



# THE LEGAL AID SOCIETY'S 2015-2016 ANNUAL CLE PRO BONO TRAINING PROGRAM



**The Legal Aid Society** is proud to present its annual training series for attorneys interested in participating in The Society's Pro Bono Program.

The trainings cover diverse aspects of the Society's practice including: Administrative Hearings and Appeals, Community Economic Development, Prisoners' Rights, Criminal Law, and General Civil Practice. Outstanding faculty from The Legal Aid Society and the private bar are experts in their fields of practice.

Participating Attorneys may attend every session of interest. Training is without charge, but space is limited and priority is given to law firms whose generosity makes this program possible and who partner with The Legal Aid Society to provide pro bono legal services to low-income New Yorkers. These seminars also are open to *Attorney Emeritus* lawyers who are transitioning from a full-time legal practice or have retired and wish to contribute their time and expertise on behalf of low-income New Yorkers. Attorneys who attend one or more of the sessions are expected to undertake the pro bono representation of one or more Legal Aid Society clients over the course of the next year. Additional information about The Legal Aid Society and its Pro Bono Practice can be found on our website, [www.legal-aid.org](http://www.legal-aid.org).

Please complete the Registration Form included in this brochure and return by email to Rosemary Hare-Bey, Pro Bono Coordinator, at [rharebey@legal-aid.org](mailto:rharebey@legal-aid.org). Unless specifically noted, each training session listed below provides two hours of Mandatory Continuing Legal Education Credit ("CLE"), including *Bridge the Gap*. All participants will be enrolled as members of Pro Bono Net's [NYC Pro Bono Center](#) unless we are informed otherwise.

Pre-enrollment is required for all trainings. Your participation in each training will be confirmed by Rosemary Hare-Bey upon receipt of the registration form. For each session registration will be between 6:00 - 6:30 p.m., unless otherwise noted. The program will immediately follow, concluding at 8:30 p.m. **Space is limited at each session, so please RSVP as early as possible to ensure participation.**



## 2015-2016 Calendar of Events

### DECEMBER

Tuesday, December 8, 2015      Not-For-Profit Incorporation.....4

### JANUARY

Wednesday, January 13, 2016      Intellectual Property for Micro-Entrepreneurs.....4

Thursday, January 21, 2016      Housing Preservation Actions.....3

Wednesday, January 27, 2016      Negotiating a Commercial Lease.....5

Thursday, January 28, 2016      How to Draft a Will for Low-Income Seniors.....4

### FEBRUARY

Thursday, February 4, 2016      Special Immigrant Juvenile Status.....3

Wednesday, February 10, 2016      Advising Micro-Entrepreneur.....5

Monday, February 22, 2016      Enforcing Federal Wage Claims for Low-Income Workers...3

### MARCH

Tuesday, March 1, 2016      Employment Law for Nonprofits.....6

Thursday, March 3, 2016      Article 78 Proceedings: Briefing and Arguing Appeals From  
Administrative Hearings.....3

Wednesday, March 9, 2016\*      Small Businesses In Distress: Bankruptcy and Other  
Alternatives.....6

Monday, March 14, 2016      Counseling the Small Nonprofit.....5

\*Seminar will take place in the morning from 8:30 AM to 10:30 AM



## Appeals

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### Article 78 Proceedings: Briefing and Arguing Appeals From Administrative Hearings

**Rescheduled Date: Thursday, March 3, 2016**

Hosted by Dechert LLP

1095 Avenue of the Americas, New York, NY 10036

Gain the knowledge to litigate an appeal of an administrative decision in State Supreme Court and the Appellate Division. Participants will learn to draft legal pleadings, memoranda, conduct oral argument, and perfect an appeal. These proceedings are the last avenues of redress for many of Legal Aid's clients who have lost government benefits or public housing.

Faculty Chair: Ellen Davidson, Esq., Civil Practice

*CLE Credit: 2 credits total; 1 hour of professional practice/practice management and 1 hour of skills. This program provides transitional credit for newly admitted attorneys.*

## Immigration Law

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### Special Immigrant Juvenile Status

**Thursday, February 4, 2016**

Hosted by Latham & Watkins LLP

885 Third Avenue, New York, NY 10022

Learn how to help obtain lawful immigration status for undocumented NY youth who have suffered from abuse, abandonment, or neglect. The training will focus on Special Immigrant Juvenile Status ("SIJS"), providing an overview of the laws and institutions involved in SIJS, and guidance for pro bono lawyers working with undocumented youth.

Faculty Chairs: Cristina Romero, Esq., Civil Practice and Kathleen Maloney, Esq., Civil Practice

*CLE Credit: 2 credits total; 1 hour of professional practice/practice management and 1 hour skills. This program provides transitional credit for newly admitted attorneys.*

## Housing Law

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### Housing Preservation Actions

**Thursday, January 21, 2016**

Hosted by Cahill Gordon & Reindel LLP  
80 Pine Street, New York, NY 10005

Learn to initiate and litigate proceedings on behalf of tenants whose landlords willfully refuse to provide the most basic of services, including heat and hot water during the winter. The session will address the drafting of pleadings, pre-litigation research, how to obtain evidence, and strategies for effectively litigating the action to a successful conclusion. Cases provide an excellent opportunity to engage in settlement conferences and hearings.

Faculty Chairs: Magda Rosa-Rios, Esq., and Sateesh Nori, Esq., Civil Practice

*CLE Credit: 2 credits total; 1 hour of professional practice/practice management and 1 hour skills. This program provides transitional credit for newly admitted attorneys.*

## Employment Law

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### Enforcing Federal Wage Claims for Low-Income Workers

**Monday, February 22, 2016**

Hosted by Arnold & Porter LLP  
399 Park Avenue, New York, NY 10022

Learn how to pursue unpaid wage, minimum wage, and overtime pay claims for low wage workers under the Federal Fair Labor Standards Act and New York State Labor Law. This session will give an overview of the claims available under Federal and State law; discuss special issues such as protecting immigrant workers in wage and hour litigation and pursuing claims under a joint employment theory; and train participants to bring and conduct litigation for low wage workers seeking redress for unpaid or underpaid wages.

Faculty Chairs: Karen Cacace, Esq., Civil Practice

*CLE Credit: 2 credits total; 1 hour of professional practice/practice management, .5 skills and .5 hour ethics. This program provides transitional credit for newly admitted attorneys.*



## Elder Law

### How to Draft a Will for Low-Income Seniors

Thursday, January 28, 2016

Hosted by Skadden, Arps, Slate, Meagher & Flom LLP

4 Times Square, New York, NY 10036

Learn how to draft a will for seniors with small estates. Attendance at this session will prepare you to interview the client, assess the information collected, and draft the appropriate documents.

Faculty Chair: Barbara Lawrence Esq., Skadden, Arps, Slate, Meagher & Flom LLP

**CLE Credit:** 2 credits total: 1 hour of professional practice/practice management and 1 hour skills. This program provides transitional credit for newly admitted attorneys.



## Community Economic Development

### Not-for-Profit Incorporation

Tuesday, December 8, 2015

Hosted by Debevoise & Plimpton LLP

919 Third Avenue

New York, NY 10022

Acquire expertise in incorporating not-for-profit entities and securing their federal tax-exempt status. The faculty will cover basic due diligence by attorneys to learn about an organization prior to drafting any documents, preparation of the not-for-profit charter and bylaws, and application to the IRS for tax exempt recognition.

Faculty Chairs: Seth L. Rosen, Esq., Debevoise & Plimpton LLP; Rhea F. Gordon, Esq., American Museum of Natural History; David A. Stein, Esq., Withers Bergman LLP; Susan Chase, Esq., Civil Practice

**CLE Credit:** 2 credits total: .5 hour of professional practice/practice management, .5 hour skills, and 1 hour ethics. This program provides transitional credit for newly admitted attorneys.

### Intellectual Property for the Micro-Entrepreneur

Wednesday, January 13, 2016

Hosted by Fitzpatrick, Cella, Harper & Scinto

1290 Avenue of the Americas

New York, NY 10104

Learn basic principles of copyright, trademark, trade secret, and patent law, with emphasis on how micro-entrepreneurs should be advised as they develop their business ideas and confront the need to protect their own intellectual property assets and avoid infringing the intellectual property rights of others. The session will include discussion of the advantages of timely registration, practicalities of various search options, strategies for obtaining federal registration, and issues raised when the micro-entrepreneur's business includes an online presence.

Faculty Chairs: Ha Kung Wong, Esq., Jessica Hiney, Esq., and Elizabeth F. Holowacz, Esq., Fitzpatrick, Cella, Harper & Scinto

**CLE Credit:** 2 credits total: 1 hour of professional practice/practice management and 1 hour skills. This program provides transitional credit for newly admitted attorneys.



### **Negotiating a Commercial Lease**

**Wednesday, January 27, 2016**

Hosted by Winston & Strawn LLP  
200 Park Avenue  
New York, NY 10166

Acquire knowledge to negotiate and draft commercial leases. This seminar will focus on basic terms and conditions of a model commercial lease.

Faculty Chairs: William Lang, Esq., Brian Smetana, Esq., Winston & Strawn LLP, Rolando Gonzalez, Esq., Civil Practice

CLE Credit: 2 credits total: 1 hour of professional practice/practice management and 1 hour skills. This program provides transitional credit for newly admitted attorneys.

### **Advising Micro-Entrepreneurs**

**Wednesday, February 10, 2016**

Hosted by Schulte Roth & Zabel LLP  
919 Third Avenue  
New York, NY 10022

Attain an overview of the available business structures for the formation of a micro business, including the advantages and disadvantages of using a corporation, partnership, limited liability company and sole proprietorship. The session will highlight the legal issues surrounding business structures as well as shareholder, employment, and other similar agreements involved in the formation and operation of a micro business and will provide practical guidance for managing the Micro-entrepreneur client relationship.

Faculty Chairs: Frank Steinherr, Esq., Schulte Roth & Zabel LLP; Rolando Gonzalez, Esq., Civil Practice

CLE Credit: 2 credits total: 1 hour of professional practice/practice management, .5 hours of skills and .5 hours of ethics. This program provides transitional credit for newly admitted attorneys.

### **Counseling the Small Nonprofit Organization**

**Monday, March 14, 2016**

Hosted by Kaye Scholer LLP  
250 West 55<sup>th</sup> Street  
New York, NY 10019

Counsel for an existing nonprofit organization must be aware of the wide variety of legal and business compliance obligations confronted by its clients. This program will cover the essentials of counseling the small to medium-sized nonprofit organization, including: good governance best practices; fiduciary duties of the board of directors; annual reporting to the IRS and the Charities Bureau; and legally-compliant fundraising. In addition, participants will learn to use a nonprofit compliance checklist, a tool that helps nonprofits and their attorneys to keep track of the sometimes bewildering range of nonprofit organization compliance obligations. This seminar is well-suited to anyone who has completed the Not-for-Profit Incorporation CLE or who has equivalent experience.

Faculty Chairs: Alison King, Esq., Kaye Scholer LLP, Susan Chase, Esq., Civil Practice

CLE Credit: 2 credits total: 1.5 hours of professional practice/practice management and .5 hour skills. This program provides transitional credit for newly admitted attorneys.





**Employment Law for Nonprofits  
and Small Businesses**

**Tuesday, March 1, 2016**

Hosted by Patterson Belknap Webb & Tyler LLP  
1133 Avenue of the Americas  
New York, NY 10036

This seminar provides an overview of best practices in employment law for counsel representing nonprofit organizations and low-income small businesses. These nonprofits and small businesses must adopt employment policies that are fair, understood by all employees, and that minimize disputes and litigation. Topics covered will include: hiring and termination; employee evaluation and discipline; the proper classification of employees and independent contractors; and wage and hour laws; and exempt versus nonexempt employees. Special issues involving nonprofit organizations will also be examined, including the proper use of volunteers and the payment of stipends.

Faculty Chairs: Adam Pinto, Esq., and members of Employment Law Group, Patterson Belknap Webb & Tyler LLP

CLE Credit: 2 credits total: 1.5 hours of professional practice/practice management and .5 hour skills. This program provides transitional credit for newly admitted attorneys.

**Small Businesses In Distress:  
Bankruptcy and Other Alternatives**

**Wednesday, March 9, 2016**

**8:30 AM to 10:30 AM**

Hosted by Weil, Gotshal & Manges LLP  
767 Fifth Avenue, New York, NY 10153

Obtain the knowledge to assist low-income small businesses - corporations, partnerships, or sole proprietorships - faced with financial distress due to loss of a lease, sustained business slowdown, financing issues, or an unforeseen disaster, by analyzing the relevant circumstances and weighing the potential courses of action. While the session is focused predominantly on filing for bankruptcy relief and using the protections afforded under the Bankruptcy Code, the session also includes a discussion of other key actions by which low-income business owners might salvage or, if necessary, wind down their companies. These include out-of-court workouts, assignments for the benefit of creditors, winding up under state law, and obtaining financing from the Small Business Administration.

Faculty Chairs: Marcia Goldstein, Esq., Alfredo Perez, Esq., Ronit Berkovich, Esq., Abigail Lerner, Esq., Candace Arthur, Esq., and Debra McElligott, Esq., Weil, Gotshal & Manges LLP; Peter Laurinaitis, Managing Director, and Mark Buschmann, Managing Director, Blackstone Restructuring Group.

CLE Credit: 2 credits total: 2 hours of professional practice/practice management. This program provides transitional credit for newly admitted attorneys.



# Registration Form

**Name:**

**Law Firm/Affiliation:**

**Address:**

**Email:**

**Telephone:**

Not-for Profit Incorporation  
Tuesday, December 8, 2015

Article 78 Proceedings  
Rescheduled Date: Thursday, March 3,  
2016

Intellectual Property for the Micro-  
Entrepreneur  
Wednesday, January 13, 2016

Housing Preservation Actions  
Thursday, January 21, 2016

Negotiating a Commercial Lease  
Wednesday, January 27, 2016

Special Immigrant Juvenile Status  
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Monday, February 22, 2016

Counseling the Small Nonprofit  
Monday, March 14, 2016

Small Businesses In Distress:  
Bankruptcy and Other Alternatives  
Wednesday, March 9, 2016

Employment Law for Nonprofits  
Tuesday, March 1, 2016

How to Draft a Will for Low-Income  
Seniors  
Thursday, January 28, 2016

*The Legal Aid Society has been certified by the New York State Continuing Legal Education Board as an Accredited Provider of continuing legal education and of pro bono CLE in the State of New York.*

Please complete and email to Rosemary Hare-Bey, Pro Bono Coordinator, at [RHarebey@legal-aid.org](mailto:RHarebey@legal-aid.org).

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