

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: Prisoners' Legal Services of New York (PLS)

Brief Description of Organization: Prisoners Legal Services of New York (PLS) is a non-profit legal service organization, with offices in Albany, Buffalo, Ithaca and Plattsburgh. PLS provides civil legal services to indigent prisoners in New York State correctional facilities where no other counsel is available. PLS maintains standard business hours of 9 a.m. to 5 p.m.

Population Served: Indigent prisoners in NYS correctional facilities.

Website: www.plsny.org

Phone: 716-854-1007

Address: 237 Main Street, Suite 1535, Buffalo, New York 14203

VOLUNTEER COORDINATOR CONTACT

Name: Samantha Howell, Esq.

Title: Pro Bono Coordinator

Phone: 518-445-6050

Email: showell@plsny.org

VOLUNTEER OPPORTUNITIES

Volunteers will assist with screening and responding to intake. Volunteers will read letters from prisoners to identify what legal issue is present, if any, and determine how to respond. Some letters will require a simple reject while others may require research, a personalized response and/or one of our seventy-five educational form memos. Occasionally, volunteers may also draft briefs, memos or advocacy letters on the behalf of clients and assist in preparing cases for litigation. Volunteers may also screen and investigate cases for referral to the Pro Bono Partnership Project.

Can Volunteers Work Off Site? No.

Type of Work: Limited legal advice, mostly responding to intake letters and screening cases for referral to the Pro Bono Partnership Project.

Location, Days and Hours of Volunteer Opportunity: 237 Main Street, Suite 1535, Buffalo, New York 14203, 9 a.m. - 5 p.m.

Area of Substantive Law: Prisoners' Rights; Civil Rights; Excessive Use of Force, Sentence and Jail Time Calculations; First Amendment Rights; Parole and Reentry Issues; Inadequate Medical and Mental Health Care.

Supervision: Volunteers will be supervised by a staff attorney and/or managing attorney.

Training: Volunteer attorneys must attend a three-hour basic training program, provided by PLS staff.

REQUIREMENTS OF VOLUNTEER

Time Commitment: Volunteer attorneys must commit to volunteering a minimum of six hours.

Previous Experience in Substantive Law Required: No.

Specific/Previous Training Required: Yes. Volunteers must first attend a 3-hour basic training program.