

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

Micro-Enterprise Program Clinic: The Micro-Entrepreneur Pro Bono Project (MPBP) provides pro bono (free) legal assistance to low-income individuals who wish to start or develop business in economically distressed neighborhoods. Through representation by transactional attorneys, MPBP provides pro bono legal assistance to entrepreneurs on issues including, but not limited to: Choice of Entity, Contracts, Licenses or Permits, Intellectual Property, Taxes, Insurances, Bonds, and other issues that may threaten the business, such as immigration, employment, and consumer matters. Once an application has been submitted, the applicant will be notified to schedule an intake meeting or informed that the business is not eligible. If the application is approved, MPBP will contact the law firm liaison who notifies the firm's volunteer attorneys. The law firm who accepts the client holds an initial meeting between the client and the attorney to discuss the client's particular legal issue. The law firm then handles the representation of the client for the specific issue identified in the application only.

Can the Volunteer work from home or his or her office: Yes.

Location, Days, and Hours of Volunteer Opportunity: Rochester, NY.	Area of Substantive Law Preferred: Business Law and related practice areas.
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Type of Work: Full Representation.

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: Varies.

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