

Practical Skills through Public Service 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 organizations. 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 and Salem.

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 organizations provide basic civil and family law representation to their clients. Additionally, the PSPS Program 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 organizations so that new attorneys are familiar with relevant areas of law. Additional mentoring opportunities may be available.

Participating organizations 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*

Immigration Services

Catholic Charities Immigration Legal Services*
Immigration Counseling Services*

Prosecution

Multnomah County District Attorney's Office

Public Defense

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

Other Organizations

Legal Aid Service of Oregon, Albany*
Northwest Worker's Justice Project*
OSB Department of Regulatory Services
TriMet
Victim Rights Law Center

* Malpractice coverage for Professional Liability Fund-exempt Oregon attorneys is provided without charge for volunteers providing services through these organizations. New lawyers 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 organizations. Submit it with your resume and cover letter expressing your interest, region and availability to ONLD@osbar.org by October 31, 2013.

The organizations 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 organization. See program details for more information. The ONLD will facilitate the application and selection of attorneys for these organizations. 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.

Organization 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. We provide legal counsel to the Metro Council and Metro COO in our 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 focused on assisting with prosecution work and 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).

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. 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 with some flexibility on the 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.

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.

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 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 non-profit immigration law firm dedicated to improving the lives of Oregon's immigrant communities through access to affordable legal services and educational forums. ICS also assists unaccompanied children who are undocumented and detained in secure and staff secure detention facilities, shelters, transitional and long term foster care programs in Oregon. Our Anti-Trafficking department provides comprehensive services for foreign born victims of human trafficking.

Some of the roles available for the volunteer attorney will be requesting certifications on behalf of our U visa clients, screening prospective DACA clients, shadowing ICS legal workers during consultations and

appointments and opportunities to conduct some consultations on their own. We will be happy to work with one volunteer attorney who is fluent in Spanish and has an interest in immigration law.

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, sentencings 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. Placements for this office may not be available immediately.

Metropolitan Public Defender (MPD) is a private, non-profit law firm committed to providing high-quality criminal defense for indigent clients in Portland and Hillsboro. MPD represents clients in court-appointed cases ranging from misdemeanor to felony cases including capital defense, in addition to juvenile cases and civil commitment proceedings. Volunteers would also assist in building the criminal law library which is an online library of briefs, motions, legal arguments, essays and updated case law.

Attorneys will assist with trial preparation, court appearances, plea negotiations and trial work depending on the case. This is a 16 week commitment with limited positions available. Training and mentoring will be provided as appropriate.

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.

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. We have an electronic case management system and maintain an almost paperless office. We have an equipped office dedicated to onsite volunteers. The attorneys in the office are readily available to mentor, problem-solve and advise on client relations. We have a long history of having



volunteers in our office and provide a welcoming environment. Our office is closed to the public on Fridays but is otherwise open 9AM to 5PM Monday through Thursday.

Northwest Worker's Justice Project. This is a not-for-profit organization dedicated to improving enforcement of the workplace and organizing rights of low-wage, contingent, and immigrant workers in the Northwest. NWJP was founded to provide legal advice, service, and education to Oregon's low-wage workers as they advocate on their own behalf. Their service to the community includes direct representation to workers, impact litigation, legislative advocacy, community education, and collaboration with other workers' rights organizations.

PSPS Volunteers will have the opportunity to train with experienced attorneys in all aspects of plaintiff-side employment litigation. This includes initial case assessment, drafting and filing complaints, discovery, motions practice, and representation of individuals in hearings in state and federal court. Substantive work will range from wage and hour cases, discrimination, wrongful termination, to unfair labor practices under the NLRA. Spanish speaking candidates are encouraged to apply. Volunteers will be expected to commit to volunteering for two to three months.

OSB, Department of Regulatory Services. The Oregon State Bar licenses and regulates Oregon's lawyers, and administers the state's system of lawyer discipline. The bar offers numerous programs to enhance the service and professionalism of its members and provides a variety of services to continuously improve the state's justice system, and to help the public understand and access the system. One part-time volunteer is needed to assist staff attorneys within the bar's Department of Regulatory Services in matters related to formal discipline proceedings. Work may include legal research in the area of ethics and discipline, assisting with depositions and trial preparation, and preparing information for public presentations. The OSB is currently seeking a volunteer able to commit to two full days per week in their Tigard office.

TriMet provides bus, light rail, and commuter rail service in the Portland metro area. TriMet has at least one opportunity with their general counsel to assist with contracts, litigation, and employment law matters. Seeking volunteers available 20 - 40 hours per week.

Victim Rights Law Center. The 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. We focus on victims of non-intimate partner sexual assault (i.e., victims assaulted by a friend, family member, acquaintance, classmate, coworker, stranger, etc.). We 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. We use (and teach others to use) existing **civil** laws to help meet survivors' critical needs; we 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.

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 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 31, 2013.

Name: _____

Address: _____

Phone: _____

Email: _____

Bar Number: _____

Please rank your top five programs:

- | | |
|--|--|
| <input type="checkbox"/> Beaverton City Attorney | <input type="checkbox"/> Metropolitan Public Defender |
| <input type="checkbox"/> Multnomah County Attorney's Office | <input type="checkbox"/> Multnomah County District Attorney's Office |
| <input type="checkbox"/> Office of Metro Attorneys | <input type="checkbox"/> Multnomah Defense Inc. |
| <input type="checkbox"/> Salem City Attorney's Office | <input type="checkbox"/> Public Defenders of Lane County |
| <input type="checkbox"/> Clackamas County Court | <input type="checkbox"/> Youth, Rights, and Justice |
| <input type="checkbox"/> Multnomah County Court | <input type="checkbox"/> LASO, Albany |
| <input type="checkbox"/> Oregon Tax Court | <input type="checkbox"/> Northwest Worker's Justice Project |
| <input type="checkbox"/> St. Andrew's Legal Clinic | <input type="checkbox"/> OSB Department of Regulatory Services |
| <input type="checkbox"/> Catholic Charities Immigration Services | <input type="checkbox"/> TriMet |
| <input type="checkbox"/> Immigration Counseling Service | <input type="checkbox"/> Victim Rights Law Center |

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

PSPS Social. All applicants and organization representatives are invited to attend a social on Thursday, November 14 beginning at 5:30pm held at and hosted by Gevurtz Menashe Larson & Howe PC (115 NW First Ave, Ste 400, Portland, OR 97209). We look forward to seeing you there.

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 10 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 or Wednesday 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 in Multnomah, Clackamas, and Washington counties. 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. Volunteers with this project need to have a background in family law.
- **Pro Se Assistance Project Facilitation clinic:** a bi-weekly clinic for non-English speaking clients who cannot fill out their own family law forms (forms are only provided in English). Volunteers help clients fill in the forms before the client attends a "regular" Pro Se Assistance Project where they can get substantive family law questions answered. Clinics are held Tuesday and Wednesday at Legal Aid's Portland office from 2:00 – 4:00. Volunteers with this project do NOT need to have a background in family law.
- **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.