

VOLUNTEER JOB DESCRIPTION: ATTORNEY EMERITUS	
Name of Organization / Project: Legal Services NYC - Bankruptcy Assistance Project	
Brief Description of Organization: The New York city Bankruptcy Assistance Project ("NYC BAP") at Legal Services NYC provides free bankruptcy assistance to low-income residents of New York city who are considering bankruptcy. We assist people through weekly "bankruptcy workshops," in which debtors meet with attorneys to learn about and be assessed for bankruptcy. Where appropriate, we assist debtors in preparing and filing Chapter 7 bankruptcy petitions. In addition, NYC BAP find pro bono (volunteer) attorneys for pro se (self-represented) debtors in the bankruptcy courts.	
Population Served: The New York City Bankruptcy Assistance Project (NYC BAP) provides free pro bono assistance to low-income (200% of poverty and below) residents of New York city. Veterans and homeowners facing foreclosure can have up to 400% of poverty.	
Website: http://www.legalservicesnyc.org/ www.nycbap.org	
Phone: (212) 442-3600 646-442-3560	
Address: 40 Worth Street, Suite 606, New York, NY 10013	
VOLUNTEER COORDINATOR CONTACT	
Name: Adam Heintz	
Title: Director of Pro Bono Legal Services	
Phone: (646) 442-3600	
Email: aheintz@ls-nyc.org	
VOLUNTEER OPPORTUNITY	
Title: Volunteer Attorney	
Can Volunteers Work Off Site? Yes.	
Type of Work: The volunteer attorney determines debtors' appropriateness for Chapter 7 bankruptcy and provides limited advice. Depending on this assessment, the attorney then either advises the client and closes the matter or prepares a bankruptcy petition for the debtor to file pro se. The attorney also advises the debtor on how to represent themselves in meetings and contracts with creditors and the bankruptcy trustee.	
Location, Days, and Hours of Volunteer Opportunity: Approx. 40 hours for 3 bankruptcy petitions. The Project asks volunteers to take at least 3 cases. Volunteers may work from home.	Area of Substantive Law: Bankruptcy.
Supervision: Volunteers working with NYC BAP will have access to project directors for mentorship. NYC BAP also strongly values mentorship and supervision as an important characteristic of partner organizations.	Training: Live training is hosted every few months. The trainings are 6-hour sessions which cover the relevant rules to enable volunteer attorneys to assist clients in completing Ch. 7 petitions.
REQUIREMENTS OF VOLUNTEER	
Time Commitment: Approx. 40 hours for three bankruptcy petitions--the first one typically takes more time than the third one. Volunteers may also commit to working one or more days per week in the office, handling a caseload and assisting with our intake hotline.	
Previous Experience in Substantive Law Required: No.	Specific/Previous Training Required: No.
OTHER INFORMATION	