

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

Family Law Clinic: VLSP operates a clinic in which volunteer attorneys provide advice to individuals on custody and related issues and help people complete Family Court petitions for custody, visitation, or guardianship and also give instructions on filing those petitions with Family Court, if it is advisable to do so. Most clients who do file a petition do then get assigned counsel when they appear in Family Court.

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

Type of Work: Limited Legal Advice.

Location, Days, and Hours of Volunteer Opportunity: VLSP office, bi-monthly, 11:30-1:30. **Area of Substantive Law Preferred:** Family Law.

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 VLSP staff attorney available.

REQUIREMENTS OF VOLUNTEER

Time Commitment Required of Legal Volunteers: This clinic is held twice a month between the hours of 11:30 AM and 1:30 PM at VLSP's offices.

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

OTHER INFORMATION