

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

Pro Se Divorce Clinic: Clients who are seeking an uncontested divorce are served by VLSP's Pro Se Divorce Clinic. An attorney teaches a series of three classes for clients to complete the many forms necessary to obtain a divorce. Volunteer attorneys and paralegals also assist clients in completing the forms and notarizing documents.

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

Location, Days, and Hours of Volunteer Opportunity: Hall of Justice or VLSP offices from 12:00-2:00.

Area of Substantive Law Preferred: Family Law.

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.

REQUIREMENTS OF VOLUNTEER

Time Commitment Required of Legal Volunteers: Series of three classes held at either the Hall of Justice or at VLSP's offices from 12:00 noon to 2:00 PM. Volunteers are welcome to assist with all three clinic classes, or fewer as their schedules permit.

Previous Experience in Substantive Law Required: No.

Previous Training Required: No.

OTHER INFORMATION