

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: Volunteer Legal Services Project of Monroe County, Inc. (VLSP)

Brief Description of Organization: VLSP's mission is to improve the quality of life of low-income residents of Monroe County by ensuring the existence of a readily available panel of skilled volunteer attorneys to resolve serious legal problems. VLSP's pro bono opportunities include traditional case referrals as well as limited legal services at a variety of clinics and a consumer law hotline.

Population Served: Low-income residents of Monroe County.

Website: <http://vlsprochester.org>
Phone: (585) 232-3051
Address: 1 West Main Street, 5th Floor
Rochester, NY 14614

VOLUNTEER COORDINATOR CONTACT

Name: Sheila Gaddis
Title: Pro Bono Coordinator
Phone: 585-295-5702
Email: sgaddis@wnylc.com

VOLUNTEER OPPORTUNITIES

Debt Collection Advice Clinic: This clinic is divided into two sessions: The first clinic is the teaching session where a volunteer attorney gives general advice and presents information through a PowerPoint presentation prepared by VLSP. The attorney discusses debt problems including harassing phone calls from credit agencies, lawsuits to collect debts, and garnishment of wages. Approximately two weeks after the teaching session, there is an individual counseling session. Clients who meet certain eligibility criteria are invited back to meet individually with a volunteer attorney to discuss their debt situation in more detail. After the meeting, the attorney will make a recommendation concerning the client's suitability to file a Chapter 7 bankruptcy.

Can the Volunteer work from home or his or her office: No.

Location, Days, and Hours of Volunteer Opportunity: Rochester. Teaching Session - Federal Courthouse located at 100 State Street. Individual Counseling Session - VLSP office.	Area of Substantive Law Preferred: Consumer Law.
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Type of Work: Limited Legal Advice.

Supervision: Volunteers will be supervised by a member of the VLSP staff, as well as by a member of the site that the volunteer is placed at, if applicable.	Training: Volunteers will be trained. VLSP conducts CLE trainings in this area. Materials are available for independent study. Mentoring by a VLSP staff attorney is available.
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REQUIREMENTS OF VOLUNTEER

Time Commitment Required of Legal Volunteers: This clinic is divided into two sessions and is held every other month between the hours of 4:30 PM and 6:00 PM.

Previous Experience in Substantive Law Required: No.	Previous Training Required: No.
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OTHER INFORMATION