

**VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS**

**Name of Organization:** Pace Women's Justice Center

**Brief Description of Organization:** Founded in 1991, the Pace Women's Justice Center is a highly respected, multi-faceted legal services center that serves over 2800 victims and survivors of domestic violence and elder abuse every year through the skillful and innovative use of the law. The Center makes legal information and resources readily available to the general public.

**Population Served:** Domestic violence survivors

**Website:** <http://www.law.pace.edu/wjc>

**Phone:** (914) 422-4069

**Address:** Pace Women's Justice Center at Pace Law School, 78 North Broadway, White Plains, NY 10603

**VOLUNTEER COORDINATOR CONTACT**

**Name:** Natalie J. Sobchak

**Title:** Director of Pro Bono Programs

**Phone:** (914) 422-4425

**Email:** nsobchak@law.pace.edu

**VOLUNTEER OPPORTUNITY**

**Family Court Legal Program:** Provide free emergency legal services to individuals on a walk-in basis at the Center's two satellite offices in the Family Courts in White Plains and Yonkers. Individuals eligible for services are victims of domestic violence seeking relief in the form of orders of protection, petitions for custody, child support and paternity, when applicable.

**Can Volunteers Work Off Site?** No.

**Type of Work:** Legal Representation

**Location, Days, Hours of Volunteer Opportunity:**  
Family Courts in White Plains and Yonkers, Monday - Friday,  
9am - 5pm.

**Area of Substantive Law:** Domestic Violence, Family Law.

**Supervision:** Volunteers will be fully supervised by staff attorneys.

**Training:** Volunteers will participate in a training session on Domestic Violence and Program Procedures before beginning to volunteer.

**REQUIREMENTS OF VOLUNTEER**

**Time Commitment:** Attorneys may volunteer for full-day shifts, one or more times each month (depending upon the volunteer's availability and staffing considerations).

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

**Specific/Previous Training Required:** No.

**OTHER INFORMATION**

Volunteers must interview with the Pace Women's Justice Center before being able to volunteer.