

**VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS**

**Name of Organization:** Suffolk County Bar Association Pro Bono Foundation (SCBA Pro Bono Foundation)

**Brief Description of Organization:** Organized by the Suffolk County Courts, Suffolk County Bar Association, Nassau/Suffolk Law Services and other separate entities, the SCBA Pro Bono Foundation provides unrepresented litigants with pro bono services by a qualified attorney.

**Population Served:** Unrepresented litigants in Suffolk County.

**Website:** <http://www.scba.org/>

**Phone:** 631-234-5511

**Address:** 560 Wheeler Road  
Hauppauge, NY 11788

**VOLUNTEER COORDINATOR CONTACT**

**Name:** Jane LaCova, Esq.

**Title:** Executive Director

**Phone:** (631) 234-5511

**Email:** jane@scba.org

**VOLUNTEER OPPORTUNITIES**

**Guardianship:** Full Representation of a client in guardianship matters.

**Can Volunteers Work Off Site:** Yes.

**Location, Days and Hours of Volunteer Opportunity:**  
Conference rooms are available to meet with clients at the Suffolk County Bar Association and at the Nassau/Suffolk Law Services' offices.

**Area of Substantive Law:** Family Law.

**Type of Work:** Full Representation.

**Supervision:** SCBA Pro Bono Foundation provides strong supervision for its volunteers.

**Training:** AEP volunteers can attend a live CLE course, receive a DVD copy of a training session, or under certain circumstances watch a training session by webcast. Further, all volunteers have the opportunity to shadow another attorney.

**REQUIREMENTS OF VOLUNTEER**

**Time Commitment:** Varies.

**Previous Experience in Substantive Law Required:** No.

**Specific/Previous Training Required:** Depends on nature of services.

**OTHER INFORMATION**

Must be a member