

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: Albany County Bar Association Pro Bono Program (ACBA PBP)

Brief Description of Organization: ACBA PBP refers clients to volunteer attorneys for full representation in eviction, bankruptcy, trusts and estates, and family court matters. ACBA PBP's Volunteer Lawyer for the Day Program works with volunteer lawyers to provide limited representation to eligible tenants on the first appearance only

Population Served: Albany County Bar Association serves low income people facing eviction, bankruptcy, and various family law issues.

Website: http://www.albanycountybar.com/pro_bono/

Phone: (518) 445-7691

Address: 1 Lodge Street, 2nd Floor
Albany, N.Y. 12207

VOLUNTEER COORDINATOR

Name: Samantha Howell

Title: Pro Bono Coordinator

Phone: 518-445-7691 x13

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VOLUNTEER OPPORTUNITY

Limited Scope Representation: In the "Attorney For a Day" Project, a volunteer attorney will be available at Albany City Court to provide limited representation to tenants in eviction proceedings on a first-come first-serve basis. Volunteer attorneys enter limited notices of appearance for qualified tenants for the first court appearance only.

Type of Work: Limited Legal Advice.

Location, Days and Hours of Volunteer Opportunity:
Albany City Court House.

Area of Substantive Law: Landlord / Tenant (Housing Law).

Supervision: A representative from the Albany County Bar Association or the Legal Aid Society will also be present to assist with any questions that arise.

Training: ACBA prefers volunteers to have previous experience in landlord/tenant law, but since ACBA is an accredited CLE provider it is able to train prospective volunteers as well.

REQUIREMENTS OF VOLUNTEER

Time Commitment: One-day commitment. Very Flexible.

Previous Experience in Substantive Law Required: No.

Specific/Previous Training Required: No.

OTHER INFORMATION

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