or ktautges@chicagobar.org.

Pro Bono in the Chicago Area

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

Due to a long-term underinvestment in our pro bono and legal aid system, there are only about 300 full-time legal aid attorneys to serve the more than 1 million low-income people in the Chicago area who qualify for their services. As a result, the majority of low-income and disadvantaged Chicagoans are unable to obtain legal

assistance that is often critical to their safety and independence and are left to attempt to solve complex legal problems on their own.

Each year, thousands of attorneys in the Chicago area volunteer their time and talents to supplement the efforts of our community's legal aid organizations and help many thousands of the most vulnerable children and adults in our community with a range of legal issues.

As you look for the opportunity that is a good fit for you, it is important to be mindful of the challenges faced by pro bono and legal aid programs as they work to meet a high level of need with extremely limited resources. As discussed more fully on page 28 of this Guide, strong pro bono programs screen cases, provide training and give ongoing support for their volunteers. The ultimate goal for everyone concerned is to ensure that clients receive high-quality legal assistance. Legal aid organizations may not be able to accommodate every interested volunteer right away. When looking for pro bono opportunities, it is therefore very important to be flexible and patient. Ask organizations how you can help, and be open to starting with a smaller project — this is a great way to learn a new area of law and to build relationships. If you have questions or would like assistance in getting involved, contact The CBF Pro Bono Support Program at 312.554.8356.

Other Resources

Illinois Legal Aid Online (ILAO) – Visit www.IllinoisProBono.org for information about pro bono opportunities in Illinois, a calendar of upcoming trainings and events, and many other resources for pro bono attorneys. Visit www.IllinoisLegalAidOnline.org for more information about ILAO's work.

Public Interest Law Initiative – For information about PILI, its public interest law internship and fellowship programs, and its pro bono resources for law firms and corporations, contact Susan Curry or Michael Bergmann at 312.832.5127 or visit www.pili-law.org.

Using This Guide

This guide is an introductory resource for attorneys who wish to volunteer time to pro bono and legal aid organizations in Chicago.

This guide defines opportunities by legal subject area (i.e., adoption, eviction, etc.), type of representation (i.e., litigation, transactional, etc.), client group (i.e., children, elderly, etc.), evening and weekend availability, shorter time commitment, and appropriateness for group work. Additional information is available at www.IllinoisProBono.org.

This guide is not intended to help you find a lawyer. The law is complicated and it is always best to have the assistance of an attorney in handling any legal matter. To find a lawyer, please contact The Chicago Bar Association Lawyer Referral Service at 312.554.2001. 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 they may try to refer you to an appropriate legal aid program. You can also find general legal information online at www.IllinoisLegalAid.org.

Pro Bono Opportunities in Cook County Identified By Legal Subject Area

Below is a list of organizations classified by the general legal areas in which they offer pro bono opportunities. Organization descriptions and contact information can be found on pages 7–27 and 31. Many organizations have pro bono opportunities in more than one subject area, and those organizations are listed under each relevant heading. For a complete listing of each organization’s pro bono opportunities, see the chart on the back of this guide.

Adoption

- Chicago Legal Advocacy for Incarcerated Mothers (CLAIM)
- Chicago Legal Clinic
- Chicago Volunteer Legal Services Foundation

Age Discrimination

- Legal Assistance Foundation of Metropolitan Chicago

Asylum for Refugees

- Centro Romero
- National Immigrant Justice Center

Bankruptcy Law/Debt Collection

- AIDS Legal Council of Chicago
- CARPLS
- Chicago Legal Clinic
- Chicago Volunteer Legal Services Foundation
- Legal Assistance Foundation of Metropolitan Chicago

Chancery Issues

- (injunctions, mortgage foreclosures, liens, construction of wills and trusts)
- Chicago Legal Clinic
 - Chicago Volunteer Legal Services Foundation
 - Legal Assistance Foundation of Metropolitan Chicago

Child Custody, Support and Visitation

- Cabrini Green Legal Aid
- CLAIM (Chicago Legal Advocacy for Incarcerated Mothers)
- Chicago Legal Clinic
- Chicago Volunteer Legal Services Foundation
- Legal Aid Bureau of Metropolitan Family Services

Child Guardianship

- AIDS Legal Council of Chicago
- Cabrini Green Legal Aid
- Chicago Legal Advocacy for Incarcerated Mothers (CLAIM)
- Chicago Legal Clinic
- Chicago Volunteer Legal Services Foundation

Civics, Education of the Public

- Constitutional Rights Foundation Chicago

Civil Rights

- Access Living
- AIDS Legal Council of Chicago
- Chicago Lawyers’ Committee for Civil Rights Under Law
- Equip for Equality
- Legal Assistance Foundation of Metropolitan Chicago
- National Immigrant Justice Center
- Uptown People’s Law Center

Consumer

- AIDS Legal Council of Chicago
- CARPLS
- Center for Disability and Elder Law
- Chicago Legal Clinic
- Chicago Volunteer Legal Services Foundation
- Legal Assistance Foundation of Metropolitan Chicago

Corporate Law, General

- Community Economic Development Law Project
- Lawyers for the Creative Arts

Criminal Defense

- Cabrini Green Legal Aid
- Evanston Community Defender
- First Defense Legal Aid

Disability Discrimination

- Access Living
- Chicago Volunteer Legal Services Foundation
- Equip for Equality
- Legal Assistance Foundation of Metropolitan Chicago

Divorce

- Cabrini Green Legal Aid
- CARPLS
- Chicago Legal Clinic
- Chicago Volunteer Legal Services Foundation
- Legal Aid Bureau of Metropolitan Family Services
- Legal Assistance Foundation of Metropolitan Chicago

Domestic Violence

- Cabrini Green Legal Aid
- Centro Romero
- Chicago Legal Clinic
- Legal Aid Bureau of Metropolitan Family Services
- National Immigrant Justice Center

Education Law, Special Education

- Equip for Equality
- Evanston Community Defender
- Legal Assistance Foundation of Metropolitan Chicago

Education Law, Other Issues

- Access Living
- Chicago Coalition for the Homeless — Law Project

Elder Abuse

- Center for Disability and Elder Law
- Legal Assistance Foundation of Metropolitan Chicago

Employment Law

- Access Living
- AIDS Legal Council of Chicago
- Chicago Lawyers' Committee for Civil Rights Under Law
- Community Economic Development Law Project (transactional opportunities)
- Equip for Equality

Environmental Law

- Chicago Legal Clinic
- Community Economic Development Law Project (transactional opportunities)

Estates, Wills, and Probate

- AIDS Legal Council of Chicago
- Center for Disability and Elder Law
- Chicago Legal Clinic
- Chicago Volunteer Legal Services Foundation

Guardianship of Adults

- Center for Disability and Elder Law
- Chicago Legal Clinic
- Chicago Volunteer Legal Services Foundation
- Equip for Equality
- Legal Assistance Foundation of Metropolitan Chicago

Housing Issues

(landlord/tenant disputes, evictions, mortgage foreclosures, discrimination)

- AIDS Legal Council of Chicago
- Cabrini Green Legal Aid
- CARPLS
- Center for Disability and Elder Law
- Chicago Coalition for the Homeless — Law Project
- Chicago Legal Clinic
- Chicago Volunteer Legal Services Foundation
- Lawyers' Committee for Better Housing
- Legal Assistance Foundation of Metropolitan Chicago
- Uptown People's Law Center

Pro bono and legal aid organizations may not always be able to accommodate every interested volunteer right away. When looking for pro bono opportunities, it is important to be patient and flexible. If you have questions or would like assistance getting involved, contact the CBF Pro Bono Support Program at 312.554.8356.

Immigration Law

- AIDS Legal Council of Chicago
- Centro Romero
- Chicago Legal Clinic
- Chicago Volunteer Legal Services Foundation
- Legal Assistance Foundation of Metropolitan Chicago
- National Immigrant Justice Center

Insurance Benefits

- AIDS Legal Council of Chicago
- Chicago Legal Clinic
- Chicago Volunteer Legal Services Foundation

Intellectual Property Law

- Community Economic Development Law Project
- Lawyers for the Creative Arts

Juvenile: Abuse and Neglect

- Evanston Community Defender
- Family Defense Center

Juvenile Delinquency/ School Discipline Defense

- Evanston Community Defender

Mediation

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

Public Benefits

- Access Living
- AIDS Legal Council of Chicago
- Chicago Legal Clinic
- Chicago Volunteer Legal Services Foundation
- Equip for Equality
- Legal Assistance Foundation of Metropolitan Chicago

Real Estate Closings

- Community Economic Development Law Project

Tax Law

- Center for Economic Progress — Tax Clinic
- Chicago Volunteer Legal Services Foundation
- Community Economic Development Law Project

Tort and Insurance Defense

- Chicago Legal Clinic
- Chicago Volunteer Legal Services

Types of Pro Bono Opportunities

A common misconception is that pro bono opportunities exist only for litigators. This is not accurate. While there are a wide variety of litigation opportunities available, as detailed below, there are also a wide variety of non-litigation and non-representation opportunities available.

Litigation Opportunities in Cook County

The organizations below assign volunteer attorneys to represent clients 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
- AIDS Legal Council of Chicago
- Cabrini Green Legal Aid
- Center for Disability and Elder Law
- Centro Romero
- Chicago Coalition for the Homeless—Law Project
- Chicago Legal Advocacy for Incarcerated Mothers (CLAIM)
- Chicago Legal Clinic
- Chicago Volunteer Legal Services Foundation
- Equip for Equality
- Evanston Community Defender
- Family Defense Center
- Lawyers' Committee for Better Housing
- Legal Aid Bureau of Metropolitan Family Services
- Legal Assistance Foundation of Metropolitan Chicago
- National Immigrant Justice Center
- Statutory Summary Suspension Hearings Pro Bono Panel Attorney Referral Program
- Uptown People's Law Center

Impact Litigation Opportunities

- Access Living
- Chicago Coalition for the Homeless — Law Project
- Equip for Equality
- Health & Disability Advocates
- National Immigrant Justice Center
- Roger Baldwin Foundation of the American Civil Liberties Union
- Sargent Shriver National Center on Poverty Law
- Uptown People's Law Center

Non-litigation and Non-representation Opportunities in Cook County

Legal aid and public interest law 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, conducting legal research and making community legal education presentations.

Business Law/Transactional

The organizations listed below offer transactional pro bono opportunities, which include work in the areas of corporate law, tax, intellectual property, drafting wills and advance directives, and real estate. Examples of some of the projects include helping a community organization draft bylaws, negotiating a real estate deal to aid in the creation of affordable housing, drafting a contract between an artist and a gallery and advising an artist on intellectual property matters, including copyright and trademark.

- Center for Disability and Elder Law
- Center for Economic Progress — Tax Clinic
- Community Economic Development Law Project
- Lawyers for the Creative Arts

Clinics

Volunteer your time to provide brief advice and counsel (and in some instances take a case home with you) to clients on a variety of civil and criminal matters through clinics located in a multitude of Chicago-area neighborhoods. The organizations below offer volunteer attorneys day, weekend and evening opportunities.

- Cabrini Green Legal Aid
- Chicago Legal Clinic
- Chicago Volunteer Legal Services Foundation

Community Legal Education Materials and Presentations

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

- CARPLS
- Chicago Coalition for the Homeless — Law Project
- Chicago Legal Advocacy for Incarcerated Mothers (CLAIM)
- Chicago Volunteer Legal Services Foundation
- Constitutional Rights Foundation Chicago
- Equip for Equality
- Evanston Community Defender
- First Defense Legal Aid
- Illinois Legal Aid Online
- National Immigrant Justice Center

Conducting Legal Research

The organization below offer volunteers the opportunity to conduct legal research on a pro bono basis.

- Access Living

Hotlines/Advice Desks

Volunteers interested in experiencing client contact with a defined time commitment should contact one of the organizations listed below. They offer opportunities for volunteers to provide clients with brief advice and counsel through a hotline or court-based advice desk.

- Cabrini Green Legal Aid
- CARPLS
- Chicago Legal Clinic
- Chicago Volunteer Legal Services Foundation
- Equip for Equality
- Evanston Community Defender
- First Defense Legal Aid

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
- Chicago Legal Clinic
- Chicago Volunteer Legal Services
- Equip for Equality
- Legal Assistance Foundation of Metropolitan Chicago

Mediation

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

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

Policy and Legislative Advocacy

Volunteer lawyers can assist legal aid and public interest law organizations develop a legislative campaign, assist with legislative research and undertake policy advocacy on host of issues impacting low-income clients.

- Centro Romero
- Chicago Coalition for the Homeless — Law Project
- National Immigrant Justice Center

Pro Bono Opportunities in Cook County Identified by Client Groups

Please note that this listing is not exclusive, but identifies organizations offering legal assistance to targeted groups.

Artists and Arts Organizations

- Lawyers for the Creative Arts

Children

- Cabrini Green Legal Aid
- Centro Romero
- Chicago Coalition for the Homeless — Law Project
- Chicago Legal Advocacy for Incarcerated Mothers (CLAIM)

- Chicago Legal Clinic
- Chicago Volunteer Legal Services Foundation
- Constitutional Rights Foundation Chicago
- Evanston Community Defender
- Legal Aid Bureau of Metropolitan Family Services
- National Immigrant Justice Center

Disabled Persons

- Access Living
- Chicago Lawyer's Committee for Civil Rights Under Law
- Chicago Volunteer Legal Services Foundation
- Equip for Equality
- Legal Assistance Foundation of Metropolitan Chicago

Elderly

- Center for Disability and Elder Law
- Equip for Equality
- Legal Assistance Foundation of Metropolitan Chicago

HIV Positive Persons

- AIDS Legal Council of Chicago

Immigrants

- Centro Romero
- Chicago Legal Clinic
- Chicago Volunteer Legal Services Foundation
- Legal Assistance Foundation of Metropolitan Chicago
- National Immigrant Justice Center

Nonprofit Organizations and Small Businesses

- Community Economic Development Law Project
- Lawyers for the Creative Arts (Arts Organizations)

Weekend or Evening Pro Bono Opportunities

The following organizations have volunteer programs with evening or weekend office hours:

- Cabrini Green Legal Aid
- CARPLS
- Center for Disability and Elder Law
- Center for Economic Progress — Tax Clinic
- Chicago Legal Advocacy for Incarcerated Mothers (CLAIM)
- Chicago Volunteer Legal Services Foundation
- First Defense Legal Aid
- Illinois Legal Aid Online
- Legal Assistance Foundation of Metropolitan Chicago

Shorter Time Commitment Pro Bono Opportunities

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

- Cabrini Green Legal Aid
- CARPLS
- Center for Conflict Resolution
- Center for Economic Progress — Tax Clinic
- Chicago Legal Advocacy for Incarcerated Mothers (CLAIM)
- Chicago Legal Clinic
- Chicago Volunteer Legal Services Foundation
- Community Economic Development Law Project
- Constitutional Rights Foundation Chicago
- Equip for Equality
- Evanston Community Defender
- Illinois Legal Aid Online
- Lawyers' Committee for Better Housing
- Legal Aid Bureau of Metropolitan Family Services
- Legal Assistance Foundation of Metropolitan Chicago
- National Immigrant Justice Center

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:

- CARPLS
- Center for Disability and Elder Law
- Chicago Volunteer Legal Services Foundation
- Community Economic Development Law Project
- Constitutional Rights Foundation Chicago
- Legal Assistance Foundation of Metropolitan Chicago
- National Immigrant Justice Center

Pro Bono Opportunities Outside of Cook County

The following organizations offer volunteer opportunities for attorneys living and/or practicing outside of the metropolitan Chicago area. Note that some Chicago-based organizations also offer opportunities outside of Cook County, such as the National Immigrant Justice Center. Contact information for these organizations is included in the Quick Reference section of this Guide.

- DuPage Bar Legal Aid Service
- Lake County Bar Foundation Volunteer Lawyers Program (operated through Prairie State Legal Services)
- Land of Lincoln Legal Assistance Foundation, Inc. (65 counties in Southern and Central Illinois)
- Prairie State Legal Services (35 counties throughout Illinois)
- Will County Legal Assistance Program, Inc.

Pro Bono Opportunities

Below is a brief description of each legal aid provider mentioned elsewhere in this Guide. For further information, you can contact the agency directly or call the CBF Pro Bono Support Program for more information at 312.554.8356. Additional information about pro bono opportunities can be found online at www.IllinoisProBono.org.

Access Living

115 West Chicago Avenue
Chicago, IL 60654
Phone: 312.640.2100
Fax: 312.640.2101
Website: www.accessliving.org
TTY: 312.640.2102

Access Living is a cross disability organization governed and staffed by a majority of people 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 from hearing and sight to physical and mental disabilities.

These activities include: peer-oriented independent living services; public education; individual and systemic advocacy; and enforcement of civil rights. Access Living's mission includes addressing major impediments to independent living for people with disabilities, such as discrimination in housing, government services, education and public accommodations. Its Civil Rights Team enforces federal, state and local civil rights laws, including the Americans with Disabilities Act, the Fair Housing Act, Section 504 of the Rehabilitation Act and related laws, which prohibit discrimination against persons with disabilities. Attorneys and legal assistants counsel persons with disabilities about their civil rights and provide representation in cases implicating important disability rights issues.

General Time Commitment: Depends on the nature of the work. Some opportunities (e.g., research) involve a limited number of hours, while other opportunities (e.g., co-counseling a case) involve many hours.

Process for becoming a volunteer: There are no formal requirements. Contact the organization if you are interested in volunteering.

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Yes

Does the organization provide volunteers with research or clerking services: No

Does the organization provide a licensed attorney to support volunteers: Yes. There are attorneys on staff who are licensed to practice law in Illinois who can support volunteers.

Sample Opportunities:

Advisory Committee Member

Serve on an advisory committee that brainstorms with staff attorneys about pending and/or potential cases.

Practice areas: Civil Rights, Disability

Opportunity type: Non-representation

Volunteer types accepted: Attorney, Retired Attorney

Volunteer availability: Business Hours

Skills acquired: Experience in Subject Matter

Skills required: Significant Experience in Subject Matter and/or Litigation

Contact: Ken Walden, 312.640.2136, kwalden@accessliving.org

Disability Law

Conduct discrete research projects on disability law.

Practice areas: Civil Rights, Disability

Opportunity type: Non-representation, Research

Volunteer types accepted: Attorney, Law Student, Retired Attorney

Volunteer availability: Evenings, Weekends, Short time periods (4 hours or less)

Skills acquired: Writing/Drafting

Skills required: Basic Legal Knowledge

Contact: Ken Walden, 312.640.2136, kwalden@accessliving.org

Serving as Co-counsel in Discrimination Cases

Co-counsel a discrimination case under the Americans with Disabilities Act, the Fair Housing Act or the Rehabilitation Act with Access Living attorneys. This opportunity requires experience in the subject matter or litigation experience. However, if an attorney without this experience is in a firm setting that is able to provide significant support and mentoring, this requirement may be waived.

Practice areas: Civil Rights, Disability

Opportunity type: Litigation

Volunteer types accepted: Attorney

Volunteer availability: Business Hours

Skills acquired: Client Counseling, Motion Practice, Negotiating, Trial Skills, Writing/Drafting

Skills required: Significant Experience in Subject Matter and/or Litigation

Training: Access Living attorneys provide training on the substantive law.

Contact: Ken Walden, 312.640.2136, kwalden@accessliving.org

AIDS Legal Council of Chicago

180 North Michigan Avenue
Suite 210
Chicago, IL 60601
Phone: 312.427.8990
Fax: 312.427.8419
Website: www.aidslegal.com

The AIDS Legal Council of Chicago (ALCC) provides legal services to low-income residents of Cook County who are affected by HIV/AIDS. The organization addresses clients' issues including estate planning, discrimination (in the context of housing, employment, health care, and insurance), confidentiality, bankruptcy, immigration, social security benefits, and guardianship.

General Time Commitment: Varies by case, but simple estate planning is generally under 4 hours.

Process for becoming a volunteer: Volunteers must submit their resume and describe their firm's process for conflict checks and case acceptance.

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Yes

Does the organization provide volunteers with research or clerking services: No, but may be able to provide Spanish translation services for non-Spanish-speaking attorneys who accept cases for Spanish-speaking clients.

Does the organization provide a licensed attorney to support volunteers: Yes, ALCC provides back-up support in immigration and social security matters accepted by volunteer attorneys or paralegals.

Sample Opportunity:

Representation in Legal Proceedings

The AIDS Legal Council of Chicago seeks attorneys interested in helping with the following types of cases (1) Personal bankruptcy, where the financial hardship was caused by the client's HIV status, (2) Discrimination cases, generally before administrative agencies, but in court if necessary, (3) Insurance issues — generally either enforcement of COBRA rights or termination of long-term disability benefits, (4) Estate planning— wills, powers of attorney, and any related actions (e.g., quit-claim deed, trust) for low-income homeowners, (5) Immigration — HIV waivers, (6) Social Security administrative representation through the administrative law judge hearing, and (7) Contested guardianships of children in HIV-affected families.

Practice areas: Consumer Law, Employment, Guardianship & Estates, Immigration, Public Benefits

Opportunity type: Litigation, Administrative Hearing

Volunteer types accepted: Attorney

Volunteer availability: Business Hours

Skills Acquired: Case Management, Client Counseling, Client/Witness Interviewing, Mediation/Arbitration, Trial Skills, Writing/Drafting

Skills Required: For social security appeals, Basic Legal Knowledge; for other opportunities, Experience in Subject Matter.

Training: Training provided for volunteers who are willing to assist clients with social security appeals.

Contact: Ann Fisher, 312-427-8990, ann@aidlegal.com

Cabrini Green Legal Aid (CGLA)

740 N. Milwaukee Avenue
Chicago, IL 60642

Phone: 312.738.2452

Fax: 312.850.4783

Website: www.cgla.net

CGLA is a faith-inspired, nonprofit legal services organization that has provided free legal services in family, housing, criminal defense, and criminal records matters to Chicago's low-income and impoverished residents for over thirty-six years.

General Time Commitment: Varies depending on opportunity.

Process for becoming a volunteer: All prospective volunteers must attend a volunteer orientation session prior to providing services. Hour-long orientations are held at the organization's office for all volunteer opportunities including the Expungement Help Desk, client intake interviews, the clemency program, administrative assistance, and fundraising and development. New volunteers interested in the client intake interview process are also expected to observe three intake sessions before conducting intake interviews independently.

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Yes

Does the organization provide volunteers with research or clerking services: No

Does the organization provide a licensed attorney to support volunteers: Yes. The volunteer coordinator and supervising attorneys provide support to volunteers.

Sample Opportunities:

CGLA Client Intake Program

Volunteer attorneys and law students are needed to interview potential clients at the CGLA offices and satellite offices on the south side of Chicago. Volunteers may schedule interviews with potential clients at times that fit into the volunteers' schedules. CGLA interviews potential clients in the areas of criminal defense, housing, family law and criminal records. The training provided to volunteers includes: the basic questions to be asked of potential clients in each of CGLA's practice areas; familiarization with CGLA intake forms and procedures; and the presentation of cases at the weekly intake meetings. Each volunteer will be trained,

observe three intake sessions, then interview clients on their own. Following intake interviews, volunteers prepare the intake forms and notes of the interview and then attend the weekly intake meeting at CGLA's office to present the potential client's information to staff, volunteers, and interns. At the intake meeting, all staff and volunteers vote on which cases to accept, refer to other sources, or provide advice.

For a person with no experience, this is the best opportunity with which to begin as a volunteer at CGLA.

Practice areas: Criminal Law, Criminal Records (Expungement, Sealing, Clemency), Family Law, Housing

Opportunity type: Client Intake/Interviewing

Volunteer types accepted: Attorney, Non-Lawyer Volunteer, Retired Attorney, Government Attorney, Law Student, Paralegal

Volunteer availability: Business Hours, Short time periods (4 hours or less)

Skills acquired: Client/Witness Interviewing

Skills required: Basic Legal Knowledge

Training: Volunteers would be asked to first attend an intake orientation and observe 3 intake sessions before conducting intakes alone.

Time Commitment: After completing the one-hour training, intake volunteers must commit to completing a minimum of three intake interview sessions and the corresponding intake meeting, which can be scheduled at the volunteer's convenience.

Contact: Volunteer Coordinator, 312.738.2452, info@cgla.net

Representation in Legal Proceedings

Volunteer attorneys may assist with and handle cases in areas of family law (i.e., contested and uncontested cases involving guardianship, custody, child support, divorce, paternity, visitation, abuse and neglect, and orders of protection), housing law (i.e., eviction, back-rent disputes), criminal law (i.e., defending those falsely accused and non-habitual offenders accused of a variety of criminal offenses), and criminal records (motions to reconsider the denial of petitions to expunge or seal criminal records and the preparation and presentation of clemency petitions). Volunteer attorneys who agree to handle a case are expected to follow through with the matter until the case is closed. Attorneys who assist with cases must be licensed in the state of Illinois and have experience with CGLA's intake process.

Practice areas: Criminal Law, Criminal Records, Family Law, Housing

Opportunity type: Litigation

Volunteer types accepted: Attorney, Retired Attorney

Volunteer Availability: Business Hours

Skills Acquired: Case Management,

Pro bono and legal aid organizations may not always be able to accommodate every interested volunteer right away. When looking for pro bono opportunities, it is important to be patient and flexible. If you have questions or would like assistance getting involved, contact the CBF Pro Bono Support Program at 312.554.8356.

Client Counseling, Client/Witness Interviewing, Trial Skills

Skills Required: Experience in the Subject Matter

Training: Volunteers are asked to become involved with CGLA's intake process before assisting with cases. For criminal cases, volunteers are also expected to assist with jail intakes before providing case assistance. Trainings are held for new intake volunteers once per month.

Contact: Legal Director, Robert Hurley, at 312.738.2452 ext. 401, or roberthurley@cglanet.net

CGLA Criminal Law Volunteer Attorney

CGLA defends clients who have been arrested for a misdemeanor or felony. Cases require interviewing clients and witnesses, plea bargaining, and trial work. These cases may be resolved quickly by plea bargaining or proceed to trial. The charges range from possession and sale of drugs, retail theft, theft of stolen vehicles, possession of weapons, murder, and domestic battery/orders of protection.

Practice areas: Criminal Law

Opportunity type: Litigation

Volunteer types accepted: Attorney, Retired Attorney

Volunteer availability: Business Hours

Skills acquired: Client Counseling, Client/Witness Interviewing, Trial Skills, Writing/Drafting

Skills required: Experience in Subject Matter preferred

Training: For inexperienced volunteer attorneys in criminal law, the training requirements for taking a case include: attending a New Volunteer Orientation, a commitment to a progressive process for training and to the criminal law program by spending a morning in court with the staff attorney, training to do jail intakes and presenting the cases at staff meetings, then handling cases beginning with misdemeanor cases, then working up to felony cases, using the staff attorney as a mentor.

Contact: Legal Director, Robert Hurley, at 312.738.2452 ext. 401, or roberthurley@cglanet.net

CGLA Clemency Program Volunteer Attorney

Executive clemencies involve preparing and presenting petitions to the Prisoner Review Board to clear clients of their criminal records. CGLA interviews and screens potential clients for income eligibility, time since their last conviction, and steps taken to improve their lives. Cases accepted by CGLA are ones that it is believed the Prisoner Review Board will favor.

Practice areas: Criminal Law/Criminal Records

Opportunity type: Legal Representation

Volunteer types accepted: Attorney, Retired Attorney, Government Attorney

Volunteer availability: Business Hours

Skills acquired: Client Counseling, Client/Witness Interviewing, Writing/Drafting

Skills required: Basic Legal Knowledge

Training: Volunteers must first attend an intake orientation and assist with intakes before assisting with cases.

Time Commitment: After completing a one-hour training, volunteers invest 10–20 hours meeting with the client and drafting his or her clemency petition, under the supervision of one of CGLA's criminal records attorney. The opportunity also exists for volunteers to present the matter at the Prisoner Review Board's semi-annual hearing.

Contact: Volunteer Coordinator, 312.738.2452, info@cglanet.net

CGLA Expungement Help Desk

CGLA's Expungement Help Desk helps individuals seeking to clear their criminal record through expungement, sealing, or executive clemency.

Volunteers are needed to assist our attorneys in staffing the desk. This involves meeting with clients, reading their criminal history or rap sheets, determining their eligibility for expungement, sealing, or executive clemency, and helping them file the necessary paperwork. The desk is open Monday through Friday from 9 am until noon, and is located on the 10th floor of the Daley Center.

Practice areas: Criminal Law/Criminal Records

Opportunity type: Self-help Desk

Volunteer types accepted: Attorney, Law Student, Retired Attorney, Government Attorney

Volunteer Availability: Business Hours, Short time periods (4 hours or less)

Skills Acquired: Client Counseling, Client/Witness Interviewing

Skills Required: Basic Legal Knowledge

Training: Orientation is required for those interested in volunteering and will include in-depth training on expungements, sealings, and clemencies, as well as how to read a rap sheet. Trainings are held once per month.

Time Commitment: After completing the one-hour training, volunteers must commit to completing a minimum of three, three-hour sessions working at the Help Desk, which can be scheduled at the volunteer's convenience.

Contact: Volunteer Coordinator, 312.738.2452, info@cglanet.net

CARPLS

17 North State Street
Suite 1850

Chicago, IL 60602

Phone: 312.738.9200

Fax: 312.223.1522

Website: www.carpls.org

TTY: 312.738.9433

As the front door for legal aid services in Cook County, the CARPLS Legal Aid Hotline helps thousands of low-income families find answers to everyday legal problems including housing, employment, education, consumer debt, divorce, guardianships, estates, injuries to person or property, public benefits, health care and more. Whatever the legal problem, CARPLS' attorneys can help clients better understand their rights and the remedies available to them under the law. CARPLS does not represent clients in court. If in-court representation is required, the CARPLS attorneys will assist with a referral to an appropriate full-service legal aid agency if one is available. The Hotline service is free to low-income residents of Cook County.

General Time Commitment: A minimum of 36 hours annually

Process for becoming a volunteer: CARPLS offers a variety of pro bono opportunities for private attorneys and law students who are interested in legal aid service. Volunteers are provided training and support in limited practice areas that include: Landlord/Tenant, Consumer Debt/Collection, and Simple Divorce. Contact Leslie Wallin at 312.421.4427 or lwallin@carpls.org to request a volunteer application and for information about upcoming trainings.

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Yes

Does the organization provide volunteers with research or clerking services: No

Does the organization provide a licensed attorney to support volunteers: Yes. The CARPLS Volunteer Coordinator and Senior Staff attorneys coordinate and supervise volunteer attorneys.

Sample Opportunities:

"Nightline" – Evening Advice and Referral Hotline

The CARPLS Hotline receives calls from the public regarding their legal needs and provides to callers limited advice and referrals to legal aid agencies. The Hotline is open one night each week on Wednesday from 5:30 pm until 8:00 pm to assist clients who are unable to access the Hotline during its normal daytime operating hours. Volunteers are provided training and support in a limited practice area that includes Landlord/Tenant and Consumer Debt/Collection. The

Nightline shift is open only to licensed attorneys who are willing to commit to one or more evening shifts (5:30 pm – 8:00 pm) a month.

Practice areas: Debt Collection & Repossession, Landlord/Tenant

Opportunity type: Client Intake/Interviewing/Advice, Non-Representation

Volunteer types accepted: Attorney, Retired Attorney, Government Attorney

Volunteer availability: Evenings, Short time periods (4 hours or less)

Skills acquired: Client Counseling, Client/Witness Interviewing

Skills required: Basic Legal Knowledge

Training: Volunteers are offered regular substantive and procedural trainings on a quarterly basis and support in a limited practice area, which includes: Landlord/Tenant and Consumer Debt/Collection.

Time Commitment: One or more 2½ hour evening shifts a month.

Contact: Leslie Wallin, 312.421.4427, lwallin@carpls.org

“CARPLS Works” — Daily Advice and Referral Hotline

CARPLS Works is geared toward the unemployed and underemployed attorney. CARPLS Works attorneys answer hotline calls in the limited practice areas of Landlord/Tenant, Consumer Debt/Collection, and Simple Divorce. Attorneys are required to commit to one four-hour shift a week (9:00 am – 1:00 pm or 1:00 pm – 5:00 pm Monday – Friday).

Practice areas: Debt Collection & Repossession, Landlord/Tenant, Simple Divorce

Opportunity type: Client Intake/Interviewing/Advice, Non-Representation

Volunteer types accepted: Attorney, Retired Attorney, Government Attorney

Volunteer availability: One day per week, Short time periods (4 hours)

Skills acquired: Client Counseling, Client/Witness Interviewing

Skills required: Basic Legal Knowledge

Training: Volunteers are given one substantive and procedural training session at the start of the CARPLS Works session in a limited practice area, which includes: Debt Collection & Repossession, Landlord/Tenant, and Simple Divorce and are given hands-on support and supervision during each shift.

Time Commitment: One 4 hour daily shift per week.

Contact: Leslie Wallin, 312.421.4427, lwallin@carpls.org

Center for Conflict Resolution

11 East Adams Street

Suite 500

Chicago, IL 60603

Phone: 312.922.6464

Fax: 312.922.6463

Website: www.ccrchicago.org

The Center for Conflict Resolution (CCR) is a not-for-profit provider of pro bono mediation services and conflict management training. CCR's services are flexible and cost-effective, based on a track record of over 25,000 mediated cases and backed by the expertise of knowledgeable, dedicated volunteers and employees. Every year CCR provides free mediation services in over 2,000 cases, trains hundreds of new mediators, facilitates meetings and works with dozens of businesses, government agencies and organizations to create custom-designed dispute resolution systems and training programs. The Center for Conflict Resolution's mission is to work with individuals, communities, courts and other institutions to manage and resolve conflict. CCR offers pro bono mediation services through programs developed in the Circuit Court of Cook County including the Daley Center, Maywood, Markham, Bridgeview and Rolling Meadows courthouses, misdemeanor branch courts and Juvenile Court.

General Time Commitment: Prospective volunteers must commit to an intensive four-month Prospective Volunteer Mentorship Program (PVMP). This mediator training program consists of a 32-hour (4-day) Mediation Skills Training, a 1-day Court Adapted Mediation training, and up to a four-month mentorship where the trainee must commit to one activity per week (3 hours) until the trainee is certified as a CCR Volunteer Mediator. Volunteer mediators must commit to mediating twice a month for a period of 18 months after certification. The majority of the mediations are during the workday, Monday through Friday from 9am – 5pm. The average volunteer time commitment per mediation is 3 to 4 hours.

Process for becoming a volunteer: CCR Volunteer Mediators are trained, mentored and certified using a performance-based evaluation standard. Prospective volunteers must be able to demonstrate a master skill level in both the CCR Mediation Model and Court Adapted Mediation Model through simulated mediation sessions before being approved as a CCR Volunteer Mediator. Interested individuals are required to enroll in CCR's four-month volunteer training, known as the Prospective Volunteer Mentorship Program (PVMP).

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Yes

Does the organization provide volunteers with research or clerking services: No

Does the organization provide a licensed attorney to support volunteers: No

Sample Opportunity:

Mediator

The Center for Conflict Resolution (CCR) offers the unique opportunity to gain diverse experience in the mediation field, a field in which novice and professional mediators alike often have difficulty gaining experience. Because of volunteer mediators, CCR is able to offer free mediation services to people who would otherwise not be able to afford them. Once trained and approved as a volunteer, CCR mediators can mediate a wide array of matters, including: criminal misdemeanor, juvenile delinquency, landlord/tenant disputes, neighbor disputes, small claims, Chancery cases, sexual harassment claims, employment discrimination claims, matrimonial-fee disputes, parental agreements, as well as Post-Decree and Guardianship cases.

CCR is in particular need of volunteers who are available to mediate in our south Chicago court programs as well as bilingual mediators, especially Spanish and Polish speaking.

Practice areas: Child Law, Criminal Law, Discrimination, Employment, Family Law, Housing

Opportunity type: Mediation

Volunteer types accepted: Attorney, Government Attorney, Law Student, Non-Lawyer Volunteer, Paralegal, Retired Attorney

Volunteer Availability: Business Hours, Short time periods (4 hours or less), twice a month for a period of 18 months

Skills Acquired: Mediation

Skills Required: Basic Legal Knowledge

Training: All potential CCR Volunteer Mediators must apply and be accepted into the PVMP, complete all requirements in the PVMP, and certify as a CCR Volunteer Mediator.

Contact: Scott Hinkle, 312.922.6464 ext. 21, shinkle@ccrchicago.org

The Center for Disability & Elder Law

79 W. Monroe, Suite 919

Chicago, IL 60603

Phone: 312.376.1880

Fax: 312.376.1885

Website: www.probonocdel.org

The Center for Disability and Elder Law (CDEL) provides high-quality, pro bono legal assistance to persons marginalized by poverty, age and/or disability. CDEL's organizational structure consists of a modest in-house staff which supports a network of hundreds of volunteer attorneys and paralegals. CDEL volunteers provide legal representation in a wide range of civil practice

areas including: guardianship, simple estate planning, landlord/tenant, consumer fraud, civil rights, elder abuse and real estate. CDEL has also developed a number of limited engagement opportunities for those volunteers that are unable to handle cases that require long-term client commitments.

General Time Commitment: Varies based on the nature of services provided.

Process for becoming a volunteer: Contact CDEL's Chief Legal Officer, Thomas Wendt, Esq. at 312.376.1880 or twendt@probonocdel.org

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Yes

Does the organization provide volunteers with research or clerking services: Yes

Does the organization provide a licensed attorney to support volunteers: We offer a mentor matching program with experienced attorneys.

Sample Opportunities:

Senior Center Initiative (SCI)

The Senior Center Initiative (SCI) brings CDEL staff and volunteer attorneys to senior citizens' residences across Chicago to prepare Powers of Attorney for Health Care and Property, as well as Illinois Living Will Declarations. This is a one day workshop with limited client engagement and great for law firm and corporate client partnerships.

Practice areas: Estate planning

Opportunity type: Transactional

Volunteer types accepted: Attorney, Paralegal, Support Staff, Retired Attorney, Law Student

Volunteer Availability: CDEL conducts Senior Center Initiatives on Wednesday afternoons. Please note that Saturday workshops for firm and corporate partnerships are available upon request.

Skills Acquired: Client Interviewing, Basic Estate Planning

Skills Required: Basic Legal Knowledge

Training: CDEL will provide training needed to advise clients of principal's rights and agents roles and responsibilities; prepare and execute advance directive documents.

Contact: Executive Director, Michael Roth at 312.376.1880, ext. 18 or mroth@probonocdel.org

Represent Client in Variety of Matters

CDEL Pro Bono volunteers handle a variety of civil matters effecting low-income seniors and individuals with special needs.

Practice Areas: Guardianship, Estate Planning, Probate, Landlord/Tenant, Financial Elder Abuse, Consumer, Special Education, Collections, Real Estate & Mortgage Foreclosure, Family Law, ADA Discrimination

Skills Acquired: Motion Practice, Trial Skills, Writing/Drafting, Clerical Skills

Skills Required: Experience in Subject Matter or Substantial Experience in Subject Matter, depending on case complexity.

Training: CDEL provides training from time to time in various subject matter.

Contact: Executive Director, Michael Roth at 312.376.1880, ext. 18 or mroth@probonocdel.org and sign up to receive CDEL Nutshells.

Center for Economic Progress — Tax Clinic

29 East Madison Street
Suite 900
Chicago, IL 60602

Phone: 312.252.0280

Fax: 312.252.0285

Website: www.economicprogress.org

The Center for Economic Progress is a nonprofit organization dedicated to helping hard-working, low-income families move from financial uncertainty to financial security. We are local in service. Founded in 1990, the Center provides free tax and financial services to improve the bottom line of Illinois' families. Thanks to more than 1,200 volunteers we operate one of the largest and most established free tax preparation programs in Chicago and Illinois. Through our tax clinic we provide free, professional legal services to low-income families facing an IRS controversy. Since 2005 we have resolved over 500 cases, saving families more than \$1 million in taxes. We also provide year-round financial counseling and tools that support and empower the residents of our communities. We are national in voice. Leading a coalition of like-minded organizations from across the country, we find the solutions that work for working families. What we learn on the ground, we translate into best practices in the field and into workable policies at the federal and state levels.

General Time Commitment: The time commitment varies based on the type of volunteer opportunity selected.

Process for becoming a volunteer: Prospective volunteers should visit the Center for Economic Progress' website to explore volunteer opportunities. Prospective volunteers will need to complete a simple registration form. Clinic staff will contact applicants regarding work opportunities and training sessions.

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Yes

Does the organization provide volunteers with research or clerking services: No

Does the organization provide a licensed attorney to support volunteers: Yes. The Tax Clinic has a supervising attorney who is available to provide assistance by phone, e-mail or in person.

Sample Opportunities:

Tax Representation Pro Bono Opportunity

Pro bono volunteers will assist low-income clients in resolving tax controversies with the IRS. Volunteers typically work at their own offices with clients who are referred by the Clinic. Some volunteers prefer to work out of the Clinic.

Practice areas: Tax

Opportunity type: Accounting/Financial, Transactional Matters

Volunteer types accepted: Attorney, Retired Attorney, CPA, EA

Volunteer availability: For in-house volunteers: evenings, Saturdays. Attorneys working from their own offices set their own schedules.

Skills acquired: Case Management, Client Counseling, Client Interviewing, Negotiating, Trial Skills

Skills required: Basic Legal and Tax Knowledge

Training: Formal training is available twice a year, generally in the spring and fall. Training materials and recordings of prior training sessions are also available. Informal training is provided as necessary.

Time Commitment: Varies greatly depending on the case. Volunteers typically average 20 – 50 hours per case over a period of several months.

Contact: Erica Maslanka, 312.630.0244, emaslanka@economicprogress.org

Preparation of Income Tax Returns

Volunteers prepare current year and amended income tax returns for low-income families between the months of January and April.

Practice areas: Tax

Opportunity type: Accounting/Financial, Transactional

Volunteer types accepted: Attorney, Retired Attorney, Paralegal, Law Student, Non-Lawyer Volunteer

Volunteer availability: Business Hours, Evenings and Weekends between late January and mid-April

Skills acquired: Tax Preparation, Client Counseling

Skills required: None

Training: The Clinic offers an annual nine-hour training session, completed over several days, that trains volunteers in preparing tax returns and on the software application used in preparation.

Time Commitment: 20 hours during the tax season.

Contact: Erica Maslanka, 312.630.0244, emaslanka@economicprogress.org

Centro Romero

6216 North Clark Street
Chicago, IL 60660

Phone: 773.508.5300 ext. 19

Fax: 773.508.5399

Website: www.CentroRomero.org

The mission of Centro Romero is to provide opportunities for the Latino community. Through education, Centro Romero emphasizes the development of the entire family unit, the creation of community leadership, and self-reliance. Through its Latin American Legal Assistance Project, Centro Romero provides legal assistance in family-based immigration and citizenship and also accepts a limited number of Violence Against Women Act (VAWA) self-petitioning cases.

General Time Commitment: Most volunteers contribute 2–5 hours per week, under direct attorney supervision.

Does the organization offer malpractice insurance coverage to volunteers: No

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Yes

Does the organization provide volunteers with research or clerking services: No

Does the organization provide a licensed attorney to support volunteers: Yes. The staff attorney generally remains the attorney of record.

Sample Opportunities:

Immigration and Naturalization Direct Service

Centro Romero seeks volunteer attorneys to provide counseling and representation to individuals in family-based immigration petitions, family petitions for relatives, adjustment of status to permanent residency, consular processing, citizenship and naturalization, and representation before the United States Immigration Service.

Practice areas: Immigration and Citizenship

Opportunity type: Legal Representation

Volunteer types accepted: Attorney, Law Student, Non-Lawyer Volunteer, Retired Attorney

Volunteer availability: Business Hours, Evenings, Weekends

Skills acquired: Immigration Direct Service, Client Interviewing

Skills required: Basic Legal Knowledge

Training: Centro Romero offers general orientation regarding the activities of its legal department, training in the use of library and electronic resources and training and direct supervision for the specific assignment(s) accepted.

Contact: Frank Melone, 773.508.5300 ext. 19, f.melone@centroromero.org

Immigration Policy and Legislation

Centro Romero regularly monitors and advocates for legislation affecting the immigrant communities the agency serves. These activities are strictly non-partisan and involve the following specific activities: (1) Identify, monitor, and track policy, legislative and regulatory developments that impact, whether positively or negatively, the

organization's service community of immigrants and newcomers; (2) Prepare detailed analysis and evaluation of selected developments; and (3) Draft memorandums, position papers, official comments for the Federal Register, newsletter articles, Web postings, and perhaps even amicus briefs.

Practice areas: Immigration

Opportunity type: Preparing Education Materials, Legislative and Community Advocacy

Volunteer types accepted: Law Student, Non-Lawyer Volunteer, Attorney, Retired Attorney

Volunteer availability: Business Hours, Evenings, Weekends

Skills acquired: Writing/Drafting

Skills required: Basic Legal Knowledge

Training: Centro Romero offers general orientation regarding the activities of its legal department, training in the use of library and electronic resources and training and direct supervision for the specific assignment(s) accepted.

Contact: Frank Melone, 773.508.5300 ext. 19, f.melone@centroromero.org

Preparation of VAWA Self-Petitions

Certain provisions of the Violence Against Women Act (VAWA) allow a victim of physical or emotional abuse by her husband to petition on her own behalf for immigration status in the United States. She may, if qualified, proceed with her case to become a lawful permanent resident without reliance on or continued involvement of the abuser. The applicant must prove that she is married to a citizen or legal permanent resident and that she was the victim of domestic abuse by her spouse. Volunteers assist clients with the preparation and filing of VAWA self-petitions. There is no court appearance or litigation involved with this opportunity.

Practice areas: Immigration

Opportunity type: Legal Representation

Volunteer types accepted: Attorney, Law Student, Non-Lawyer Volunteer, Paralegal, Retired Attorney

Volunteer availability: Business Hours, Evenings, Weekends

Skills acquired: Client/Witness Interviewing

Skills required: Basic Legal Knowledge, Spanish fluency

Training: Centro Romero offers general orientation regarding the activities of its legal department, training in the use of library and electronic resources and training and direct supervision for the specific assignment(s) accepted.

Contact: Frank Melone, 773.508.5300 ext. 19, f.melone@centroromero.org

Representation in Deportation Proceedings

Volunteers may represent clients in deportation (or removal) proceedings before administrative tribunals. Centro Romero accepts only a limited number of cases that will proceed before

Pro bono and legal aid organizations may not always be able to accommodate every interested volunteer right away. When looking for pro bono opportunities, it is important to be patient and flexible. If you have questions or would like assistance getting involved, contact the CBF Pro Bono Support Program at 312.554.8356.

the Immigration Court and Board of Immigration Appeals. Due to the limited acceptance of these cases, this opportunity may or may not be available at any given time.

Practice areas: Immigration

Opportunity type: Litigation-Administrative Proceedings, Case Management, Client Intake/Interviewing/Advice

Volunteer types accepted: Attorney, Retired Attorney

Volunteer availability: Business Hours

Skills acquired: Trial Skills, Writing/Drafting

Skills required: Experience in Subject Matter

Training: Centro Romero offers general orientation regarding the activities of its legal department, training in the use of library and electronic resources and training and direct supervision for the specific assignment(s) accepted. Training about Immigration Court procedure and BIA Appeals is also provided. This volunteer opportunity, when available, involves a volunteer working with Centro Romero's staff attorney and other staff to resolve the matter or to take the case to hearing.

Contact: Frank Melone, 773.508.5300 x. 19, f.melone@centroromero.org

Chicago Coalition for the Homeless — Law Project

1325 South Wabash Avenue

Suite 205

Chicago, IL 60605

Phone: 312.435.4548

Fax: 312.435.0198

Website: www.chicagohomeless.org

Toll Free: 1.800.940.1119

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.

General Time Commitment: Time commitments for volunteers vary and depend on the nature of the case accepted.

Process for becoming a volunteer: Contact CCH at 312.435.4548

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Not usually

Does the organization provide volunteers with research or clerking services: No

Does the organization provide a licensed attorney to support volunteers: Yes

Sample Opportunities:

Educating Homeless Families Attempting to Enroll Children in School

The Chicago Coalition for the Homeless needs volunteers to help distribute information and provide assistance to homeless families attempting to register children in school. The definition of “homeless” includes families who are doubled up due to loss of housing, economic hardship or a similar reason. These families have a right to immediate enrollment of their children without records, immunizations, birth certificates, etc. They also have the right to return to a previous school even if they are no longer residing in that area. The schools must provide transportation to enable that. With the help of volunteers, CCH goes to schools, shelters, youth sites and community organizations throughout the city and suburbs to provide flyers and brochures and offer to assist families in understanding their rights.

Practice areas: Education, Housing

Opportunity type: Educating the Public about the Law

Volunteer types accepted: Attorney or Paralegal

Volunteer availability: Business Hours, Some Evenings and Weekend Opportunities

Skills acquired: Public Speaking, Client Interaction

Skills required: Basic Legal Knowledge

Training: CCH will provide training and brochures to volunteers.

Time Commitment: Outreach and education of homeless families is a 2–3 hour time commitment (including travel to schools and homeless shelters), which volunteers can conduct on a weekly or monthly basis.

Contact: Laurene Heybach, 312.435.4548

Representing a Family or Youth Experiencing Homelessness

Volunteers are needed to provide direct legal representation to individuals who are homeless or at risk of homelessness. (We have a mobile legal clinic for homeless youth). The majority of legal representation involves access to school and educational services for children and youth who are homeless. Some of these cases are quickly resolved in an informal manner by negotiating with the school district via telephone, letters or informal meetings. Others include representing

the child or youth in a dispute resolution process in accordance with the Illinois Education for Homeless Children Act. Some of the dispute resolution cases result in an appeal to the Illinois State Board of Education and/or litigation in circuit court.

Practice areas: Education

Opportunity type: Legal Representation (including Litigation in some cases)

Volunteer types accepted: Attorney

Volunteer availability: Business Hours

Skills acquired: Brief Writing, Client Counseling, Client/Witness Interviewing, Negotiating, Pre-Trial Skills

Skills required: Basic Legal Knowledge

Training: Training in the educational rights of homeless children and youth will be provided by CCH. The training is customized based on the needs of the volunteer. Written training materials are also provided. Staff attorneys are also available to provide assistance to volunteers with their cases.

Time Commitment: Direct representation of a student who is homeless in order to get the child enrolled in school could be very brief and accomplished primarily through advocacy with school officials or could involve a dispute resolution process and/or litigation. Average time commitment is between 10 and 20 hours.

Contact: Rene Heybach, 312.435.4548

Legislative Advocacy on Issues Affecting Education of Children Who Are Homeless

CCH works on a variety of legislative matters on the local, state and federal levels. Examples include legislation to increase state funding for homeless education, amendments to state homeless education law and policy, and other legislation regarding access to school.

Practice areas: Legislation

Opportunity type: Legislative and Community Advocacy

Volunteer types accepted: Attorney, Paralegal

Volunteer availability: Business Hours

Skills acquired: Drafting Legislation and Fact Sheets, Letter Writing, Interaction with Legislators and Legislative Staff, Negotiating

Skills required: Basic Legal Knowledge

Training: CCH will provide training in legislative advocacy and substantive legislative issues.

Time Commitment: The time commitment for legislative work is a minimum of one hour per week.

Contact: Patricia Nix-Hodes, 312.435.4548

Class Action Advocacy

From time to time, CCH has opportunities for some class action litigation work covering teens in foster care, parents involved with DCFS who lack housing and enforcement of a class-action education case. Inquiries regarding such potential volunteer opportunities should be directed to Rene Heybach at 312.435.4548

Chicago Lawyers' Committee for Civil Rights Under Law, Inc.

100 North LaSalle Street
Suite 600
Chicago, IL 60602

Phone: 312.630.9744

Fax: 312.630.1127

Website: www.clccrul.org

The Chicago Lawyers' Committee for Civil Rights Under Law, Inc. (CLCCRUL) is a public interest law consortium of Chicago's law firms. The Committee promotes and protects civil rights, particularly the civil rights of the poor, minority and disadvantaged people in order to facilitate their participation in the social, economic and political systems of our nation. The following opportunities are open to any lawyer. In addition to these opportunities, CLCCRUL has many litigation opportunities available to law firms who are members of CLCCRUL. Lawyers from member firms who are interested in an open-ended litigation commitment should contact Clyde Murphy.

General Time Commitment: Varies depending on the opportunity.

Process for becoming a volunteer: Interested volunteers should contact Laurie Wardell at 312.630.9744 to get involved.

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Yes

Does the organization provide volunteers with research or clerking services: Research and training are regularly provided.

Does the organization provide a licensed attorney to support volunteers: Yes

Sample Opportunity:

Short Term Mediation Assistance in Federal Court or Equal Employment Opportunity Commission

The Employment Opportunity Project seeks to eliminate discrimination in all terms of employment, including hiring, pay, harassment, promotion and discharge. As part of this larger effort the Project represents employees in short-term federal court and EEOC mediations of employment discrimination claims.

Practice areas: Employment

Opportunity type: Legal Representation, Mediation

Volunteer types accepted: Attorney

Volunteer Availability: Business Hours

Skills Acquired: Case Management, Client Counseling/Representation, Writing/Drafting, Negotiation, Oral and Written Advocacy

Skills Required: Basic Legal Knowledge

Time Commitment: Between 20 and 100 hours, depending on the case type and volunteer experience.

Training: CLCCRUL provides a 2–3 hour training.

Contact: Laurie Wardell at 312.630.9744

Chicago Legal Advocacy for Incarcerated Mothers (CLAIM)

70 East Lake Street
Suite 1120
Chicago, IL 60601-5959

Phone: 312.675.0912
Fax: 312.675.0915
Website: www.claim-il.org

CLAIM provides legal and educational services to help mothers who are in jail, in prison, on work release, and on parole preserve their families.

Through public advocacy, CLAIM promotes policies and programs to benefit families of imprisoned mothers. CLAIM relies on volunteers to expand its services representing mothers and their children's guardians, and interviewing mothers in the Cook County Jail.

General Time Commitment: 4–25 hours, depending on the case.

Process for becoming a volunteer: CLAIM's process for becoming a volunteer varies depending upon the type of volunteer opportunity selected.

For CLAIM's Jail Family Law Clinic, lawyers and 711-licensed law students must attend an orientation and training session. Lawyers with substantial expertise in family law may attend the orientation portion only. Volunteer lawyers who want to learn how to represent clients for simple guardianship or divorce cases must attend a training session before being assigned a case. Contact CLAIM for a schedule of upcoming sessions. Volunteer lawyers for the Panel Program who already have expertise in family law should contact the CLAIM staff and provide information about your experience and availability.

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Yes

Does the organization provide volunteers with research or clerking services: Yes

Does the organization provide a licensed attorney to support volunteers: Yes. Staff attorneys are available to discuss CLAIM cases with volunteers. In addition, volunteers for the Jail Family Law Clinic are encouraged to attend a monthly event to provide answers to questions, share strategy, solve problems and earn MCLE credit.

Sample Opportunities:

Jail Family Law Clinic

The Family Law Clinic is intended to provide legal advice for mothers in Cook County Jail. Volunteers will be provided with guideline interview questions, intake forms, information about making attorney visits at the Jail, and a list of referrals to programs that help women build stronger cases regarding child custody. Volunteers will work in cooperation with the CLAIM staff attorneys. When appropriate, volunteers will be asked to draft a case summary to help place the case with a CLAIM Panel Program lawyer for representation. Due to the Jail's restrictions, this opportunity is open only to licensed attorneys and law students who have a 711 license.

Practice areas: Family Law

Opportunity type: Client Intake/Interviewing/Advice

Volunteer types accepted: Attorney, 3rd year Law Student

Volunteer availability: Flexible, Evenings, Weekends, and Short time periods (4 hours or less) available.

Skills acquired: Case Management, Client Counseling, Client/Witness Interviewing, Writing/Drafting

Skills required: Basic Legal Knowledge

Training: During a six-hour training, volunteers will learn how to give incarcerated mothers sound legal advice on family law issues, including domestic relations, minor guardianship and foster care cases.

General Time Commitment: The Jail Family Law Clinic requires 2–4 hours per month. Volunteers are asked to make a commitment to go to the Jail once a month and meet with at least two women and to stay with the program for at least one year.

Contact: Zenaida Alonzo, Pro Bono Director, zenaida@claim-il.org, 312.675.0912 ext. 15

Representation in Family Law Cases

The CLAIM "Panel Program" recruits volunteer lawyers with expertise in family law to represent incarcerated mothers, mothers on parole and prospective guardians of children of imprisoned parents. Panel volunteers occasionally have represented fathers in appropriate cases as well.

Practice areas: Family Law

Opportunity type: Litigation

Volunteer types accepted: Attorney, Retired Attorney

Volunteer availability: Business Hours, some evenings

Skills acquired: Client/Witness Interviewing, Motion Practice, Trial Skills, Writing/Drafting

Skills required: Experience in Subject Matter

Training: Training is available in minor guardianship, divorce, and child custody. Volunteers who do not yet have experience in family law must attend training before being assigned a case.

General Time Commitment: The Panel Program requires 10–25 hours per year, depending on the case.

Contact: Zenaida Alonzo, Pro Bono Director, zenaida@claim-il.org, 312.675.0912 ext. 15.

Chicago Legal Clinic, Inc.

2938 East 91st Street
Chicago, IL 60617

Phone: 773.731.1762
Fax: 773.731.4264
Website: www.clclaw.org

The Chicago Legal Clinic, Inc. 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, bankruptcy (Chapter 7), immigration, environmental law, and expungements.

Clinic attorneys supervise the Chancery Division Advice Desk, Municipal Pro Bono Program and Expedited Child Support and Paternity Pro Se Advice Desk.

General Time Commitment: Varies depending on opportunity.

Process for becoming a volunteer: Contact the attorney identified for each opportunity

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Volunteers may use Clinic offices for meeting clients.

Does the organization provide volunteers with research or clerking services: No

Does the organization provide a licensed attorney to support volunteers: Yes

Sample Opportunities:

Representation in a Legal Matter

Through Chicago Legal Clinic's Pro Bono Program, low-income clients with meritorious civil legal problems are matched with private attorneys who are willing to represent them on a voluntary basis.

Practice areas: Bankruptcy, Contracts, Divorce, Guardianships of Disabled Adults, Immigration, Real Property, and Tort Defense. Most matters involve litigation.

Opportunity type: Litigation

Volunteer types accepted: Attorney, Retired Attorney

Volunteer Availability: Business Hours

Skills Acquired: Case Management, Client Counseling, Client/Witness Interviewing, Mediation/Arbitration, Motion Practice, Negotiating, Trial Skills, Writing/Drafting

Skills Required: Experience in Subject Matter

Time Commitment: Varies depending on the type of case, between 10 and 100 hours

Training: Limited training and support may be provided.

Contact: Veda Dmitrovich at 773.731.1762, vdmitrovich@clclaw.org or see Pro Bono Registration Form at www.clclaw.org

Chancery Division Advice Desk

The Chancery Division Advice Desk helps pro se litigants understand the legal process and assists with the preparation of documents such as petitions, responses, motions, etc., so that the litigants can better present their cases in court.

Cases heard in the Chancery Division include: mortgage foreclosures, administrative review, accountings and related issues, specific performance, partitions, and other equitable remedies. The Desk also provides advice in name change cases. Volunteers do not provide direct representation to individuals. The Desk operates daily from 9:00 am until 4:00 pm in Room 1303 of the Daley Center.

Practice areas: Consumer Law, Housing, Administrative Review

Opportunity type: Client Intake/Interviewing/Advice

Volunteer types accepted: Attorney, Retired Attorney, and 711-Law Students

Volunteer Availability: Business Hours, Short time periods (4 hours or less)

Skills Acquired: Case Management, Client Counseling, Client/Witness Interviewing, Motion Practice, Writing/Drafting

Skills Required: Basic Legal Knowledge

Time Commitment: Four hours of service during a one-month period

Training: On-site Clinic attorneys will train volunteers. A training manual is also provided.

Contact: Lori Vancura at 312.603.3031, lvancura@clclaw.org

Municipal Pro Bono Program

The Municipal Pro Bono Program works in conjunction with the Pro Se Advice Desk for Defendants (also called the Municipal Court Advice Desk) located in Room 602 of the Daley Center. The Municipal Pro Bono Program receives referrals from the Advice Desk after clients complete a consultation with an attorney from Coordinated Advice and Referral Program for Legal Services (CARPLS). CARPLS refers cases to the Municipal Pro Bono Program for in-court representation. Volunteers are either assigned cases for litigation with the assistance and oversight of the supervising attorney from the Chicago Legal Clinic or may volunteer to assist the supervising attorney or other staff attorneys with specific matters. The Municipal Pro Bono Program handles cases involving breach of contract defense, eviction defense, debt collection defense, assistance with supplementary proceedings, and defense of property damage claims.

The Municipal Pro Bono Program asks that volunteers be available to assist clients between the hours of 8:00 am and 6:00 pm

Practice areas: Contracts, Landlord/Tenant, Debt Collection, Tort Defense.

Opportunity type: Litigation

Volunteer types accepted: Attorney, Retired Attorney, and 711-Law Students

Volunteer Availability: Business Hours

Skills Acquired: Client/Witness Interviewing, Motion Practice, Writing/Drafting, Litigation

Skills Required: Basic Legal Knowledge

Time Commitment: Four hours of service during a one-month period

Training: On-site Clinic attorney will train volunteers

Contact: R. Andrew Smith at 312.726.2938, rsmith@clclaw.org

In-House Volunteers

In-house volunteers work at one of the Clinic's four locations (South Chicago, Downtown, Austin and Pilsen). Volunteers work with Clinic attorneys on cases and assist with all appropriate aspects of representation.

Practice Areas: Family law (divorce, child support, visitation, paternity, adoption, and domestic violence), guardianships of disabled adults, social security disability claims, debt counseling, bankruptcy (Chapter 7), immigration, environmental law and expungements.

Opportunity Type: Drafting pleadings, documents, correspondence

Volunteer types accepted: Attorney, Retired Attorney, Law Students, Paralegals

Volunteer Availability: Business Hours

Skills Acquired: Motion Practice, Writing/Drafting, Litigation

Skills Required: Basic Legal Knowledge

Training: Volunteers are trained by clinic attorneys

Time Commitment: 3 months of service at 10 or more hours per week

Contact: Send brief cover letter and resume to Veda Dmitrovich at vdmittrovich@clclaw.org

Chicago Volunteer Legal Services Foundation (CVLS)

100 North LaSalle Street
Suite 900
Chicago, IL 60602

Phone: 312.332.1624

Fax: 312.332.1460

Website: www.cvls.org

CVLS volunteers and staff attorneys represent low-income Chicagoans (the working poor) in a wide variety of civil matters. While much of their work involves litigation, they also handle administrative and non-litigation matters. They handle cases involving divorce, custody, adult and minor guardianships, adoption, mortgage foreclosure defenses including cases involving fraud and predatory lending, tort defense, immigration, taxation, consumer contract issues, collection defense, bankruptcy, and landlord/tenant matters (including evictions, representing either landlords or tenants). They draft powers of attorney and living/testamentary wills. CVLS' caseload is heavily weighted to family law, real estate and consumer issues. Supporting volunteers is a priority for CVLS staff.

General Time Commitment: Volunteers may handle one case at a time. The length of a matter depends on the case type and complexity. Most cases would likely require a minimum of 10 hours.

Process for becoming a volunteer: Prospective volunteers can attend an orientation and informational program, held monthly during the lunch hour at CVLS' Administrative Office in the Loop. The schedule is posted on the CVLS website. *Does the organization offer malpractice insurance coverage to volunteers:* Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Yes

Does the organization provide volunteers with research or clerking services: Yes

Does the organization provide a licensed attorney to support volunteers: Yes. CVLS has experienced staff attorneys available to provide support to volunteers. Volunteer support is CVLS' priority.

Sample Opportunities:

CVLS Neighborhood Legal Clinics

CVLS runs approximately 20 neighborhood legal clinics at various times and locations throughout Chicago. Intake interviews and advice and referrals are handled at these clinics. When appropriate, volunteers may also choose to represent a client who has visited the clinic. Individuals or groups of volunteer attorneys and paralegals are welcome to volunteer at a clinic. All CVLS clinics meet weekday evenings or Saturday or Sunday mornings. Paralegals are welcome to handle clinic intake and paperwork.

Practice areas: Consumer Law, Elder Law, Family Law, Guardianship & Estates, Housing, Immigration, Public Benefits, Torts & Insurance

Opportunity type: Legal Clinic, Client Intake/Interviewing/Advice, Litigation, In a Group

Volunteer types accepted: Attorney, Paralegal, Retired Attorney

Volunteer Availability: Business Hours, Evening, Weekend, Short Time Periods (4 hours or less)

Skills Acquired: Client Intake/Interviewing/Advice, Client Counseling, Basic Litigation

Skills Required: Basic Legal Knowledge

Training: CVLS conducts monthly seminars on a variety of legal topics for its volunteers and has training manuals covering a wide range of substantive areas of practice. CVLS's staff attorneys are also available to provide guidance and support.

Contact: Volunteer Coordinator Veronica Rodriguez, 312.332.1649, vrodriguez@cvls.org

Representation in Chancery Court Access to Justice Program

Chancery Court judges appoint CVLS to represent low-income individuals with meritorious claims or defenses. Volunteers represent low-income individuals who find themselves on the verge of losing their homes in Cook County's Chancery courts. Pro Bono Attorneys also represent clients who are challenging subsidized housing evictions and in other governmental administrative appeals.

Practice areas: Housing Law, Homeownership, Mortgage Foreclosure

Opportunity type: Litigation

Volunteer types accepted: Attorney, Retired Attorney, Government Attorney

Volunteer availability: Business Hours

Skills acquired: Case Management, Client/Witness Interviewing, Motion Practice, Trial Skills, Writing/Drafting

Skills required: Experience in Subject Matter and/or Litigation

Training: CVLS provides a written training manual, sample pleadings and briefs and support and guidance from a staff attorney.

Time Commitment: Varies depending on the matter, but 20–100 hours.

Contact: Patricia Nelson, 312.332.5539, pnelson@cvls.org

Guardian ad litem for Disabled Adults

The Probate Court appoints CVLS to serve as Guardians ad litem (GALs) for alleged disabled adults or to represent a party in a disabled adult case. A volunteer attorney acting as a GAL visits with the allegedly disabled adult at his or her residence, reviews medical and other records and writes a report for the court detailing the investigation. There is usually only one court appearance. In very limited cases, a GAL may represent the allegedly disabled adult or another party at a trial.

Practice areas: Guardianship & Estates

Opportunity type: Litigation

Volunteer types accepted: Attorney, Retired Attorney

Volunteer availability: Business Hours

Skills acquired: Client/Witness Interviewing, Motion Practice, Trial Skills, Writing/Drafting

Skills required: Basic Legal Knowledge

Training: CVLS provides written training materials supplemented by one-to-one work with an experienced staff attorney.

Contact: Peter Ashmore, 312.332.1688, pashmore@cvls.org

Guardian ad litem for Minors

Volunteer attorneys participating in the Guardian ad litem (GAL) Program are appointed by the Probate Court to represent children in contested or problematic minor guardianship cases. Volunteer GALs investigate the parties, prepare a written report for the court, and act as a child's attorney in court proceedings.

Practice areas: Guardianship & Estates

Opportunity type: Litigation

Volunteer types accepted: Attorney, Retired Attorney

Volunteer Availability: Business Hours

Skills Acquired: Case Management, Client/Witness Interviewing, Motion Practice, Trial Skills, Writing/Drafting

Skills Required: Basic Legal Knowledge

Training: CVLS provides a detailed, written training manual supplemented by one-to-one assistance from an experienced staff attorney.

Contact: Alecia Wartowski, 312.332.1916, awartowski@cvls.org

Representing Individuals in Various Legal Proceedings

Volunteer attorneys handle pro bono civil cases in many areas of law. A CVLS staff person will call a volunteer and describe a specific case. The volunteer can accept or decline it. CVLS staff makes every attempt to match a proposed pro bono case with the volunteer's interests, abilities and available time. CVLS provides extensive support throughout the case.

Practice areas: Consumer Law, Disability, Elder Law, Family Law, Guardianship & Estates, Housing, Real Estate, Torts & Insurance

Opportunity type: Litigation, Transactional Matters

Volunteer types accepted: Attorney, Retired Attorney

Volunteer Availability: Business Hours

Skills Acquired: Case Management, Client Counseling, Client/Witness Interviewing, Motion Practice, Trial Skills, Writing/Drafting

Skills Required: Basic Legal Knowledge

Training: CVLS conducts monthly seminars on a variety of legal topics for its volunteers and has training manuals covering a wide range of substantive areas of practice. CVLS's staff attorneys are also available to provide guidance and support.

Contact: Rebekah Rashidfarokhi, 312.332.7399, ARR@cvls.org

Community Economic Development Law Project (CEDLP)

100 North LaSalle Street
Suite 600
Chicago, IL 60602

Phone: 312.939.3638

Fax: 312.630.1127

Website: www.cedlp.org

The Community Economic Development Law Project (CEDLP) provides pro bono, non-litigation, transactional and business law representation to community-based organizations in low-income neighborhoods of the Greater Chicago Metropolitan Area. CEDLP, a program of the Chicago Lawyers' Committee for Civil Rights Under Law, is dedicated to assisting Chicago's low-income communities in generating businesses, jobs, family income, and other necessities to enable people to improve the

quality of their lives. Volunteer and staff attorneys provide non-litigation transactional legal services to community-based organizations, small businesses working to revitalize inner-city neighborhoods and low-income first-time homebuyers.

General Time Commitment: Commitment varies depending on the project.

Process for becoming a volunteer: Prospective volunteers should call the office and speak to one of the staff attorneys. Attorneys with some experience are typically preferred.

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Yes

Does the organization provide volunteers with research or clerking services: No

Does the organization provide a licensed attorney to support volunteers: Staff attorneys provide supervision for real estate closings and nonprofit issues.

Sample Opportunities:

CEDLP Attorney Volunteers

Volunteer attorneys provide non-litigation, transactional 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 social service and other community development activities.

CEDLP volunteers also provide services related to low-income clients starting and operating small businesses.

Volunteers should have some legal experience in the area of law the clients require. However, if an attorney without this experience is in a firm setting that is able to provide significant support and mentoring, this requirement may be waived.

Practice areas: Corporate, Tax, Real Estate, Employment, Intellectual Property, Bankruptcy

Opportunity type: Transactional Matters

Volunteer types accepted: Attorney

Volunteer availability: Business Hours

Skills acquired: Case Management, Client Interviewing, Writing/Drafting

Skills required: Experience in Subject Matter

Training: Limited training is available in certain subject matter and staff attorneys are available to provide support, direction, and referrals to experienced volunteers.

Time Commitment: Varies depending on case, but ranges from 5–30 hours.

Contact: 312.939.3638, cedlp@cedlp.org

Nonprofit Legal Assessment Program

The Nonprofit Legal Assessment Program (NLAP) offers law firm and corporate legal departments an opportunity to serve community-based clients. As part of a team of attorneys, you will participate in a comprehensive review of a nonprofit client's governing, management, financial and operational policies and procedures. Volunteer attorneys will assess, with the organization's board and staff,

whether changes are necessary to bring the organization into compliance with government regulations or its own stated mission.

Practice areas: Contract, Corporate, Employment, Information Technology, Intellectual Property, Real Estate, Tax

Opportunity type: Transactional

Volunteer types accepted: Attorney, Retired Attorney

Volunteer availability: Business Hours

Skills acquired: Client/Witness Interviewing, Writing/Drafting, Client Counseling

Skills required: Experience in Subject Matter

Training: Training about the Project is provided.

Time Commitment: Generally, a substantial time commitment from a team of attorneys is required; time varies, but an average project involves 125 total hours.

Contact: Jody Adler, 312.939.3638, jadler@cedlp.org

Pro bono and legal aid organizations may not always be able to accommodate every interested volunteer right away. When looking for pro bono opportunities, it is important to be patient and flexible. If you have questions or would like assistance getting involved, contact the CBF Pro Bono Support Program at 312.554.8356.

Seminar Presenter — Small Business

CEDLP uses volunteer attorneys to conduct workshops on business and nonprofit related legal issues.

Practice areas: Corporate, Tax, Real Estate, Employment, Intellectual Property, Bankruptcy

Opportunity type: Educating the Public about the Law

Volunteer types accepted: Attorney

Volunteer availability: Evenings, Weekends and Business Hours

Skills acquired: Public Speaking

Skills required: Experience in Subject Matter

Time Commitment: Typically 2–4 hours.

Contact: Angie Hall, 312.939.3638, ahall@cedlp.org

First Time Home Ownership

CEDLP is a partner organization working with the Chicago Housing Authority, Inc., the agency administering the Housing Choice Voucher program, 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 clients with all aspects of closing on their new home.

Practice areas: Real Estate

Opportunity type: Transactional

Volunteer types accepted: Attorney, Retired Attorney, Government Attorney

Volunteer availability: Business Hours

Skills acquired: Client/Witness Interviewing, Writing/Drafting, Client Counseling, Negotiating

Skills required: Experience in Subject Matter

Training: Volunteer attorneys are expected to attend a one-hour training session for experienced attorneys and a two-hour program for inexperienced attorneys.

Time Commitment: Typically, the time commitment is between 10 and 25 hours.

Contact: Angie Hall, 312.939.3638, ahall@cedlp.org

Constitutional Rights Foundation Chicago

407 South Dearborn Street
Suite 1700
Chicago, IL 60605

Phone: 312.663.9057

Fax: 312.663.4321

Website: www.crfc.org

The Constitutional Rights Foundation Chicago (CRFC) helps schools foster critical thinking skills and responsible civic action in students. This nonprofit and nonpartisan organization has worked at the national level in the design and implementation of quality law-related education (LRE) programs for elementary and secondary school students and their teachers.

General Time Commitment: CRFC asks attorney volunteers to make three visits to the classroom over the course of a school year. Each visit takes 2–3 hours.

Process for becoming a volunteer: Attorneys interested in participating in the Lawyers in the Classroom program attend a one and a half hour training that introduces teaching materials and strategies. CRFC then matches attorneys with Chicago-area elementary and middle school classrooms.

Does the organization offer malpractice insurance coverage to volunteers: N/A

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: N/A

Does the organization provide volunteers with research or clerking services: N/A

Does the organization provide a licensed attorney to support volunteers: N/A

Sample Opportunity:

Lawyers in the Classroom

The Edward J. Lewis II Lawyers in the Classroom Program partners attorneys with elementary and middle school classes to help students understand the U.S. Constitution and our legal system. CRFC trains attorneys to lead interactive lessons, provides teaching materials and matches them with schools. Teams of attorneys from the Chicago area are partnered with Chicago area teachers and their students in 2nd–8th grade social studies classes. Currently, over 650 attorneys are working with 98 Chicago-area schools through this program. Attorney teams are asked to visit their partner school a minimum of three times throughout the school year.

Practice areas: N/A

Opportunity type: Educating the Public About the Law

Volunteer types accepted: Attorney, Retired Attorney, Government Attorney

Volunteer availability: Business Hours

Skills acquired: Public Speaking

Skills required: Basic Legal Knowledge

Training: Attorneys attend a one and a half hour training where they receive materials and strategies for teaching in elementary and middle school classrooms.

Contact: Jessica Chethik, ext. 218, 312.663.9057, chethik@crfc.org

Equip for Equality

20 North Michigan Avenue, Suite 300
Chicago, IL 60602

Phone: 312.341.0022

Fax: 312.341.0295

Website: www.equipforequality.org

TTY: 800.610.2779

Toll Free: 800.537.2632

The mission of Equip for Equality (EFE) is to advance the human and civil rights of children and adults with physical and mental disabilities in Illinois. It is the only statewide, cross-disability, comprehensive advocacy organization providing self-advocacy assistance, legal services and disability rights education while also engaging in public policy and legislative advocacy, and conducting abuse investigations and other oversight activities. Cases are balanced between individual representation and impact litigation seeking systemic change. From time to time, EFE seeks law firm assistance drafting amicus briefs and co-counseling class action litigation. Also, volunteers who speak Spanish can participate in EFE's Latino Advocacy Project.

General Time Commitment: The time commitment for a volunteer attorney varies depending upon the type of opportunity accepted. Volunteers who conduct client interviews are scheduled in four-hour "shifts," followed by a meeting with the Intake Manager to relay the information gathered through the interviews and make recommendations for additional services. The

time commitment for representation on cases depends on the type and complexity of the case. Typically, representation in uncontested guardianships and special education meetings require a minimal (approximately 30 hours) commitment. Representation in employment discrimination cases, contested guardianships, and special education due process hearings require a more significant commitment (approximately 100 hours).

Process for becoming a volunteer: Interested volunteers should contact Legal Advocacy Director Barry Taylor at 312.895.7317 or barryt@equipforequality.org or contact the person listed below in conjunction with the specific opportunity.

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Yes

Does the organization provide volunteers with research or clerking services: Yes

Does the organization provide a licensed attorney to support volunteers: Yes. A licensed staff attorney will provide volunteers with direction and will address any questions or concerns that arise. The EFE attorney may serve as co-counsel or provide support on a consulting basis. Shadowing opportunities, in which volunteers have an opportunity to observe, are available as well.

Sample Opportunities:

Client Interviewing

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

Practice areas: Disability

Opportunity type: Client Intake/Interviewing/Advice

Volunteer types accepted: Attorney, Paralegal, Law Student, Non-Lawyer Volunteer, Retired Attorney, Government Attorney

Volunteer availability: Business Hours, Short time periods (4 hours or less)

Skills acquired: Client Counseling, Client/Witness Interviewing

Skills required: Basic Legal Knowledge

Training: Volunteers will be provided with training materials, checklists, training on Equip for Equality's case management software and sit in on client interviews conducted by other staff members. Once this has been done, the volunteer will take the lead on the client interview and the staff member will sit in on the calls to provide necessary support. Once comfortable, the volunteer will conduct the interview alone, but can contact the Intake Manager with any questions.

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

Develop Self-help Materials for People With Disabilities

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

Practice areas: Disability

Opportunity type: Educating the Public About the Law, Preparing Education Materials

Volunteer types accepted: Attorney, Law Student, Retired Attorney, Government Attorney

Volunteer availability: Evenings, Weekends, Business Hours

Skills acquired: Writing/Drafting

Skills required: Basic Legal Knowledge

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

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

Present Educational Seminars

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

Practice areas: Disability, Civil Rights, Education, Employment

Opportunity type: Educating the Public About the Law

Volunteer types accepted: Attorney, Paralegal, Law Student, Non-Lawyer Volunteer, Retired Attorney, Government Attorney

Volunteer availability: Evenings, Weekends, Business Hours, Short time periods (4 hours or less)

Skills acquired: Public Speaking

Skills required: Basic Legal Knowledge

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

Contact: Stacy Yusim, 312.895.7251, stacy@equipforequality.org

Representation in Employment Discrimination Cases

Volunteer attorneys may represent people with disabilities in administrative proceedings and in federal court on employment discrimination cases under the Americans with Disabilities Act. This opportunity requires experience in the subject matter or litigation. However, if an attorney without this experience is in a firm setting that is able to provide significant support and mentoring, or has other special circumstances, this requirement may be waived.

Practice areas: Employment Discrimination

Opportunity type: Litigation

Volunteer types accepted: Attorney

Volunteer availability: Business Hours

Skills acquired: Client Counseling, Client/Witness Interviewing, Depositions, Mediation/Arbitration, Motion Practice, Negotiating, Trial Skills

Skills required: Experience in Subject Matter or Litigation

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

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

Representation in Adult Guardianship Cases

Volunteer attorneys may represent adults with disabilities in probate court to oppose petitions for guardianship or to modify or terminate a current guardianship. This opportunity requires experience in the subject matter or litigation. However, if an attorney without this experience is in a firm setting that is able to provide significant support and mentoring, or has other special circumstances, this requirement may be waived.

Practice areas: Guardianship & Estates

Opportunity type: Litigation

Volunteer types accepted: Attorney, Retired Attorney

Volunteer availability: Business Hours

Skills acquired: Client Counseling, Client/Witness Interviewing, Motion Practice, Negotiating, Trial Skills, Writing/Drafting

Skills required: Experience in Subject Matter or Litigation

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

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

Special Education Clinic Helpline

Volunteers may 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.

This opportunity requires experience in the subject matter. However, if an attorney without this experience is in a firm setting that is able to provide significant support and mentoring, or has other special circumstances, this requirement may be waived.

Practice areas: Special Education

Opportunity type: Legal Hotline, Client Intake/Interviewing/Advice

Volunteer types accepted: Attorney, Law Student, Non-Lawyer Volunteer, Retired Attorney

Volunteer Availability: Business Hours

Skills Acquired: Client Counseling, Client/Witness Interviewing

Skills Required: Experience in Subject Matter

Training: Volunteers will receive training on special education law, Equip for Equality's case management software and sit in on Helpline calls with a staff member before answering calls themselves.

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

Special Education Clinic — Legal Representation

Volunteer attorneys may provide legal representation on special education issues for parents with students with disabilities in school meetings, mediation, administrative hearings and federal court. This opportunity requires experience in the subject matter or litigation. However, if an attorney without this experience is in a firm setting that is able to provide significant support and mentoring, or has other special circumstances, this requirement may be waived.

Practice areas: Special Education

Opportunity type: Litigation/Mediation

Volunteer types accepted: Attorney, Retired Attorney

Volunteer Availability: Business Hours

Skills Acquired: Negotiation/Litigation

Skills Required: Experience in Subject Matter or Litigation

Training: Volunteers will receive training on special education law, and can "shadow" an EFE attorney before taking a case. Once the volunteer attorney takes a case, an attorney in the Special Education Clinic is available for consultation and support.

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

Abuse Investigation Unit

Equip for Equality's Abuse Investigation Unit works to address systemic issues of abuse and neglect and also individual matters, including legal rights violations in facilities. Volunteer attorneys assist in a wide range of activities including client interviews on-site in facilities, resolve problems through informal negotiations and participation in treatment meetings, along with more formal representation in administrative and court proceedings. This opportunity requires experience in the subject matter or litigation. However, if an attorney without this experience is in a firm setting that is able to provide significant support and mentoring, or has other special circumstances, this requirement may be waived.

Practice areas: Abuse/Neglect

Opportunity type: Client Intake/Interviewing/Advice/Negotiation/Litigation

Volunteer types accepted: Attorney, Retired Attorney, Law Student

Volunteer Availability: Business Hours

Skills Acquired: Client Counseling, Client/Witness Interviewing, Negotiation/Litigation

Skills Required: Experience in Subject Matter or Litigation

Training: Volunteers will receive training on abuse/neglect law and investigation techniques. An experienced EFE staff member will accompany the pro bono attorney on all on-site visits and investigations.

Contact: Deborah Kennedy, 312.895.7304, deborah@equipforequality.org

Evanston Community Defender Office, Inc.

1123 Emerson Street, Suite 203
Evanston, IL 60201

Phone: 847.492.1410

Fax: 847.492.9828

The Evanston Community Defender Office, Inc. provides low-income Evanston youth and their families with integrated legal and social work services to improve their quality of life at home, at school and within the Evanston community.

Legal assistance is provided by our agency to Evanston youth in a variety of legal settings including in juvenile delinquency and adult criminal court, before school special education and disciplinary panels (Districts 202 & 65), and within juvenile welfare systems such as Department of Children and Family Services. Our agency also provides clients with ongoing case management, criminal records expungement services and legal trainings and workshops.

The agency also runs a Expungement and Sealing Help Desk at the Skokie Courthouse on Tuesdays and Thursdays from 10:00 am to 12:00 pm. The Desk is open to the general public.

General Time Commitment: Time commitment depends on the type of case and prior experience. A minimum commitment of four hours is expected.

Process for becoming a volunteer: Prospective volunteers should contact the Executive Director. Volunteers at the Skokie Courthouse Expungement and Sealing Help Desk must attend a training session.

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Yes

Does the organization provide volunteers with research or clerking services: No

Does the organization provide a licensed attorney to support volunteers: Yes. Staff attorneys carry a direct service caseload and are available for technical assistance and support.

Sample Opportunities:

Represent Youth in Delinquency or Criminal Court

Depending on experience, volunteers represent minors in delinquency court and youths age 17 to 21 in adult criminal court. All court appearances are largely in the Second Municipal District Skokie Courthouse. Volunteer attorneys must coordinate with Evanston Community Defender's in-house social work service team for supportive services.

Practice areas: Criminal Law, Juvenile Law

Opportunity type: Litigation

Volunteer types accepted: Attorney, Retired Attorney

Volunteer availability: Business Hours

Skills acquired: Trial Skills

Skills required: Experience in Subject Matter or Litigation

Training: Evanston Community Defender's staff provides support and technical assistance.

Time Commitment: Varies depending on the case, but ranges from 15–30 hours.

Contact: Naria K. Santa Lucia, 847.492.1410, n.santalucia@evanstondefender.org

Expungement and Sealing Help Desk

Volunteer attorneys staff the Expungement and Sealing Help Desk at the Second Municipal District Courthouse for the Circuit Court of Cook County (Skokie Courthouse) with oversight and supervision by a staff attorney. Services include advice and referral, indigency petitions, assistance with police access and review, and representation at motions and hearings.

Practice areas: Civil Rights

Opportunity type: Litigation-Administrative Proceedings

Volunteer types accepted: Attorney, Retired Attorney, Paralegal, Law Student

Volunteer availability: Business Hours

Skills acquired: Client Counseling, Client/Witness Interviewing

Skills required: Basic Legal Knowledge

Training: Can provide a customized training as needed by volunteers and have written materials available.

Time Commitment: 2–5 hours per week.

Contact: Tom Verdun, 847.492.1410 ext. 2, t.verdun@evanstondefender.org

Family Defense Center

725 S. Wells #702

Chicago, IL 60607

Phone: 312.356.3202

Fax: 312.356.3203

Website: www.familydefensecenter.net

The Family Defense Center (FDC) advocates justice for families in the child welfare system. FDC has three full time attorneys and numerous volunteers. The focus of our legal work is on investigations of alleged child abuse or neglect where the person targeted is wrongly accused or has a meritorious defense to the allegations.

DCFS makes administrative guilt determinations that are appealable to a neutral hearing officer in a trial that must be decided within 90 days; representation in these cases is a core area of our work and the focus of our pro bono program.

General Time Commitment: For pro bono attorneys, the general commitment is to attend training and accept one case per year. Cases range from 20–40 hours on average.

Process for becoming a volunteer: Contact Melissa Staas to be put on roster for training; contact Diane Redleaf for other volunteer interests (apart from handling pro bono cases).

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Some.

Does the organization provide volunteers with research or clerking services: Some assistance available in the office.

Does the organization provide a licensed attorney to support volunteers: Yes

Sample Opportunity:

Represent Clients in DCFS Appeals

Volunteer attorneys represent clients in DCFS administrative appeals. Cases are carefully screened for merit and/or legal defenses. The volunteer accepts responsibility for the development of the trial strategy, through interviewing the client, developing witness lists, reviewing some limited discovery, and preparing and conducting a hearing involving direct and cross examination; sometimes medical and psychological testimony is involved. Cases provide excellent trial experience within a relatively short time period, because DCFS is required to decide these cases within 90 days of the filing of a request for review. FDC will sometimes pair experienced and inexperienced attorneys on a single pro bono case and provides extensive backup to its pro bono attorneys on these cases. While this opportunity requires experience in the subject matter or litigation, this requirement will be waived in cases in which junior attorneys can be paired with experienced attorneys to co-represent a client.

Practice areas: Administrative law, Child Welfare

Opportunity type: Administrative Litigation, Writing/Drafting

Volunteer types accepted: Attorneys

Volunteer Availability: Business Hours

Skills Acquired: Trial Skills, Client Interviewing, Witness Preparation, Motion Practice

Skills Required: Experience in Subject Matter (child welfare/administrative law) or Litigation.

Training: Volunteers must complete the Family Defense Center training on DCFS expungement hearings. FDC offers regular training and has a detailed training manual with model pleadings. A two-hour formal training is offered at least twice per year.

Contact: Melissa Staas, 312.356.3202 ext. 12; Diane Redleaf, 312.356.3202 ext. 11

First Defense Legal Aid

111 N. Wells, Suite 308A
Chicago, IL 60610

Phone: 773.434.4162

Website: www.first-defense.org

Toll Free: 800.529.7374

First Defense Legal Aid (FDLA), a nonprofit agency, is the only organization of its kind in the country.

Since 1995, FDLA has protected the civil rights of low-income adults and children arrested by the Chicago Police. Using a corps of volunteer attorneys, FDLA has a 24-hour hotline that persons under criminal investigation and held at Chicago Police Department stations may call to request legal assistance. FDLA also provides community education presentations about an individual's Constitutional rights when picked up by the police.

General Time Commitment: Varies depending on opportunity.

Process for becoming a volunteer: Volunteers staffing FDLA's hotline must attend one two-hour training session.

Does the organization offer malpractice insurance coverage to volunteers: Yes.

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: No.

Does the organization provide volunteers with research or clerking services: No.

Does the organization provide a licensed attorney to support volunteers: Yes.

Sample Opportunities:

Educational Program Volunteer

Volunteer attorneys offer educational presentations on the organization's services and Constitutional rights to community organizations, schools and churches.

Practice areas: Civil Rights, Criminal Law, Education

Opportunity type: Educating the Public About the Law

Volunteer types accepted: Attorney, Law Students

Volunteer availability: Evenings, weekends, short time periods (4 hours or less), in a group

Skills acquired: Public Speaking

Skills required: Basic Legal Knowledge

Training: FDLA can provide training as needed.

Time Commitment: Varies depending on the topic, but usually 1–4 hours.

Contact: 773.434.4162, fdlegalaid@gmail.com

Hotline Attorney

First Defense Legal Aid seeks volunteer attorneys to provide high quality pro bono legal representation to low-income adults and children arrested at Chicago police stations. Attorneys answer a 24-hour hotline and represent people at the police station until a public defender is appointed, which includes asserting their Fifth Amendment right to remain silent and Sixth Amendment right to counsel, interviewing witnesses, view line-ups, and protecting clients from police misconduct. No criminal defense experience is required.

Practice areas: Criminal Law

Opportunity type: Legal Hotline

Volunteer types accepted: Attorney

Volunteer availability: Evenings, Weekends

Skills acquired: Client Counseling, Client/Witness Interviewing, Client Representation

Skills required: Basic Legal Knowledge

Training: Check the calendar at www.IllinoisProBono.org for monthly training dates.

To become a volunteer attorney, an attorney must be in good standing licensed to practice law in Illinois and take part in a three-hour training session.

Time Commitment: Volunteers who staff the hotline must commit to one 12-hour on-call shift per month.

Contact: 773.434.4162, fdlegalaid@gmail.com

Pro bono and legal aid organizations may not always be able to accommodate every interested volunteer right away. When looking for pro bono opportunities, it is important to be patient and flexible. If you have questions or would like assistance getting involved, contact the CBF Pro Bono Support Program at 312.554.8356.

Illinois Legal Aid Online

17 North State Street
Suite 1590
Chicago, IL 60602

Phone: 312-977-9047

Fax: 312-977-9048

Website: www.illinoislegalaidonline.org

Illinois Legal Aid Online's mission is to increase access to justice for lower-income and vulnerable Illinois residents through the innovative use of technology, to assist and educate the public, and to train and support legal aid providers and pro bono attorneys.

Our core programs center around providing online services and resources to legal aid and pro bono attorneys and the lower-income public through three statewide legal services web sites:

- IllinoisLegalAid.org provides those who cannot afford an attorney with user friendly legal information, educational materials, interactive forms, instructions for self-representation, multimedia training, and referrals to free legal services;

- IllinoisLegalAdvocate.org provides an online community for legal aid attorneys to communicate and coordinate services, to obtain training and practice support, and increases efficiencies in the delivery of legal services in Illinois;
- IllinoisProBono.org provides volunteer attorneys with a comprehensive database of pro bono opportunities, multimedia training, instructions and practice support resources.

General Time Commitment: There is no minimum time commitment. Volunteers are welcome to contribute as much time as they are able.

Process for becoming a volunteer: Contact the Legal Content Manager Jill Becker, 312-977-9047 or jbecker@illinoislegalaid.org.

Does the organization offer malpractice insurance coverage to volunteers: N/A

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: N/A

Does the organization provide volunteers with research or clerking services: N/A

Does the organization provide a licensed attorney to support volunteers: N/A

Sample Opportunities:

Legal Content Contributor/Editor

Illinois Legal Aid Online seeks attorneys or paralegals to draft, edit and update legal resources for attorneys and legal information for the public on our three statewide legal services websites:

- www.IllinoisLegalAid.org,
- www.IllinoisLegalAdvocate.org
- www.IllinoisProBono.org

Practice areas: Various

Opportunity type: Preparing Education Materials

Volunteer types accepted: Attorney, Paralegal, Retired Attorney, Government Attorney, Law Student

Volunteer availability: Business hours, Evenings, Weekends, Short time periods (4 hours or less)

Skills acquired: Writing/Drafting

Skills required: Writing/Drafting

Contact: Jill Becker, 312-977-9047, jbecker@illinoislegalaid.org

Translators

In an effort to make legal information on www.IllinoisLegalAid.org available to a wider range of Illinois residents, Illinois Legal Aid Online seeks paralegals, attorneys, and other legal professionals to translate the website's content from English into Spanish and Polish. Materials to be translated consist of legal information for low-income Illinois residents on a variety of topics. Volunteers must be fluent in written Spanish or Polish and have some legal experience. Legal expertise in a specific area is not necessary, as all translations will be reviewed by an attorney prior to being posted on the website. Volunteers can be located anywhere in Illinois, as all work can be conducted over the internet.

Practice areas: Various

Opportunity type: Preparing Education Materials

Volunteer types accepted: Attorney, Paralegal, Law Student, Non-Lawyer Volunteer, Retired Attorney, Government Attorney

Volunteer availability: Business hours, Evenings, Weekends, Short time periods (4 hours or less),

Skills acquired: Writing/Drafting

Skills required: Foreign language proficiency

Contact: Jill Becker, 312-977-9047, jbecker@illinoislegalaid.org

Lawyers' Committee for Better Housing

100 W. Monroe
Suite 1800
Chicago, IL 60603

Phone: 312.347.7600
Fax: 312.347.7604
Website: www.lcbh.org
TTY: 312.347.7603

Lawyers' Committee for Better Housing (LCBH) seeks to increase the availability of safe, decent and affordable housing for people of low and moderate income in Chicago through legal and public advocacy and tenant education. LCBH's Attorney of the Day (AOD) pro bono program enables volunteer attorneys to represent low-income tenants facing wrongful evictions.

General Time Commitment: Volunteers are expected to make a minimum three-hour commitment one morning per month. Volunteers may also elect to take a case from start to finish, which generally requires about 15-20 hours per case. Non-litigation opportunities are also available with time commitments starting at about 3-5 hours.

Process for becoming a volunteer: Volunteer attorneys receive a one-hour training on landlord/tenant law and eviction court procedures. They also receive an extensive training manual that details tenant defenses. Volunteers may schedule a day to shadow the daily eviction court attorney. Ultimately, volunteers may schedule a day to volunteer for the Attorney of the Day program or elect to take a case from start to finish.

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: No

Does the organization provide volunteers with research or clerking services: These services are available if resources allow.

Does the organization provide a licensed attorney to support volunteers: Yes. The eviction court staff attorney and the Pro Bono Coordinator provide support to all volunteers.

Sample Opportunity:

Attorney of the Day Eviction Defense Project

There are approximately 40,000 eviction cases filed every year in Cook County and 95% of pro se defendants are evicted after only a three-minute hearing. This program allows attorneys to volunteer one morning a month in eviction court covering a hearing date on an ongoing LCBH case. LCBH remains the attorney of record and prepares all of the pleadings while the volunteer attorney covers the court call. The program also allows attorneys to take on an entire eviction case, if they prefer. LCBH provides legal support both inside and outside of the courtroom.

Practice areas: Housing, Landlord/Tenant

Opportunity type: Litigation; Non-litigation also available, please inquire.

Volunteer types accepted: Attorney

Volunteer availability: Business Hours

Skills acquired: Trial Skills

Skills required: Basic Legal Knowledge

Training: LCBH provides a one-hour training session on landlord/tenant law and eviction court procedures.

Contact: Caitlin Ewing, Staff Attorney/Pro Bono Coordinator; 312.347.7600, ext. 530, cewing@lcbh.org

Lawyers for the Creative Arts

213 West Institute Place
Suite 403
Chicago, IL 60610

Phone: 312.649.4111
Fax: 312.944.2195
Website: www.law-arts.org

Lawyers for the Creative Arts (LCA) provides pro bono legal services to qualifying individuals and organizations in all areas of the arts and entertainment. Clients include recording artists and musicians, filmmakers, writers, photographers, painters, graphic artists, actors, arts educators, theaters, studios, and more. LCA's volunteer attorneys assist clients with: contracts, business organization, intellectual property protection, licensing, corporate governance, tax, employment, immigration, dispute resolution and litigation. LCA provides not-for-profit and tax exemption assistance and regular training sessions in this area of law.

General Time Commitment: Most matters are short term and transactional, typically requiring 15-30 hours.

Process for becoming a volunteer: Prospective volunteers should complete a registration form at: www.law-arts.org. The website includes an FAQ and various primers, located under the Resource tab.

Does the organization offer malpractice insurance coverage to volunteers: Malpractice insurance is available, on a limited basis, to retired lawyers and corporate lawyers.

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Yes. LCA maintains a library with form books and treatises specific to the art and entertainment industries.

Does the organization provide volunteers with research or clerking services: LCA can pair students or younger lawyers with more experienced lawyers to assist with research.

Does the organization provide a licensed attorney to support volunteers: Yes. There are two licensed full-time attorneys on staff, available to help volunteers. LCA can also suggest board members and other experienced volunteers to provide mentorship.

Sample Opportunities:

Small Business Counseling

Volunteer attorneys assist clients in order to form business entities, including corporations and LLCs. Volunteers gain experience filing articles of incorporation, drafting shareholders or operating agreements, and advising on corporate formalities. In some cases, attorneys advise existing tax-exempt nonprofit corporations.

Practice areas: Corporate

Opportunity type: Transactional Matters

Volunteer types accepted: Attorney, Retired Attorney, Government Attorney

Volunteer availability: Business Hours, Evenings, Weekends

Skills acquired: Case Management, Client Counseling

Skills required: Experience in Subject Matter (corporate practice)

Training: Training is available through staff and mentorship referral

Time Commitment: Assignments often require 10–30 hours, dependent upon the business structure selected and the volunteer's corporate expertise.

Contact: Marci Rolnik, 312.649.4111, mrolnik@law-arts.org

Drafting and Reviewing Contracts

Volunteer attorneys review, revise, draft and/or negotiate art and entertainment contracts. Contract types often include short agreements for clients to protect themselves when creating various art forms or providing services to the public. Contract assignments 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 & Entertainment, Contracts, Employment, Intellectual Property

Opportunity type: Transactional Matters

Volunteer types accepted: Attorney, Retired Attorney, Government Attorney

Volunteer availability: Business Hours, Evenings, Weekends

Skills acquired: Client Counseling, Contract Drafting, Negotiation

Skills required: Experience in Subject Matter (contracts, entertainment law)

Training: Training is available through staff and mentorship referral

Time Commitment: Most matters require 5–25 hours, dependent upon the volunteer's entertainment law expertise and the complexity of the agreements.

Contact: Marci Rolnik, 312.649.4111, mrolnik@law-arts.org

Intellectual Property Protection

Volunteers advise clients regarding intellectual property protection and disputes. Disputed matters often involve evaluating the merits of infringement claims. Transactional matters often involve advising on the best means to protect intellectual property in various disciplines of art and entertainment, including the literary, performing, and visual arts. Time to complete assignments varies according to the type of IP protection sought.

Practice areas: Arts & Entertainment, Copyright, Patent, Trademark

Opportunity type: Transactional Matters, IP Litigation, Mediation/Arbitration

Volunteer types accepted: Attorney, Retired Attorney, Government Attorney

Volunteer availability: Business Hours, Evenings, Weekends

Skills acquired: Client Counseling, Drafting, Negotiation, Trial Skills

Skills required: Experience in Subject Matter (Intellectual Property)

Training: Training is available through staff and mentorship referral

Time Commitment: Time to complete assignments varies according to the type of IP protection sought.

Contact: Marci Rolnik, 312.649.4111, mrolnik@law-arts.org

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. Time spent varies depending on the complexity of the case and willingness of the parties to settle.

Practice areas: Arts & Entertainment, Commercial Litigation

Opportunity type: Litigation, Mediation/Arbitration

Volunteer types accepted: Attorney, Retired Attorney, Government Attorney

Volunteer availability: Business Hours

Skills acquired: Client Counseling, Drafting, Negotiation, Trial Skills

Skills required: Litigation Experience

Training: Training is available through staff and mentorship referral

Time Commitment: Time spent varies depending on the complexity of the case and willingness of the parties to settle.

Contact: Marci Rolnik, 312.649.4111, mrolnik@law-arts.org

Legal Aid Bureau of Metropolitan Family Services

1 North Dearborn Street

10th Floor

Chicago, IL 60602

Phone: 312.986.4200

Fax: 312.986.4016

Website: www.metrofamily.org

TTY: 312.986.4237

Metropolitan Family Services (MFS) is a social service organization with seven community centers in Chicago and the suburbs. The Legal Aid Bureau (LAB) of Metropolitan Family Services, founded in 1886, is a legal services program of MFS. LAB provides free legal services to low-income people in the following areas: family law; elder law; housing law; and consumer law.

General Time Commitment: The time commitment varies depending upon the type of opportunity accepted. Case Assessment/Client Interviews typically requires one afternoon on a regularly scheduled day each week or month. Attorneys accepting simple divorce cases can expect to spend 5–10 hours over a three-month period.

Process for becoming a volunteer: Prospective volunteers should contact LAB's Pro Bono Coordinator. A live or webcast training session (1–2 hours) and training manual are available for Volunteers. Additional training depends on the specific volunteer opportunity and prior experience.

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Yes

Does the organization provide volunteers with research or clerking services: Yes

Does the organization provide a licensed attorney to support volunteers: Yes. Each assigned case has a designated LAB attorney as a mentor and backup.

Sample Opportunities:

Simple Divorce Program

Volunteers may handle a simple divorce case from beginning to end, which is a divorce without children's or complex property issues.

Simple divorces are bite-sized litigation opportunities for attorneys who seek court experience.

Practice areas: Divorce/Separation/Annulment

Opportunity type: Client Intake/Interviewing/Advice, Legal Representation, Litigation

Volunteer types accepted: Attorney, Retired Attorney

Volunteer availability: Business Hours

Skills acquired: Case Management, Client Counseling, Client/Witness Interviewing Motion Practice, Trial Skills

Skills required: Basic Legal Knowledge

Training: 1½ hour training, manual provided

Time Commitment: Approximately 40 hours

Contact: Grace Lim, 312.986.4011,
limg@metrofamily.org

Representation in Landlord/Tenant Cases

Volunteers represent clients in landlord/tenant cases.

Practice areas: Landlord/Tenant

Opportunity type: Client Intake/Interviewing/Advice, Legal Representation, Litigation

Volunteer types accepted: Attorney, Government Attorney Retired Attorney

Volunteer availability: Business Hours

Skills acquired: Case Management, Client/Witness Interviewing, Motion Practice, Trial, Writing/Drafting

Skills required: Experience in Subject Matter or Litigation

Time Commitment: Varies depending on the matter, but typically 20–50 hours

Contact: Grace Lim, 312.986.4011,
limg@metrofamily.org

Representation in Collection Cases

Volunteers represent low-income clients with collections defenses.

Practice areas: Debt Collection & Repossession

Opportunity type: Client Intake/Interviewing/Advice, Legal Representation, Litigation

Volunteer types accepted: Attorney, Retired Attorney

Volunteer availability: Business Hours

Skills acquired: Case Management, Client Counseling, Motion Practice, Negotiating, Trial Skills, Writing/Drafting

Skills required: Experience in Subject Matter or Litigation Experience

Training: Training by staff attorneys may be provided upon request.

Time Commitment: Varies depending on the matter, but typically 20–50 hours.

Contact: Grace Lim, 312.986.4011,
limg@metrofamily.org

Legal Assistance Foundation of Metropolitan Chicago

111 West Jackson Boulevard
Suite 300
Chicago, IL 60604

Phone: 312.341.1070

Fax: 312.341.1041

Website: www.lafchicago.org

TTY: 312.431.1206

Toll Free: 800.824.4050

For 40 years, the Legal Assistance Foundation of Metropolitan Chicago (LAF) has represented hundreds of thousands of Chicago's poorest and most vulnerable men, women and children. LAF has a long history of working with the private bar to help meet the need for civil legal services to Chicago's poor. Attorneys who volunteer for LAF receive the training and support necessary to

provide high-quality representation and are covered by LAF's malpractice insurance. To meet the many diverse needs of our clients, and to take advantage of the experience and interest in the private bar, LAF currently supports a variety of pro bono projects.

General Time Commitment: LAF has a range of volunteer opportunities requiring as little as a few hours to complex litigation requiring substantial time commitments over a period of months. A host of opportunities requiring time commitments between these two extremes are available.

Process for becoming a volunteer: Prospective volunteers should contact Dick Hess, LAF's Volunteer Coordinator, at dhess@lafchicago.org or 312.347.8342. All volunteers are provided training and support in the project they choose.

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Yes

Does the organization provide volunteers with research or clerking services: Yes

Does the organization provide a licensed attorney to support volunteers: Yes. All volunteers work with an experienced LAF attorney who is available to provide support throughout the case or project.

Sample Opportunities:

Children's SSI Termination Project

This Project recruits and trains pro bono attorneys to represent disabled children seeking Supplemental Security Income (SSI) benefits.

Clients are provided representation at both face-to-face meetings and administrative review hearings. This project now includes representation of children at Continuing Disability Review proceedings so that their benefits will not be terminated.

Practice areas: Disability, Public Benefits, Social Security/SSI

Opportunity type: Administrative Hearings, Litigation

Volunteer types accepted: Attorney

Volunteer availability: Business Hours

Skills acquired: Case Management, Client Counseling, Client/Witness Interviewing, Trial Skills

Skills required: Basic Legal Knowledge

Training: LAF provides a three-hour training, substantial written training materials, and staff attorneys to provide guidance.

Time Commitment: Approximately 20–30 hours.

Contact: Dick Hess, 312.347.8342,
dhess@lafchicago.org

Co-counseling in Complex Litigation Matters

Historically LAF has often benefited from co-counseling arrangements with private lawyers in complex cases. LAF seeks partners in handling complex matters for its clients covering a wide range of civil litigation matters at both the trial and appellate levels.

Practice areas: Consumer Law, Housing, Immigration

Opportunity type: Litigation

Volunteer types accepted: Attorney

Volunteer availability: Business Hours

Skills acquired: Appellate Advocacy-Brief Writing, Client Counseling, Client/Witness Interviewing, Depositions, Motion Practice, Negotiating, Trial Skills, Writing/Drafting

Skills required: Experience in Subject Matter

Time Commitment: Varies depending on the matter, but in complex matters such as these, it is often in excess of 100 hours.

Contact: Dick Hess, 312.347.8342,
dhess@lafchicago.org

Food Stamp and Medical Assistance Advocacy Pro Bono Project

This project provides telephone advocacy on behalf of food stamp recipients who are having problems receiving their food stamps and individuals in need of Medicaid. This is an ideal opportunity for an in-house counsel. Cases are faxed or e-mailed to the volunteer attorney, who then calls the client's caseworker and assesses the problem and advocates on behalf of the client. Most of the cases can be resolved in one or two short telephone conversations. For cases that cannot be resolved over the phone, a volunteer has the option of returning the case to LAF for continued representation.

Practice areas: Public Benefits, Social Security/SSI

Opportunity type: Client Interviewing/Intake/Advice, Negotiation

Volunteer types accepted: Attorney

Volunteer availability: Business Hours, Short time periods (four hours or less)

Skills acquired: Client Counseling, Negotiation

Skills required: Basic Legal Knowledge

Training: LAF provides a 90-minute training session and substantial written training materials. Staff attorneys are also available to provide guidance.

Time Commitment: Approximately 1–4 hours.

Contact: Dick Hess, 312.347.8342,
dhess@lafchicago.org

Foreclosure Defense Project

This project is designed to assist senior homeowners who face the possible loss of their home. Volunteer lawyers help clients explore options and obtain resources that can help them stay in their homes. The project also focuses on litigation on behalf of homeowners who have been victimized by predatory practices of home improvement contractors, mortgage brokers and lenders.

Practice areas: Housing

Opportunity type: Litigation

Volunteer types accepted: Attorney

Volunteer availability: Business Hours

Skills acquired: Client Counseling, Client/Witness Interviewing, Negotiation, Trial Skills

Skills required: Significant Experience in Subject Matter or Litigation

Time Commitment: Varies depending on the matter, but these are complex cases that usually range from 40–100 hours.

Contact: Dick Hess, 312.347.8342, dhess@lafchicago.org

Violence Against Women Act (“VAWA”) Project

The immigration provisions of VAWA allow abused spouses and children of U.S. citizens or lawful permanent residents to file for immigration status without relying on their abusers. If approved, the non-citizen spouse may then apply for lawful permanent residency independently. This process of filing for status as an abused spouse or child is called “self-petitioning” or a “VAWA” application. Self-petitions under VAWA are administrative filings with the Bureau of Citizenship and Immigration Services (“CIS,” formerly known as the “INS”). VAWA cases involve helping the client prepare her own affidavit and compiling substantial supporting documents to establish the bona fides of the marital relationship and the abuse suffered. VAWA self-petitioning cases are not litigated in court, but involve substantial client contact.

Practice areas: Immigration

Opportunity Type: Legal Representation

Volunteer types accepted: Attorney, Retired Attorney

Skills acquired: Case Management, Client Intake/Interviewing/Advice, Drafting

Skills required: Basic Legal Knowledge

Training: LAF staff attorneys provide a comprehensive training session on basic immigration law principles and the VAWA provisions. Volunteer attorneys are provided with a comprehensive VAWA Manual with legal articles, sample forms, sample affidavits, and helpful tips. LAF will also assign an experienced attorney to act as a mentor.

Time Commitment: Depending on the complexity of the individual client’s case, a VAWA case generally takes between 20 and 40 hours of attorney time to complete.

Contact: Lisa Palumbo, 312.347.8374, lpal@lafchicago.org

Evening Intake Assistance Project

Volunteers, with LAF attorneys providing backup and support, interview scheduled clients on selected evenings from 5:30–8:00 pm at LAF’s Loop offices. Volunteer attorneys need only commit to the two and a half hours of interviewing, giving advice and brief service to clients when appropriate. However, if they interview a client with a case that interests them, volunteers can choose to either take the case with LAF backup and support or co-counsel the case with an LAF attorney.

Practice areas: Bankruptcy, Civil Rights, Consumer Law, Disability, Employment Law, Family Law, Guardianship & Estates, Health Law, Housing Law, Immigration, Public Benefits, Public Utilities

Opportunity type: Client Interviewing/Intake/Advice, Litigation

Volunteer types accepted: Attorney, Government Attorney, Retired Attorneys

Volunteer availability: Evenings, Short time periods (4 hours or less), In a Group

Skills acquired: Client Interviewing

Skills required: Basic Legal Knowledge

Training: LAF provides a 1–2 hour training session, and staff attorneys are present during the shift.

Time Commitment: 3–5 hours

Contact: Dick Hess, 312.347.8342, dhess@lafchicago.org

U & T Visa Project

Volunteer attorneys, trained and supervised by LAF staff, help immigrant victims of crimes attain protection against deportation, the ability to work legally, and the possibility of becoming a Lawful Permanent Resident (green-card holder) through the U and T visas. These visas are available for victims of crime and human trafficking, respectively. The process of filing a U or T visa is administrative; no in-court appearances are required. The average time spent on a U or T visa case is approximately 3–4 months and requires 2–4 in-person meetings with the client. The vast majority of clients applying for these visas are women and young children.

Practice areas: Immigration

Opportunity Type: Legal Representation

Volunteer types accepted: Attorney, Retired Attorney

Skills acquired: Case Management, Client Intake/Interviewing/Advice, Drafting

Skills required: Basic Legal Knowledge

Training: LAF staff attorneys provide a comprehensive training session on basic immigration law principles and the U & T visa provisions.

Volunteer attorneys are provided with a comprehensive U & T visa Manual with legal articles, sample forms, sample affidavits, and helpful tips. LAF will also assign an experienced attorney to act as a mentor.

Time Commitment: Depending on the complexity of the individual client’s case, a U or T visa case generally takes between 20 and 40 hours of attorney time to complete.

Contact: Lisa Palumbo, 312.347.8374, lpalumbo@lafchicago.org

Pro Se Divorce Clinic

LAF has designed a clinic to assist pro se litigants prepare for court in uncontested dissolution cases. The mission of the clinic is to prepare and organize pro se litigants for court and to relieve court personnel of some of the burdens felt when working with pro se litigants. Separate clinics are conducted for Spanish-speaking clients.

Taught in three sessions, the clinic provides participants with instruction in basic divorce terminology, assistance in the completion of court forms, and information about how to file for divorce. In the second and third sessions, the participants have the opportunity to meet with volunteer family law attorneys, to address individual concerns and to make sure paperwork is completed correctly.

Practice areas: Family Law

Opportunity type: Client Advice

Volunteer types accepted: Attorney, Government Attorney, Retired Attorneys

Volunteer availability: Evenings, Short time periods (4 hours or less), In a Group

Skills acquired: Public Speaking, Basic Legal Experience

Skills required: Basic Legal Knowledge

Training: LAF provides a 1 hour training and staff attorneys are present during the shift.

Time Commitment: 3 hours

Contact: Dick Hess, 312.347.8342, dhess@lafchicago.org

Veterans Rights Project

Volunteer attorneys provide legal assistance to veterans who need help with a variety of legal matters related to their military service.

Practice areas: Veterans Law, Bankruptcy, Civil Rights, Consumer Law, Disability, Employment Law, Family Law, Health Law, Housing Law, Public Benefits

Opportunity type: Client Interviewing/Intake/Advice, Litigation

Volunteer types accepted: Attorney, Government Attorney, Retired Attorneys

Volunteer availability: Business Hours

Skills acquired: Client Interviewing, Negotiation

Skills required: Basic Legal Knowledge

Training: LAF provides training and Veterans Law Project staff attorney provides support.

Time Commitment: 3–5 hours

Contact: Dick Hess, 312.347.8342, dhess@lafchicago.org

National Immigrant Justice Center

208 South LaSalle Street
Suite 1818
Chicago, IL 60604

Phone: 312.660.1370

Fax: 312.660.1505

Website: www.immigrantjustice.org

The National Immigrant Justice Center’s (NIJC) Pro Bono Project provides free legal representation through volunteer attorneys for individuals seeking asylum, immigrant survivors of domestic abuse and other violent crimes, and unaccompanied immigrant minors. NIJC screens its cases extensively to ensure that only those most in need of protection and those with the fewest private resources on which to draw are referred for pro bono representation to attorneys and firms. NIJC’s pro bono project provides training to interested attorneys, pro bono coordinators, and law students, and NIJC continues to provide technical assistance and case support as necessary throughout the life of all referred cases. Attorneys who accept NIJC cases may be assured that they will have ample support and resources from which to draw to facilitate a successful outcome.

General Time Commitment: Variable, depending upon the type of matter accepted.

Process for becoming a volunteer: Prospective volunteers interested in client representation should contact the Pro Bono Coordinator at 312.660.1307.

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: No

Does the organization provide volunteers with research or clerking services: No

Does the organization provide a licensed attorney to support volunteers: Yes. The supervising attorney for relevant case type is available to assist or answer questions.

Sample Opportunities:

Representation in Asylum Cases

Asylum is a form of immigration relief that may be granted to individuals who flee persecution in their home country and arrive in the United States to seek protection. To be granted asylum in the United States, a person must demonstrate that she is unable to return to her home country because of past persecution and/or a well-founded fear of future persecution on account of race, religion, nationality, membership in a social group or political opinion.

NIJC matches volunteer attorneys with clients seeking asylum. Representing an asylum applicant involves producing a comprehensive application that includes the necessary attention to detail in the client's story and the relevant research both of country conditions and of case law. Some asylum seekers are able to file an affirmative application for asylum with the Chicago Asylum Office because they have not yet been placed in immigration court proceedings. Others are apprehended at the border and thus begin the asylum process as a defense to removal in immigration court proceedings. The attorney must work to prepare the client for court proceedings, locate experts and other potential witnesses, and develop comprehensive legal arguments for presentation. Merits hearings before an immigration judge are generally completed in one half-day. Because of scheduling constraints in Chicago's immigration court, most of NIJC's clients have merits hearings scheduled one year or more in the future.

Given the extensive time commitment and expenditure of resources needed for asylum cases, NIJC will carefully evaluate the resources and commitment of the attorney's employer before referring a pro bono case.

Practice areas: Immigration

Opportunity type: Litigation

Volunteer types accepted: Attorney

Volunteer Availability: Business Hours

Skills Acquired: Case Management, Client Counseling, Client/Witness Interviewing, Motion Practice, Trial Skills, Writing/Drafting

Skills Required: Basic Legal Knowledge

Training: NIJC regularly conducts a three-hour training session covering aspects of handling asylum cases and provides extensive written training materials. Attorneys must attend a training session before accepting an asylum case for representation.

Pro bono and legal aid organizations may not always be able to accommodate every interested volunteer right away. When looking for pro bono opportunities, it is important to be patient and flexible. If you have questions or would like assistance getting involved, contact the CBF Pro Bono Support Program at 312.554.8356.

Time Commitment: Affirmative asylum applications are straightforward and typically time-manageable, but can be time-intensive. Most cases will require at least 40 and at most 100 hours of casework to produce a comprehensive application that includes the necessary attention to detail in the client's story and the relevant research both of country conditions and of case law. Defensive asylum applications can require about the same amount of time, but over a one or two year period.

Contact: Pro Bono Coordinator, 312.660.1307, mbaumann@heartlandalliance.org

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. To qualify, an immigrant survivor must be married to a U.S. citizen or Lawful Permanent Resident (LPR), must have suffered physical abuse or emotional cruelty at the hands of her abusive spouse, and must be a person of good moral character. The applicant must present evidence of a bona fide marriage to the U.S. citizen or LPR abuser and must show that she has resided with the abuser.

Under the Victims of Trafficking and Violence Prevention Act (VTVPA), immigrant survivors of violent crimes who have gathered the courage to come forward, report the crime, and assist in its investigation or prosecution can file an application for a U visa to obtain status in the United States. To qualify, an immigrant survivor must have suffered substantial physical or mental abuse resulting from a wide range of criminal activity, include domestic abuse and sexual assault, and have assisted in the investigation or prosecution of the crime.

NIJC matches volunteer attorneys with immigrant survivors of domestic violence and other violent crimes. To prepare a VAWA self-petition or a U visa application, the pro bono

attorney will have to meet with the client on several occasions. VAWA and U visa cases do not require litigation and generally do not have filing deadlines. However, given the vulnerable situation these individuals face, NIJC requests that pro bono attorneys try to file the self-petition or application within three months of accepting the case.

Practice areas: Immigration

Opportunity type: Legal Representation

Volunteer types accepted: Attorney

Volunteer Availability: Business Hours

Skills Acquired: Case Management, Client Counseling, Client/Witness Interviewing, Writing/Drafting, Advocacy

Skills Required: Basic Legal Knowledge

Training: NIJC holds regular 2–3 hour training sessions explaining the self-petition process under VAWA and also provides written training materials. Attorneys must attend a training session before accepting a case for representation.

Time Commitment: Most cases will require approximately 20–30 hours of casework over a few months to produce a comprehensive application that includes the necessary attention to detail in the client's story and the documents in support of the self-petition or application.

Contact: Pro Bono Coordinator, 312.660.1307, mbaumann@heartlandalliance.org

Representation of Immigrant Children

Special Immigrant Juvenile status (SIJS) is a form of immigration relief for children who have been abused, abandoned or neglected. To obtain SIJS, the attorney must petition the state court to issue an order declaring the child a ward of the state and finding that the child has been abused, abandoned, or neglected; that the child qualifies for long-term foster care; and that it is not in the child's best interest to return to his or her country of origin.

NIJC matches volunteer attorneys with unaccompanied immigrant children. To prepare an application for SIJS, the pro bono attorney will have to meet with the client on numerous occasions, prepare the client for court, and develop legal arguments.

Practice areas: Immigration

Opportunity type: Client Intake/Interviewing/Advice, Legal Representation, Litigation

Volunteer types accepted: Attorney

Volunteer Availability: Business Hours

Skills Acquired: Client/Witness Interviewing, Client Counseling, Case Management, Trial Skills, Writing/Drafting, Motions Practice, Advocacy

Skills Required: Basic Legal Knowledge

Training: NIJC regularly holds a 2–3 hour training session that covers the juvenile court and SIJ proceedings, and written materials are also provided. Attorneys must attend a training session before accepting a case for representation.

Time Commitment: Varies depending on the case, but usually ranges from 80–100 hours over about one year.

Contact: Pro Bono Coordinator, 312.660.1307, mbaumann@heartlandalliance.org

“Know Your Rights” Presentations

NIJC conducts regular legal orientation or “Know Your Rights” presentations for individuals, including unaccompanied children, who are currently in federal immigration detention centers to inform them of their rights regarding immigration relief pertaining to their current immigration status. Immediately following the presentation, volunteers will conduct intake interviews of the attendees to determine if NIJC can provide them with representation.

Practice areas: Immigration

Opportunity type: Educating the Public About the Law, Client Intake/Interviewing/Advice, Advocacy

Volunteer types accepted: Attorney, Retired Attorney, Law Students, Paralegals

Volunteer Availability: Business Hours, Evenings, Weekends, Short time periods

Skills Acquired: Public Speaking, Client/Witness Interviewing

Skills Required: Basic Legal Knowledge, Foreign Language (particularly Spanish) Speaking Skills Preferred

Training: NIJC conducts one-hour orientations for volunteers interested in conducting the presentations and may be held prior to the start of the presentation.

Time Commitment: Typically 4–5 hours.

Contact: Pro Bono Coordinator, 312.660.1307, mbaumann@heartlandalliance.org

Statutory Summary Suspension Hearings Pro Bono Panel Attorney Referral Program, The Chicago Bar Association

321 S. Plymouth Ct.
Chicago, IL 60604

Phone: 312.554.2000
www.chicagobar.org

Volunteer attorneys participate in a training course that prepares them to represent indigent persons who have petitioned the Court for the rescission of their driver’s licenses. An indigent person charged with a DUI is represented by a Public Defender in the criminal proceeding and may win that case, but may still lose their license (statutory summary suspension) when they have no representation in the civil matter. Volunteers can help and get priceless courtroom experience at the same time.

General Time Commitment: Typical time commitment varies, but is approximately two hours for the court hearing, plus prep time.

Process for becoming a volunteer: Contact Megan Healy McClung at 312.371.2489 at 312.554.2000 or via e-mail at mhmcclung@ameritech.net

Does the organization offer malpractice insurance coverage to volunteers: Yes

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: The pro bono attorneys will receive all relevant documents (usually 12–15 pages) via fax or email. Space may be made available to meet with client at Daley Center

Does the organization provide volunteers with research or clerking services: The CBA provides free online legal research, available in the CBA book store.

Does the organization provide a licensed attorney to support volunteers: Yes. The CBA has a licensed attorney on hand to answer any question the pro bono volunteer has.

Sample Opportunity:

Representation in Statutory Summary Suspension Cases

The statutory summary suspension program involves representing indigent clients who have had their driver’s licenses summarily suspended because they allegedly refused to take a breathalyzer or drug test or failed the field tests. Assistant Public Defenders (APDs) file civil actions on behalf of the clients, seeking to set aside the summary suspension. The APDs are unable to represent the clients at trial, as this is a civil matter. The cases often turn on whether the stop was lawful (constitutional), the driver refused to take a breathalyzer or drug test, or the driver was properly warned of the consequences of refusing to take a test. The APDs refer only to the program cases that they believe may have merit.

Practice areas: Driver’s Licenses

Opportunity type: Litigation

Volunteer types accepted: Attorney

Volunteer availability: Business Hours

Skills acquired: Case Management, Client Counseling, Motion Practice, Trial Practice

Skills required: Basic Legal Knowledge

Training: Yes. A 3-hour training session is conducted annually, which provides a walkthrough of a case. Written training materials are also provided.

Time Commitment: Cases typically require 5 hours or less, including the hearing itself, which is about 40 minutes to 2 hours

Contact: Megan Healy McClung at 312.371.2489, mhmcclung@ameritech.net

Uptown People’s Law Center

4413 North Sheridan Road
Chicago, IL 60640

Phone: 773.769.1411
Fax: 773.769.2224

The Uptown People’s Law Center represents poor and working people living in Uptown and other similar communities. The Law Center’s biggest areas of practice are landlord/tenant, social security disability, and public benefits. In addition, the Law Center represents prisoners seeking to challenge the way they are treated in prison.

General Time Commitment: Varies with the type of matter undertaken. Cases range from relatively simple administrative hearings to complex federal litigation.

Process for becoming a volunteer: Interested volunteers should contact the Law Center to discuss matters of interest. If a case is not immediately available, the Law Center maintains a contact list of interested attorneys and periodically circulates memos via e-mail describing available pro bono opportunities.

Does the organization offer malpractice insurance coverage to volunteers: No

Are volunteers able to use offices, office equipment, and supplies when handling a pro bono case through this organization: Volunteers can use the Law Center with advance notice; however, most volunteers work from their own offices.

Does the organization provide volunteers with research or clerking services: In limited circumstances

Does the organization provide a licensed attorney to support volunteers: There is one attorney on staff who is licensed to practice law in Illinois who provides support to volunteer attorneys.

Sample Opportunities:

Representation in Prisoner Rights Cases

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

Practice areas: Civil Rights, Prisoner’s Rights

Opportunity type: Litigation

Volunteer types accepted: Attorney

Volunteer availability: Business Hours

Skills acquired: Case Management, Client Counseling, Motion Practice, Trial Practice, Writing/Drafting

Skills required: Trial Practice, Writing/Drafting

Training: The Law Center provides extensive support and training for prisoner’s rights cases. Impact litigation is often (although not necessarily) undertaken with the Law Center as co-counsel.

Contact: Belinda Belcher, paralawyer1@aol.com or Alan Mills, alanmill@aol.com

Representation in Landlord/Tenant Matters

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

Practice areas: Housing

Opportunity type: Litigation

Volunteer types accepted: Attorney

Volunteer availability: Business Hours

Skills acquired: Case Management, Client Counseling, Motion Practice, Trial Practice, Writing/Drafting

Skills required: Basic Legal Knowledge

Training: The Law Center provides extensive support and training for landlord/tenant cases.

Contact: Belinda Belcher, paralawyer1@aol.com or Alan Mills, alanmill@aol.com

Other Pro Bono Opportunities

United State 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 Bench-Bar Liaison Committee and The Chicago Bar Association Bankruptcy and Reorganization Committee. Judges of the Court are responsible for identifying matters in which a party (generally a debtor, but occasionally a creditor) appears to qualify and would benefit from representation.

When a suitable matter is identified, the judge will notify the Clerk of the Court. The Clerk will contact a panel member to obtain representation for the party needing it. The program will be limited strictly to representation in adversary proceedings and contested matters — matters that demand the kind of litigation skills pro se parties lack. No panel member is expected to file a bankruptcy case, complete schedules and similar

forms, or attend a meeting of creditors. The program is also entirely voluntary. Panel members will never be required to accept representation in a particular matter and may decline a request for representation because of a conflict of interest or for any other reason.

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

Seventh Circuit Court of Appeals Volunteer Attorney Panel

The United States Court of Appeals for the Seventh Circuit maintains a volunteer attorney panel for appointments in certain cases before the Seventh Circuit. The Court is continually seeking attorneys to join the panel who have experience, or who have a sufficient support infrastructure from mentors or firm colleagues to handle these complex matters. A majority of these cases are federal criminal appeals in which the previous attorney seeks to withdraw. 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 are not made under the Criminal Justice Act; therefore, appointed counsel provide their services without compensation. The Seventh Circuit, however, will reimburse certain out-of-pocket expenses incurred by appointed counsel up to a maximum of \$1,000.

Attorneys who are interested in handling appeals in the Seventh Circuit should fill out the Volunteer Panel Attorney Questionnaire which can be found on the court's website at www.ca7.uscourts.gov (Click on "CJA Information" then "Volunteer Panel Attorney Questionnaire"). Questions should be directed to Donald J. Wall at 312.435.5805 or don_wall@ca7.uscourts.gov.

Why Should You Do Pro Bono?

It is our ethical obligation as attorneys in Illinois to provide pro bono assistance to persons in need of legal services who cannot afford them. The preamble to the Supreme Court of Illinois Rules of Professional Conduct provides, in pertinent part, as follows:

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

Professional Duty

- 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 30 of this Guide.
- A standing Chicago Bar Association Resolution encourages CBA members to participate in a CBA or CBF recognized pro bono program or

court appointment system resulting in a member representing an indigent client 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.

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 a certain perspective that is sometimes lost in our fast-paced practice.
- Doing your part to help those who need it is rewarding.

Professional Development

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

Community Improvement

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

Questions to Ask Before You Take a Pro Bono Case/Project

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. You should ask 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 meritorious case or project?

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

Will the program assign me a case that matches my expertise, interests, and timing 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?

The program should offer a variety of support mechanisms and training to its volunteer lawyers including all or some of the following:

Legal Support

- Substantive law and procedural training
- 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 Agency and Its Clientele

- Handbooks with program policies and staff contact information
- Information concerning clientele of the agency
- Client sensitivity training

Malpractice Insurance & Administrative/Logistical Assistance

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

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. Others maintain a fund to cover the same, while others allow the volunteer to pay these 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 it is establishing between the program, a client and a volunteer, which 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, which should be reflected in a written retainer agreement.

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

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

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

A pro bono program should maintain regular communications with its program volunteers through periodic follow-ups 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 numbers 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 pro bono coordinator to transfer the case to another attorney, if possible. Most importantly, in all situations, communicate with the legal aid pro bono program about your new position and 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.

In Addition to Donating Legal Services, What Else Can You Do to Support Pro Bono and Legal Aid Organizations?

Lawyers in the Chicago area help make our nation's promise of equal access to justice a reality in our community by investing their time and money and using their influence to advance this cause. Each one of these three distinct and complementary contributions is necessary to ensure equal access to justice. Below are some of the additional ways that lawyers can support pro bono and legal aid organizations consistent with the CBF's Statement of Principles for Lawyers, discussed on page 2 of this Guide.

Financial Support

Financial support for legal aid and pro bono organizations is essential. Due to a long-term underinvestment in our pro bono and legal aid system, tens of thousands of less fortunate individuals continue to lack access to legal assistance that is often critical to their safety and independence. In addition to doing pro bono work, attorneys can help bridge this gap by making personal contributions to pro bono and legal aid organizations, public interest law organizations and The Chicago Bar Foundation. Attorneys should explore if their firm or corporations have a matching program to leverage their contribution.

Advocacy Efforts

In addition to pro bono, attorneys can help strengthen the accessibility of the justice system by advocating for adequate government funding to support the legal aid system and for other policies to make the legal system accessible to all people, not just those who can afford it. Equal access to justice is central to our democratic society and integral to the effective functioning of our justice system. Lawyers can use their

individual and collective influence to advocate that all levels of government support the justice system through the appropriation of adequate funds and the development of other policies that make the legal system more accessible.

Support Public Interest Law Internships and Fellowships

The Public Interest Law Initiative (PILI) sponsors law student internships at area legal aid organizations and coordinates summer fellowships for new associates. PILI Internships and Fellowships, along with internships and fellowships sponsored by other organizations, serve a dual purpose: they supply legal aid and public interest organizations with much-needed assistance through the aid of law students and recent graduates; and they expose law students and newer attorneys to the critical role of public interest law organizations, often forming the basis for a long-term relationship between the intern or fellow and the host organization. The CBF also provides significant funding for a number of fellowships and scholarships that have made it possible for a growing group of committed attorneys to pursue careers in legal aid.

Training and Professional Development

Through the pro bono efforts of Chicago's legal community and other partners, the CBF Legal Aid Academy provides needed training and professional development opportunities for legal aid attorneys in and around Chicago. You can help by inviting legal aid attorneys to your firm trainings or by preparing and presenting a customized training for legal aid attorneys. Contact Kelly Tautges at 312.554.8356 or ktautges@chicagobar.org to get involved with the Academy.

Board Service

Attorneys can join boards of legal aid and public interest law organizations.

Educational Support

Attorneys can help teach community educational seminars, and draft educational pamphlets.

Build Awareness of the Cause

Attorneys can volunteer in a variety of ways to help build awareness of the cause, including teaching young people about the law through the Lawyers in the Classroom or Street Law programs, or mentoring law students who are interested in pro bono and public service.

Furniture, Computers, Books, etc.

Attorneys can recycle rather than dispose of their furniture, office equipment, or other legal resources by donating them to a legal aid or public interest law organization.

Administrative Support

Attorneys can donate secretarial, paralegal, printing, IT, and marketing/public relations assistance.

For more information about how you can support pro bono and legal aid through any of these areas or about the Chicago Bar Foundation's Statement of Principles for Lawyers contact The Chicago Bar Foundation at 312.554.1204.

Illinois Supreme Court Pro Bono Reporting Rule

Background: In 2006, the Supreme Court of Illinois adopted a pro bono reporting requirement for attorneys licensed in Illinois. The Comments to the amended Rule 756(f) underscore that the requirement is intended to serve as an annual reminder to Illinois lawyers that pro bono legal service is an integral part of a lawyer's professionalism.

Summary of the Rule

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

Supreme Court Rule 756(f) contains a broad definition that illustrates four distinct ways in which lawyers can use their unique training, experience and skills to help the public on a pro bono basis. Under the rule, "pro bono legal services" include (a) legal services to a person of limited means; (b) legal services to an organization designed to address the needs of persons

of limited means; (c) legal services to certain charitable, religious, civic, or community organizations; and (d) pro bono training intended to benefit legal service organizations or lawyers who provide pro bono services. According to Rule 756(f), "persons of limited means" are not only those persons with household incomes below the federal poverty standard but also those persons frequently referred to as the "working poor."

The rule also encourages attorneys to make financial contributions "to an organization that provides legal services to persons of limited means or which contributes financial support to such an organization." Attorneys can make contributions to The Chicago Bar Foundation (www.chicagobarfoundation.org), which provides financial support to a broad range of pro bono and legal aid and public interest law organizations in the Chicago area, as well as directly to one of the many outstanding pro bono and legal aid organizations serving our community (visit www.chicagobarfoundation.org for a current list). Attorneys outside of the Chicago area can find more information on www.IllinoisProBono.org.

Compliance with Rule 756(f)

The new reporting requirement consists of two questions that have been added to the annual Illinois ARDC registration form. All attorneys must respond to both questions, even if they did not perform any pro bono work or make a qualified monetary contribution in the preceding 12 months.

Question 1: Pro Bono Legal Services.

- Attorneys who did not perform any pro bono work in the preceding 12 months should check the "No" box on Question 1 and state whether the attorney is prohibited from providing legal services because of his or her employment.
- Attorneys who did perform pro bono work in the preceding 12 months should check the "Yes" box on Question 1 and identify the number of hours within each category of legal services listed.

Question 2: Monetary Contributions.

- Attorneys who did not make a monetary contribution to an organization that provides legal services to persons of limited means or that contributes money to such an organization should check the "No" box on Question 2.
- Attorneys who did make a monetary contribution within the preceding 12 months should check the "Yes" box and identify the approximate amount of the contribution.

Penalty for Noncompliance

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

Illinois Supreme Court Pro Bono Rules for Retired, Inactive and Corporate Counsel

Background: On July 1, 2008, amendments to Illinois Supreme Court Rules 716 and 756 went into effect that give retired and inactive attorneys as well as corporate attorneys with limited admission status the ability to provide on a pro bono basis critical legal assistance to vulnerable and disadvantaged people who would otherwise be shut out of our justice system. The ARDC posted to its website (www.iardc.org) the forms that organizations ("sponsoring entities") and pro bono attorneys must complete in order to perform pro bono work under the amended Rules.

In a nutshell, Rules 716 and 756 provide that retired, inactive and in-house attorneys with limited admission status may do pro bono work — work without charge or expectation of a fee — for individuals of limited means or charitable, civic, community or other similar groups

The rules also include safeguards to ensure that clients are receiving high quality legal services and that the legal profession is adequately protected

Retired, inactive or corporate counsel who would like to practice under these rules must do three things:

- Provide pro bono services under the auspices of a sponsoring entity, which is defined as "a not-for-profit legal services organization, governmental entity, law school clinical program or a bar association providing pro bono services."
- Register their pro bono participation, along with verification from the sponsoring entity, with the ARDC on an annual basis; and

- Participate in any trainings required by the sponsoring entity.

For more information about these Rules, visit www.chicagobarfoundation.org. The forms required to register under these rules and additional information is available at www.iardc.org.

A

Access Living
115 W. Chicago Avenue
Chicago, IL 60610
312.640.2100
www.accessliving.org

AIDS Legal Council of Chicago
180 N. Michigan Ave. Suite 2100
Chicago, IL 60601
312.427.8990
www.aidslegal.com

C

Cabrini Green Legal Aid
740 N. Milwaukee Avenue
Chicago, IL 60642
312.738.2452
www.cgla.net

CARPLS (Coordinated Advice and Referral Program for Legal Services)
17 North State Street
Suite 1850
Chicago, IL 60602
312.738.9200
www.carpls.org

Center for Conflict Resolution
11 E. Adams St., Suite 500
Chicago, IL 60603
312.922.6464
www.ccrchicago.org

The Center for Disability & Elder Law
79 W. Monroe, Suite 919
Chicago, IL 60603
312.376.1880
www.probonocdel.org

Center for Economic Progress — Tax Clinic
29 East Madison Street
Suite 900
Chicago, IL 60602
312.252.0280
www.economicprogress.org

Centro Romero
6216 N. Clark St.
Chicago, IL 60660
773.508.5300
www.centroromero.org

Chicago Coalition for the Homeless — Law Project
1325 South Wabash, Suite 205
Chicago, IL 60605-2521
312.435.4548
www.chicagohomeless.org

Chicago Lawyers' Committee For Civil Rights Under Law
100 N. LaSalle St., Suite 600
Chicago, IL 60602
312.630.9744
www.clccrul.org

Chicago Legal Advocacy for Incarcerated Mothers (CLAIM)
70 East Lake Street
Suite 1120
Chicago, IL 60601-5959
312.675.0912
www.claim-il.org

Chicago Legal Clinic, Inc.
2938 E. 91st St.
Chicago, IL 60617
773.731.1762
www.clclaw.org

Chicago Volunteer Legal Services (CVLS)
100 N. LaSalle St., Suite 900
Chicago, IL 60602
312.332.1624
www.cvls.org

Community Economic Development Law Project
100 N. LaSalle Street, Suite 600
Chicago, IL 60602
312.939.3638
www.cedlp.org

Constitutional Rights Foundation Chicago
407 S. Dearborn St., Suite 1700
Chicago, IL 60605
312.663.9057
www.crfc.org

E

Equip for Equality
20 N. Michigan Avenue, Suite 300
Chicago, IL 60602
312.341.0022
www.equipforequality.org

Evanston Community Defender
1123 Emerson Street, Suite 203
Evanston, IL 60201
847.492.1410

F

Family Defense Center
725 S. Wells #702
Chicago IL 60607
312.356.3202
www.familydefensecenter.net

First Defense Legal Aid
111 N. Wells, Suite 308A
Chicago, IL 60610
773.434.4162
www.first-defense.org

H

Health & Disability Advocates
205 W. Monroe St., 3rd FL
Chicago, IL 60606
312.223.9600
www.hdadvocates.org

I

Illinois Legal Aid Online
17 N. State St., Suite 1590
Chicago, IL 60602
312.977.9047
www.illinoislegalaionline.org

L

Lake County Bar Foundation Volunteer Lawyers Program
(through Prairie State Legal Services)
325 West Washington Street
Suite 100
Waukegan, IL 60085
847.662.6925
www.pslegal.org

Land of Lincoln Legal Assistance Foundation, Inc.
Administrative Office
8787 State St., Suite 101
East St. Louis, IL 62203
618.398.0958
www.lollaf.org

Lawyers' Committee for Better Housing
220 S. State St., Suite 1700
Chicago, IL 60604
312.347.7600
www.lcbh.org

Lawyers for the Creative Arts
213 W. Institute Pl., Suite 403
Chicago, IL 60610
312.649.4111
www.law-arts.org

Legal Aid Bureau of Metropolitan Family Services
One N. Dearborn, 10th Floor
Chicago, IL 60602
312.986.4200
www.metrofamily.org

Legal Assistance Foundation of Metropolitan Chicago
111 W. Jackson Blvd., 3rd Floor
Chicago, IL 60604
312.341.1070
www.lafchicago.org

N

National Immigrant Justice Center
208 S. LaSalle St., Suite 1818
Chicago, IL 60604
312.660.1370
www.immigrantjustice.org

P

Prairie State Legal Services (Administrative Office)
975 North Main St.
Rockford, IL 61103
815.965.2134
www.pslegal.org

R

Roger Baldwin Foundation of the ACLU of Illinois
180 N. Michigan Ave., Suite 2300
Chicago, IL 60601
312.201.9740
www.aclu-il.org

S

Sargent Shriver National Center on Poverty Law
50 East Washington, Suite 500
Chicago, IL 60602
312.263.3830
www.povertylaw.org

Statutory Summary Suspension Hearings Pro Bono Panel Attorney Referral Program, The Chicago Bar Association
321 S. Plymouth Court
Chicago, IL 60604
312.554.2000
www.chicagobar.org

U

Uptown People's Law Center
4413 N. Sheridan
Chicago, IL 60640
773.769.1411

W

Will County Legal Assistance Program
5 E. Van Buren St., Suite 310
Joliet, IL 60432
815.727.5123
www.willcolegalaid.org

The Chicago Bar Association Pro Bono Resolution Updated and Reaffirmed by the CBA Board of Managers, October 16, 2008

WHEREAS, equal access to justice is central to our democratic society, integral to the effective functioning of our justice system, and a critical part of the safety net for vulnerable members of our community; and

WHEREAS, a recent statewide legal needs study sponsored by The Chicago Bar Association, The Chicago Bar Foundation and other bar groups found that tens of thousands of less fortunate individuals continue to lack access to legal assistance that is often critical to their safety and independence, forcing them to resolve complex legal problems on their own, including domestic violence, divorce, child custody, evictions, mortgage foreclosures and the physical and financial abuse of the elderly; and

WHEREAS, there are fewer than 300 legal aid attorneys to serve the Chicago area's more than one million low-income residents; and

WHEREAS, while thousands of attorneys in Illinois have made a laudable commitment to providing pro bono services and making financial contributions to legal aid organizations, the study demonstrates that a huge unmet need for legal assistance remains for the low-income and disadvantaged Chicagoans who are in the most critical need of the protections of our legal system; and

WHEREAS, Illinois Supreme Court Rule 756(f) underscores that lawyers have a special professional obligation to ensure that our justice system is accessible to everyone; and

WHEREAS, The Chicago Bar Association is committed to increasing pro bono legal services and funding for the legal aid system through its charitable affiliate, The Chicago Bar Foundation; and

WHEREAS, increased pro bono services and financial contributions to the pro bono and legal aid system can significantly expand the availability of legal services for low-income persons.

THEREFORE, it is resolved by The Chicago Bar Association that:

1. The Chicago Bar Association formally reaffirms its commitment and resources to increasing pro bono legal services for low-income and disadvantaged residents in the Chicago area and financial contributions to the legal aid system; and
2. The Chicago Bar Association adopts a suggested standard for each of its members (other than members employed as staff attorneys for legal aid organizations or by government agencies that are prohibited from performing other legal services) to perform or support pro bono legal services by taking the following actions:
 - a. Participate for a minimum of 50 hours in pro bono activities consistent with Illinois Supreme Court Rule 756(f) which include providing without fee or expectation of fee:
 - i. Legal services to a person of limited means;
 - ii. Legal services to an organization designed to address the needs of persons of limited means;
 - iii. Legal services to charitable, religious, civic or community organizations in furtherance of their organizational purposes; and
 - iv. Pro bono training intended to benefit legal aid organizations or lawyers who provide pro bono services; and .
 - b. Contribute a minimum of \$250 or the equivalent of two billable hours, whichever is greater, per year to support the legal aid system by contributing to (1) the CBA's charitable affiliate, The Chicago Bar Foundation, which provides grants and other support to legal aid and pro bono organizations

in the Chicago area; (2) an organization which has as its principal purpose the provision of free or low-cost legal services to low-income and disadvantaged residents of the Chicago area; and/or (3) an organization which provides free or low-cost legal services to nonprofit organizations addressing the needs of low-income persons; and

c. Support advocacy efforts at the federal, state, and local levels dedicated to ensuring adequate funding for legal aid and access to justice.

3. Each CBA member employed as a staff attorney of a legal aid organization or by a government agency or the judiciary should cooperate with and facilitate pro bono service by attorneys.

4. The Chicago Bar Association will continue to offer a Pro Bono Support Program through The Chicago Bar Foundation to assist CBA members with questions about how to satisfy this resolution.



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

(312) 554-1204
www.chicagobarfoundation.org

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

See www.IllinoisProBono.org for
more information about pro bono
opportunities, trainings and
other resources.