

VOLUNTEER JOB DESCRIPTION TEMPLATE: 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 purposes.

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

U. S. Tax Court Project - NYCLA is the first bar association in New York to offer a Tax Court Pro Bono Program. This project provides counseling to clients seeking advice in the area of tax law at calendar call sessions of the U.S. Tax Court conducted in New York. No representation of any kind is undertaken and you will not be required to enter an appearance. Clients are advised by volunteers while appearing pro se before the U.S. Tax Court. Volunteers may be asked to consult with pro se petitioners regarding the merits of their cases and evaluate any settlement proposals from the Internal Revenue Service, act as a communicator or mediator between the parties in an effort to assist in resolving the case and provide procedural advice to pro se petitioners who decide to proceed to trial.

Can Volunteers Work Off Site: No. The U.S. Tax Court Project is held at the U.S. Tax Court in the Jacob K Javits Federal Building.

Type of Work: Limited Legal Advice.

Location, Days and Hours of Volunteer Opportunity:
Volunteers work during calendar call, which occurs in the morning about four times per year. This volunteer opportunity is held in the U.S. Tax Court located at:
Jacob K. Javits Federal Building
27 Federal Plaza
New York, NY 10013

Area of Substantive Law: Tax Law

Supervision: Mentors will be available for questions.

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

REQUIREMENTS OF VOLUNTEER

Time Commitment: Volunteers must attend one calendar call per quarter.

Previous Experience in Substantive Law Required:
Must be admitted to the U.S. Tax Court Bar and have at least 3 years experience in tax law.

Specific/Previous Training Required: Must have knowledge of and experience in tax law.

OTHER INFORMATION

Requirements of U.S. Tax Court 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.

[Apply to be a Volunteer](#)