

### VOLUNTEER JOB DESCRIPTION: ATTORNEY EMERITUS

**Name of Organization:** New York County Lawyer's Association (NYCLA)

**Brief Description of Organization:** The New York County Lawyers' Association has historically been one of the largest and most influential county bar associations in the country. The Association is organized as a bar association exclusively for charitable and educational purposes with the primary objective of promoting the public interest by: 1) advancing the science of jurisprudence; 2) promoting the administration of justice and reforms in the law in the public interest; 3) elevating the standards of integrity, honor and courtesy in the legal profession and fostering the spirit of collegiality among members of the Association and throughout the bar; 4) applying its knowledge and experience in the field of law to the promotion of the public good; 5) arranging for the provision by its members of free legal services for indigent, low income and other persons in need; 6) ensuring access to justice for all; 7) advocating for a strong and independent judiciary; 8) encouraging diversity throughout the legal profession; 9) maintaining high ethical standards for the bench and bar; 10) promoting high-quality legal education and other resources for law students and lawyers; and such other charitable and educational activities appropriate to a bar association as will primarily promote the public interest.

**Note:** Volunteers must be NYCLA members in order to participate in NYCLA volunteer opportunities.

**Population Served:** Low-income individuals and families throughout New York City.

**Website:** www.nycla.org

**Phone:** (212) 267-6646

**Address:** 14 Vesey Street  
New York, NY 10007

### VOLUNTEER COORDINATOR CONTACT

**Name:** Lois Davis

**Title:** Director of Pro Bono Programs

**Phone:** (212) 267-6646 x217

**Email:** ldavis@nycla.org

### VOLUNTEER OPPORTUNITIES

**Legal Counseling Project:** Provides counseling to clients four times a month on an appointment-only basis in the areas of family, employment, and landlord/tenant law. No representation of any kind is undertaken. Clients are prepared during the clinics for pro se representation. Volunteer attorneys may be asked to review documents, answer questions, discuss areas of concern that the client should be aware of when entering into certain agreements or point out various methods whereby the client can either correct a problem or seek appropriate assistance and direction. Mentors, who are experienced in the three practice areas, are available by telephone on each clinic night to assist volunteers.

**Can Volunteers Work Off Site:** No. Clinics are held at the NYCLA office.

**Type of Work:** Limited Legal Advice.

**Location, Days and Hours of Volunteer Opportunity:**  
Once a week, from 6:00pm-9:00 pm, at NYCLA's office located at:  
14 Vesey Street  
New York, NY 10007

**Area of Substantive Law:** Family Law; Employment Law; Landlord/Tenant Law.

**Supervision:** Mentors will be available for questions.

**Training:** Volunteers must attend a mandatory training, which is held by NYCLA every September. Written materials are provided. Please contact Ms. Davis for upcoming training dates.

### REQUIREMENTS OF VOLUNTEER

**Time Commitment:** 6pm to 9pm pm once a month (contact Lois Davis for upcoming dates).

**Previous Experience in Substantive Law Required:** None

**Specific/Previous Training Required:** No.

### OTHER INFORMATION

Requirements of Legal Counseling Project volunteers: 1) must be a NYCLA member in good standing; 2) must be admitted to the New York Bar for at least one year; and, 3) must attend the mandatory training session.