VOLUNTEER OPPORTUNITIES IN PHILADELPHIA

Produced by the
Delivery of Legal Services Committee of the
Philadelphia Bar Association

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ORGANIZATION MISSION To provide free legal services to persons living with HIV and AIDS and others affected by the AIDS epidemic.

EXECUTIVE DIRECTOR Ronda B. Goldfein, Esq.

SUBSTANTIVE AREA NEEDS Family Law, Discrimination claims, Breaches of confidentiality

SKILL NEEDS Litigation, Document drafting

TRAININGS The AIDS Law Project is in the process of planning free trainings on Social Security benefits. In addition, training on Standby Guardianship is available.

REFERRAL PROCESS Clients call the AIDS Law Project directly seeking legal assistance and the matter is reviewed by the Intake Team. Those cases that are not handled by AIDS Law Project staff, are referred either to AIDS Law Project panel volunteer lawyers or to VIP for referral to a volunteer attorney.

BENEFITS PROVIDED Translation services, malpractice insurance if matter is handled through VIP and technical support regarding HIV-related medical and psychosocial issues.
ORGANIZATION MISSION: Defending the liberties and rights protected by the Constitutions of Pennsylvania and the United States with a comprehensive program including impact litigation and public education.

EXECUTIVE DIRECTOR: Nancy Hopkins

SUBSTANTIVE AREA NEEDS: First Amendment, Immigration, Civil Rights

SKILL NEEDS: Litigation, legal research, memo writing

TRAININGS: Staff supervision for volunteer attorneys.

REFERRAL PROCESS: Individuals seeking assistance contact the ACLU directly. Their calls and letters are reviewed by various interns and staff in the legal department. Those cases not taken by the ACLU are referred elsewhere if possible.

BENEFITS PROVIDED: Working on cutting edge cases.
CENTER FOR LESBIAN AND GAY CIVIL RIGHTS
1211 Chestnut Street, Suite 605, Philadelphia, Pa 19107
Ph: (215) 731-1447   Fax: (215) 731-1544
E-mail: c4crinfo@center4civilrights.org
Web site: www.center4civilrights.org

ORGANIZATION MISSION: To advocate equality for lesbian, gay, bisexual, and transgender individuals in Pennsylvania through direct legal services, education, and policy reform.

EXECUTIVE DIRECTOR: Stacey L. Sobel, Esq.

SUBSTANTIVE AREA NEEDS: Advance & Estate Planning (simple wills, powers of attorney, advance health care directives, probate) Civil Rights (Section 1983); Domestic Violence Employment Law (discrimination, sexual harassment); Family Law (custody/visitation, second-parent adoptions); Identity Documentation (legal name changes for transgender individuals) Landlord/Tenant Law (protection from eviction) Youth (discrimination in education)

SKILL NEEDS: Litigation, Legal research/writing, Document drafting

TRAININGS: The Center for Lesbian and Gay Civil Rights provides training or co-counsel where needed and appropriate.

REFERRAL PROCESS: Individuals seeking assistance contact the Center for Lesbian and Gay Civil Rights directly. Calls and letters are received by interns in our legal clinic and are reviewed by attorneys. Those cases not taken by the Center for Lesbian and Gay Civil Rights are referred to other organizations or to members of our Cooperating Attorney Network.

BENEFITS PROVIDED: Mentoring, malpractice insurance, personal satisfaction.
ORGANIZATION MISSION: Provide free legal advice and representation to low-income persons seeking relief from consumer debts.

PROJECT DIRECTOR: Mary Anne Lucey

SUBSTANTIVE AREA NEEDS: Chapter 7 bankruptcy, Debt counseling

SKILL NEEDS: Document drafting (note, however, that if you don’t have these skills but want to learn them, CBAP will provide training and mentors).

TRAININGS: CBAP holds comprehensive trainings on chapter 7 bankruptcy law every other month. Trainings are for CLE credit. After each training, participants are referred three client cases from CBAP's backlog of cases and matched with a mentor attorney who will be available for questions and to review all documents before filing in Bankruptcy Court.

MENTORS: Provide mentor attorneys who review all documents before filing and are available for questions.

REFERRAL PROCESS: Cases are referred from various public interest law firms and social service agencies throughout the city. Once case referrals have been carefully examined by the supervising attorney, clients are matched with a volunteer attorney for pro bono chapter 7 bankruptcy representation. Process usually includes two client interviews, waiting for client to save the $200 filing fee for Bankruptcy Court, and attending the brief, but essential, Meeting of Creditors at 7th & Sansom Streets with client.
ORGANIZATION MISSION
Education Law Center is a non-profit legal advocacy organization dedicated to ensuring that all of Pennsylvania's children, and especially those most "at risk" educationally, have access to a quality public education.

EXECUTIVE DIRECTORS
Janet Stotland, Esq. and Len Rieser, Esq.

SUBSTANTIVE AREA NEEDS
Education Law

SKILL NEEDS
Pro bono representation of low-income clients in special education cases and school discipline cases.

TRAININGS
Periodic trainings in special education and school discipline law are available.

REFERRAL PROCESS
Parents and families contact ELC through the HelpLine seeking legal assistance in education cases. The cases are initially screened by the intake staff, and if the case qualifies, it is referred to one of our pro bono volunteers.

BENEFITS PROVIDED
Staff of ELC provides technical assistance to attorneys who take on these cases. ELC also provides many free manuals and other publications on special education and school discipline law to assist counsel.

BENEFITS PROVIDED:
Malpractice insurance coverage; computers, software, and interviewing space available for all volunteers. CBAP staff is committed to making the volunteer experience go as smoothly as possible so that the volunteer and client are both pleased with the representation.
ORGANIZATION MISSION: To provide free legal services to migrant and seasonal agricultural workers in Pennsylvania, as well as low wage immigrant and migrant workers with employment related legal matters.

EXECUTIVE DIRECTOR: Karen Detamore, Esq.

SUBSTANTIVE AREA NEEDS: Employment and Labor Law, Landlord/Tenant Law, Social Security, Disability and Benefits Law, Immigration Law, Workers Compensation

SKILL NEEDS: Litigation, Arbitration, Outreach/Teaching, Spanish and other language skills a plus

TRAININGS: Friends of Farmworkers, Inc. conducts an annual training for summer interns and new staff for farmworker legal services programs for the Mid-Atlantic. In addition, Friends of Farmworkers will supervise, provide training or co-counsel where needed and appropriate.

REFERRAL PROCESS: Friends of Farmworkers determines, through consultation with the clients, whether the case is appropriate for referral or for co-counseling, and then seeks to make an appropriate match based on the type of case, language needs, and geographic location of the client.

BENEFITS PROVIDED: Mentoring upon request
ORGANIZATION MISSION  To provide law-related immigration services to the foreign-born and their families who seek refugee status, asylum, family unification, permanent legal status and citizenship.

EXECUTIVE DIRECTOR  Judith Bernstein-Baker, M.S.W., Esq.

SUBSTANTIVE AREA NEEDS  Immigration and Nationality Law

SKILL NEEDS  Litigation, Legal and Country Conditions Research, Interpretation/Translation

TRAININGS  HIAS and Council conducts trainings through Philadelphia VIP. Staff members also present at CLE courses sponsored by the Public Interest Section and the American Immigration Lawyers Association.

REFERRAL PROCESS  Clients contact our office and a preliminary screening of the case is done on the telephone by an intake coordinator. An in-person appointment is then made for further review. Cases are then either accepted, referred to another organization or referred to a panel of pro bono attorneys. Most pro bono referrals are done through Philadelphia Volunteers for the Indigent.

BENEFITS PROVIDED:  Mentoring, translation/interpretation especially in Russian, referrals for experts or other resources for case preparation, use of library, malpractice insurance through VIP.
ORGANIZATION MISSION
Provide free civil legal services to homeless individuals and families and non-profit groups developing affordable housing and services for homeless Philadelphians.

EXECUTIVE DIRECTOR
Marsha I. Cohen, Esq.

SUBSTANTIVE AREA NEEDS
Benefits (TANF, General Assistance, SSI, Food Stamps, Med. Assistance, Unemployment Comp., Veteran’s Benefits), Consumer/Credit, Children’s Special Education, Employment, Family Law (Child Custody, Support, Visitation, Divorce, Healthcare), Housing (Emergency Shelter, Landlord/Tenant, Section 8/PHA), Non-profit organizations (Bylaws, Charitable Registration, Incorporation, Tax Exempt Status), Records, Trusts & Estates

SKILL NEEDS
Doc. Drafting, Litigation, Negotiation, Transactional

TRAININGS
Wide range of free CLE trainings/brown bag lunches. Contact Marsha Cohen for more information.

REFERRAL PROCESS
HAP volunteers, under the supervision of a staff attorney, meet clients at one of the scheduled legal clinics held in 22 city shelters and soup kitchens. More than 190 legal clinics are held each year. Volunteers choose from clinics most convenient for them, but do not necessarily have to be experienced in any of the substantive areas for which they may eventually be giving advice and/or representation.

BENEFITS PROVIDED
Malpractice insurance, computers and interviewing space are available for volunteers. Staff attorneys are always available for case work training and consultation. HAP is committed to making the volunteer experience as fulfilling as possible.
ORGANIZATION MISSION
Provide high quality, free legal services to low income people with physical disabilities.

EXECUTIVE DIRECTOR
Thomas C. Prettyman, Esq.

SUBSTANTIVE AREAS

SKILL NEEDS
Document Drafting, Litigation, Negotiation, Transactional

TRAINING
LCD organizes periodic training sessions for new volunteers and provides updates for volunteers as major changes in disability law occur.

REFERRAL PROCESS
LCD staff and volunteers interview potential clients, usually by telephone, at the LCD. The Staff Attorney represents clients or refers cases to volunteers and law firms.

BENEFITS PROVIDED
Personal satisfaction is the most important benefit volunteers receive. Malpractice insurance is provided, and the staff is always available for consultation and support. The Staff Attorney tries to match a volunteer’s experience level and expertise with open cases. Mentoring and consultation from an experienced volunteer is available in certain cases.
ORGANIZATION MISSION: To provide high-quality immigration legal services to low-to-moderate income immigrants in the Philadelphia area.

EXECUTIVE DIRECTOR: Nan Feyler, Esq.

SUBSTANTIVE AREA NEEDS: All areas of immigration law except employment-based applications, with an emphasis on family immigration, asylum, deportation defense and domestic violence cases.

SKILL NEEDS: Litigation, Document drafting, Legal research and writing, Country conditions (human rights) research

TRAINING: NSC attorneys conduct training in asylum law, VAWA and general immigration law topics for attorneys, law students and social service agencies.

REFERRAL PROCESS: Clients contact our office directly or are referred by another agency. NSC provides intake and screens all cases. If we accept the case we will refer to a volunteer attorney if an appropriate match is made.

BENEFITS PROVIDED: NSC staff will serve as mentor in any case referred.
ORGANIZATION MISSION
To provide legal support and services to children and adults detained by the Immigration and Naturalization Service in Pennsylvania.

EXECUTIVE DIRECTOR
Kristen Uhler, Esq.

SUBSTANTIVE AREA NEEDS
Defenses from removal/deportation, with an emphasis on asylum, withholding of removal and protection under the Convention Against Torture.

SKILL NEEDS
Litigation, Document Drafting, Legal and Country Conditions Research

TRAINING
PIRC conducts trainings and has developed training materials for individual attorneys and firms interested in handling immigration cases.

REFERRAL PROCESS
PIRC conducts intakes at detention facilities to identify individuals in need of representation. Cases are pre-screened and then directly assigned to volunteer attorneys. PIRC staff will serve as mentors in any case referred.

BENEFITS PROVIDED
Malpractice insurance and mentors. We also assist in locating interpreters.
ORGANIZATION MISSION
To provide legal services, educational programs, and community building events for artists, lawyers, and cultural organizations.

ASSOCIATE DIRECTOR & LEGAL SERVICES MANAGER
Tracey I. Batt, Esq.

SUBSTANTIVE AREA NEEDS
Administrative/Municipal Law; Arbitration/Mediation; Art and Entertainment Law; Bankruptcy; Censorship/Artistic Expression; Collections; Computer/Technology/Internet Law; Copyright/Licensing; Defamation; General and Management Agreements; Immigration; Insurance; Intellectual Property; International Law; Labor and Employment; Landlord-Tenant; Litigation; Nonprofit Law; Patent Law; Real Estate; Right of Publicity; Small Business Start-Up; Small Claims; Tax; Trademark; Trusts and Estates

SKILL NEEDS
Counseling in a Wide Variety of Areas of the Law, Document Drafting and Review, Litigation, Negotiation, Mediation and Arbitration, Transactional Assistance

TRAINING
PVLA volunteers receive a detailed Guide for New Volunteer Attorneys that details PVLA’s programs and the attorneys’ and clients’ rights and responsibilities. In addition, PVLA holds a number of CLE programs each year that deal with a wide variety of arts-related legal topics.

REFERRAL PROCESS
PVLA volunteer attorneys receive telephone calls from PVLA staff regarding potential pro bono referrals as well as follow-up correspondence confirming the representation. Volunteer attorneys choose to work in one or more of the following PVLA service areas:

**Legal-Line** is a free, one-time-only telephone conversation between any artist or arts or cultural organization client and an attorney in a given practice area to discuss a particular arts-related legal issue.

**ArtFax** is a free, one-time-only telephone conversation between any artist or arts or cultural organization client and an attorney in a given
practice area to discuss a particular short (no more than three-page) arts-related legal document.

In a Full Service referral, PVLA volunteer attorneys provide free legal representation for qualifying artists and arts and cultural organizations.

**BENEFITS PROVIDED**
Malpractice insurance (limited availability, please call). PVLA staff members work closely with each client and attorney volunteer to ensure a smooth referral process.
ORGANIZATION MISSION  To provide free representation to indigent clients in civil cases by matching volunteer attorneys with clients.

LAWWORKS MISSION  To provide free legal services to eligible non-profit organizations, businesses and homeowners seeking to clear title and to further community economic development and job creation in Philadelphia neighborhoods.

EXECUTIVE DIRECTOR  Sharon Browning, Esq.


SKILL NEED  Litigation and transactional skills; willingness to represent low-income clients.

TRAINING  VIP provides training in numerous substantive areas throughout the year. CLE credit is available for most trainings.

REFERRAL PROCESS  With few exceptions, all requests for assistance are done by written referrals or written requests from the various other public interest organizations (Community Legal Services, Philadelphia Legal Assistance, Education Law Center, etc.) All requests for assistance should be directed to the Managing Attorney. Philadelphia VIP screens cases for merit and prepares cases for referral to a volunteer attorney. The cases are sent to a participating law firm Contact Person who places the case on internal e-mail distribution list for possible representation. In addition, after registering as a volunteer, sole practitioners and attorneys from small firms are contacted by staff for referrals.

BENEFITS PROVIDED  Philadelphia VIP has malpractice insurance for all
VIP cases. VIP has the cooperation of many business resources in the Philadelphia area. These businesses provide their services pro bono to any volunteer who is working on a VIP case. These resources include court reporters, investigators, handwriting experts, real estate appraisers, financial experts, accounting services, process servers, psychologists, title searchers, vocational experts, and translation services.

If you need some of these services for your pro bono case, please contact VIP and we will match you with one of these businesses. VIP can also provide new volunteers with a mentor (an attorney knowledgeable in the substantive area).
ORGANIZATION MISSION
Impact litigation on behalf of minorities, women, persons with disabilities, children, the poor and others without access to the courts, to advance the rights to equal participation in our society, including education, employment, community services, children’s health care and a healthy environment.

CO-CHIEF COUNSEL
Michael Churchill and Thomas K. Gilhool

SUBSTANTIVE NEEDS
Special education administrative due process hearings, environment, children’s health, civil rights

SKILL NEEDS
Litigation, legal research, negotiation

TRAINING
Staff supervision for volunteer attorneys

REFERRAL PROCESS
Staff may refer a case or seek pro bono assistance as co-counsel after staff evaluation. Staff also seeks assistance on specific work activities such as a brief.

BENEFITS PROVIDED
Litigation experience in exciting and meaningful cases.
ORGANIZATION MISSION: Regional Housing Legal Services is a statewide legal services organization which provides quality legal and technical assistance to non-profit organizations, community-based groups and resident groups which are developing housing and economic development opportunities for lower income persons and revitalizing their communities.

RHLS also provides statewide support to other legal services programs through its Housing Law Project and provides a home for the PA Utility Law Project in the RHLS Harrisburg office.

EXECUTIVE DIRECTOR: Mark S. Schwartz, Esq.
MANAGING ATTORNEY: Judy F. Berkman, Esq.

SUBSTANTIVE AREA NEEDS: Real Estate; Non-Profit Organizations; Tax; Employment

SKILL NEEDS: Transactional experience desired.

TRAININGS: Trainings are provided through VIP. Call VIP at (215) 523-9550 for details.

REFERRAL PROCESS: Through VIP or HAP.

BENEFITS PROVIDED: Mentoring, on requeStreet
SENIORLAW CENTER
(Formerly known as Senior Citizen Judicare Project)
100 South Broad Street, 18th Floor, Philadelphia, PA 19110
Ph: (215) 988-1244    Fax: (215) 988-1243
E-mail: kbuck@seniorlawcenter.org
Web site: www.seniorlawcenter.org

ORGANIZATION MISSION  To protect the legal rights and interests of older Philadelphians in need.

EXECUTIVE DIRECTOR  Karen C. Buck, Esq.

SUBSTANTIVE AREA NEEDS  Protection from Elder Abuse, Housing (both homeowners and tenants), Consumer Protection, Advance & Estate Planning (simple wills, powers of attorney, advance health care directives, probate), Family Law (custody & support, primarily for grandparents & other elders raising children)

SKILL NEEDS  Advocacy, Document drafting, Litigation, Community Education

TRAININGS  SeniorLAW Center holds free periodic trainings on all substantive areas. In addition, staff will provide forms, interview checklists and other resources, and are available for consultation, guidance and support.

REFERRAL PROCESS  Clients seeking legal assistance call or visit SeniorLAW Center and are interviewed by Intake Staff. All cases are assigned to a Legal Staff member for investigation and further assessment. Cases not then handled by SeniorLaw Center’s legal staff are referred to a volunteer lawyer. Volunteers will be called by telephone to discern their interest and availability to handle a particular case.

BENEFITS PROVIDED  Support and guidance are available throughout the handling of a case; professional liability insurance is available; translation services for limited English proficiency clients; tremendous appreciation from senior clients greatly needing your skills!
ORGANIZATION MISSION

SCRUB is a Philadelphia-based organization, working to protect and improve the region’s visual environment and quality of life by promoting public support for scenic environmental policies and by providing neighborhoods with the education and technical and legal assistance needed to fully participate in land use issues.

EXECUTIVE DIRECTOR

Mary Tracy

SUBSTANTIVE AREA NEEDS

Advocacy and legal representation of community groups before the Zoning Board of Adjustment, Common Pleas and Commonwealth Courts

SKILL NEEDS

Must be a licensed attorney in Pennsylvania. Volunteers are needed to appear before the Zoning Board but do not need to be litigators.

TRAININGS

SCRUB will provide trainings and has a brief bank.

REFERRAL PROCESS

SCRUB is responsible for intake. We prescreen clients (usually community groups or neighborhood associations) and refer cases, gather pertinent materials and technical information to be used at Zoning Board hearings. SCRUB is responsible for coordinating witnesses and, when necessary, expert testimony for ZBA hearings.

BENEFITS PROVIDED

Mentoring, litigation experience, straightforward cases with established case law; opportunity to argue important land use cases before the Common Pleas and Commonwealth Courts (SCRUB’s attorneys have won five precedent-setting cases on zoning in state courts); opportunity to help citizens challenge unjustified zoning decisions.
ORGANIZATION MISSION
To advocate for child victims of abuse and neglect, with the goal of providing a nurturing, supportive environment for every child.

EXECUTIVE DIRECTOR
Frank Cervone, Esq.

SUBSTANTIVE AREA NEEDS
Child abuse and neglect

SKILL NEEDS
Must be a licensed attorney in PA, have an interest in working with children, collaborating with a Child Advocates social worker, and in working with diverse populations. Volunteers do not need to be litigators, but are expected to attend court hearings.

TRAININGS
A Volunteers Training Workshop is offered twice a year, offering 6 CLE credits, including one ethics credit. Along with the workshop is a half-day courtroom observation program, mandatory for all volunteers. For more information, contact Merrilee Weiss or Margie Gualitieri at (215) 925-1913.

MENTORS
All volunteer lawyers are teamed with a staff social worker to represent a child or sibling group. In addition, the Center has experienced staff attorneys who will provide mentorship throughout a case. In contested matters, staff attorneys or experienced volunteers will assist with the hearings.

REFERRAL PROCESS
The Support Center for Child Advocates must be appointed by a judge to represent a child. Once they are appointed, the matter is referred to a volunteer directly after the Volunteers Training Workshop.

BENEFITS PROVIDED
Malpractice insurance, litigation/negotiation experience, 6 CLE credits for attending the training.
ORGANIZATION MISSION: To provide free legal services for domestic violence victims relating to protection from abuse, custody, support and divorce.

LEGAL CENTER DIRECTOR: Molly Callahan, Esq.

SUBSTANTIVE AREA NEEDS: Family Law

SKILL NEEDS: Litigation, Negotiation
(Note: if you don’t have these skills but would like to learn, the Legal Center will provide training).

TRAININGS: The Legal Center provides a 2 credit CLE training on “Handling Protection From Abuse Case.” The training can be scheduled at your convenience. Trainings on custody and support are scheduled through VIP.

REFERRAL PROCESS: Clients contact our office directly, and an intake interview is conducted. If we accept the case we will then contact our volunteer attorneys.

BENEFITS PROVIDED: Malpractice insurance (through VIP), great trial and negotiation experience!