



PRO BONO HANDBOOK FOR
VOLUNTEER LAWYERS AND LAW
FIRMS

Pro Bono Work at The Legal Aid Society

Policies and Procedures Handbook

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Policies and Procedures for Pro Bono Work

I The Legal Aid Pro Bono Practice

Welcome to the Pro Bono Practice of The Legal Aid Society, the nation's oldest and largest provider of legal services to low income families and individuals. You are joining a distinguished group of law firms and volunteers who partner with Legal Aid in ensuring that poverty is not a barrier to obtaining legal justice in New York City.

The current pro bono projects are described in Exhibit A and on the Legal Aid website at www.legal-aid.org. Developed by Legal Aid lawyers in conjunction with David Weschler, Attorney-in-Charge of the Pro Bono Practice, and Marlene Halpern, Supervising Attorney for Pro Bono, these projects reflect the unique breadth and scope of Legal Aid's Civil, Criminal, and Juvenile Rights Practices as well as the integration of pro bono counsel in nearly every area of Legal Aid's representation. This dynamic collaboration delivers pro bono assistance to many of Legal Aid's most vulnerable groups of clients – young children, disabled children and adults, senior citizens, immigrants facing deportation, domestic violence survivors, inmates brutalized by prison staff, persons with HIV/AIDS, low-wage and unemployed workers, families on the brink of eviction, and others. The pro bono work embraces an extraordinary range of professional opportunities: trial and appellate, administrative law, corporate, civil, juvenile rights, and criminal.

This handbook contains important information for handling Legal Aid pro bono matters. It will assist you in the delivery of quality legal services and enrich your professional experience. Please read the manual carefully and refer to it, as necessary, while working on

cases. We appreciate and look forward to your participation.

II. Pro Bono Opportunities and Case Assignments

- A. Law Firm Pro Bono Projects. Legal Aid's Pro Bono Practice is organized around distinct legal projects established at participating law firms. Projects described in [Exhibit A](#) often originate in discussions where Legal Aid attorneys express the need to obtain pro bono assistance to fulfill critical legal needs of clients in the area of the lawyers' expertise. Formulating a pro bono project with Mr. Weschler and Ms. Halpern includes defining the scope of the pro bono representation, determining the kinds of cases for pro bono assignment, preparing a CLE training program and manual, and providing case mentoring and other support.

Throughout the year, Legal Aid meets with Pro Bono Committees and Pro Bono Liaisons at participating law firms to learn more about their current pro bono activities and discuss the broad range of Legal Aid's pro bono projects and cases. Firms also invite Legal Aid to meetings with associates and partners who are interested in asking questions and learning about the Legal Aid pro bono program. Legal Aid lawyers describe pro bono opportunities in their fields of practice, often highlighting the pro bono areas the firm recognized as being of particular interest.

Mr. Weschler and Ms. Halpern meet as well with the leadership of several new firms each year, identifying pro bono projects with Legal Aid that strengthen the firms' overall programs – for example, establishing a First Year Associate Program, concentrating on cases for non-litigators, and so on. We would be glad to meet with your firm. Please contact [Ms. Halpern](#) to set up a meeting.

A law firm interested in establishing a new project makes a

commitment to Legal Aid to organize a critical mass of its attorneys, to represent a specific number of Legal Aid clients annually, and to provide partner leadership. The Legal Aid lawyers who developed the model become the mentors for the firm's new project. They customize a CLE training program and assign cases in consultation with the coordinating partner. Their continuity in mentoring aids the volunteer attorneys in learning the practice and developing effective case strategies – valuable training and skill-building that also benefit Legal Aid clients. Mr. Weschler and Ms. Halpern continue in a collaborative role with the Pro Bono Liaison in establishing the new project, supporting existing projects, and strengthening the panoply of the firm's pro bono activities with Legal Aid.

- B. Individual Case Assignments. Cases that do not lend themselves to a law firm pro bono project usually are assigned through Legal Aid's liaison network. Descriptions of available pro bono cases are compiled periodically by Ms. Halpern. She emails case lists to the Pro Bono Liaisons at law firms actively participating in Legal Aid's pro bono program.

Training materials relevant to the types of cases that may be assigned individually as discussed above can be found in the Library section of the [NYC Pro Bono Center](http://www.probono.net/ny/nyc/library) website, <http://www.probono.net/ny/nyc/library>. Co-hosted by Legal Aid and the City Bar Justice Center (the legal services arm of the New York City bar), the NYC Pro Bono Center site was launched as part of Pro Bono.Net in order to provide volunteer lawyers throughout New York with access to pro bono practice materials, information about volunteer opportunities, CLE training programs, and related pro bono information. The site requires registration; it provides a brief

application form to submit in order to receive full online access.

- C. Pro Bono Support. All pro bono referrals are made on behalf of Legal Aid's clients, who have been screened by our attorneys for legal merit and financial eligibility. In the overwhelming majority of cases, Legal Aid continues as Attorney of Record, and law firms and their attorneys serve as Of Counsel. The "Of Counsel" arrangement means that the law firm does not formally appear on papers as counsel of record. That, however, does not affect the status of responsibility of the Participating Attorney as attorney for the client, and the Participating Attorney is subject to all the ethical obligations owed to that client. Other arrangements may be used in particular cases, including affirmative litigation matters in which Co-Counsel arrangements predominate. A Legal Aid attorney remains on the case as a mentor until final disposition. All volunteers handling Legal Aid cases are covered by Legal Aid's professional liability coverage.
- D. Affirmative Litigation Cases. Complex affirmative litigation, which develops professional skill sets and serves the public good, is a highly sought-after pro bono opportunity. Legal Aid co-counsels new cases with a participating firm, which assumes responsibility for the expenses of the litigation. The retainer agreement between Legal Aid and the participating law firm addresses this and other issues governing the co-counsel relationship.

III. Law Firm Participation

- A. Law Firm Approval. Before accepting a case, Participating Attorneys must first check for conflicts with firm clients and may need to prepare a new matter memo or

take other internal steps. If there is a Pro Bono Liaison with Legal Aid at the firm, please contact that person about how to proceed.

B. Letter of Engagement; Costs. Acceptance of a Legal Aid pro bono matter establishes an attorney-client relationship with the Legal Aid client. For representation of individuals (other than juveniles) in civil matters, the terms of the relationship are set forth in the Legal Aid Letter of Engagement (“Engagement Letter”) signed by the client, attached hereto as [Exhibit B](#) (1). To avoid the need for a law firm to send its own form of engagement letter to a Legal Aid pro bono client, Legal Aid designed the Engagement Letter to address concerns of law firms in accepting pro bono matters by prescribing a defined scope of legal services, the payment of reasonable costs, and the right to terminate the relationship for cause. The letter also articulates the confidential nature of the attorney-client relationship and the law firm’s ability to represent adverse parties and interests consistent with ethical principles. The Engagement Letter endeavors to express these complex issues in plain English as well in Spanish and other languages spoken by our clients. Because an individual client may engage Legal Aid before a law firm is assigned to such matter, the Engagement Letter is written to cover any law firm that may become involved with the matter. Once a law firm is involved, Legal Aid sends the client a letter advising him or her of the involvement of the law firm; the client then returns a signed copy of that letter to Legal Aid as an acknowledgement of the law firm’s participation in his or her matter. The costs that typically would be incurred in a

(1) The Legal Aid Engagement Letter applies to representation of individuals in civil cases. Criminal and juvenile rights matters are assigned to Legal Aid by the courts. Legal Aid and law firms view their attorney-client relationship in those cases as having been set by the court in making the judicial assignment to Legal Aid. In addition, a different retention arrangement may apply for matters involving the representation of not-for-profit entities.

matter, including publication costs in an adoption or matrimonial case or the fees for taking a deposition, are the responsibility of the law firm. In accepting a Legal Aid matter, the law firm is agreeing to the above provisions and to the Engagement Letter serving as the sole retainer agreement for the matter.

- C. Forma Pauperis Order. Most of Legal Aid's clients are eligible to proceed as poor persons, eliminating some litigation costs. In an unusual case, potential costs may arise that are not covered by a Forma Pauperis order and are substantially higher than what might be considered reasonable expenses for a matter of that nature. If the law firm is unwilling to be responsible for such expenses, please contact Mr. Weschler or Ms. Halpern to discuss the issue before incurring such expenses.

IV. Pro Bono Commitment to Legal Aid Clients

The Participating Attorney assumes the primary role in developing the case, drafting necessary documents, and conducting any hearing or trial. The attorney's responsibility is to serve a pro bono client with the same dignity and respect shown to any other client of the firm while providing zealous representation as required by the Code of Professional Responsibility. This should entail the Participating Attorney seeking the advice and guidance of a partner or counsel at his or her firm on significant strategic decisions, as well as before filing papers with the court or arguing the matter in court. Legal Aid expects that the Participating Attorney's firm will treat the client's matter as a firm matter.

Withdrawal from a case prior to completion seriously compromises the representation. A client shares aspects of his/her personal life and depends upon the Participating Attorney for consistent counsel. Finding substitute volunteer counsel mid-stream is often difficult, and Legal Aid does not have the resources to handle previously assigned cases. If

withdrawal becomes necessary, please notify your firm's Pro Bono Liaison so that re-assignment can be done within the firm, and notify the supervising Legal Aid attorney and either Mr. Weschler or Ms. Halpern as soon as possible.

V. *Working on Your Pro Bono Case*

- A. Receiving Case Materials and Scheduling Initial Client Interview. When a case is assigned, the case file containing client information, case facts, and relevant papers collected at the screening interview is duplicated and sent to the Participating Attorney. The Participating Attorney also is sent a copy of this Handbook and contact information on the Legal Aid mentor for the case. Training materials in many of the substantive areas of our practice also are available on Pro Bono.Net, <http://www.probono.net/ny/nyc/library/>. After reviewing the case file, the Participating Attorney will contact the Legal Aid mentoring attorney, who is indicated in the assignment materials, regarding the case. Together, they will coordinate scheduling the initial interview between the Participating Attorney and the client and will discuss additional materials that will assist the volunteer in learning the subject area, including online access to relevant CLE training manuals.
- B. Initial Client Interview. The interview is generally conducted at the originating Legal Aid office, which is the place most accessible to the client, has available interpreters, and offers the Participating Attorney and Legal Aid staff an opportunity to meet and discuss case strategy prior to, or immediately following, the interview. A list of Legal Aid offices including addresses, telephone numbers, and directions can be found at <http://www.legal-aid.org/en/findus/locations.aspx>.

The Participating Attorney should seek to establish an appropriate attorney-client relationship, listening generously and learning as much as possible about the matter before advising the client about the applicable law and proposed actions. Often there are new facts or additional papers that Participating Attorneys will want to share with their Legal Aid counterparts before finalizing case strategy and advising their clients about next steps.

The attorney-client relationship thus established, Participating Attorneys schedule subsequent meetings directly with their clients. These may be held at the Legal Aid office (provided the Legal Aid mentor is notified beforehand to insure the availability of office space and presence of an interpreter) or at the law firm. Participating Attorneys must provide their clients with their name, firm address, and telephone number, and should confirm the best way to communicate with the client.

- C. CLE Pro Bono Training Program. Legal Aid annually presents training sessions for attorneys interested in volunteering in Legal Aid's pro bono program. More than 20 sessions, hosted by participating firms, cover diverse aspects of the pro bono program. Each session typically provides two hours of Mandatory Continuing Legal Education Credit (CLE), including Bridge the Gap. A copy of Legal Aid's 2007-2008 Training Program for Volunteer Attorneys is [Exhibit C](#) in the Appendix. Future Training Program calendars will be located on the Legal Aid website, at <http://www.legal-aid.org/en/getinvolved.aspx>, as well as on Pro Bono.net, in the NYC Pro Bono Center Calendar, found at <http://www.probono.net/ny/nyc/calendar/>.

While these sessions – conducted by an outstanding faculty from Legal

Aid and the private bar – offer valuable training, they are not prerequisites to accepting a pro bono matter from Legal Aid. There is no charge for the trainings. The expectation is that those attending will accept a pro bono case within the following months. For your reference, manuals as well as an increasing number of webcasts of the training sessions are available on the NYC Pro Bono Center website, <http://www.probono.net/ny/nyc/library/>.

- D. Working Relationships with Legal Aid Staff. The Legal Aid mentor is generally the lawyer who initially screened the case. The attorney is experienced in the relevant field of practice and can aid the volunteer in becoming a more knowledgeable advocate. Participating Attorneys are expected to provide the Legal Aid mentor with copies of all pertinent Court papers and to check with the mentor on major strategy decisions before resolving cases. Unless there is a specific understanding to do so, Legal Aid attorneys generally do not participate in Participating Attorneys' interviews with clients or make court appearances.
- E. Noting Appearances and Other Practice Information. Appearances should be noted as follows:

Steven Banks, Attorney-in-Chief of The Legal Aid Society
Name of Legal Aid Attorney, Esq., Of Counsel.
Name of Participating Attorney, Esq., Of Counsel
The Legal Aid Society
Name of Legal Aid Office
Office Address

On court papers and correspondence, it is advisable to add:

Please address correspondence to:
Name of Participating Attorney, Esq.
Firm Name
Firm Address
Firm Tel. No.

Court papers are filed on Legal Aid's blue backs or on plain backs with the above appearance. Correspondence should be either on Legal Aid or law firm stationery. Volunteers are also required to conform to their law firm's procedures for tracking pro bono hours.

VI. Appreciation and Recognition

Clients are truly appreciative of your providing them critically needed legal counsel when their homes, livelihoods, family stability, health, and basic rights are at stake. You join more than a thousand Participating Attorneys who annually deliver legal services on behalf of Legal Aid's low-income clients – an important civic contribution to all New Yorkers and to maintaining trust and confidence in the legal system.

- A. Obtaining CLE Credit for Pro Bono Representation of Legal Aid Clients. As an accredited Pro Bono CLE Provider, Legal Aid is pleased to offer volunteers the opportunity to receive CLE credit for representation of Legal Aid clients. You may apply for credit by completing the Affirmation ([Exhibit D](#)) in the Appendix. CLE regulations regarding CLE credit for pro bono work can be found at <http://www.nycourts.gov/attorneys/cle> (click on Pro Bono Information).

- B. Pro Bono Awards and Law Firm Recognition Ceremony. Participating Attorneys are providing effective assistance in an overwhelming percentage of cases. Each year Legal Aid recognizes the most outstanding contributions of individual lawyers and law firms to the cause of equal justice. We have been fortunate to have the presence of the Chief Judge of the State of New York, Judith S. Kaye, who

presents the awards. A list of the 2007 awardees and the work for which they are honored is included as [Exhibit E](#) in the Appendix.

VII. Other Important Information

- A. Contacting Legal Aid. If you need to contact Ms. Halpern Mr. Weschler, or Katie Nijadlik, the Pro Bono Administrator, please contact them as follows:

David W. Weschler, Esq.
The Legal Aid Society
Address: 199 Water Street, New York, New York 10038
Phone: (212) 577-3300
Fax: (212) 809-4806
Email: DWWeschler@legal-aid.org

Marlene Halpern, Esq.
The Legal Aid Society
Address: 199 Water Street, New York, New York 10038
Phone: (212) 577-3300
Fax: (212) 509-8432
Email: MIHalpern@legal-aid.org

Katie Nijadlik
The Legal Aid Society
Address: 199 Water Street, New York, New York 10038
Phone: (212) 577-3919
Fax: (212) 509-8432
Email: KANijadlik@legal-aid.org

- B. Helpful Internet Links.

<http://www/legal-aid.org> (Legal Aid's website)

<http://www.probono.net/nycprobono> (NYC Pro Bono Center's website)

<http://www.nycourts.gov/attorneys/cle> (information about obtaining CLE credit for pro bono activities)

Thank you for serving as a Participating Attorney.



THE LEGAL AID SOCIETY *PRO BONO* PRACTICE

Description of *Pro Bono* Projects

I. JUVENILE RIGHTS PRACTICE

“Kathryn A. McDonald Education Advocacy Project” -- Early Intervention and Pre-School Special Education Project for Foster Children (Law Firm Project)

Pro bono counsel in our Kathryn A. McDonald Education Advocacy Project represents New York’s foster children to secure social and educational resources that can be critical for their healthy development and educational success. Volunteer counsel engages in multiple levels of legal advocacy to document needed services, negotiate an appropriate service plan, monitor its lawful implementation, and represent the child’s interests at an administrative hearing.

Special Immigrant Juvenile Status Cases (Law Firm Project)

Volunteer attorneys provide legal assistance necessary for undocumented foster children to obtain “Special Immigrant Juvenile Status” before they reach majority and face the risk of deportation. Counsel compiles the extensive documentation required, prepares a comprehensive and persuasive petition, and appears before the United States Citizenship and Immigration Services in order to secure the adjusted status.

Juvenile Delinquency Representation Project (Law Firm Project)

Law firms are matched with Juvenile Rights Practice trial offices to represent children in Family Court accused of acts of Juvenile Delinquency. *Pro bono* attorneys act as counsel from the initial intake stage through disposition of the case. They participate in client interviews, investigations, motions, conferences, settlement discussions, and act as counsel at trial and disposition.

Juvenile Rights Appeals (Law Firm Project)

Pro bono counsel serves as appellate lawyers for abused and neglected foster children to ensure they obtain permanent homes. The volunteers perfect the appeal in order to sustain the trial court’s determination that generally is the final legal step for commencement of an adoption proceeding. *Pro bono* attorneys also serve as appellate counsel for children under the age of sixteen accused of juvenile delinquency acts.

Juvenile Rights Paralegal Project (Law Firm Project)

Pro Bono paralegals, working primarily from their offices, serve as virtual paralegals to Legal Aid attorneys to assist adolescent foster children in securing permanency plans that support their successful transition to independent living. The volunteers conduct interviews and obtain records, participate in service plan review meetings, confirm the status of court-ordered services, and monitor agency compliance with court directives. This important paralegal work facilitates the provision of post-foster care housing and benefits to these young adult clients, and helps ensure that they become economically independent and psychologically prepared to leave foster care.

Trusts & Estates Assistance for Children

Legal Aid attorneys periodically require the expertise of *pro bono* trusts and estates attorneys when the child they are representing receives an inheritance or an award in a personal injury matter. In some cases, the Legal Aid lawyer seeks advice. In others, *pro bono* counsel may be needed to represent the child in settling an estate, create a trust for the child, or represent a relative to be appointed guardian of the child's property. *Pro bono* attorneys may volunteer to handle specific proceedings or to be available as an advisor on an as-needed basis.

Juvenile Rights Trial Attorney

The mainstay of the Juvenile Rights Practice is the extensive trial work on behalf of abused and neglected children and children who are the subject of delinquency and Person in Need of Supervision petitions. These cases typically involve motion practice, discovery, court conferences, client and witness interviews and preparation as well as a bench trial. Cases often involve more than one client and may involve settlement discussions with parent and city attorneys. Commitment to trial work requires dedicated time spent in one of the practice's five borough trial offices as well as the availability to work on specific case matters as they arise.

Other Kind of Matters Assisting the Rights of Children

Volunteer Attorneys seeking to assist children may be interested in the many *pro bono* opportunities arising from Legal Aid's extensive representation of indigent children in our Civil Practice. These include enforcing children's rights to federal entitlements, to safe, permanent homes, and to permanent residency in the United States.

II. CRIMINAL PRACTICE

Rockefeller Re-Sentencing Project (Law Firm Project)

Pro bono attorneys represent inmates who initially were sentenced to an indeterminate life term in prison for A-I and A-II felonies under the harshly punitive Rockefeller drug laws, and now have the opportunity to apply for re-sentencing under current law. *Pro bono* representation ensures that inmates eligible to apply for long-awaited relief from the Rockefeller laws receive competent, vigorous advocacy.

Criminal Appeals (Law Firm Project)

Volunteer attorneys help to combat delayed justice by serving as *pro bono* co-counsel with Legal Aid on criminal appeals. Volunteer counsel handles all stages of the appeal: reviewing the record, working with the client, writing the brief, and arguing the case in the Appellate Division.

Post Release Supervision Project (Law Firm Project)

The Legal Aid Society partners with law firms to assist with the representation of former inmates either who have been re-incarcerated for failure to comply with non-judicially imposed Post Release Supervision (PRS) or who unnecessarily are serving such a period. Although the Second Circuit in *Earley v. Murray* held that PRS is a nullity unless imposed by the sentencing judge, numerous former inmates have been arrested and thrown back in jail for violating the terms of administratively imposed PRS and an even greater number needlessly report and are at risk of possible violation and re-incarceration.

III. CIVIL PRACTICE

ECONOMIC JUSTICE INITIATIVES

Low-Income Taxpayer Advocacy

Pro bono attorneys represent low-wage taxpayers in IRS proceedings to obtain Earned Income Tax Credits, innocent spouse relief, and classification as employees, and to settle collection cases. Relief frequently enables low-income workers to remain above the poverty line and in the work force.

Predatory Lending Project

Pro bono attorneys based at the Queens Neighborhood Office provide direct representation and advice to victims of unlawful lending practices in the mortgage and consumer credit industries. Volunteer lawyers assist clients on legal issues concerning mortgage foreclosure, deed theft and fraud, debt collection, identity theft, and restraining notices.

Employment Law

Volunteer counsel represents low-wage and immigrant workers who have been unfairly denied unemployment insurance or Family and Medical Leave Act benefits, or been unjustly fired, had back wages withheld illegally, or been denied employer insurance or pension benefits. Immigrant clients, in particular, face unique problems in securing their legal rights stemming from a fear of deportation and linguistic and other barriers.

Housing and Community Development

Transactional lawyers provide invaluable *pro bono* assistance to low-income non-profit organizations, low-income start-up businesses, and low-income housing cooperatives in New York City's poorest neighborhoods. The representation of non-profits groups brings educational and social services to our neediest communities, while micro enterprise and housing development assistance create local jobs and economic activity, and contribute to long-term community stability.

INDIVIDUAL RIGHTS INITIATIVES

Immigration Law

Volunteer lawyers represent low-income immigrants in deportation, exclusion, removal, and asylum cases involving a wide range of legal issues. Clients frequently are long-time permanent residents who have committed a crime many years ago, but now are working, raising families, and are integrated into their communities. Volunteer counsel asserts their viable claims to remain in this country based upon fear of torture and persecution in their native country and their family ties in the U.S.

Disability Advocacy and other Benefits

Pro bono attorneys secure critical benefits for physically and mentally disabled children and adults at administrative hearings before the Social Security Administration. Many of these clients suffer from a debilitating illness such as kidney failure, severe cardiac disease, vision and hearing limitation, depression, or dementia. They are eligible for, but have been denied or terminated from, disability, retirement or other benefits under the Supplemental Security Income (SSI) or Social Security (OASDI) programs, often forcing them onto the welfare rolls.

Elder Law: Brooklyn Office for the Aging

Pro bono lawyers help to meet the immense need of indigent senior citizens for legal representation – preventing unlawful evictions, obtaining essential medical care, securing necessary government benefits, or providing trusts and estates assistance. Defending seniors in proceedings by creditors is particularly crucial by removing liens on bank accounts containing exempt Social Security benefits used to pay rent, food, and other essentials.

Family Law

Volunteer lawyers represent domestic violence survivors to secure orders of protection, custody of their children, child and/or spousal support, and termination of abusive marriages. Frequently, clients are battered immigrant women whose status is derived from their abuser. *Pro bono* counsel proceeds to adjust these clients' lawful immigration status independent of their abuser through use of Violence Against Women's Act (VAWA) self-petitions and battered spouse waivers. The representation assists immigrant battered women to end domestic violence, achieve economic self-sufficiency, and increase family stability.

HIV/AIDS Representation

As new drug regimens extend the lives and improve the medical condition of our clients living with HIV/AIDS, *pro bono* representation has broadened to include government benefits, family law, consumer law, estate planning, and other general civil matters, as well as AIDS-specific issues.

Homeless Prevention

Pro bono counsel helps to prevent homelessness by defending tenants in New York City Housing Authority (NYCHA) administrative hearings who are threatened with eviction, often based upon the antisocial conduct of a child or grandchild or the failure of public assistance to pay the rent.

Housing Preservation Project (Law Firm Project)

The *Pro Bono* Housing Preservation Project Housing ensures that tenants have habitable apartments free from rodents, leaks, and other dangerous conditions. Housing Court proceedings are initiated against landlords who willfully refuse to provide heat and hot water during winter, or cure building code violations that threaten tenants' life, health, or safety and continued occupancy. Litigation includes a post-judgment contempt practice. Volunteer lawyers also bring enforcement proceedings in Civil Court to compel private landlords to correct hazardous building conditions and charge lawful rents, and in appropriate circumstances apply for appointment of an administrator to manage badly deteriorated buildings.

Trusts and Estates

Pro bono counsel is enlisted to create trusts for foster children who receive an award in a personal injury matter or receive an inheritance. Volunteer counsel may represent a child in an estate administration or represent a relative of the child in a proceeding for guardianship of the child's property.

Pro bono attorneys also prepare simple wills for low income elderly clients and administer small estates of deceased spouses or other family members. The representation protects the limited assets of these vulnerable New Yorkers and helps them to achieve peace of mind by settling their affairs.

IV. LAW REFORM PRACTICE

Law firms and their attorneys serve as *pro bono* co-counsel with Legal Aid to address city-wide systemic legal problems which deprive thousands of indigent New Yorkers of subsistence benefits or fundamental rights.

Often Legal Aid and co-counsel document the abrogation of statutes, court orders, or the U.S. or State Constitutions, and are successful in obtaining redress without recourse to litigation. On other occasions, commencing litigation pursuant to federal or state procedural rule is required in order to secure appropriate relief.

V. EXTERNSHIPS

Several law firms sponsor externship programs at Legal Aid in which an entering or mid-level associate works on a full-time *pro bono* basis at a Legal Aid site, generally for four months, and then is replaced by another associate who rotates to Legal Aid. Externships have proven to be a particularly valuable and efficient *pro bono* program. At present, the law firms of Fried, Frank, Harris, Shriver & Jacobson LLP, Skadden, Arps, Slate, Meagher & Flom LLP, and Milbank, Tweed, Hadley & McCloy LLP sponsor externs.

VI. HELEN L. BUTTENWIESER SENIOR ATTORNEY PROJECT

The Buttenwieser Senior Attorney Project enlists retired and soon to retire lawyers at law firms and corporations to serve part-time at a Legal Aid office or to handle a portfolio of *pro bono* cases working out of their firm, corporation, or home office. As the current generation of senior partners and counsel begins to retire over the next several years, it is envisioned these extremely experienced lawyers will become an increasingly significant *pro bono* resource.

Pro Bono Letter of Engagement

[On Legal Aid Letterhead]

[Name and Address of Client]

Dear [Client]:

This letter will explain the terms of the legal services ("**Legal Services**") that The Legal Aid Society ("**Legal Aid**") has agreed to perform for you.

Description of Legal Services:

[Describe services]

These Legal Services are the only services Legal Aid has agreed to provide to you. At this time, Legal Aid is not agreeing to represent you in any appeals in this matter. If you want Legal Aid to represent you in any appeals or on any other matter, you and Legal Aid will need to sign a new, separate agreement.

Law Firm Assistance: Legal Aid often asks law firms in New York City for help representing Legal Aid clients who are not able to afford an attorney. Legal Aid may ask a law firm for help providing the Legal Services to you. If a law firm agrees to represent you and work with Legal Aid to provide the Legal Services, Legal Aid will promptly notify you in writing, and the parts of this letter referring to "the Law Firm" will apply to that law firm.

No Charge for Legal Services: Legal Aid and the Law Firm will not charge you for any attorneys' fees relating to the Legal Services. Legal Aid or the Law Firm will pay the reasonable expenses for the Legal Services, including photocopying, mailing, faxing, and telephone charges. If, however, you have a right to have another party pay your attorneys' fees or expenses, Legal Aid or the Law Firm may try to have that other party pay your attorneys' fees or expenses. Any of your fees or expenses paid by another party would be paid to Legal Aid or the Law Firm and not to you.

Waiver of Conflicts: The Law Firm is likely to be a large law firm that represents many types of clients in many different kinds of matters. By signing this letter, you agree that, even though it will be representing you in this case, the Law Firm remains free to represent any present or future client of the Law Firm that may be opposed to you as long as that other representation does not require the Law Firm to use any confidential information that it learned in representing you and does not affect its representation of you.

Attorney-Client Relationship: By signing this letter, you will be entering into an attorney-client relationship with Legal Aid and any Law Firm that assists Legal Aid in providing the Legal Services. The information you give to Legal Aid or the Law Firm about your case, and any advice given by Legal Aid or the Law Firm to you, is confidential. Confidential information cannot be given out or used as evidence in a legal proceeding without your permission. If, however, you or anyone else give out that confidential information or advice to another person – even by mistake – your right to keep that information or advice confidential may be lost.

Withdrawal from Representation: If you no longer want Legal Aid or the Law Firm to perform the Legal Services for you, you must notify them in writing. Under some circumstances, Legal Aid or the Law Firm may decide to stop performing the Legal Services for you. For example, this might happen if you do not honor the terms of this letter, if Legal Aid or the Law Firm finds it cannot represent you adequately due to your lack of cooperation, or if Legal Aid and the Law Firm cannot get in touch with you to discuss your case after several attempts to reach you. It might also occur if something happens that Legal Aid or the Law Firm believes would make continuing to represent you unlawful or unethical. If Legal Aid or the Law Firm chooses to withdraw, you agree to take all steps necessary (including signing documents) to free Legal Aid or the Law Firm of any further obligation to perform Legal Services. In some cases, Legal Aid or the Law Firm may be required to get the permission of the judge to stop representing you.

Even if Legal Aid and the Law Firm no longer represent you, this letter will remain effective. This letter explains the entire agreement that Legal Aid and the Law Firm have with you about the Legal Services. Any changes to this letter can only be made in an agreement that is signed by you, Legal Aid, and the Law Firm.

Please read this letter carefully. If you have any questions about this letter or the Legal Services, please contact _____ at Legal Aid at [insert phone number]. If you agree that this letter correctly describes the Legal Services and the terms and conditions of them, please sign a copy of this letter in the space provided below and return that signed copy to Legal Aid.

[SIGNED BY LEGAL AID]

I HAVE READ THIS LETTER AND AGREE TO ITS TERMS AND CONDITIONS. I HAVE RECEIVED A COPY OF THIS LETTER FOR ME TO KEEP:

Name of Client:

Date:



THE LEGAL AID SOCIETY PRO BONO PRACTICE

2007-2008 PRO BONO TRAINING PROGRAM FOR VOLUNTEER ATTORNEYS

The Legal Aid Society is presenting its annual training sessions for attorneys interested in participating in the Society's Pro Bono Program.

The training sessions will be conducted at participating law firms beginning November 8, 2007 and continuing through March, 2008. They cover diverse aspects of the Society's practice: children's rights, administrative hearings and appeals, immigration law, community economic development, prisoners' rights, family law, HIV/AIDS representation, low income taxpayers' rights, and general civil practice. The outstanding faculty from Legal Aid and the private bar are experts in their fields of practice. Participating Attorneys may attend every session of interest. Training is without charge, but attorneys who attend one or more of the sessions are expected to undertake the pro bono representation of one or more Legal Aid clients by the end of September 2008. Please complete the Registration Form included in this brochure and return it by E-mail or fax. "How to" materials and applicable legal forms will be provided at each program.

Each training session listed below generally provides two hours of Mandatory Continuing Legal Education Credit ("CLE"), including Bridge the Gap. Additionally, unless we are informed otherwise, all participants will be enrolled as members of the NYC Pro Bono Center, www.probono.net/nycprobono, a new online resource. This site provides pro bono attorneys access to training materials, news, case opportunities, and other valuable pro bono resources across a wide range of substantive areas.

Registration will be between 6:00 - 6:30 P.M. The program immediately will follow, concluding at 8:30 P.M. unless otherwise noted. **SECURITY PROCEDURES MAKE PRE-REGISTRATION ESSENTIAL.**

We look forward to an exciting and valuable Pro Bono Training Program that will enhance Legal Aid's partnership with your firm.

David W. Weschler
Attorney-in-Charge, Pro Bono Practice
dwweschler@legal-aid.org

Marlene Halpern
Supervising Attorney, Pro Bono Practice
mihalpern@legal-aid.org

PROGRAM SCHEDULE

ALL SESSIONS ARE 6:00 - 8:30 P.M.
REGISTRATION: 6:00- 6:30; CLE SEMINAR: 6:30-8:30 P.M.

CHILDREN'S RIGHTS

Early Intervention and Preschool Special Education for Foster Children

Kathryn A. McDonald Education Advocacy Project

Tuesday, December 4, 2007

Hosted by Cahill Gordon & Reindel LLP

80 Pine Street, New York, NY 10005

Develop the ability to access critical educational/developmental services for young children ages 0-5 who are the subjects of abuse and neglect proceedings in the New York City Family Courts. The session will include an overview of the Early Intervention Program and the preschool special education system, a discussion of the barriers interfering with children's access to available services while they are in foster care, and an explanation of how to advocate to overcome these obstacles.

Faculty Chair: Cara Chambers, Esq., Juvenile Rights Practice

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

CRIMINAL LAW LITIGATION

Criminal Appeals

Monday, December 10, 2007

Hosted by Shearman & Sterling LLP

599 Lexington Avenue, New York, NY 10022

Acquire the knowledge to represent criminal defendants in the Appellate Division. This seminar will focus on the procedural and substantive law underlying criminal appeals. Attendance will enable volunteers to represent Legal Aid's clients under the supervision of the Criminal Appeals Bureau.

Faculty Chair: David Crow, Esq., Criminal Defense Practice

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

Reclamation of Seized Property

Thursday, January 17, 2008

Hosted by Paul, Weiss, Rifkind, Wharton & Garrison LLP

1285 Avenue of the Americas, New York, NY 10019

Learn the fundamentals of representing persons whose property has been seized by the New York City Police Department. The session will cover the substantive law of forfeiture, the process of obtaining prompt administrative review, and how to pursue CPLR Article 78, replevin and damage actions.

Faculty Chair: Steve Wasserman, Esq., Criminal Defense Practice

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

PRISONERS' RIGHTS

Prisoners' Civil Litigation in Federal Court

Tuesday, January 8, 2008

Hosted by Davis Polk & Wardwell

450 Lexington Avenue, New York, NY 10017

Learn the basics of representing prisoners in civil rights litigation in federal court, including proper defendants, immunity issues, relationship of § 1983 and habeas corpus, and navigating the Prison Litigation Reform Act.

Faculty Chairs: John Boston, Esq., Prisoners' Rights Project, and Betsy Ginsberg, Esq., NYU Law School.

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.

The Law of Prisoners' Rights

Tuesday, January 15, 2008

Hosted by Davis Polk & Wardwell

450 Lexington Avenue, New York, NY 10017

Learn the substantive law applied in prisoners' civil rights litigation, including claims of cruel and unusual punishment, denial of due process, violation of other substantive constitutional rights, the Americans with Disabilities Act and the Religious Land Use and Institutionalized Persons Act. Faculty Chairs: John Boston, Esq., Prisoners' Rights Project, and Betsy Ginsberg, Esq., NYU Law School.

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

Representation of Abused Prisoners

Wednesday, March 19, 2008

Hosted by O'Melveny & Myers LLP

7 Times Square, New York, New York 10036

Acquire the knowledge to represent inmates in prison brutality litigation. This seminar will focus identifying and obtaining relevant government documents; analyzing factual and relevant legal issues; and taking and defending depositions.

Faculty Chairs: Jonathan Chasan, Esq. and Mary Lynne Werlwas, Esq., Prisoners' Rights Project

CLE Credit: 2 credits total: 2 hours of skills. This program provides transitional credit for newly admitted attorneys

ADMINISTRATIVE HEARINGS AND APPEALS

New York City Housing Authority

Monday, November 19, 2007

Hosted by Cadwalader, Wickersham & Taft LLP

One World Financial Center, New York, NY 10281

Learn to represent public housing residents where the New York City Housing Authority is seeking to terminate tenancy due to alleged breach of lease or the Authority's rules and regulations. This session will give an overview of the substantive and procedural law, and train participants to engage in fact-finding and document discovery, prepare witnesses, and conduct direct and cross examination.

Faculty Chair, Susan Gibson O'Gara, Esq., Civil Practice

CLE Credit: 2 credits total: .75 hour of professional practice/practice management, .75 hour skills and .5 ethics. This program provides transitional credit for newly admitted attorneys.

Social Security Disability

Thursday, November 8, 2007

Hosted by Skadden, Arps, Slate, Meagher & Flom LLP
4 Times Square, New York, NY 10036

Learn how to represent disabled children and adults in federal administrative hearings conducted by the Social Security Administration and appeal unfavorable decisions in Federal District Court. Successful clients receive higher monthly income and are entitled to Medicaid benefits to cover the cost of medical treatment. The session will cover Social Security law and practice including discovery, medical documentary preparation, examination of parties and witnesses, legal memorandum, and oral argument.

Faculty Chairs: Anne Callagy, Esq. and Jocelyne Martinez, 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.

Article 78 Proceedings

Monday, February 11, 2008

Hosted by Kaye Scholer LLP
425 Park Avenue, New York, NY10022

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: Judith Goldiner, 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

Housing Preservation Actions

Thursday, January 31, 2008

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. Provides an excellent opportunity to engage in settlement conferences and hearings.

Faculty Chairs: April Newbauer, 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

Enforcing Federal Wage Claims for Low-Income Workers

Tuesday, March 11, 2008

Hosted by Debevoise & Plimpton LLP
919 Third 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 will train participants to bring and conduct litigation for low wage workers seeking redress for unpaid or underpaid wages.

Faculty Chair: Chris Lamb, 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.

IMMIGRATION LAW

Special Immigration Juvenile Status

Tuesday, March 4, 2008

Hosted by Latham & Watkins LLP

885 Third Avenue, New York, NY 10022

Learn how to help undocumented immigrant youth in New York City foster care apply for lawful permanent residence in the United States. The training will include an overview of immigration agencies and law and a more detailed discussion of the statute and regulations implementing Special Immigrant Juvenile Status (a form of lawful immigration status for abused, abandoned, or neglected youth) and will provide instruction on how to represent youth seeking such status.

Faculty Chair: Katherine Fleet, 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.

ETHICS

Ethical Challenges in Pro Bono Representation

Tuesday, February 26, 2008

Hosted by Shearman & Sterling LLP

599 Lexington Avenue, New York, NY 10022

Participate in a dialogue about ethical concerns for pro bono attorneys. The session will cover the ABA Cannons, Model Codes and Rules, NY Code, Re-Statement, and ethics opinions. Attendees will work on hypothetical scenarios highlighting the establishment of the attorney/client relationship, retainers, conflicts of interest, confidentiality, privilege, and termination of clients.

Faculty Chairs: Professor Russell G. Pearce and Professor Matthew Diller, Fordham University Law School

CLE Credit: 2 credits total: 2 hours of ethics. This program provides transitional credit for newly admitted attorneys.

COMMUNITY ECONOMIC DEVELOPMENT

Not-For-Profit Incorporation

Wednesday, November 28, 2007

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; David A. Stein, Esq., Withers Bergman LLP; Jonathan A. Small, Esq., Non-Profit Coordinating Committee of New York; and Stephen Falla-Riff, 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

Thursday, January 10, 2008

Hosted by Paul, Weiss, Rifkind, Wharton & Garrison LLP

1285 Avenue of the Americas, New York, NY 10019

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 include a role-playing exercise highlighting the legal issues surrounding business structures as well as the shareholder, employment and other similar agreements involved in the formation of a business.

Faculty Chairs: Mark A. Underberg, Esq. and Justin Hamill, Esq., Paul, Weiss, Rifkind, Wharton & Garrison 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.

Negotiating a Commercial Lease

Wednesday, March 26, 2008

Hosted by Nixon Peabody LLP

437 Madison Avenue, New York, NY 10022

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

Faculty Chair: Arthur Rosner, Esq., Nixon Peabody LLP, Stephen Falla-Riff, 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.

Intellectual Property for the Micro-Entrepreneur

Thursday, February 7, 2008

Hosted by Stroock & Stroock & Lavan LLP

180 Maiden Lane, New York, NY 10038

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 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: Ian DiBernardo, Esq. and Richard Eskew, Esq., Stroock & Stroock & Lavan 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.

Corporate Bankruptcy for Small Businesses in Distress

Tuesday, February 27, 2008

Hosted by Weil, Gotshal & Manges LLP

767 Fifth Avenue, New York, NY 10153

Obtain the knowledge to assist small businesses - corporations or sole proprietorships - faced

with closure due to loss of a lease, sustained business slowdown, financing issues, or unforeseen disaster, by analyzing their circumstances and weighing potential courses of action. The session focuses on securing credit and refinancing debt, and reorganization and liquidation under Chapter 13 (sole proprietorship), Chapter 11 (reorganization), and Chapter 7 (liquidation) of the Bankruptcy Code.

Faculty Chairs: Marcia L. Goldstein, Esq., Michael Kessler, Esq., Ronit J. Berkovich, Esq., Tal Sapeika, Esq., and Abigail Zigman, Esq., Weil, Gotshal & Manges LLP

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

TRUSTS AND ESTATES

How to Draft a Will for Low-Income Elderly

Tuesday, January 22, 2008

Hosted by Cleary Gottlieb Steen & Hamilton LLP

One Liberty Plaza, New York, NY 10006

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

Faculty Chairs: Leslie Bogart, Esq. and Chi-Yu Liang de Tray, Esq., Cleary Gottlieb Steen & Hamilton 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.

CLIENTS WITH AIDS

Representing Clients with AIDS

Wednesday, February 13, 2008

Hosted by Hughes Hubbard & Reed LLP

One Battery Park Plaza, New York, NY 10004

Receive comprehensive training on substantive law and procedure as well as ethical considerations in various legal areas helpful in assisting individuals living with HIV/AIDS including: confidentiality, contact tracing and partner notification, government and public benefits, family law and future care and custody planning tools (estate law, guardianship, standby guardianship, Families In Transition Act), and health care directives (living wills and health care proxies).

Faculty Chairs: Elizabeth Hay, Esq. and Diane LaGamma, Esq., Civil Practice

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

DOMESTIC VIOLENCE

Immigration Remedies for Domestic Violence Victims

Wednesday, January 30, 2008

Hosted by Simpson Thacher & Bartlett LLP

425 Lexington Avenue

New York, NY 10017

Learn about immigration remedies for domestic violence victims, including Violence Against Women's Act ("VAWA") self-petitions, battered spouse waivers, and U visas. Volunteers will be trained in basic family-based immigration law, domestic violence-related immigration law, and preparation of domestic violence-related immigration applications. Attorneys will be prepared to

represent battered women in basic domestic violence-related immigration cases.
Faculty Chairs: Wendy Austrie, Esq. and Hannah Shapiro, Esq., Civil Practice
CLE Credit: 2 credits total: 2 hours of professional practice/practice management. This program provides transitional credit for newly admitted attorneys.

LOW-INCOME TAX PAYERS

Representing Taxpayers in Earned Income Credit (EIC) Disputes

Wednesday, February 6, 2008

Hosted by Milbank, Tweed, Hadley & McCloy LLP
One Chase Manhattan Plaza, New York, NY 10005

The Earned Income Tax Credit ("EIC") is a refundable tax credit for low-income taxpayers who work. In recent years, the EIC accounted for about 50% of all individual income tax return examinations conducted by the Internal Revenue Service ("IRS"). Learn how to handle an EIC examination, including the substantive tax law involved in EIC claims and related matters such as filing status, dependency exemptions, the child tax credit, and the dependent care credit.

Faculty Chairs: Bruce Kayle, Esq., Milbank, Tweed, Hadley & McCloy LLP and Juan C. Beritan, 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

Representing Taxpayers in Making an Offer in Compromise (OIC)

Date: Wednesday, February 27, 2008

Hosted by White & Case LLP

1155 Avenue of the Americas, New York, NY 10036

An Offer in Compromise ("OIC") is an agreement between a taxpayer and the IRS that settles a tax liability for less than the full amount owed. Participants will learn the mechanics of making an offer, including the procedures for seeking relief, grounds for acceptance of an offer, and the standards used by the IRS in evaluating offers.

Faculty Chairs: William Nelson, Esq. and Daniel Hsiung, 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.

REGISTRATION FORM

NAME _____
PHONE, FAX, EMAIL _____

BUSINESS ADDRESS _____

YEARS AT FIRM _____ SPECIALIZATION _____
HOME ADDRESS _____

PHONE/FAX/E-MAIL__ / _____ / _____

PROFESSIONAL BACKGROUND:
Admitted? _____ Date _____ State(s) _____

Please enroll me in the following training sessions:

CHILDREN'S RIGHTS

Special Education Advocacy

CRIMINAL LAW LITIGATION

Criminal Appeals
 Reclamation of Seized Property

PRISONERS' RIGHTS

Prisoners' Civil Litigation in Federal Court
 The Law of Prisoners' Rights
 Representation of Abused Prisoners

ADMINISTRATIVE HEARINGS & APPEALS

NYC Housing Authority
 Social Security Disability
 Article 78

HOUSING LAW

Housing Preservation Actions

EMPLOYMENT LAW

Enforcing Federal Wage Claims for Low-Income Workers

IMMIGRATION LAW

Special Immigration Juvenile Status

ETHICS

Ethical Issues in Pro Bono

COMMUNITY ECONOMIC DEVELOPMENT

Not-for-Profit Incorporation
 Advising Micro Entrepreneurs
 Negotiating a Commercial Lease
 Intellectual Property

Corporate Bankruptcy

TRUSTS AND ESTATES

How to Draft a Will for Low-Income Elderly

HIV/AIDS

Representation of Clients with HIV/AIDS

BATTERED WOMEN

Immigration Remedies for Battered Women

REPRESENTING LOW-INCOME TAX PAYERS

Earned Income Tax Credit

Representing Taxpayers in Making an Offer in Compromise (OIC)

I am interested in satisfying my pro bono commitment in the following area(s):

I am interested in learning more about pro bono opportunities at The Legal Aid Society.

Signature _____ Date _____

Please return to Rosemary Hare-Bey, The Legal Aid Society, 199 Water Street, New York, NY 10038 PHONE: (212) 577-3358 FAX: (212) 809-4806 E-MAIL: rharebey@legal-aid.org

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.

**AFFIRMATION TO OBTAIN CLE CREDITS FOR
PRO BONO ASSISTANCE WITH THE LEGAL AID SOCIETY**

STATE OF NEW YORK)
) ss
COUNTY OF _____)

_____, an attorney duly admitted to practice law in New York, hereby affirms:

1. That s/he is an attorney admitted to practice in New York State.
2. That s/he has provided uncompensated *pro bono* representation to a client(s) of The Legal Aid Society in the following practice area(s) _____ [insert from below list] and was supervised by _____

3. That these *pro bono* legal services were provided by affirmant on the following dates, _____ at the following location(s): _____

_____ totaling _____ hours of *pro bono* services.

4. That the services provided in connection with such *pro bono* representation are:

5. That s/he seeks MCLE *pro bono* credit for these *pro bono* hours of service.

Date: _____

Affirmed: _____

[PRINT NAME BELOW LINE]

To receive CLE credit, please return to:

Rosemary Hare-bey, Legal Aid Society, 199 Water Street, New York, NY, 10038

Areas of Practice – Select One Per Case		
Law Reform – Civil (incl Prisoners Rights), Criminal, and Juvenile Rights	Family Law – Adoptions, Matrimonial, and Domestic Violence (incl. Immigration Waivers)	Juvenile Rights Special Immigrant Juvenile Status Project
Civil Appeals – including Art. 78’s	HIV/AIDS Representation Project	Public Assistance and other Benefits
Community Development – Low-Income Non-Profit Orgs, Micro-enterprises, and Housing Development	Housing – NYC Housing Authority and Landlord-Tenant Eviction Prevention; Post-Judgment Contempt	Real Estate
Consumer Rights	Health Law Project	Tax – Low-Income Taxpayer Representation
Criminal Practice – Criminal Appeals	Immigration Law Unit – Detention Defense; Habeas Corpus, Asylum	Wills and Small Estates
Criminal Practice – Auto Replevin	Juvenile Rights Appeals	Employment & Workers Rights
Criminal Practice – Prisoners Rights	Juvenile Rights Education Advocacy Project	General Civil Litigation
Disability Advocacy Project – SSI, SSD	Juvenile Rights Paralegal Litigation Support Project	Other (identify)
	Juvenile Rights Delinquency Defense	

Email: RHare-bey@legal-aid.org