



**CATHOLIC CHARITIES LEGAL ASSISTANCE (“CCLA”)
LAW FIRM – VOLUNTEER APPLICATION FORM**

I. FIRM INFORMATION:

Firm Name: _____ Date: _____

Address: _____

Phone: _____ Fax: _____

Contact Person: _____ Title: _____

Address (if different than above): _____

Phone: _____ Fax: _____

Email address: _____

How do you prefer to be notified about a potential case: EMAIL PHONE

How did you hear about CCLA?

Is the firm presently affiliated with Catholic Charities in any way? YES NO

If yes, how is the firm affiliated? _____

II. FIRM INFORMATION:

In what areas of the law does the firm generally practice? _____

How many attorneys are employed by the firm? _____

Does your firm maintain professional liability insurance that will cover work with CCLA? YES NO

* Please notify CCLA if attorneys need to be added to CCLA’s malpractice insurance.

Does the firm have the capability to handle a case for a client that cannot speak English? YES NO

If yes, what language(s) will the firm accept? _____

Where will you accept cases? COOK LAKE Other: _____

If Cook County only, will you accept cases in outlying suburbs, or only Chicago?

BOTH CHICAGO ONLY

PRO BONO NETWORK

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

Is your firm interested in participating in CCLA’s <i>Pro Bono Network</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No
If No , please proceed to “OTHER VOLUNTEER OPPORTUNITIES” below on page _____.
If yes, please tell us what type of representation your firm is willing to provide:
<input type="checkbox"/> Civil Court Representation
<input type="checkbox"/> Federal
<input type="checkbox"/> State
<input type="checkbox"/> Mediation
<input type="checkbox"/> Arbitration
<input type="checkbox"/> 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 Note: the practice areas below in which representation is needed are listed in declining order of need, with the greatest need first, etc):
FAMILY LAW:
<input type="checkbox"/> Adoption
<input type="checkbox"/> Child Support & Maintenance (separate from divorce)
<input type="checkbox"/> Custody /Visitation
<input type="checkbox"/> Post-decree Divorce
<input type="checkbox"/> Domestic Violence
<input type="checkbox"/> Parental Rights Termination
<input type="checkbox"/> Parentage
GUARDIANSHIP:
<input type="checkbox"/> Minor without Estate
<input type="checkbox"/> Minor with Estate
<input type="checkbox"/> Disabled Adult without Estate
<input type="checkbox"/> Disabled Adult with Estate
HOUSING:

<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
CONSUMER:	
<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>Other than the above, please indicate below your firm’s areas of expertise and in which areas your firm 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.</p>	
ALTERNATIVE DISPUTE RESOLUTION:	
<input type="checkbox"/>	Arbitration
<input type="checkbox"/>	Mediation
CONSUMER:	
<input type="checkbox"/>	Credit Access
<input type="checkbox"/>	Unfair Sales Practices
<input type="checkbox"/>	Other – please specify:
CONTRACTS:	
<input type="checkbox"/>	Preparation
<input type="checkbox"/>	Review
CORPORATE:	
<input type="checkbox"/>	Dissolution
<input type="checkbox"/>	Incorporation
CRIMINAL:	
<input type="checkbox"/>	Criminal Defense
<input type="checkbox"/>	Criminal Record Expungement/Sealing
JUVENILE COURT:	
<input type="checkbox"/>	DCFS investigation
<input type="checkbox"/>	All areas (Child Welfare, Foster Parent Litigation)
<input type="checkbox"/>	Termination of Parental Rights
DRIVERS LICENSE:	

<input type="checkbox"/> Reinstatement
EDUCATION:
<input type="checkbox"/> Access
<input type="checkbox"/> Discrimination
EMPLOYMENT:
<input type="checkbox"/> Discrimination/Wrongful Termination
<input type="checkbox"/> Unemployment Compensation
<input type="checkbox"/> Wage Claims
<input type="checkbox"/> Workers Compensation
<input type="checkbox"/> Health and Retirement Benefits
FINANCIAL ABUSE:
<input type="checkbox"/> Financial Abuse (on Elderly or Disabled Individuals)
REAL ESTATE:
<input type="checkbox"/> Real Estate Closings
IDENTITY THEFT:
<input type="checkbox"/> Identity Theft
IMMIGRATION:
<input type="checkbox"/> Adjustment of Status (including V.A.W.A. and U Visa)
<input type="checkbox"/> Family Based Immigration/Naturalization
<input type="checkbox"/> Removal proceedings (Deportation Defense)
<input type="checkbox"/> Asylum
<input type="checkbox"/> Deferred Action (“Dream Act”)
INCOME TAX:
<input type="checkbox"/> Penalties
<input type="checkbox"/> Representation before the IRS
INTELLECTUAL PROPERTY:
<input type="checkbox"/> Copyright
<input type="checkbox"/> Patent
NAME CHANGE:
<input type="checkbox"/> Name Change
PERSONAL INJURY:
<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

PUBLIC BENEFITS:	
_____	Social Security
_____	SSDI
_____	SSI
_____	SSI Children
_____	Supplemental Nutrition Assistance Program (SNAP) (formerly known as Food Stamps)
_____	Medicaid
_____	Medicare
_____	TANF/Other State Welfare
_____	Veterans Benefits
PUBLIC UTILITIES:	
_____	Billing
_____	Shut off
WILLS AND ESTATES:	
_____	Preparation – Small estate only
_____	Preparation – Trusts
_____	Probate
_____	Preparation – Any estate
MISCELLANEOUS:	
_____	Mental Health Law
OTHER AREAS OF LAW:	

IV. OTHER VOLUNTEER OPPORTUNITIES:

Please check any other volunteer opportunities in which your firm is interested. This does not obligate you to any particular commitment, but will simply guarantee that you will be notified as opportunities arise in the areas of interest to your firm. If applicable, you will receive further information.

_____	“QUICK QUESTION” RESOURCE: 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.
_____	MENTOR: 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.
_____	ACT AS MY FIRM’S CONTACT PERSON: I am willing to be the contact person at my law firm for communications with CCLA and to informally promote CCLA requests for assistance.
_____	ADVICE LINE: I am willing to answer/return telephone calls to provide legal advice to clients over the telephone. (Training and support are provided.)
_____	SEMINARS: I am interested in preparing and speaking at informational/educational seminars for clients on the topics of law I have indicated in Section IV.
_____	ADVICE DESK: 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)
_____	SPANISH TRANSLATION PROJECTS: 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.

VI. VOLUNTEER RECOGNITION:

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 this firm's support.
_____	No, CCLA may not recognize this firm's support.

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

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.

