



## Pro Bono Fair for Attorneys and Law Students

Monday, October 28, 2013  
 5:00pm-6:30pm  
 Suffolk University Law School  
 120 Tremont Street, Boston, MA 02108  
 Function Room, First Floor

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# Table Assignments for Participating Organizations

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## **ACTION FOR BOSTON COMMUNITY DEVELOPMENT**

**Organization Description:** ABCD's programs serve individuals and families at every stage of their lives, and new programs are constantly developed to meet changing needs and connect clients to all available resources. ABCD services meet needs, empower individuals and families, and strengthen communities. ABCD's network of neighborhood sites offer a variety of immigration services for low and moderate income Boston immigrants, including Immigration and Citizenship services, Translation and Interpretation, and ESOL courses. These services help non-native Boston residents adjust to their new homes, find assistance with school, work, and access the services they need to achieve stability and self-sufficiency. For 50 years ABCD has provided basic services and innovative programs that help empower individuals, families, and communities in Boston to overcome poverty, live with dignity, and achieve their full potential.

**Pro Bono Projects:** A variety of Immigration and Citizenship services are available at various ABCD neighborhood sites. Services include assistance with immigration and citizenship applications, renewals, fee-waivers and petitions, as well as consultation and advocacy services, special visa assistance, and workshops.

**Estimated Time Commitment:** Each application is about an hour long to complete. It would be helpful to have volunteers to commit at least between 4-6 hours in order to see more clients. Once they feel ready and comfortable we can work out the schedule.

**Volunteers Sought:** 2-5.

**Expertise Necessary:** No.

**Training Provided:** Yes, we will provide training on how to complete all applications, how to write case notes, follow procedures, how to coordinate the Citizenship Days and Pre-Registration Days.

**Support and Supervision:** Weekly supervision and emails.

## **AMERICAN CIVIL LIBERTIES UNION OF MASSACHUSETTS**

**Organization Description:** Civil Rights and Civil Liberties Litigation.

**Pro Bono Projects:** Varied.

**Estimated Time Commitment:** Varied.

**Volunteers Sought:** 1 per project.

**Expertise Necessary:** Varied.

**Training Provided:** We do not provide a general training for our volunteers, but we assist attorneys and students who are working on projects with us throughout the project.

**Support and Supervision:** Attorneys and students who work with the ACLUM on a litigation project will consult with ACLU staff members throughout the project.

## **ALTERNATIVES FOR COMMUNITY & ENVIRONMENT**

**Organization Description:** ACE builds the power of communities of color and low income communities in Massachusetts to eradicate environmental racism and classism, create healthy, sustainable communities, and achieve environmental justice. ACE provides no-cost legal and

technical assistance to low income community groups and groups of color seeking to resolve a quality of life issue in their neighborhood.

**Pro Bono Projects:** ACE coordinates the Massachusetts Environmental Justice Assistance Network (MEJAN) Professionals, a network of more than 300 attorneys, law firms, public health professionals, and environmental consultants who provide pro bono assistance to groups throughout the state. We need volunteer attorneys, environmental consultants, and public health professionals! These professionals play a crucial role in helping community groups combat environmental injustice in their neighborhoods. Please consider joining MEJAN.

**Estimated Time Commitment:** By registering with MEJAN, professionals commit to reading periodic electronic requests for assistance. If a MEJAN professional is interested in accepting a case, the time commitment will vary. The majority of MEJAN cases require more than ten hours over the course of several months.

**Volunteers Sought:** More than 10.

**Expertise Necessary:** MEJAN volunteers are encouraged to have an interest in social justice and environmental issues, but not required to have a particular area of expertise.

**Training Provided:** ACE periodically offers training to volunteer attorneys. The next training will be offered in February 2014. ACE's Staff Attorney and MEJAN Coordinator will troubleshoot with MEJAN volunteers on an as-needed basis.

**Support and Supervision:** ACE's Staff Attorney will communicate via e-mail and telephone with MEJAN professionals to inform them of potential cases and to provide updates via the MEJAN newsletter. Once a MEJAN professional accepts a case, ACE will be in touch once every three months to check in and troubleshoot as necessary, including offering written and online resources.

## **BOSTON EARNED INCOME TAX CREDIT COALITION**

**Organization Description:** The Boston EITC Coalition, spearheaded by Mayor Menino, seeks to build community and self-sufficiency through the provision of fully inclusive wealth building services to its core constituency, the working poor in Boston's neighborhoods. Since its founding in 2001, the Coalition has prepared more than 100,000 free tax returns, generated more than \$100 million in tax refunds and credits for our constituents, and recruited and trained over 3,000 volunteers who provide free tax preparation and tailored financial services in eight languages. The Coalition is a collaboration of community-based organizations (CBOs), foundations, regulators, advocates, educational institutions, corporate partners, and municipal and state government agencies working to provide these high quality services to over 11,750 hard working low-income taxpayers in Boston annually.

### **Pro Bono Projects:**

- (1) *Tax Preparers:* Volunteer tax preparers are necessary at all Coalition sites and prior tax experience is not necessary. Tax preparers prepare taxes face-to-face with eligible taxpayers using tax wise software, and are respectfully asked to invest 24 hours of service between the January-April 2014 tax season; with January-February being the most important. All volunteers must attend a FREE 3-part tax preparation training. Upon completion of training, volunteers must pass the IRS Basic Tax Preparation certification exam to prepare taxes at a VITA site. Volunteers are encouraged to serve at any site (or combination of sites) as they wish.
- (2) *Financial Guide:* As a Financial Guide volunteer, you will provide a more comprehensive site intake experience which includes; benefits screenings, credit advising, and eligibility for free tax preparation. Volunteers will analyze the credit reports to develop a strategy for improving the taxpayer's credit score. Additionally, financial guides are required to attend a FREE 2-part

training (total of 8 hours), and are to invest 4 hours of service per week throughout the January-April 2014 tax season.

- (3) *FAFSA Coach*: Volunteers will provide this service to interested students at tax sites. FAFSA volunteers will use materials to interview participants and guide them through the application process using the online FAFSA portal, as well as reviewing any necessary financial documents for form completion. FAFSA training is a FREE, one session training and will cover all of the items and topics required to accurately and efficiently aid clients.
- (4) *Greeters*: Greeters are responsible for greeting all incoming tax payers, answering basic FAQs, and providing tax payer with the necessary paperwork. Volunteers are encouraged to serve at any site (or combination of sites) as they wish, and invest 24 hours of service during the 2014 tax season.
- (5) *Tax Trainers*: Become a Tax Trainer for all our hundreds of incoming volunteers! Tax Trainers will be thoroughly trained by Coalition Operations Manager to assist and eventually train tax preparation volunteers. Tax Trainers will be asked to assist and lead training at least 2 weekends per month during November 2013-early February 2014.

**Estimated Time Commitment:** We respectfully ask volunteers to commit to at least 3-4 (flexible) hours a week during the 2014 tax season, with a particular commitment during January and February.

**Volunteers Sought:** More than 10.

**Expertise Necessary:** Experience is a plus, but no experience is necessary. We thoroughly train all volunteers. Tax Trainers with experience in taxes and past VITA volunteering are encouraged to volunteer!

**Training Provided:** Yes, we provide all training for free for our volunteers. For tax prep, volunteers will attend a 3-part training and will need to pass an IRS certification exam. For Financial Guides, volunteers will attend a 2-part training.

**Support and Supervision:** The Coalition and tax sites offer direct supervision.

### **COMMUNITY DISPUTE SETTLEMENT CENTER**

**Organization Description:** CDSC promotes better ways to understand and deal with conflict through skilled teams of pro bono mediators, training programs in mediation and conflict management, and broad community outreach. We are committed to making our services accessible to underserved populations and to addressing emerging community needs.

**Pro Bono Projects:** Mediating, on-site in various District Courts and at our Center (prerequisite: 30 hrs Mediation Training), assisting with public education/outreach activities, and various other projects.

**Estimated Time Commitment:** Very flexible. Subject to volunteer's own schedule and which project the volunteer chooses.

**Volunteers Sought:** 6-10.

**Expertise Necessary:** Yes, mediating requires prior training.

**Training Provided:** CDSC offers a 33-hour Mediation Training each fall and spring (for which there is a tuition cost).

**Support and Supervision:** Staff attorneys available for consultation, mentoring by veteran attorneys/mediators, and written/online resources.

## **COMMUNITY LEGAL SERVICES AND COUNSELING CENTER**

**Organization Description:** CLSACC provides free civil legal services and affordable mental health counseling to low-income residents of Cambridge, Boston, and 8 other surrounding communities (and statewide for immigration law work). Legal work is provided in the areas of housing/homelessness prevention; family law/domestic violence; immigration law; and disability benefits law. CLSACC has a small staff of attorneys and mental health professionals and utilizes volunteer lawyers and counselors to provide a large percentage of assistance to clients.

### **Pro Bono Projects:**

- (1) *Immigration Law Project:* Represent immigrants and refugees in immigration interviews and hearings who are seeking political asylum, who are victims of domestic violence seeking relief under the Violence Against Women Act, or who are minors and seeking relief as Special Immigrant Juveniles.
- (2) *Domestic Violence/Family Law Project:* Represent victims of domestic violence in restraining order, divorce, or custody/support proceedings in Probate and Family Court, so as to provide safety and stability to the families.
- (3) *Homelessness Prevention/Affordable Housing Project:* Represent Cambridge tenants in eviction proceedings, administrative hearings to obtain or retain housing subsidies, or in other proceedings impacting the quality of their housing.
- (4) *Disability Benefits Project:* Represent clients whose SSI/SSDI (Supplemental Security Income/Social Security Disability Insurance) benefits have been wrongfully denied or terminated by the Social Security Administration. Volunteers may on whole cases or assist with parts of a case, working together with a staff attorney.

**Estimated Time Commitment:** Attorneys may take as little as one case per year or work as many hours/week as they have available (provided that we are able to work out space restrictions). Law students should be willing to commit to 5-10 hrs./week for at least one semester.

**Volunteers Sought:** 6-10.

**Expertise Necessary:** CLSACC provides training and mentoring to all volunteer attorneys. Admission to the bar is required.

**Training Provided:** Volunteers receive intensive individual training and case supervision/consultation from staff attorneys, who work with volunteers to strengthen advocacy skills and develop case strategies and experience in poverty law. Staff attorneys review pleadings and attend trials and hearings as needed, and also provide volunteers with model pleadings relevant to their individual cases. Volunteers are able to attend MCLE trainings for a nominal fee. CLSACC collaborates with Volunteers Lawyers Project (VLP) and the Women's Bar Foundation (WBF), so that CLSACC volunteers are able to attend trainings held by those two agencies.

**Support and Supervision:** Staff and senior volunteer attorney(s) are available for consultation and there is supervision/mentoring by veteran attorneys, according to the volunteer's knowledge and skill level. CLSACC maintains e-mail groups for volunteers to keep them apprised of recent developments in the law, inform them of upcoming trainings, and disseminate new information. When requested, mentoring attorneys will accompany newer attorneys to court hearings.

## **EAST BOSTON ECUMENICAL COMMUNITY COUNCIL**

**Organization Description:** EBECCE assists eligible immigrants in taking advantage of opportunities to work legally, reunify with family members left behind in their homelands, and progress towards legal permanent residency and eventual naturalization. In addition our adult education program promotes effective functioning by pregnant and parenting Latino immigrant women in their roles as parents, homemakers, consumers, and neighbors through the acquisition of English language proficiency, the mastery of life skills, and the development of support networks. For youth we run an out-of-school program, ASPIRING, that promotes educational achievement by Latino immigrant students at East Boston High School (EBHS). We are committed to promote participation of Latino immigrant parents in East Boston in organizing to improve the Boston Public Schools (BPS) system.

**Pro Bono Projects:** Representation and preparation of suspension of deportation cases for NACARA-eligible individuals, assistance with reunification of family members still in the homeland with those now in the U.S., and referral to legal assistance.

**Estimated Time Commitment:** At least 4 hours per day through the year.

**Volunteers Sought:** 2-5.

**Expertise Necessary:** At least entry level.

**Training Provided:** Yes.

**Support and Supervision:** Other pro bono attorneys available for consultation and mentoring, written/online resources and experienced staff.

## **EQUAL JUSTICE COALITION**

**Organization Description:** The EJC advocates for funding from the state for civil legal aid.

**Pro Bono Projects:** Our annual advocacy day at the state house, Walk to the Hill, which is scheduled for January 29th this year. We need help from volunteers with set up, registration, and other administrative tasks.

**Estimated Time Commitment:** Approximately 4-5 hours.

**Volunteers Sought:** More than 10.

**Expertise Necessary:** No.

**Training Provided:** Yes. Volunteers will receive a brief training the morning of the event.

**Support and Supervision:** At least one staff person will be available to supervise the volunteers on the day of the event.

## **GREATER BOSTON LEGAL SERVICES**

**Organization Description:** Provides free, civil legal services to low-income residents of Boston and 31 surrounding cities and towns in the areas of domestic relations (for victims of domestic violence), immigration, income maximization (public benefits, disability), access to health care, housing preservation (eviction defense), foreclosure defense, elder law, employment law. Services include individual representation, appellate representation, legislative advocacy, administrative

advocacy.

**Pro Bono Projects:** All substantive law units have pro bono opportunities to take individual representation cases. Individual, time limited projects exist on an ongoing basis. Please contact GBLS directly for projects.

**Estimated Time Commitment:** Individual case representation can be short term (eviction defense, eg.) or long term (divorce, foreclosure defense, loan modifications, eg.). Impact projects typically are long term.

**Volunteers Sought:** 6-10.

**Expertise Necessary:** Preferred for all units. JD and bar admission required.

**Training Provided:** Yes.

**Support and Supervision:** Direct supervision by a staff attorney, written and on-line resources.

### **INTERNATIONAL INSTITUTE OF NEW ENGLAND**

**Organization Description:** Refugee resettlement and immigration legal services.

**Pro Bono Project:** Representation in specific cases, volunteer help with administrative and project based tasks in office.

**Estimated Time Commitment:** Representation can be limited (5 hours for 209A to 40 hours for VAWA) depending on attorney, would like volunteer help for minimum of 8 hours per week on general administrative and certain project based tasks.

**Volunteers Sought:** 2-5.

**Expertise Necessary:** Yes, experience working with diverse populations, the foreign-born, and low-income. Bilingual is a plus.

**Training Provided:** Yes, depending on type of case or volunteer task.

**Support and Supervision:** Attorney will provide direct supervision and access to written and online resources.

**Additional Information:** Office is based out of Lowell, with occasion work in Boston office.

### **JRI HEALTH LAW INSTITUTE**

**Organization Description:** Legal services for people living with HIV/AIDS.

**Pro Bono Projects:** Volunteer Legal Internship.

**Estimated Time Commitment:** 10-20 hours per week, 10 weeks.

**Volunteers Sought:** 1.

**Expertise Necessary:** No.

**Training Provided:** Yes.

**Support and Supervision:** Staff attorneys available for consultation.

### **KIDS IN NEED OF DEFENSE**

**Organization Description:** Thousands of children come to the United States each year without a parent or legal guardian. Children placed in immigration court removal proceedings most often face court alone - without the help of a lawyer. Many of these children have been victims of abuse, abandonment, neglect, human trafficking or persecution - but need a lawyer to help them present their case in court to obtain relief from deportation and to navigate the complexities of the U.S. legal system. KIND's mission is to find pro bono counsel for these children.

**Pro Bono Projects:** KIND's Boston office is seeking student legal interns who are \*fluent\* in Spanish and English to assist the Boston Pro Bono Coordinator in developing, maintaining, and overseeing the pro bono legal representation of unaccompanied children. *\*Applicants will not be considered unless they are fluent in Spanish. Please do not submit a resume unless you are fluent in Spanish.\** Please note: KIND's Boston office is not accepting individual pro bono attorneys to take cases. Cases are only placed with law firms to due limited mentoring resources. KIND's Boston office is only considering student applications for unpaid internships.

**Estimated Time Commitment:** Interns can work on a part-time basis as their schedules permit. We are very flexible on hours.

**Volunteers Sought:** 6-10.

**Expertise Necessary:** Applicants will be considered for the internship based on demonstrated interest and commitment to child advocacy and human rights. All prospective interns must be fluent in Spanish. Your resume will not be considered unless it clearly states that you are fluent in Spanish.

**Training Provided:** Yes, KIND will provide an intern training as well as opportunities for ongoing mentoring and training.

**Support and Supervision:** Interns will be supervised by KIND staff and will be provided with extensive written guidance materials.

**Additional Information:** Must be fluent in Spanish & English. Must be able to use own laptop during the internship. Interested in children's issues and immigration law. Enthusiastic, optimistic, and passionate about issues affecting unaccompanied alien children. This internship is unpaid. To apply, submit resume to Laurie Carafone, Esq. at [Lcarafone@supportkind.org](mailto:Lcarafone@supportkind.org).

### **LAWYERS CLEARINGHOUSE ON AFFORDABLE HOUSING AND HOMELESSNESS**

**Organization Description:** Pro bono legal referral service for nonprofit organizations in Massachusetts.

**Pro Bono Projects:** Nonprofit formation with tax-exempt status.

**Estimated Time Commitment:** 30 hours/2-5 months.

**Volunteers Sought:** 2-5.

**Expertise Necessary:** No but needs to be detailed oriented and organized.

**Training Provided:** Yes, there will be formation training at BBA on November 4, 3-5 pm.

**Support and Supervision:** Legal Director will be available for consultation.

## **LEGAL ADVOCACY AND RESOURCE CENTER**

**Organization Description:** Civil legal services hotline.

**Pro Bono Projects:** The volunteers will talk directly to clients over the telephone and screen callers for legal services eligibility. Volunteers may also provide basic legal advice under the supervision of a LARC attorney.

**Estimated Time Commitment:** 8 hours per week for at least 1 semester.

**Volunteers Sought:** 2-5.

**Expertise Necessary:** No.

**Training Provided:** Yes. We will train them on our policies and procedures and our case management system. If a volunteer will be giving advice we will train them in the substantive legal area.

**Support and Supervision:** There are staff attorneys available at all times for consultation. There are written resources also for guidance

## **LUTHERAN SOCIAL SERVICES**

**Organization Description:** The Immigration Legal Assistance Program assists immigrant survivors of domestic violence, asylum-seeker, unaccompanied juveniles, victims of human trafficking, and general immigration forms assistance.

**Pro Bono Projects:** We are primarily seeking assistance with cases involving unaccompanied minor / Special Immigrant Juvenile status claims, as well as some cases involving human trafficking victims. Other areas of interest may be accommodated depending on caseload.

**Estimated Time Commitment:** Time commitment varies depending on the type of case and client. Most SIJ cases take 40-50 hours. However, asylum cases before the immigration court may be more time intensive. T and U visa cases vary more depending on the circumstances as they are less straight-forward than SIJ.

**Volunteers Sought:** 2-5.

**Expertise Necessary:** Immigration legal experience is preferred but not required.

**Training Provided:** Yes. Each volunteer will work with a supervising or mentoring attorney who can provide tailored training depending on the volunteer's background and experience.

**Support and Supervision:** A staff attorney will be available for consultation and mentoring. Training and materials are also available.

**Additional Information:** Bilingual skills are very useful, but not necessary. We hope to make all volunteer experiences beneficial for all. We are also always looking for interpreters.

## **MASSACHUSETTS LAW REFORM INSTITUTE**

**Organization Description:**

The Massachusetts Law Reform Institute is a statewide non-profit poverty law and policy center whose mission is to advance economic, racial and social justice through legal action, policy advocacy, and community education. MLRI specializes in large-scale legal initiatives and systemic

reforms that address the root causes of poverty, remove barriers to opportunity and stability, and promote a path to self-sufficiency for low-income individuals, families and communities. MLRI's issue areas include: Child Welfare, Employment Law, Family Homelessness, Family Law & Domestic Violence, Health Care, Housing, Hunger & Food Insecurity, Immigration, Income Supports/Public Benefits, and Racial Equity. MLRI also coordinates two statewide websites that provide legal information for low-income people and for legal services advocates on a wide variety of civil legal matters: [www.MassLegalHelp.org](http://www.MassLegalHelp.org) (for the general public) and [www.MassLegalServices.org](http://www.MassLegalServices.org) (for advocates).

### **Pro Bono Projects:**

- (1) *Health Care*: 2 projects: A) Help develop a manual describing immigrants' eligibility for health benefits in MassHealth and the Health Insurance Connector designed for use by advocates and outreach workers helping immigrants to apply for benefits or appeal a denial of benefits. B) Under the Affordable Care Act, MassHealth and the Health Connector will be using a new income methodology based on the IRS definition of "adjusted gross income" with modifications. Second project is developing materials explaining the tax treatment for various kinds of income and flagging tax filing options that may have unintended consequences for eligibility for subsidized health coverage.
- (2) *Employment Unit*: Employers are increasingly using credit checks as part of their inquiry into a prospective employee's background. Several states have passed legislation prohibiting the use of credit checks in employment applications and more states are considering such legislation. The research project would be to collect these laws and bills and to analyze them.
- (3) *Racial Justice Unit*: 2 projects: A) Under An Act Relative to the Achievement Gap, GL c. 69, section 1J, may a parent or student (by his or her parent) in a school district designated under-performing file an administrative complaint with the Department of Elementary and Secondary Education? What rights and obligations does the act impose on school districts and how might a parent/student enforce those rights? 2) Research regarding whether a non-profit organization dedicated to promoting educational excellence for low-income students is liable for unpaid taxes and employee benefits under G.L. ch. 149, section 148B, for classifying its programs coordinator as a consultant (i.e. independent contractor) rather than an employee?
- (4) *Child Welfare*: Project involves researching the possibility of changing the law to heighten the legal standard for removing children from kinship foster parents (to place them in another foster home).
- (5) *Massachusetts Legal Websites Projects*: Pro bono assistance sought by [masslegalhelp.org](http://masslegalhelp.org) and [masslegalservices.org](http://masslegalservices.org) for research, content development and editing, communications outreach, and other projects for the two statewide legal websites for public and for advocacy community.
- (6) *Assistance with social media, communications/marketing*: Project involves communications support, specifically assisting in the implementation of a social media campaign. In addition to the specific projects outlined above, the need for substantive research or projects in other issue areas often arises. Prospective volunteers are encouraged to contact or submit resume to organization.

**Estimated Time Commitment:** Time commitment for each project varies according to needs of advocates. For larger projects (e.g., Health Care, Child Welfare), this will likely require approximately 6-8 hours per week over several weeks. Mass Legal Websites Projects needs and communications/social media projects are on-going and time commitment is variable. For Racial Justice projects, time commitment for each research project is expected to be 10-12 hours.

**Volunteers Sought:** 1 per project.

**Expertise Necessary:** Some substantive knowledge in relevant issue areas is desirable but it is not a prerequisite for most pro bono opportunities.

**Training Provided:** Volunteers will be supervised by MLRI staff attorneys and policy analysts, who are nationally recognized experts in their respective areas. In addition, volunteers are encouraged to participate in MLRI's Basic Benefits Training series (via MCLE).

**Support and Supervision:** Experienced staff attorneys are available for consultation and mentoring. There is also access to online and written publications and to [www.masslegalservices.org](http://www.masslegalservices.org).

**Additional Information:** MLRI focuses on achieving high-impact systemic reforms to policies, laws or regulations that affect large numbers of low income and underserved individuals, families and communities in the Commonwealth. We achieve this through multi-forum strategies, i.e., impact litigation, legislative and administrative advocacy, coalition building, community outreach and education. We typically do not represent individual clients (unless doing so would lead to a larger systemic change).

## **MA OFFICE OF CONSUMER AFFAIRS AND BUSINESS REGULATION**

**Organization Description:** The Office of Consumer Affairs and Business Regulation, through education and advocacy, seeks to inform consumers about their rights and responsibilities in the marketplace. We do so through a consumer information hotline to answer consumer questions, surveys of the market, educational outreach programs in various parts of the state, hosting conferences on various consumer topics, and reaching out to businesses to ensure a fair and competitive marketplace.

**Pro Bono Projects:** The Office of Consumer Affairs and Business Regulation seeks pro bono volunteers to aid the legal team with legal research and writing in various fields, including banking, insurance, occupational schools, landlord/tenant, financial products and services, and regulatory issues, among others. Legal interns also have an opportunity to participate in policy research and development through participation in office projects and outreach events.

**Estimated Time Commitment:** Legal research and writing will usually comprise at least half of the time at the office. The other half will consist of participation in office projects and policy development. The time commitment per week is usually about 12-15 hours, but we are flexible as to schedules.

**Volunteers Sought:** 2-5.

**Expertise Necessary:** A level of expertise in a particular area of the law or government is not required. A desire to learn about a particular area is encouraged and we make efforts to include volunteers in each facet of the daily workings of the government agency.

**Training Provided:** Usually, no particular training is required.

**Support and Supervision:** An attorney on staff will ensure that the volunteer has sufficient direction and may check in from time to time. The office has an open door policy and volunteers are encouraged to walk in with questions or concerns. There will be a designated attorney that is heading a particular project or assignment that the volunteer will be working on.

**Additional Information:** The Office of Consumer Affairs and Business Regulations tries to include the volunteers in the daily workings of the government agency. We will include the volunteers in office meetings, agency-head meetings, and outside events whenever possible. The volunteers at the office become an integral part of the team.

## **METROPOLITAN MEDIATION SERVICES**

**Organization Description:** Metropolitan Mediation Services (MMS) has been providing mediation services and mediation training to Boston and the surrounding communities since 1984. MMS operates

programs serving both adults and youths.

**Pro Bono Projects:** MMS provides regular mediation staffing to Massachusetts District, BMC, Juvenile, and other courts. We also provide mediation to a wide array of community calls and requests for mediation services.

**Estimated Time Commitment:** We have a minimum of one year post-mentoring volunteer commitment. Maximum one half day (four hours) per week. However, more limited weekly or monthly commitments are valued.

**Volunteers Sought:** More than 10.

**Expertise Necessary:** MMS volunteers must have completed mediation training and mentoring requirements that satisfy the requirements of the SJC Uniform Rules on Dispute Resolution and MMS minimum requirements. MMS offers a 36 hour training program, and six month mentored mediation program.

**Training Provided:** MMS offers 36 hour mediation trainings two to four times per year, and periodic six month programs of supervised/mentored mediation placements. Limited tuition scholarships are made available to those making a long term volunteer commitment. Upcoming Training dates: January 28, 2014- February 8, 2014

**Support and Supervision:** Veteran mediators are available for mentoring.

### **METROWEST LEGAL SERVICES**

**Organization Description:** MetroWest Legal Services is a non-profit organization that provides free legal representation to low income, disabled and elderly individuals and families in 36 communities from Dedham to Marlborough. The staff at MetroWest Legal Services represents battered women in family law cases, tenants in eviction cases, advocate for children with special needs, and help elderly and disabled individuals in obtaining appropriate benefits. Our office operates a Private Bar Volunteer Program in cooperation with the local bar associations in our service area. Volunteer attorneys in our program help low income clients in a variety of situations ranging from assisting custodial parents obtain divorces, helping abuse victims obtain restraining orders, assisting impoverished and indebted clients get relief through bankruptcy, helping children receive special education services, assisting individuals in unemployment cases and drafting simple wills for elderly clients.

**Pro Bono Projects:** Attorneys can receive training and assist client with divorce matters, drafting wills, POA and HCP, preparing bankruptcy petitions, etc. Many of the attorneys in the office would be interested in speaking with law students who would like to volunteer, the type of work and the projects would depend on the attorney. Law Students can also assist pro bono attorneys with pro bono cases. Again this is on a case by case basis.

**Estimated Time Commitment:** Projects based on the attorneys' needs. Areas that we currently have attorneys working in are housing, benefits, family law, special education, elder law and immigration.

**Volunteers Sought:** 2-5.

**Expertise Necessary:** For attorneys volunteering and providing pro bono services, we will offer training here or at other legal service agencies in the area if the attorney is not familiar with a particular area of law. For attorneys in the office working with Law Students, either a 2L or 3L would be acceptable for the attorney. Again, depending on the attorney, experience in family law or housing, etc. may be of particular interest to the attorney.

**Training Provided:** Training is provided for all new attorneys in the area in which they are assisting. Training either happens here at the office or other legal service agencies. Law Students would be supervised or trained by the attorney they are working.

**Support and Supervision:** All attorneys who volunteer at MWLS will receive assistance from an attorney or mentoring by a veteran PBI attorney on our panel. Law students would be supervised a staff attorney. Attorneys and Law Students would have access to all the materials and databases that the staff attorneys have to conduct their work.

### **MIDDLESEX DISTRICT ATTORNEY'S OFFICE**

**Organization Description:** The Middlesex District Attorney's Office (MDAO) serves the largest county in New England, covering 54 diverse cities and towns. We prosecute more than 35,000 cases a year in 12 district courts, 4 juvenile courts, and 2 superior courts. Our core mission is to protect and serve the people who work, live, and raise their families in Middlesex County. Assistant District Attorneys, Victim Witness Advocates, Paralegals, and other talented professionals pursue this mission through exhaustive investigations, unassailable prosecutions, and compassionate victim advocacy. We are also committed to innovative crime prevention and intervention initiatives. Our staff partners with community groups, social service providers, medical professionals, private industry leaders, and law enforcement officers to address a variety of public safety issues.

#### **Pro Bono Projects:**

- (1) *Cyber Protection Program:* The CPP serves as a resource for prosecutors, law enforcement officers, and civilians who are navigating the online and digital world in an effort to build evidence and to protect citizens of Middlesex County, including some of society's most vulnerable online populations: children and the elderly. The CPP spends a substantial amount of time building digital evidence for prosecutions being handled by the Child Abuse Unit, the Domestic Violence Unit, and the Elder Abuse Unit. The CPP Coordinator also serves as a legal advisor regarding search warrants and other legal documents targeting digital evidence. CPP members also inspect and identify the evidentiary value of certain types of digital data found, for example, online, in a computer, or on a mobile phone. Interns support police departments and assistant district attorneys in open cases involving criminal activities that contain cyber elements. Often, investigations will require information from Internet service providers, social networking websites, email providers and wireless telephone companies. Interns assist in preparing administrative subpoenas to these companies with the goal of receiving basic subscriber information, such as IP addresses, email addresses, registered mailing addresses, and phone numbers. Interns organize and track these requests in order to verify whether charges have been filed, if cases have been closed, or if they are still open for investigation. Student interns research, supplement, revise and organize cases that discuss issues prevalent in digital evidence cases. Interns should be comfortable working with technology-based materials. The intern will work in our main office located in Woburn, MA, and assist with cases in the Superior Court, also located in Woburn. 3:03 certification is not required.
- (2) *Child Abuse Unit:* The Child Abuse Unit investigates and prosecutes cases involving child sexual abuse, serious child physical abuse, and child exploitation. A multi-disciplinary team approach is utilized to minimize secondary trauma to the child victim and to reduce the number of investigative interviews and court appearances for the child. Student interns work directly with the prosecutors and assist them with case investigation, legal research, drafting responses to motions to suppress and dismiss, and trial preparation. The intern will work in our main office located in Woburn, MA, and assist with cases in the Superior Court, also located in Woburn. 3:03 certification is not required.
- (3) *Domestic Violence Program:* The Middlesex District Attorney's Office Domestic Violence Program investigates and prosecutes domestic violence cases and works with local police,

community partners, and victim service organizations to engage in domestic violence prevention and intervention efforts. The DV Unit is seeking student volunteers to work directly with her on research projects, motion drafting, and case investigation and preparation. The placement offers students invaluable court observation opportunities and first-hand experience in the District Attorney's office. The intern will work out of either our main office located in Woburn or our regional office in Lowell, MA, and assist with cases in the Superior Courts, also located in Woburn and Lowell. 3:03 certification is not required.

- (4) *Public Protection, Anti-Terrorism, Corruption and Technology Unit:* The PACT Unit is a team of ADAs, Massachusetts State Police and civilian investigative specialists who are dedicated to the investigation and prosecution of high level narcotics, organized crime, public integrity, terrorism, corruption, and cyber crimes. Student interns will be responsible for assisting trial attorneys in trial preparation, including preparing documents for trial, analyzing phone records, listening to jail calls and preparing demonstrative aids for trial. The intern will work out in the main office located in Woburn, MA, and assist with cases in the Superior Court, also located in Woburn. 3:03 certification is not required.
- (5) *Superior Court Trial Teams:* The MDAO has four Regional Superior Court Trial Teams (Cambridge, Framingham, Lowell, and Malden). Each team is responsible for the investigation and prosecution of major felonies. Student interns research evidentiary issues, draft motions and memoranda in opposition to defense motions, assist with discovery compliance and trial exhibits, take notes during trial regarding trial testimony, etc. The Cambridge and Malden teams work out of the main office in Woburn. The Framingham and Lowell teams work out of our Framingham and Lowell regional offices. 3:03 certification is not required.

**Estimated Time Commitment:** 1-2 days per week. Ongoing need.

**Volunteers Sought:** 2-5.

**Expertise Necessary:** No.

**Training Provided:** Yes.

**Support and Supervision:** Assistant District Attorneys provide supervision.

## **NEIGHBORHOOD OF AFFORDABLE HOUSING**

**Organization Description:** NOAH, the Neighborhood of Affordable Housing, is an East Boston-based, community development corporation structured to collaborate with residents and communities in their pursuit of affordable housing strategies, environmental justice, community planning, leadership development, and economic development opportunities. Since 2007, in response to a great need within the community, NOAH expanded its housing services to offer foreclosure prevention and mitigation services. NOAH's foreclosure counselors work individually with clients to develop long-term solutions based on the clients' individual financial situations. Counselors prepare a client's case for presentation to the lenders and negotiate on the client's behalf to secure relief on their mortgage agreements. NOAH's counselors help clients obtain mortgage modifications, short sales, forbearance agreements and other appropriate solutions.

**Pro Bono Projects:** Supervised by a team of experienced Housing Counselors, Interns provide counseling to low and moderate income homeowners at risk or in the process of losing their homes. Depending on experience and need, Interns will: 1) Meet with customers and prepare loan restructure cases to send to servicers. This includes gathering documents, developing budgets, and writing hardship letters describing the client's case. 2) Work and negotiate with mortgage lenders and brokers, loan servicers, and real estate agents. 3) Stay current on issues relevant to the mortgage lending, changes in foreclosure laws, and the availability of resources and special programs in the city of Boston and in neighboring jurisdictions. 4) Research activities in the real

estate and lending markets that may be helpful for NOAH's clients. 5) Participate in policy recommendations. 6) Maintain and monitor clients' files and database. 7) Write reports and correspondence as needed. 8) Assist counselors in conducting homeownership post-purchase and foreclosure prevention educational presentations to community organizations.

**Estimated Time Commitment:** Flexible.

**Volunteers Sought:** 2-5.

**Expertise Necessary:** Spanish language skills desired but not a requisite. Applicants should have an interest in mortgage lending, foreclosure prevention and negotiation.

**Training Provided:** On the job training will be provided.

**Support and Supervision:** On the job supervision will be provided.

### **NEW ENGLAND INNOCENCE PROJECT**

**Organization Description:** The New England Innocence Project (NEIP) provides pro bono legal assistance to inmates who have claims of actual innocence. The New England Innocence Project's mission is to represent persons wrongly convicted in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island or Vermont and to advocate for the reform of our criminal justice system.

**Pro Bono Projects:** NEIP legal interns research a variety of legal issues that pertain to open cases, review documents, and draft recommendation memos. Ask us about opportunities for attorneys and other projects!

**Estimated Time Commitment:** Legal Interns are required to commit to a minimum of 10 hours a week per semester.

**Volunteers Sought:** 2-5.

**Expertise Necessary:** Legal Interns must have completed at least one full year of law school (full time program) or two years of law school (part time program).

**Training Provided:** Yes, NEIP will provide training in assessing a wrongful conviction claim and spotting relevant issues.

**Support and Supervision:** Each volunteer will be supervised by two staff attorneys. Numerous written and online resources are available. Volunteers are strongly encouraged to attend staff workshops and events.

### **POLITICAL ASYLUM/IMMIGRATION REPRESENTATION PROJECT**

**Organization Description:** PAIR, a non-profit organization, is committed to providing legal services, without charge, to secure the safety and freedom of asylum-seekers and to promoting the rights of immigration detainees. PAIR operates two programs: (1) our Pro Bono Asylum Program, where PAIR recruits and mentors pro bono attorneys to represent asylum-seekers from throughout the world; and (2) our Detention Center Initiative, where PAIR recruits and mentors pro bono attorneys to go to immigration detention for Know Your Rights presentations and individual advisals with detainees, to represent detainees in bond hearings and to represent refugees, asylum-seekers and other immigrants in deportation proceedings. The help we offer through our programs includes: -Legal representation of asylum and detention clients -Legal representation of immigration detainees for release on bond -Know Your Rights Presentations to individuals in Immigration detention centers -Recruiting, training and mentoring of volunteer attorneys -

Referrals to reduced-fee immigration attorneys.

**Pro Bono Projects:** Recruiting volunteers for "KYR" presentations; recruiting volunteer interpreters to assist with removal defense/asylum case preparation; assistance with asylum intake.

**Estimated Time Commitment:** KYR: 5 hours for each visit. Interpreting: varies. Asylum intake: 5-7 hours per client intake.

**Volunteers Sought:** More than 10.

**Expertise Necessary:** For KYR visits, some immigration experience would be helpful.

**Training Provided:** Yes, we routinely hold KYR/Bond, removal defense and asylum trainings.

**Support and Supervision:** Staff attorneys and managers closely mentor all cases and volunteers.

### **PRISONERS' LEGAL SERVICES**

**Organization Description:** PLS provides civil legal services for Massachusetts prisoners, including litigation, advice, legislative advocacy and public education.

**Pro Bono Projects:** We are looking for three summer interns to assist with research and writing in support of litigation and client advocacy. Law students are expected to visit prisoners in support of this work.

**Estimated Time Commitment:** 35 hours per week over the summer.

**Volunteers Sought:** 2-5.

**Expertise Necessary:** No expertise in prisoners' rights is needed, but we look for good research and writing skills and comfort visiting and dealing with our incarcerated clients.

**Training Provided:** Yes. We have an orientation for law students and further training is provided by supervising attorneys (see below).

**Support and Supervision:** Each task given to a law student is supervised by one of the attorneys, who outlines the assignment (generally in writing), provides guidance, is available for help along the way, and gives feedback.

### **SHELTER LEGAL SERVICES FOUNDATION**

**Organization Description:** Shelter Legal Services provides free legal advice and representation to homeless and low-income veterans in the Greater Boston area. Shelter Legal Services also provides legal advice and representation to individuals and families who are homeless or at risk of homelessness in the City of Cambridge. We provide advice on a variety of civil legal issues including family law, CORI issues, consumer debt, public benefits, housing, social security as well as state and federal veterans benefit issues.

**Pro Bono Projects:** We will be recruiting Law Student Advocates for our three clinics for the Fall and Spring semesters. We will also be discussing our full time Summer Advocate internship, which we will start accepting applications for in the Spring semester.

**Estimated Time Commitment:** Law Student Advocate -- 5 hours per week for the whole

semester; Clinic Students (for credit through law school) -- varies by law school/clinic; Summer Advocates -- 35 hours per week for 10 weeks.

**Volunteers Sought:** 6-10.

**Expertise Necessary:** No, no legal expertise is required.

**Training Provided:** Yes, Law Student Advocates receive training while working with Shelter Legal Services.

**Support and Supervision:** We provide all of the support/supervision specified above.

### **SUFFOLK LAW HOUSING DISCRIMINATION PROJECT**

**Organization Description:** Fair housing.

**Pro Bono Projects:** Provide 1 hour basic fair housing training sessions to first time homebuyers.

**Estimated Time Commitment:** 1 - 3 hours a month.

**Volunteers Sought:** More than 10.

**Expertise Necessary:** No.

**Training Provided:** Yes, presenters will have the opportunity to observe a session and have the opportunity to give presentations in teams.

**Support and Supervision:** Jamie Langowski, Suffolk Law Housing Clinic Fellow, will supervise.

**Additional Information:** This is in partnership with Metropolitan Boston Housing Partnership and Urban Edge. This is a great opportunity to share information about current tenants' fair housing rights and future potential landlords' fair housing responsibilities.

### **VICTIM RIGHTS LAW CENTER**

**Organization Description:** Civil legal services to victims of rape and sexual assault in Massachusetts. Training of lawyers and advocates nationally on the civil legal needs of rape and sexual assault.

**Pro Bono Projects:** Law students research, legal intake and support. Pro bono attorneys to provide civil legal services to victims of rape and sexual assault in the areas of sexual assault protection orders, hearings to protect medical, mental health and school records of victims, clerk magistrate hearings and immigration.

**Estimated Time Commitment:** Each case approximately 15-20 hours.

**Volunteers Sought:** More than 10.

**Expertise Necessary:** Law students can be any year. Pro bono attorneys must be licensed to practice in Massachusetts. No specific expertise is required

**Training Provided:** Law students are trained in-house and supervised by VRCL staff attorneys. Pro bono attorneys attend a 2 hour VRCL training on working with victims of sexual violence and how cases are referred by VRCL.

**Support and Supervision:** Support and supervision provided by VRLC staff attorney.

**Additional Information:** VRLC is the first nonprofit law center in the nation solely dedicated to the legal needs of victims of sexual violence. VRLC is considered an Office of Violence Against Women model and was recently funded to launch a new direct services office in Portland, Oregon.

### **VOLUNTEER LAWYERS PROJECT/SENIOR PARTNERS FOR JUSTICE**

**Organization Description:** Provides civil legal services to low-income people in greater Boston. Case types include landlord-tenant, family law, guardianship, unemployment insurance, bankruptcy, consumer debt.

#### **Pro Bono Projects:**

1. *Boston Housing Court Lawyer for the Day Project:* VLP needs law students to help staff the Boston Housing Court Lawyer for the Day Project on Wednesday and Thursday mornings. Law students help screen clients for eligibility and assist the volunteer attorneys with landlord-tenant cases. If you are interested, please contact Attorney Yugo Nakai at [ynakai@vlpnet.org](mailto:ynakai@vlpnet.org) or 617-423-0648 x151.
2. *Senior Partners for Justice Public Service Internship in the Probate & Family Courts:* Interns are placed in the Suffolk, Middlesex, and Norfolk County Probate and Family Courts, working directly alongside courthouse staff. This is a great behind-the-scenes experience for law students interested in family law. The internship runs in the Fall, Spring and Summer semesters. It is possible to participate for more than one semester. If you are interested, please contact Russell Rennie at [rrennie@vlpnet.org](mailto:rrennie@vlpnet.org) or 617-423-0648 x129.
3. *Suffolk Probate and Family Court Courtroom Lawyer for the Day and Guardianship Clinic:* Law student volunteers are needed to help staff the Suffolk Probate and Family Court Courtroom Lawyer for the Day Project run by VLP and Senior Partners for Justice on Friday mornings. At the Probate and Family Court, law students at the help the attorneys with cases, screen clients for eligibility for legal services, do brief initial client interviews to get basic information about their case, and help clients fill out guardianship petitions. This is also a good volunteer opportunity for law school graduates awaiting bar exam results. If you are interested, please contact Attorney Barbara Siegel at [bsiegel@vlpnet.org](mailto:bsiegel@vlpnet.org) or 617-423-0648 x123.
4. *Guardianship Clinics in the Suffolk, Middlesex and Norfolk County Probate and Family Courts:* VLP and Senior Partners operate Guardianship Clinics in the Suffolk, Middlesex and Norfolk County Probate and Family Courts. Law student volunteers are needed to assist petitioners fill out the pleadings for and file guardianship of minor petitions. This is an interesting, time-limited pro bono opportunity for law students and graduates awaiting bar results.

**Estimated Time Commitment:** Depends on project. For Lawyer of the Day projects, we expect students to volunteer several times from 9 a.m. to 1 p.m. It can be weekly, every other week, or monthly for most of the semester. The longer the better.

**Volunteers Sought:** 2-5.

**Expertise Necessary:** Students can get trained on the job and/or take trainings at VLP concurrently with their pro bono work.

**Training Provided:** Lots of on the job training by VLP staff and experienced volunteer attorneys. VLP regularly provides trainings in the subject areas we handle.

**Support and Supervision:** We have staff attorney(s) available for consultation, mentoring by

veteran attorneys, written/online resources. We also have listservs in several areas and monthly roundtables in bankruptcy consumer, guardianship and family law that students are welcome to join.