

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: Manhattan CLARO Program

Brief Description of Organization: The Manhattan CLARO Program operates weekly clinics in New York County Civil Court and provides limited legal advice to unrepresented persons on consumer debt matters. The weekly sessions operate on Thursdays, from 6pm to 8pm.

Population Served: Manhattan residents with consumer debt issues.

Website: www.claronyc.org

Phone: n/a

Address: New York City Civil Court, 111 Centre Street, New York, New York

VOLUNTEER COORDINATOR CONTACT

Name: Lois Davis

Title: Director of Pro Bono Programs

Phone: (212) 267-6646 x217

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VOLUNTEER OPPORTUNITIES

Limited Legal Advice Clinic: Volunteers provide limited legal advice during weekly court-based clinics to unrepresented Manhattan residents. A consumer law expert is onsite at every CLARO session to provide support and answer questions from volunteer attorneys.

Can Volunteers Work Off Site? No.

Type of Work: Limited Legal Advice, mostly litigation related to consumer debt collection.

Location, Days and Hours of Volunteer Opportunity: New York County Civil Court, 111 Centre Street, New York, New York, Thursdays, 6pm to 8pm

Area of Substantive Law: Consumer Debt.

Supervision: Consumer Law Experts are onsite at every CLARO session to supervise volunteer attorneys and to provide backup expertise.

Training: Volunteer attorneys must attend a three-hour Basic CLARO Training Program, which is offered approximately two to three times per year. Presentations are made by consumer law experts explaining laws and regulations for consumer debt issues, using training manuals.

REQUIREMENTS OF VOLUNTEER

Time Commitment: Volunteer attorneys must commit to volunteering a minimum of six hours.

Previous Experience in Substantive Law Required: No.

Specific/Previous Training Required: Yes. Volunteers must first attend a 3-hour basic training program.

[Apply to be a Volunteer](#)