

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. Individuals who are in financial distress due to Super Storm Sandy.

VOLUNTEER COORDINATOR CONTACT

Name: Gale D. Berg
Title: Director of Attorney Pro Bono Activity
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VOLUNTEER OPPORTUNITIES

Limited Legal Advice: The Association provides limited volunteer legal representation to homeowners at the state - mandated court settlement conferences. The attorney is there to help the homeowner understand the process, such as the reason for the conference, obtaining an adjournment, etc. One can observe morning or afternoon sessions, usually two-and-a-half hours or less and then volunteer to be available. The attorney only represents the homeowner while in the mandatory conference in opposition to the Bank attorney before a Court Appointed Referee. They do not follow the case. In terms of the clinics they are only there during the appointed hours to give advice.

Can Volunteers Work Off Site: No.

Type of Work: Limited Legal Advice. Counseling and Advocacy on behalf of the Homeowner while in the settlement conference part. May advise how to draft an answer, motion or other court documents in the session.

Location, Days and Hours of Volunteer Opportunity:
Nassau County Supreme Court, Monday, Tuesday, and Wednesday in the mornings and afternoons.

Area of Substantive Law: Housing Law - Foreclosure Prevention/debt counseling.

Supervision: Attorneys familiar with the procedure will guide and mentor the volunteer .

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

REQUIREMENTS OF VOLUNTEER

Time Commitment: At least one of six mandated sessions each week either 9:30 -12:00 pm and 2:00 to 4:00 pm

Previous Experience in Substantive Law Required: No .

Specific/Previous Training Required: No, but litigation experience helpful