



**CATHOLIC CHARITIES LEGAL ASSISTANCE (“CCLA”)  
ATTORNEY VOLUNTEER APPLICATION FORM**

<b><u>PERSONAL INFORMATION:</u></b>	
Name:	Date of Birth:
Home Address:	Work Address:
Home Phone:	Work Phone:
Cell Phone:	
Email address:	
How do you prefer we contact you (check all that apply):      ___EMAIL ___HOME ___WORK ___CELL	
Do you prefer to receive CCLA mailings at (please circle one):      ___EMAIL ___HOME ___WORK	
How did you hear about CCLA?	
Are you presently affiliated with Catholic Charities?      ___Yes ___NO	
If yes, how are you affiliated?	
<b><u>BACKGROUND:</u></b>	
Law school attended:	City, State:
Year licensed to practice law in Illinois? ___Yes ___No      ARDC#:	
Are you licensed in any other jurisdictions (please list with year)?	
Are you licensed in federal court (please list district and year)?	
Are you currently practicing? ___Yes ___No      If yes, what firm?	
Do you or your firm maintain professional liability insurance that will cover your work with CCLA?      ___Yes ___No	
* Please let CCLA know if you need to be added to the malpractice insurance for the program	

Have you ever had any disciplinary action taken against you in any state? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:
<b><u>LANGUAGES:</u></b>
Do you speak a foreign language? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, what language(s)?
Do you consider yourself fluent? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have the capability to handle a case for a client in that language? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b><u>VOLUNTEER AVAILABILITY</u></b>
<b>Volunteering During Workday?</b> (Monday – Friday between 9:00 a.m and 5:00 p.m.)
Please specify days and times you are available:
Can you come into the CCLA office during these times? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Volunteering After-Hours Availability?</b>
Please specify days and times you are available:
<b>Are there certain times of the year when you are not available?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If so, please specify approximate dates:</b>

**PRO BONO NETWORK**

CCLA’s greatest need is for attorneys to participate in the **Pro Bono Network** by taking an occasional case on a *Pro Bono* basis. Please designate your areas of expertise below. If one of the below areas of law is not within your area of expertise, CCLA can refer you to an experienced mentor. CCLA will notify you by email or phone call as opportunities for *Pro Bono* representation arise in the areas you designate below. Please note that **CCLA does not act as co-counsel or otherwise appear in cases accepted by the Pro Bono Network.**

Are you interested in participating in CCLA’s <i>Pro Bono</i> Network? _____ Yes _____ No
If <b>No</b> , please proceed to “OTHER VOLUNTEER OPPORTUNITIES” below on page _____.
If yes, please tell us what type of representation you are willing to provide:
_____ Civil Court Representation
_____ Federal
_____ State
_____ Mediation
_____ Arbitration
_____ Representation without litigation (document preparation, negotiation, etc.).
The majority of cases are concentrated in the following areas of law: Family Law (including Guardianship but <u>not</u> including divorce), housing and consumer cases involving debtor creditor issues including collection and bankruptcy. Please indicate if you would be willing to take a case on <i>Pro Bono</i> basis in these areas of law <b>Note: the practice areas below in which representation is needed are listed in declining order of need, with the greatest need first, etc):</b>
<b>FAMILY LAW:</b>
_____ Adoption
_____ Child Support & Maintenance (separate from divorce)
_____ Custody /Visitation
_____ Post-decree Divorce
_____ Domestic Violence
_____ Parental Rights Termination
_____ Parentage
<b>GUARDIANSHIP:</b>
_____ Minor without Estate
_____ Minor with Estate

<input type="checkbox"/>	Disabled Adult without Estate
<input type="checkbox"/>	Disabled Adult with Estate
<b>HOUSING:</b>	
<input type="checkbox"/>	Eviction
<input type="checkbox"/>	Landlord/Tenant (general)
<input type="checkbox"/>	Public Housing Rights(including subsidized Section 8 project based and Voucher)
<input type="checkbox"/>	Public Housing Termination
<input type="checkbox"/>	Foreclosures
<input type="checkbox"/>	Homeowner/Real Property
<b>CONSUMER:</b>	
<input type="checkbox"/>	Bankruptcy – Chapter 7
<input type="checkbox"/>	Bankruptcy – Chapter 13
<input type="checkbox"/>	Collection
<input type="checkbox"/>	Breach of Contract (Failure to pay (mostly credit cards) lawsuits)
<p><b>Other than the above, please indicate below your areas of expertise and in which areas you would be willing to take a case on a <i>pro bono</i> basis. CCLA receives requests for assistance in most of these areas of the law.</b></p>	
<b>ALTERNATIVE DISPUTE RESOLUTION:</b>	
<input type="checkbox"/>	Arbitration
<input type="checkbox"/>	Mediation
<b>CONSUMER:</b>	
<input type="checkbox"/>	Credit Access
<input type="checkbox"/>	Unfair Sales Practices
<input type="checkbox"/>	Other – please specify:
<b>CONTRACTS:</b>	
<input type="checkbox"/>	Preparation
<input type="checkbox"/>	Review
<b>CORPORATE:</b>	
<input type="checkbox"/>	Dissolution
<input type="checkbox"/>	Incorporation
<b>CRIMINAL:</b>	
<input type="checkbox"/>	Criminal Defense

_____	Criminal Record Expungement/Sealing
<b>JUVENILE COURT:</b>	
_____	DCFS investigation
_____	All areas (Child Welfare, Foster Parent Litigation)
_____	Termination of Parental Rights
<b>DRIVERS LICENSE:</b>	
_____	Reinstatement
<b>EDUCATION:</b>	
_____	Access
_____	Discrimination
<b>EMPLOYMENT:</b>	
_____	Discrimination/Wrongful Termination
_____	Unemployment Compensation
_____	Wage Claims
_____	Workers Compensation
_____	Health and Retirement Benefits
<b>FINANCIAL ABUSE:</b>	
_____	Financial Abuse (on Elderly or Disabled Individuals)
<b>REAL ESTATE:</b>	
_____	Real Estate Closings
<b>IDENTITY THEFT:</b>	
_____	Identity Theft
<b>IMMIGRATION:</b>	
_____	Adjustment of Status (including V.A.W.A. and U Visa)
_____	Family Based Immigration/Naturalization
_____	Removal proceedings (Deportation Defense)
_____	Asylum
_____	Deferred Action (“Dream Act”)
<b>INCOME TAX:</b>	
_____	Penalties
_____	Representation before the IRS
<b>INTELLECTUAL PROPERTY:</b>	
_____	Copyright

<input type="checkbox"/>	Patent
<b>NAME CHANGE:</b>	
<input type="checkbox"/>	Name Change
<b>PERSONAL INJURY:</b>	
<input type="checkbox"/>	Defendant
<input type="checkbox"/>	Plaintiff
<input type="checkbox"/>	Are you willing to be included on a list of firms which CCLA will provide clients seeking representation in a personal injury case? CCLA will refer clients who have a potential case but will not be able to perform a complete vetting of each of these cases. CCLA will <u>not</u> seek or accept any referral fees
<b>PUBLIC BENEFITS:</b>	
<input type="checkbox"/>	Social Security
<input type="checkbox"/>	SSDI
<input type="checkbox"/>	SSI
<input type="checkbox"/>	SSI Children
<input type="checkbox"/>	Supplemental Nutrition Assistance Program (SNAP) (formerly known as Food Stamps)
<input type="checkbox"/>	Medicaid
<input type="checkbox"/>	Medicare
<input type="checkbox"/>	TANF/Other State Welfare
<input type="checkbox"/>	Veterans Benefits
<b>PUBLIC UTILITIES:</b>	
<input type="checkbox"/>	Billing
<input type="checkbox"/>	Shut off
<b>WILLS AND ESTATES:</b>	
<input type="checkbox"/>	Preparation – Small estate only
<input type="checkbox"/>	Preparation – Trusts
<input type="checkbox"/>	Probate
<input type="checkbox"/>	Preparation – Any estate
<b>MISCELLANEOUS:</b>	
<input type="checkbox"/>	Mental Health Law
<b>OTHER AREAS OF LAW:</b>	

If the above are not in your area of expertise, are you  Yes  No willing to accept a case in one of the above areas with the assistance of an experienced mentor?

## **OTHER VOLUNTEER OPPORTUNITIES**

Aside from or in addition to the *Pro Bono* Network, please indicate which of the below-listed volunteer opportunities interest you.

_____	<b>“QUICK QUESTION” RESOURCE:</b> I am willing to respond to occasional phone inquiries from CCLA staff attorneys on matters within my areas of legal expertise, namely _ in the areas of expertise noted in Section IV.
_____	<b>MENTOR:</b> I am willing to act as a mentor for a less experienced attorney handling a pro bono case (on behalf of CCLA) in one or more areas of law as indicated above in the <i>PRO BONO NETWORK</i> section of this form.
_____	<b>ACT AS MY FIRM’S CONTACT PERSON:</b> I am willing to be the contact person at my law firm for communications with CCLA and to informally promote CCLA requests for assistance.
_____	<b>ADVICE LINE:</b> I am willing to answer/return telephone calls to provide legal advice to clients over the telephone. (Training and support are provided.)
_____	<b>SEMINARS:</b> I am interested in preparing and speaking at informational/educational seminars for clients on the topics of law I have indicated in Section IV.
_____	<b>ADVICE DESK:</b> I am willing to work at CCLA’s legal advice desk at: St. Vincent Center 721 N. LaSalle St. Chicago, IL 60610 4:30 – 6 p.m. (Monthly on the second Tuesday)
_____	<b>SPANISH TRANSLATION PROJECTS:</b> I am interested in volunteering on translation projects with the assistance of CCLA’s Spanish speaking staff attorney either in CCLA’s office or off-site.
<b><u>VI. VOLUNTEER RECOGNITION:</u></b>	
CCLA may wish to recognize its volunteers on its website and other promotional materials by listing their names and/or firm’s name. Please indicate below whether CCLA has your permission to do so:	
_____	Yes, CCLA may recognize my volunteer support.
_____	No, CCLA may not recognize my volunteer support.

<b><u>VII. CRIMINAL BACKGROUND:</u></b>	
Regular, ongoing volunteers are required to submit to a criminal background check.	
Will you grant Catholic Charities permission to conduct a criminal background check on you?	____ Yes ____ No
Have you had a felony conviction which has not been annulled, expunged or sealed by a court?	____ Yes ____ No
If yes, please explain:	



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Signature:	Date:
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**QUESTIONS:**

If you have any questions, you may contact us by:

*Phone:*           312-948-6524  
*E-mail:*           mnorwell@catholiccharities.net

*Visit our Website:* [www.catholiccharities.net/ccla](http://www.catholiccharities.net/ccla)

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**THANK YOU!**

## ADDENDUM A

### VOLUNTEER OPPORTUNITIES FOR ATTORNEYS

#### **PRO BONO NETWORK**

CCLA's greatest need is for attorneys to become part of our Pro Bono Network by accepting cases in their area of legal specialty. Once an attorney joins CCLA's Pro Bono Network, volunteer attorneys are contacted via email with a brief summary of a case in the attorney's specialty area. The attorney is always free to accept or decline a referral.

#### **“QUICK QUESTION” RESOURCE**

CCLA needs attorneys to respond to occasional phone inquiries from CCLA staff attorneys on matters within the attorney's area of expertise.

#### **MENTOR**

Experienced volunteer attorneys act as mentors to less experienced attorneys accepting pro bono cases. The less experienced attorney will handle the majority of the work, while having the mentor as an advisor. This will allow less experienced attorneys to handle pro bono cases and gain knowledge while allowing the mentor to volunteer in a less demanding capacity.

#### **AFTER HOURS LEGAL ADVICE DESKS**

CCLA hosts three Legal Advice Desks a month in Chicago and the surrounding areas at Catholic Charities locations after standard work hours. Volunteer attorneys meet with clients, discuss client concerns and may provide legal advice (if familiar with the area of law), distribute self-help materials and make appropriate referrals. Spanish speaking attorneys are especially needed at these events. A CCLA staff attorney is always present to assist with questions and client intake.

#### **ADVICE LINE**

CCLA operates a dedicated telephone line and receives calls from clients facing legal issues. Volunteer attorneys, especially Spanish speaking, are needed to answer/return phone calls. A volunteer attorney handling a phone call will gather information about the client and assess the client's problem. The attorney will provide basic advice, and/or brief service. When necessary, the attorney will facilitate placement of the client with a pro bono attorney from CCLA's Pro Bono Network or direct the client to a legal aid organization best suited to help with the legal issue. CCLA provides a 6 hour MCLE accredited training for all attorneys interested in volunteering on the Advice Line. A commitment of 2 hours a week is requested of these volunteers.

#### **SEMINARS**

CCLA provides informational and educational seminars on topics of interest and concern to our clients at Catholic Charities locations. The seminars are geared toward the lay person and are intended to deliver basic information. These seminars typically last under an hour and are followed by a question and answer period. Volunteer attorneys are needed to present such seminars.

**LEGAL RESEARCH**

On occasion, CCLA needs volunteer attorneys to research particular legal questions. Such research can be done at CCLA or off-site.

**SPANISH TRANSLATION PROJECTS**

CCLA has an ongoing need for assistance translating documents for our Spanish speaking clients. Volunteers may work on the translation projects with the assistance of CCLA's Spanish speaking staff attorney either in CCLA's office or off-site.