

Practical Skills Through Public Service Program Program Description and Application

The Practical Skills through Public Service (PSPS) program gives new Oregon attorneys an opportunity to gain valuable experience by performing pro-bono legal work under the supervision and training of participating agencies. The program, implemented by the Oregon New Lawyers Division, provides free or low-cost legal representation for those in need in our community and provides exceptional work experience for new attorneys eager to serve. Opportunities are currently available in the Portland metro area, Salem, Eugene, and Medford.

The PSPS program provides a link between new attorneys in need of training and work experience and existing opportunities with legal aid programs in our community. Many of these programs provide basic civil and family law representation to their clients. Additionally, the PSPS has created new volunteer opportunities in the area of criminal law specifically designed for this program. Free CLEs for volunteer attorneys are provided by the ONLD or participating programs so that new attorneys are familiar with relevant areas of law. Additional mentoring opportunities may be available.

Participating programs include:

City and County Governments

Beaverton City Attorney
Multnomah County Attorney's Office
Office Metro Attorneys
Salem City Attorney's Office

Court

Clackamas County Court
Multnomah County Court
Oregon Tax Court

Family Law

Saint Andrew's Legal Clinic*
Washington County Family Law Facilitator's Office

Immigration Services

Catholic Charities Immigration Legal Services*
Immigration Counseling Services*

** Malpractice coverage for Professional Liability Fund-exempt Oregon attorneys is provided without charge for volunteers providing services through these organizations. Volunteer attorneys not volunteering with these organizations are responsible for contacting the Professional Liability Fund regarding coverage and exemption status-
www.osbplf.org.*

Application Process

Complete the application form ranking preference of programs. Submit it with your resume and cover letter expressing your interest, region and availability to ONLD@osbar.org by October 10, 2012.

The programs have a limited number of positions for volunteer attorneys. Due to the substantial training and potential assignments, volunteers must be selected for a position with a program and must be able to commit to several hours a week for several weeks or more depending on the program. See program details for more information. The ONLD will facilitate the application and selection of attorneys for these programs. Participating organizations have committed to accept volunteers through this program, however, each organization retains the right to end its participation at any time. Additionally, volunteers should understand that they will not be paid and there is no promise of employment through the program.

Prosecution

Multnomah County District Attorney's Office

Public Defense

Multnomah Defense Inc.
Public Defender's Office of Lane County, Inc.
Youth, Rights, and Justice

Other Legal Aid Services

Citizens Utility Board
Legal Aid Service of Oregon, Albany*
Victim Rights Law Center

Program Descriptions

Beaverton City Attorney's Office The City Attorney's Office is in-house counsel providing high quality, cost-effective legal advice and representation to the City of Beaverton, its Council and administration. The City Attorney's office manages all legal relations for the City, a municipal corporation. The staff attorneys and support personnel provide a broad range of services: provide legal advice as necessary to the City, its Council, official boards and commissions and all City departments; prosecute all code violations, traffic offenses and misdemeanor criminal cases in the City's Municipal Court; and represent the civil litigation not covered by insurance, land use and employment law. The volunteer will perform a mix of criminal and civil work. Criminal case-related work may include court appearances and jury trial preparation. Civil case-related work may include review of the City's Board and Commission's bylaws for compliance with City Code and State Law. Other civil projects may arise. This is 4 week commitment, 30-40 per week.

Multnomah County Attorney's Office The Office of Multnomah County Attorney is the County's legal resource center. The lawyers and staff provide legal services to the Chair's Office, the Board of County Commissioners, the Sheriff, the County Auditor and County departments and employees on matters ranging from land use to public meetings and records law, real property taxation to inmates' rights. It represents the County in state and federal courts. They draft legal documents and provide legal opinions in response to client (county department) requests, analyze and prepare defenses for claims filed against the county, and advise the county in preventing liability. The volunteers will be assisting the staff attorneys in a variety of issues depending on the county's needs.

Office Metro Attorneys The Office of Metro Attorney provides legal services for the many facets of the Metro regional government. The office has nine attorneys that specialize in various legal areas including land use, real estate, litigation, labor and employment, entertainment law, public contracting, general government law, construction and municipal finance. They provide legal counsel to the Metro Council and Metro COO in their representation of the Oregon Zoo, the Portland Center for the Performing Arts, the Oregon Convention Center, the Expo Center, the natural areas program, parks and environmental services, the sustainability center and the Pioneer Cemeteries program to name a few. The Office of Metro Attorney represents Metro in all state, federal and administrative proceedings. Volunteers will assist the attorneys in the various areas of law depending on need. Volunteer work may include drafting pleadings, legal research and writing, arbitration preparation, drafting legislation, meeting with clients and attending public meetings.

Salem City Attorney's Office is in-house counsel for the City of Salem. The City manages all legal matters for the City, including misdemeanor prosecutions. The position will be 15-20 hours per week from Tuesday through Thursday. The volunteer will review police reports for filing of criminal charges, research and draft motions and briefs regarding evidentiary matters, assist assistant city attorneys in trial preparation and attend court proceedings (may include trials depending on aptitude and interest of applicants). The civil work may include reviewing discovery, assisting assistant city attorney in trial preparation, research and drafting motions and briefs.

Clackamas County Courthouse may have opportunities for volunteers to help support the Judges and Judicial staff. There may be a variety of clerking opportunities depending on the volunteers' interests. The opportunities could range from being a courtroom clerk, helping self-represented litigants and reviewing pleadings. This is a unique opportunity to learn the do's and don'ts when dealing with filing pleadings with the court. This is great hands on experience and a great networking opportunity within the Clackamas County Courthouse. They are looking for volunteers who can be in the courthouse during business hours. Seeking volunteers who are willing to commit to 2-3 months for a minimum of four hours per day. They are flexible on number of days per week.

Multnomah County Courthouse is seeking several full-time and part-time volunteers to work support for Judges and Judicial staff. Duties will include legal research and writing assignments, case management projects, administrative support, case filing, courtroom clerk operation of the official record, and various other support projects on cases. 15-20 hours per week or more. Flexibility on initial schedule. Requires a 2-3 month commitment.

Oregon Tax Court The project begins with training sessions, including researching tax issues and legislative history. A pro bono clerkship with the court provides an opportunity to work with the magistrates and the Regular Division Judge. Research projects may include questions on federal, state, and local tax, civil pleading and practice, constitutional law, and business issues such as valuation methods or real estate transactions. A pro bono law clerk will have the opportunity to observe hearings such as case management and pre-trial conferences as well as to assist in trials. The experience may also include case research, fact-finding and analysis, examination of statutory construction,

legislative history, and participation in the decision-making process of a court, including drafting research memoranda and preliminary decisions. Pro bono law clerks may be asked to perform additional tasks including editing, drafting, mailing and scanning, depending on the pro bono law clerk's schedule and the needs of the court. The court endeavors to meet the needs and professional goals of each pro bono law clerk, therefore, the tasks will vary for each clerk. In order to make the experience worthwhile to the pro bono law clerk and the court, pro bono law clerks are recommended to be in the court at least two full days a week, excluding Fridays.

St. Andrew's Legal Clinic SALC is a community-based non-profit organization that provides quality legal services to nonprofits and low-income families who might not otherwise have access to them. SALC provides legal representation on child custody, child support, divorce, family abuse prevention, guardianship, paternity, spousal support, step-parent adoption, and visitation/parenting time.

At weekly clinic nights, potential clients meet with volunteer attorneys under the supervision of a SALC staff attorney for a 30-minute consultation. The volunteer interviews the individual, and with the assistance of the staff attorney, advises him/her of their rights, procedures, court costs, and the cost of retaining the clinic. Clinics run from 6 to 9 on Wednesday nights with a time commitment of at least once per month. Clinics are located in Portland, Oregon City, and Hillsboro. The greatest need for volunteers is in the Hillsboro office. Additional information may be obtained directly from the Clinics.

The attorneys will also volunteer during the day to assist staff attorneys prepare for trial, review and organize discovery, research and work on assignments. Clinics are located in Portland, Oregon City, and Hillsboro. The greatest need for volunteers is in the Hillsboro office.

Washington County Family Law Facilitator's Office This program helps self-represented parties involved in family law cases such as divorce, custody, parenting time, or support. The Washington County family law facilitators inform self-represented (pro se) litigants of court processes and available court forms, review documents, and provide information about legal services and other resources available in the community.

Volunteers will become familiar with the court pleadings and will help parties complete the forms they need. They will be given the opportunity to interact with parties and learn to spot issues for domestic relation cases. In addition, volunteers may interact with court personnel, including judges and court clerks as part of the program. Training will be provided by the Oregon Judicial Department, and the volunteers' work will be overseen by the facilitators who will also be available to answer questions from the volunteers.

The Facilitator's office seeks motivated volunteers who like to help others. Spanish is preferred but not necessary. This program is currently seeking 2-3 months commitment. The Washington County Family Law Facilitator's Office is located inside the Washington County Courthouse in Hillsboro, Oregon located at 145 NE Second Avenue, Hillsboro, Oregon, room 102C.

Catholic Charities Immigration Legal Services (CCILS) provides high quality immigration legal services to low income immigrants and their families, and engages in public education, training and community outreach in order to promote justice for all newcomers and conditions for their full participation in American society. CCILS is the largest non-profit provider of immigration legal services in Oregon. Volunteers will work directly with clients under the supervision of an ILS attorney, preparing U visa or VAWA (Violence Against Women Act) applications for victims of domestic violence and sexual assault in the Portland metro area. Volunteers will also assist victims who already have U status in applying for permanent residence. There likely will be opportunities to participate in interviews with the United States Custom and Immigration Service (USCIS) and observe immigration court proceedings. Work is very "hands on." Fluency or high level proficiency in Spanish is preferred.

Immigration Counseling Services (ICS) is a nonprofit immigration law firm dedicated to improving the lives of Oregon's immigrant communities through access to affordable legal services and educational forums. Over the past 33 years, ICS has provided quality legal assistance to thousands of individuals from 90+ countries all around the world. These services are listed online (www.ics-law.org).

Volunteers have the opportunity to assist with many different types of immigration cases and will become familiar with the inner workings of a high volume law firm. Training will be provided by an ICS staff member. These volunteer opportunities require a commitment of a specified time over a period of at least two to three months. Spanish speakers are preferred.



Multnomah County District Attorney's Office is responsible for prosecuting state felony and misdemeanor charges in Multnomah County and for prosecuting all city code crimes in the city of Portland. Volunteers will review misdemeanor cases for prosecution and prepare the cases to be sent to the trial section. Volunteers will also appear in court for misdemeanor arraignments, pleas, sentencing and dispositions of all "Community Court" cases. Volunteers will handle misdemeanor trials and contested violations of restraining orders. Priority will be given to applicants who are available full-time for at least three months.

Multnomah Defenders Inc. (MDI) is a private, non-profit law firm in Portland committed to providing high-quality criminal defense for indigent clients. MDI represents clients in court-appointed cases ranging from misdemeanor to felony cases.

Attorneys will assist with trial preparation, court appearances, plea negotiations and actual trial work depending on the case. This is an 8 week commitment with limited positions available. Training and mentoring will be provided as appropriate.

Public Defenders Office of Lane County, Inc. is a non-profit corporation serving clients in Lane County, with its office in Eugene. The Defenders Office represents clients in cases ranging from misdemeanor to felony cases. Attorneys will assist with trial preparation, court appearances, plea negotiations and actual trial work depending on the case. Training and mentoring will be provided as appropriate. This is a 2-3 month commitment.

Youth, Rights, and Justice (formerly Juvenile Rights Project) serves children and youth – primarily those in foster care, victims of abuse, neglected or in trouble; students who face challenges at school; and parents who need help keeping their families intact. Volunteer work may include court appearances at preliminary hearings in juvenile delinquency and dependency matters, work on Formal Accountability Agreements, assistance in assessing merits of relief from sex offender registration cases for people adjudicated when they were under 18, or possible work on appeals in dependency and delinquency cases, and other work as assigned and as it interests the volunteer. This is an 8 week commitment, 25 hours per week. Volunteers will serve in the Portland metro area.

Citizens' Utility Board of Oregon and CUB Policy Center (CUB) is a nonprofit organization with a mission to represent the interests of Oregon's residential utility customers before administrative, judicial, and legislative bodies, such as the Oregon Public Utility Commission and the Oregon Legislature; and on behalf of the public interest in research, public policy, education and outreach. CUB works at the intersection of policy and utility regulation on behalf of all residential consumers of the investor-owned utilities in Oregon. CUB's work focuses on issues such as affordable utility service, low-income consumer protection, energy efficiency, environmental stewardship, climate change action, grid modernization, renewable resources, and electric vehicles.

CUB is open to applications from recent law graduates for the Policy Research Fellow position. While CUB's staff attorneys work on regulatory and administrative law matters, the Policy Research Fellow would work primarily with the CUB's Policy Center (<http://cubpolicycenter.org/opportunities>). The Policy Research Fellow would conduct research, policy development, outreach, and education on topic areas such as conducting an in-depth survey of utility contracts, researching public policy initiatives legal issues, assisting with the 2012 CUB Policy Conference, and investigating demand respond pilots.

This position is the perfect opportunity for individuals seeking professional networking opportunities and valuable experience in the fields of energy and the environment. Projects are designed to fit the individual; however, CUB would prefer a minimum of 120 hours of total volunteer time with the volunteer completing anywhere from 15-30 hours per week. The actual time spent will depend on the project(s) the volunteer chooses to undertake and the needs of the organization and volunteer. The organization's preference is that the individual either completes the project within the above timeframe and/or creates a legacy document to continue the work; however, the organization is open to flexible work preferences to best complete the project.

Legal Aid Service of Oregon (LASO), Albany Small legal aid office (2 lawyers and 2 support staff); representing low-income clients and senior citizens in legal matters concerning safety, shelter and income preservation. Volunteer attorneys will be able to represent clients in court as well as provide advice and counsel on various matters. They have an electronic case management system and maintain an almost paperless office. It is an equipped office dedicated to onsite volunteers. The attorneys in the office are readily available to mentor, problem-solve and advise on client relations. They have a long history of having volunteers in their office and provide a welcoming environment. The office is closed to the public on Fridays but is otherwise open 9AM to 5PM Monday through Thursday.



Victim Rights Law Center (VRLC) is a nonprofit law center dedicated to serving the needs of rape and sexual assault victims, and to leading a new response to sexual violence. The VRLC was the first non-profit law center in the nation (and is still one of only a few) dedicated to serving the needs of sexual assault victims. They focus on victims of non-intimate partner sexual assault (i.e., victims assaulted by a friend, family member, acquaintance, classmate, coworker, stranger, etc.). They educate attorneys, advocates, law enforcement and other victim service providers to recognize that victims' most urgent needs post-assault cannot be met by the criminal justice system alone. They use (and teach others to use) existing civil laws to help meet survivors' critical needs; help victims protect their privacy stay in school, preserve their employment, secure or maintain safe housing, and assist non-citizen victims as they seek to access immigration remedies.

In VRLC's Boston office, staff attorneys provide free legal services and represent clients throughout Massachusetts. They do not represent clients directly in our Portland, OR, office. VRLC's national legal technical assistance project is based in the VRLC's Portland office. They provide support, resources, mentoring, tools and templates to lawyers, advocates and other victim service providers to support their efforts to provide civil legal assistance to sexual assault survivors.

The Portland based Research Fellow will conduct legal research and writing to support our national technical assistance (TA) project. The research will focus on rape victims' rights and legal remedies, including research on topics such as minor victims' confidentiality rights, military victims' access to civil remedies, full faith and credit on military installations, data collection, and the privacy rights of student victims. The VRLC seeks a candidate who has a demonstrated interest and proficiency in issues involving sexual violence and victim advocacy. This position is the perfect opportunity for individuals seeking additional experience in the field of victim's advocacy and connections to projects and leaders across the country that seek to advance the rights of sexual assault survivors.

Projects are designed to fit the individual's and organization's needs; however, VRLC would prefer a minimum of 150 hours of total volunteer time. This can be concentrated over a 1-month period or over a more prolonged period of time. The actual time spent will depend on the project(s) the volunteer chooses to undertake and the needs of the organization and volunteer.



Practical Skills Through Public Service Program Application Form

Thank you for your interest in our program. Please complete this application and submit it with your resume and cover letter expressing your interest, region and availability to ONLD@osbar.org by October 10, 2012.

Name: _____ Bar Number: _____

Address: _____

Phone: _____ Email: _____

Please rank your top five programs:

- | | |
|----------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Beaverton City Attorney | <input type="checkbox"/> Catholic Charities Immigration Services |
| <input type="checkbox"/> Multnomah County Attorney's Office | <input type="checkbox"/> Immigration Counseling Services |
| <input type="checkbox"/> Office of Metro Attorneys | <input type="checkbox"/> Multnomah County District Attorney's Office |
| <input type="checkbox"/> Salem City Attorney's Office | <input type="checkbox"/> Multnomah Defense Inc. |
| <input type="checkbox"/> Clackamas County Court | <input type="checkbox"/> Public Defenders of Lane County |
| <input type="checkbox"/> Multnomah County Court | <input type="checkbox"/> Youth, Rights, and Justice |
| <input type="checkbox"/> Oregon Tax Court | <input type="checkbox"/> Citizens Utility Board |
| <input type="checkbox"/> St. Andrew's Legal Clinic | <input type="checkbox"/> LASO, Albany |
| <input type="checkbox"/> Washington Co. Family Law Facilitator | <input type="checkbox"/> Victim Rights Law Center |

Please tell us how you heard about this program and if you have any comments:

Continuing Legal Education Participants of this program, who reside in the tri-county area, are required to attend one of three Pro Bono week CLE programs on Thursday, October 25, 2012 from 3:00 p.m. to 5:00 p.m. at the World Trade Center. Fair and social will follow the CLEs. This event provides a great networking opportunity to new lawyers.

_____ If you are a tri-county resident, initial that you agree to attend one of the CLE programs referenced above (Note: Preregistration is required, for additional details contact Michelle Lane, mlane@osbar.org or 503-431-6384.)

Welcome Event

Mark your calendar for October 18, 2012, at 5:30 p.m.! The law office of Miller Nash, LLP, is hosting a welcome event for new lawyers to meet other participants in the PSPS Program, members of the participating organizations and attorneys in the community who support the program. Announcement will follow but please remember to RSVP by October 11, 2012 to Michelle Lane (mlane@osbar.org).

Other Volunteering Opportunities

If placement is unavailable for a participant, there are volunteer opportunities available in Oregon as described below. If an applicant is interested in volunteering at the organizations listed below, the applicant needs to contact the organization directly.

Legal Aid Services of Oregon (LASO) is a statewide non-profit law firm that provides representation to low-income clients with high priority civil legal needs. LASO has 12 field offices located throughout the state, including specialized programs serving farm workers and Native Americans. LASO also coordinates a number of pro bono clinics and is always interested in new volunteers.

Most of LASO's pro bono opportunities are in the Portland metro area (coordinated through its Volunteer Lawyers Project). LASO offices outside the Portland area do not have staff dedicated to pro bono coordination, and hence take volunteers on an ad hoc basis. LASO has training materials and CLE's available for volunteers on their website, www.oregonadvocates.org. LASO is a certified pro bono provider and can provide free PLF coverage for their volunteers.

Pro Bono Opportunities through LASO's Volunteer Lawyers Project (Portland metro area):

- **Bankruptcy Clinic:** A monthly clinic that alternates locations among Beaverton, East Portland, and downtown Portland. Volunteers represent clients in Chapter 7 bankruptcies. Clinic hours are 6:15-9:00 pm on the third Tuesday of the month and follow-up work is done outside of the clinic. Cases require between 5-20 hours of work.
- **Domestic Violence Project:** Volunteers represent clients in contested restraining order and stalking order hearings. Volunteers are assigned a case for specific hearing date. Each case may require 5-10 hours.
- **Pro Se Assistance Project:** A bi-weekly clinic where volunteers review family law documents for pro se litigants. Clinics are held Tuesday and Thursday at the Multnomah County Courthouse. Clinic hours are 2:30 to 5:00 pm. This clinic is advice only and volunteers do not provide follow-up services to clients.
- **Senior Law Project:** This project has 25 different clinics a month, held at nine Multnomah County Senior Centers. Clinic shifts are 3 hours long and volunteers meet with 4-6 seniors. Follow-up work (when needed) is done outside of the clinic. This is a general civil clinic, but the primary case types are simple estate planning and consumer law issues.
- **Statewide Tax Clinic:** Volunteers assist low-income tax payers with tax controversies with the IRS or Department of Revenue, ranging from collections, audits, innocent spouse claims, and tax court cases. Cases are assigned via a listserv. Cases require between 5-20 hours of work.

Pro Bono Opportunities outside the Portland metro area:

- **ProBonoOregon Listserv:** Legal services offices around the state post cases to this listserv on Thursday's. An attorney who is interested in accepting a pro bono case contacts the listing office for full case information. Listings include the type of case and a brief description of the case. This project allows pro bono attorneys to take a pro bono case when it fits best in their schedule. You can sign up for the listserv on LASO's website, www.oregonadvocates.org.
- **Bankruptcy Clinic:** Both the Bend and Eugene LASO offices coordinate bankruptcy clinics.

How to get involved:

- For more information on volunteering with LASO's Volunteer Lawyers Project (Portland metro area) contact Maya Crawford at maya.crawford@lasoregon.org.
- To sign up for the ProBonoOregon Listserv go to www.oregonadvocates.org. You will need to create a user name and password for the site. Once approved, you can sign up for the listserv. You can also access training materials and CLE's in the Library section of the website.
- To volunteer with LASO offices outside of the Portland metro area contact the regional office directly. A directory of LASO offices can be found at www.oregonlawhelp.org.