

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS
Name of Organization: City Bar Justice Center (CBJC)
Brief Description of Organization: The CBJC increases access to justice by leveraging the resources of the New York City legal community to provide free legal services. The Public Service Network, a program offered through the CBJC, fosters public service in the legal community by matching attorneys with legal and non-legal volunteer opportunities in the not-for-profit sector. The Network works with non-profits to develop potential projects and facilitates the placement of lawyers with opportunities that match their interests and skills. Examples of volunteer opportunities include providing legal services to individual clients or non-profit organizations, assisting with policy and legal research, providing advice with management assistance, and helping with program development issues.
Population Served: Low-income clients and non-profit organizations throughout New York City.
Website: http://www.nycbar.org/citybarjusticecenter/volunteer/ Phone: (212) 382-6759 Address: 42 West 44th Street, New York NY 10036

VOLUNTEER COORDINATOR CONTACT
Name: Roisin Duffy-Gideon Title: Program Coordinator Phone: Email: rduffey-gideon@nycbar.org

VOLUNTEER OPPORTUNITIES	
Foreclosure Project: Volunteer lawyers are recruited and trained primarily to negotiate workout arrangements with lenders and attend settlement conferences. Occasionally, where appropriate, volunteers may represent the homeowner in litigation. The Lawyers' Foreclosure Intervention Network conducts regular trainings in representing homeowners in foreclosure settlement conferences and in negotiating loan modifications with their servicers. Volunteers represent homeowners in settlement conferences and in applying for loan modifications under the federal Home Affordable Modification Program. Where the home cannot be saved, volunteers assist homeowners with short sales or other orderly transition that minimizes damage to credit. Volunteers with litigation skills may opt for full defense of a foreclosure action.	
Can Volunteers Work Off Site: Yes.	
Type of Work: Full Representation; Limited Scope Representation.	
Location, Days and Hours of Volunteer Opportunity: The volunteers' own home or office.	Area of Substantive Law: Foreclosure.
Supervision: Clients are screened by Foreclosure Project staff, and then case descriptions are sent to the volunteer panel. Once an attorney volunteers for a case, the Project director meets with the volunteer to prepare a case plan and mentors the volunteer throughout the representation.	Training: 4-hour training sessions are hosted on a regular basis.

REQUIREMENTS OF VOLUNTEER	
Time Commitment: Volunteers take on several cases throughout the year; these matters are somewhat time sensitive.	
Previous Experience in Substantive Law Required: No.	Specific/Previous Training Required: No.

OTHER INFORMATION