

VOLUNTEER JOB DESCRIPTION	
Name of Organization: City Bar Justice Center	
Brief Description of Organization: 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.	
Population Served: Low-income clients and non-profit organizations throughout New York City.	
Website: http://www2.nycbar.org/citybarjusticecenter/ Phone: (212) 382-6600 Address: 42 West 44th Street New York, NY 10036	
VOLUNTEER COORDINATOR CONTACT	
Name: John McManus, Esq. Title: Director of the Consumer Bankruptcy Project and Administrator of the Bankruptcy Pro Bono Panel Phone: (212) 382-6600 Email: jmcmanus@nycbar.org	
VOLUNTEER OPPORTUNITIES	
Title: Volunteer Attorney	
Can Volunteers Work Off Site? Yes	
Type of Work: 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.	
Location, Days and Hours of Volunteer Opportunity: Varies. After attending the City Bar's bankruptcy training CLE, a volunteer is asked to provide 20 hours of pro bono service.	Area(s) of Substantive Law: Bankruptcy law
Supervision: Volunteers working with the City Bar will have access to project directors for mentorship. The City Bar also strongly values mentorship and supervision as an important characteristic of partner organizations.	Training: 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.
REQUIREMENTS OF VOLUNTEER	
Time Commitment: 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.	
Previous Experience in Substantive Law Required: No.	Specific/Previous Training Required: No.

Last reviewed: 4-10-2015