

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: Nassau County Bar Association (NCBA)

Brief Description of Organization: Founded in 1899, the Nassau County Bar Association (NCBA) is the leading source for legal information and services for the legal profession and the local community in Nassau County, Long Island, New York. NCBA enjoys a membership of nearly 6,000 private and public attorneys, judges, legal educators and law students, making it the largest suburban bar association in the United States.

Populations Served: Nassau County seniors, homeowners, veterans, and underserved immigrant communities where language is an issue as well as individuals in financial distress due to Super Storm Sandy or other debts.

Website: www.nassaubar.org
Phone: 516.747.4070
Address: 15th & West Streets
Mineola, NY 11501

VOLUNTEER COORDINATOR CONTACT

Name: Gale D. Berg
Title: Director of Attorney Pro Bono Activity
Phone: 516-747-4070
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VOLUNTEER OPPORTUNITIES

Mortgage Foreclosure Clinic: Homeowners make appointments to speak with volunteer attorneys. Homeowners are to bring their paperwork for the volunteer to review and then guide them. Attorneys proficient in mortgage foreclosure and bankruptcy; Super Storm Sandy issues and debt counseling; as well as other non profit resources such as housing counselors or financial consultants attend. During the clinic, the Bar has other attorneys observing so that they may counsel for the next session. To participate in a clinic you need to be a member of the Nassau County Bar Association.

Can Volunteers Work Off Site: No.

Type of Work: Limited Legal Advice. Attorneys advise and counsel based on the situation of the homeowner. They review papers, help with answers and/or motions as well as counsel regarding court procedure.

Location, Days and Hours of Volunteer Opportunity:
Twice a month, 3pm - 6pm at main Mineola office.

Area of Substantive Law: Housing Law - Foreclosure, Bankruptcy, Debt and Insurance Law.

Supervision: Attorneys familiar with the procedure are available to answer questions the volunteer may have regarding substantive issues or procedure.

Training: The Bar Association has CLE trainings. In addition, the volunteers shadow an attorney more familiar with the procedure until all are comfortable.

REQUIREMENTS OF VOLUNTEER

Time Commitment: Clinics are twice a month, usually Monday afternoons from 3pm-6pm for three hours.

Previous Experience in Substantive Law Required: No.

Specific/Previous Training Required: No.

Updated 11.18.2014