

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: Niagara County Legal Aid Society (NCLAS)

Brief Description of Organization: NCLAS is not your typical legal service provider because it is not a pro bono organization. In other words, its lawyers takes cases for pay. What makes it unique is that NCLAS allocates 12% of its annual budget to pro bono work. NCLAS refers all of its pro bono cases out to local lawyers in the area.

Population Served: Low-income clients in Niagara, New York.

Website: N/A

Phone: (716) 284-8831

Address: 775 Third Street

Niagara Falls, New York 14302-0844

VOLUNTEER COORDINATOR CONTACT

Name: Mary Ann Oliver

Title: Volunteer Coordinator and Associate

Phone: (716) 284-8831

Email: maoliver@wnylc.com

VOLUNTEER OPPORTUNITIES

Housing Law: NCLAS receives applications for prospective pro bono matters. If it accepts a case, it will then refer the case out to local attorneys. The cases NCLAS accepts are generally not too complex.

Can Volunteers Work Off Site: Yes, volunteers must have an independent space to work from either the office or home.

Type of Work: Full Representation; Limited Legal Advice.

Location of Volunteer Opportunity: Volunteer's own office or home.

Area of Substantive Law: Housing Law.

Supervision: NCLAS requires its volunteers to fill out a case acceptance form and a form indicating when the case was completed and its resolution. NCLAS provides no oversight over the cases it refers.

Training: NCLAS provides neither an orientation nor training program for its volunteers.

REQUIREMENTS OF VOLUNTEER

Time Commitment: Projects are completed at the volunteer's own pace.

Previous Experience in Substantive Law Required: Yes.

Specific/Previous Training Required: Yes.

OTHER INFORMATION

[Apply to be a Volunteer](#)