

<b>VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS</b>
<b>Name of Organization:</b> City Bar Justice Center (CBJC)
<b>Brief Description of Organization:</b> The City Bar Justice Center increases access to justice by leveraging the resources of the New York City legal community. Drawing upon our relationship with the New York City Bar, the Justice Center provides legal assistance to those in need; mobilizes lawyers, law firms, corporate legal departments, and other legal institutions to provide pro bono legal services; educates the public on legal issues; fosters strategic relationships; and impacts public policy.
<b>Population Served:</b> Low-income clients and non-profit organizations throughout New York City.
<b>Website:</b> <a href="http://www2.nycbar.org/citybarjusticecenter/">http://www2.nycbar.org/citybarjusticecenter/</a> <b>Phone:</b> (212) 382-6600 <b>Address:</b> 42 West 44th Street, New York NY 10036

<b>VOLUNTEER COORDINATOR CONTACT</b>
<b>Name:</b> John McManus, Esq. <b>Title:</b> Director of the Consumer Bankruptcy Project and Administrator of the Bankruptcy Pro Bono Panel <b>Phone:</b> (212) 382-6600 <b>Email:</b> jmcmanus@nycbar.org

<b>VOLUNTEER OPPORTUNITIES</b>	
<b>Title:</b> Volunteer Attorney	
<b>Can Volunteers Work Off-Site?</b> Volunteers working directly with the CBJC are required to represent individuals remotely.	
<b>Type of Work:</b> Representation of Debtors in Chapter 7 Bankruptcy. The Pro Bono Consumer Bankruptcy Project was established in 2004 to meet the ever-increasing requests for assistance from debt-burdened low-income New York City residents. The Project recruits, trains, and mentors volunteer attorneys to advise low-income consumers of their rights and responsibilities regarding outstanding debts. Where appropriate, volunteers prepare the forms and schedules necessary for debtors to file pro se Chapter 7 cases and advise them on the steps needed to successfully obtain discharge. This Project allows clients who would otherwise be unable to file, due to an inability to retain counsel, to reorder their finances and obtain a clean slate.	
<b>Location, Days and Hours of Volunteer Opportunity:</b> Varies. After attending the City Bar's bankruptcy training CLE, a volunteer is asked to provide 20 hours of pro bono service.	<b>Area of Substantive Law:</b> Bankruptcy Law.
<b>Supervision:</b> Volunteers working directly with CBJC will have access to project directors for mentorship. CBJC also strongly values mentorship and supervision as an important characteristic of partner organizations.	<b>Training:</b> Live training is hosted every few months. Bankruptcy volunteers generally attend the City Bar's free CLE program on bankruptcy. After attending such CLE, the volunteer is asked to provide 20 hours of pro bono service

<b>REQUIREMENTS OF VOLUNTEER</b>	
<b>Time Commitment:</b> Period of weeks or months, depending on the case assigned.	
<b>Previous Experience in Substantive Law Required:</b> No.	<b>Specific/Previous Training Required:</b> No.

<b>OTHER INFORMATION</b>