

Spring 2018 Pro Bono Placement Project List of Opportunities

I am interested – How do I sign up?

Sign-ups begin 8:00 am Friday January 12 and end 5:00 pm Sunday January 14, 2018.

Placements are made on a first come, first served basis. Specifically, qualified students will be selected based upon (1) the time that their online registration form is received, and (2) their choice of placements. For example, if Agency A requests three volunteers who are 2Ls and bilingual, then the first three students who meet these qualifications and designate Agency A as their first choice will receive a placement. We will place additional students on a waiting list in the event new openings become available.

To sign up: Complete the online registration form from January 12 at 8:00 am through January 14 at 5:00 pm. Please list your top 3 placement choices in the registration form. You must list the complete organization name and position. If you are only interested in 1 placement, please list “None” for the rest of your placement choices. You will receive an email either by January 22 or early in the week of January 25 if we are able to place you in one of your choices. You will have 24 hours to respond or the position will be offered to another student. ***Please check your email regularly for notifications.*** We will provide your contact information to the organization to arrange a start date with you and discuss other details of your placement. Please respond promptly to communications from the organization so that your volunteer commitment can begin on schedule. **If, at any time before or after you begin work with the agency, you are unable to fulfill your volunteer commitment for the Spring semester you must notify the Center for Social Justice so that the position may be filled by another student.**

****There will be a mandatory orientation session on January 24 at 12:00 pm for all students assigned a placement.****

Please see list of volunteer opportunities below.

Asian Law Alliance

The Asian Law Alliance (ALA) is a nonprofit community law office that has provided individuals with legal services, community education, and community organizing assistance since 1977. ALA services and programs are focused on the recently arrived Asian and Pacific Islander immigrant and refugee communities in Santa Clara County. Services are provided in different Asian Pacific languages by multicultural staff and volunteers. Current legal services priority areas are immigration, housing, domestic violence, public benefits, and civil rights law.

Student volunteers will have the opportunity to participate in various aspects of ALA services, including initial client contact, case investigation, legal research and writing, drafting pleadings

and discovery materials, and trial and hearing preparation. If they would like, volunteers can also assist in the efforts of community education and community organizing programs.

Requested hours per week: 3-8 hours per week. Schedule is at least one three hour block one day per week, either from 9:00 am-12:00 pm or 1:00 pm-4:00 pm Monday through Friday.

Number of volunteers: 5-8 law students.

Preferred days: to be determined by students and organization.

Languages: preference is given to volunteers who can multiple languages, but it is not a prerequisite.

Bay Area Legal Aid, San Mateo County

The Organization: BayLegal (www.baylegal.org) is the largest legal services provider in the Bay Area, serving Alameda, Contra Costa, Marin, Napa, San Mateo, San Francisco and Santa Clara counties. Its mission is to provide high quality legal assistance to clients, regardless of their location, language or disability. Although grounded in local communities, BayLegal's vision is to serve the entire region. BayLegal operates six regional offices and has nearly 100 staff members. BayLegal assists clients primarily in housing, family law/domestic violence, immigration, access to healthcare and public benefits matters.

The Office: The San Mateo County Regional Office in Redwood City offers comprehensive legal services to low-income survivors of domestic violence and sexual assault focusing primarily on their family law and immigration legal needs. We also operate the County's pro per domestic violence restraining order (DVRO) clinic.

1. Domestic Violence Restraining Order Volunteer

Clinic Hours are: M, W, Th (South San Francisco Courthouse), F 9 am – 12:30 pm; and T (Daly City Community Center), W 1:30 pm– 5 pm.

Assist victims of domestic violence to apply for restraining orders in pro per. Prepare court forms, assist applicants in drafting declarations, and help applicants navigate the court process. Must be able to perform well under pressure and tight time constraints; detail-oriented, and able to explain complicated legal concepts to applicants with low levels of legal sophistication. Assist applicants in understanding the restraining orders they get back from the Court. Put restraining order packets together, facilitate video presentation to applicants, and answer any follow-up questions. Assist staff attorneys in full representation of clients in restraining order hearings, divorce, custody, and support matters, and immigration cases. Perform follow-up client interviews, investigate claims and defenses, prepare and serve discovery, research and draft motions or briefs, and make court appearances with attorneys. 3rd year students may receive certification and make their own appearances under attorney's supervision. Must be detail-

oriented, sensitive to the specific needs of our client population, work well under pressure, and have excellent oral and written communication skills. Minimum commitment: 8 hours per week.

Work-Study: Some work-study funds are available. Applicants who are offered a position should then notify their supervisor when they accept the offer if they have a Federal Work-Study award. Note, if workstudy, will not count toward pro bono credit.

Requested hours per week: each clinic volunteer should plan to come to two clinic sessions (M, W, F 9 am – 12:30 pm; and W 1:30 pm – 5 pm) each week.

Number of volunteers: 1 law student. **(Limited to 2Ls and 3Ls only)**

Preferred days: DVRO clinic days and hours are described above.

Languages: fluency in Spanish or Tagalog is preferred, but not required.

2. Return Order Clinic Clerk

Return Order Clinic hours are M, W, F, from 4-5pm. Minimum commitment: three return order session per week, 2 hours per session. This position will only be available for someone willing to come to Redwood City for 2 hours at least and for a minimum of 3 days at least. This would allow the clerk to learn substantive law related to DV cases and gain experience working directly with Pro Per applicants. There are some days when there are no applicants and therefore committing to at least 3 days will allow for sufficient learning to be beneficial to both clerk and the agency. On days that there are no applicants, the clerk will assist with other office tasks including legal research and filing.

Requested hours per week: each clinic volunteer should plan to come to three clinic sessions (M, W, Th, F 3-5) each week.

Number of volunteers: 1 law student. **(2Ls and 3Ls only)**

Preferred days: All days except Tuesdays.

Languages: fluency in Spanish or Tagalog is preferred, but not required.

Bay Area Legal Aid, Santa Clara County

The Santa Clara County Regional Office of Bay Area Legal Aid provides no-cost legal services to low-income people in the areas of domestic violence, family law, housing law, public benefits, economic justice and immigration law.

Law student volunteers will interview clients, prepare pleadings and documents, research legal issues, and work on other cases or projects having a broad impact on client communities. Law student volunteers may also have the opportunity to represent clients in administrative hearings, depending upon oral advocacy experience.

Number of volunteers: 1 law student

Requested hours per week: minimum commitment of 8 hours per week.

Class Level: **2Ls or above, only**; strong legal research and writing skills preferred.

Preferred days: Thursdays and Fridays.

Languages: Preferred fluency in Spanish or other languages spoken by our client communities, including Cantonese, Vietnamese, Russian or other Southeast Asian languages.

Catholic Charities

Catholic Charities helps eligible immigrants navigate the immigration process by assessing eligibility, assisting with the application, interviewing clients and conducting referrals to English and citizenship classes. Catholic Charities seeks law student volunteers to assist with the Citizenship classes, which is under the Immigration Legal Services Program. Since starting last year, the program has grown to over 100 registered students, with a 100% passing rate in the citizenship exam. The commitment is less than 5 hours per week and student volunteers will be asked to work with the volunteer teacher and to learn the citizenship questions. Student volunteers will also learn how to use CitizenshipWorks, a new online citizenship screening and application database for students who are ready to apply for citizenship. Students with second language abilities (especially Spanish) will be able to provide extra help to those who qualify to take the test in their own language. Although the focus is the Citizenship Class, there will also be opportunities to do actual immigration legal services work (e.g., clients' intake, data entry, legal research & writing, etc.) especially with the proposed Deferred Action immigration policy for the youth and young adults with our experienced Board of Immigration Accredited Representatives. There will also be opportunities to join the immigration team in our in-house immigration legal training and community presentations.

Requested hours: 3.

Number of volunteers: 1-2 law students. (One position also available in Gilroy office. Please indicate "Gilroy" on the signup sheet if interested.)

Preferred days: As determined by students and organization.

Languages: Fluency in Spanish preferred.

Community Legal Services of East Palo Alto

Community Legal Services in East Palo Alto (CLSEPA) provides free and extremely low-cost legal services in four primary practice areas. CLSEPA is located in the southernmost end of San Mateo County, immediately off of highway 101 and University Avenue. We assist clients with 1) humanitarian immigration, 2) housing, 3) anti-predatory lending and loan modifications, and 4) consumer law. Please see our website (www.clsepa.org) for more information about our agency. We offer in-house opportunities.

Prospective interns will be required to submit their resumes and attend an interview before their placement can be confirmed.

Immigration:

About CLSEPA's Immigration Program:

CLSEPA attorneys represent immigrants in a variety of affirmative and defensive proceedings. We specialize in a wide range of immigration cases, including asylum, U visas for victims of crime, VAWA petitions for domestic violence victims, Special Immigrant Juvenile Status, Deferred Action for Childhood Arrivals, and more. In addition, we respond to certain urgent requests for help when immigrants have ICE holds or are detained, and have a robust removal defense practice. We also engage in additional advocacy for youth, ranging from mass presentations at schools and other locations, to individual case representation. The immigration program at CLSEPA aims to engage law students both new to immigration and those able to work on more advanced projects.

About CLSEPA's Immigrants' Rights Project:

CLSEPA recently established an immigrants' rights practice which focuses on policy advocacy and litigation to challenge abusive and unlawful practices affecting immigrant communities in East Palo Alto and beyond.

Housed within CLSEPA's Immigration Program, the Immigrants' Rights Project partners with our immigration attorneys, as well as attorneys in CLSEPA's other programs, to identify issues that warrant systemic policy advocacy, public education, and litigation, to ensure that local communities remain welcoming for immigrant families, and that civil rights violations are vindicated.

Requested hours per week: 8-10.

Number of volunteers: 2 law students

Preferred days: As determined by student and organization.

Languages: Preference given to students who are fluent in Spanish.

Other requirements: Students are required to submit a resume and attend an interview prior to acceptance.

Economic Advancement:

About Our Economic Advancement Program:

CLSEPA's Economic Advancement Program aims to assist low-wage workers and job seekers from East Palo Alto and surrounding communities in removing barriers to employment and maximizing their earning potential by protecting their income from wage theft, scams, or fraud. A reentry and consumer intern would assist clients with removing barriers to employment by representing clients in post-conviction relief cases in California state court, advocating with employers to enforce background check protections for consumers, and working with consumers who are victims of scams or fraud.

A workers' rights intern would represent workers before the California Labor Commissioner and in California state court. The scope of the services we provide is wide-ranging, from actual representation in wage-and-hour cases, to settlement negotiations or employer interventions to solve workplace problems and disputes, such as sexual harassment, discrimination, and the unlawful use of workers' immigration status. We also participate in various coalitions to support

working class families in San Mateo County. This internship is a great opportunity for someone seeking to gain experience in both direct client services and progressive, pro-worker policy campaigns on a broader level.

Requested hours per week: 3-8.

Number of volunteers: 1 law student.

Preferred days: As determined by student and organization.

Languages: Preference given to students who speak Spanish.

Other requirements: Students are required to submit a resume and attend an interview prior to acceptance before their placement will be confirmed.

Pro Bono Project

Mission: Pro Bono Project believes in access to justice for everyone regardless of economic status. Every day we provide legal assistance through volunteers to impoverished families in Santa Clara County to create safety, stability, and a chance at upward mobility.

Who We Are: The Pro Bono Project Silicon Valley has been providing high quality legal services through volunteers to the low income residents of Santa Clara County since 1986. The Project was established by the efforts of the Santa Clara County Bar Association, the Legal Aid Society of Santa Clara County, and the Law Foundation of Silicon Valley to make available opportunities for the attorneys of Santa Clara County to provide pro bono services to low-income residents and to fill in the existing gaps in legal services. Since its inception, the Project has taken referrals of cases and clients from the other legal providers which cannot provide the services. The Pro Bono Project is often the only legal resource available to those it serves.

Services: Family Law, Domestic Violence, Parentage, Federal Legal Assistance Self Help, and Debtors' Rights Clinics.

Requested hours per week: 3-8

Number of volunteers: 2 (**2Ls and above only**)

Preferred days: Monday, Tuesday and Thursday (Between 9:00 am - 2:00 pm)

Languages: Spanish preferred but not required.

Superior Court of California, County of San Mateo: ADR & Legal Support Services Division

This division comprises the non-operational units of the Superior Court, including ADR ("Appropriate Dispute Resolution"), Legal Research, Jury and Grand Jury, Family Law Facilitator/Self Help Services, Probate Court Investigations, and Family Court Services.

Legal Research Unit Volunteer Responsibilities:

Under limited guidance from senior research staff, examine law and motion matters such as motions to compel and demurrers, research relevant law, provide court with analysis and assist with tentative rulings.

Qualifications:

Professional presence and demeanor; ability to interact with diverse populations including staff,

attorneys, judges, litigants, juvenile offenders, victims, disenfranchised individuals, and individuals suffering from trauma and/or conflict; and strong communication skills. For Legal Research volunteers, the following qualifications are also necessary: strong research and writing skills; ability to work under deadlines. A resume and brief writing sample will be requested.

What we can offer:

Backstage pass and access to the drama that is a Superior Court; personal introductions to staff and judges; previews of /insights into controversial hearings and trials; and a supportive environment to work in.

Requested hours per week: 8 hours per week. (To make the most of the experience we do recommend that the hours are done in blocks either 8:30-ish to noon or 1:30-ish to 4:00 to mimic the hours that courts are in session, etc.)

Number of volunteers: 2 law students. **(2L and above)**

Preferred days: As determined by student and organization.

#Cut50

#cut50 seeks motivated and organized interns to support our humanization and legislation efforts. Through legal research and writing, interns will play a supportive role in driving the national conversation for criminal justice reform. The interns will work under the direction of the National Director and coordinate closely with #cut50 staff. The interns work will focus on the #cut50 campaigns Dignity for Incarcerated Women and #StillNotFree (campaign around collateral consequences of incarceration).

Responsibilities include:

- Working with National Director on drafting state legislation around women's prison conditions.
- Research on previous and current legislation efforts to improve women's prison conditions and reentry for men and women coming home from prison.
- Drafting of content for social media and website
- Participation in team meetings

Candidates should possess:

- Strong writing and research skills
- Some experience or interest in policy
- Deep commitment to economic and racial justice
- Curiosity and flexibility

Number of volunteers: 3-5 law students

Requested hours per week: minimum commitment of 8 hours per week (students may work remotely, with weekly Skype check-ins).

Class Level: **2Ls or above, only**; strong legal research and writing skills preferred.

Preferred days: None