



# **Pro Bono Fair**

## **for Attorneys and Law Students**

Monday, October 20, 2014  
4:30pm-6:00pm  
Suffolk University Law School  
120 Tremont Street, Boston, MA 02108  
Function Room, First Floor



SUFFOLK  
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BOSTON



**Boston Bar**  
ASSOCIATION



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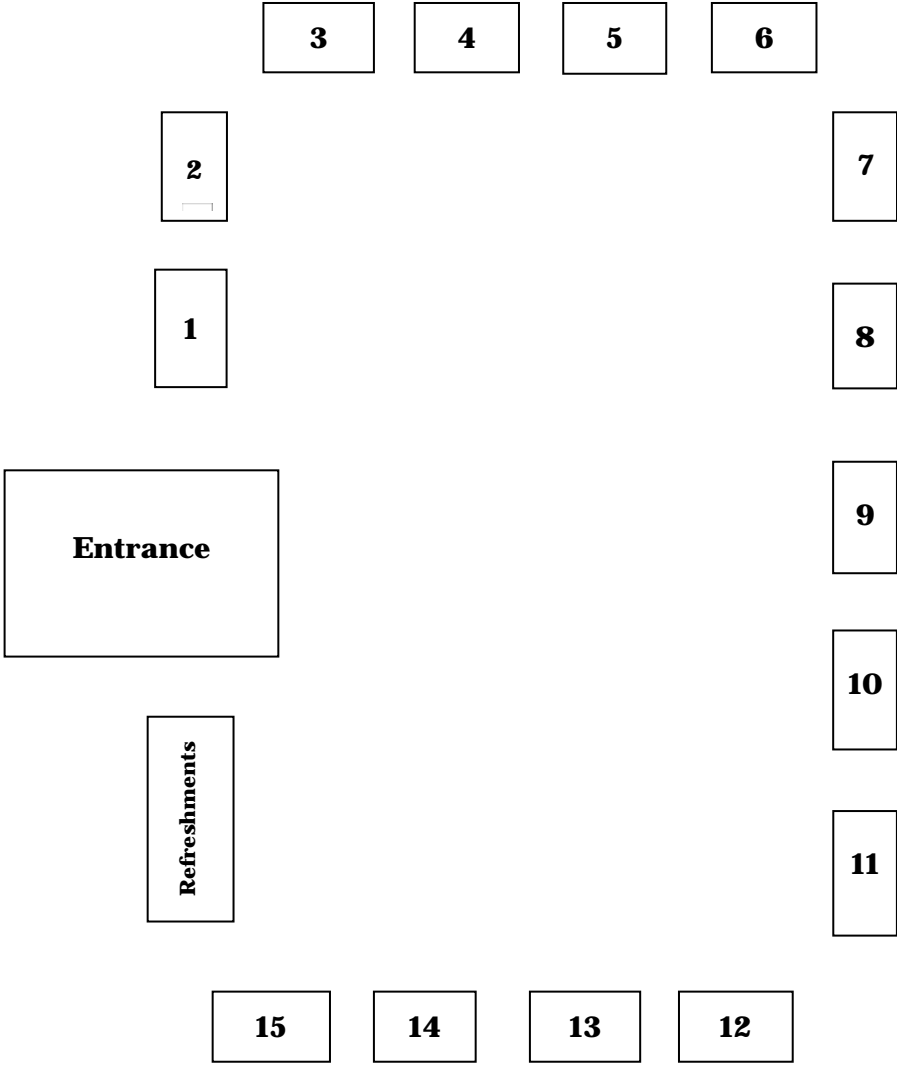
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# Table Assignments for Participating Organizations



## **ABCD--CITYWIDE BOSTON HISPANIC CENTER**

**Contact Information:** Lorena Lama, Neighborhood Services Coordinator  
lorena.lama@bostonabcd.org  
617-522-4830

**Organization Description:** BHC focuses on providing immigration services to low-income clients throughout Boston. We assist clients with the naturalization process, including filing applications and teaching/learning civics.

**Pro Bono Projects:** Assist clients with the naturalization process, including completing the N400, I912, and in certain cases N600. We also have ongoing petition cases that volunteers might be able to assist with.

**Estimated Time Commitment:** Our immigration services are ongoing and volunteers choose the hours and amount of time they can commit to.

**Volunteers Sought:** 2-5

**Expertise Necessary:** We can train any volunteers if necessary, although interest in immigration work is a plus.

**Training Provided:** Yes, we provide group and individual trainings regarding the USCIS N400 and I912 forms. We provide sample cases and assist with any applications or cases as they get more comfortable with the process.

**Support and Supervision:** We have a staff attorney available at our Parker Hill site, as well as online/written resources, and scheduled trainings.

## **ALTERNATIVES FOR COMMUNITY & ENVIRONMENT, INC.**

**Contact Information:** Staci Rubin, Staff Attorney  
Staci@ace-ej.org  
(617) 442-3343 ext. 236

**Organization Description:** ACE builds the power of communities of color and low income communities in Massachusetts to eradicate environmental racism and classism, create healthy, sustainable communities, and achieve environmental justice.

**Pro Bono Projects:** Massachusetts Environmental Justice Assistance Network (MEJAN) Professionals: ACE coordinates the Massachusetts Environmental Justice Assistance Network (MEJAN), a network of more than 250 attorneys, law firms, public health professionals, and environmental consultants, who provide pro bono assistance to groups throughout the state. We need volunteer attorneys, environmental consultants and public health professionals! These professionals play a crucial role in helping community groups combat environmental injustice in their neighborhoods. Please consider joining MEJAN.; Volunteer Attorney and Law Student Internship: ACE seeks a law student intern for the winter, spring, summer, and fall academic quarters. The volunteer law student intern will assist ACE's Senior Attorney on the cases and issues that require work. The volunteer should expect to perform legal and factual research and writing, interact with state and local government, conduct potential client intakes, and work with community residents. The subject matter will include many of the legal and factual issues that arise in a multi-faceted community-based environmental justice program that provides legal representation to resident groups.

**Estimated Time Commitment:** time commitment you expect to be involved (i.e., how many hours/how long the project will last). MEJAN Professionals: ACE requires a minimum commitment of ten hours. The majority of MEJAN cases require more than ten hours over the course of several months.; Volunteer Attorney and Law Student Internship: ACE requires volunteers to come to the ACE office for a minimum of 10 hours per week for at least ten weeks to assist ACE's Senior Attorney.

**Volunteers Sought:** More than 10.

**Expertise Necessary:** No. MEJAN volunteers and law students are encouraged to have an interest in social justice and environmental issues.

**Training Provided:** ACE's Senior Attorney will provide an orientation to law student interns and provide at least one hour of 1:1 supervision per week. ACE periodically offers training to volunteer attorneys.

**Support and Supervision:** ACE's Senior Attorney will communicate via e-mail and telephone with MEJAN professionals to inform them of potential cases and to provide updates via the MEJAN newsletter. Once a MEJAN professional accepts a case, ACE will be in touch once every three months to check in and troubleshoot as necessary, including offering written and online resources

**Additional Information:** Questions should be directed to Staci Rubin, Senior Attorney, (617) 442-3343 x 236 or [Staci@aceej.org](mailto:Staci@aceej.org).

## **BOSTON TAX HELP COALITION**

**Contact Information:** Kim Bomba, Volunteer Coordinator  
Kim.Bomba@Boston.gov  
617-918-5360

**Organization Description:** Free Tax Preparation Services and Financial Coaching for low-moderate income Boston residents.

**Pro Bono Projects:** The Coalition is currently seeking:

**VITA Tax Trainers:** The Tax Trainer Interns will work directly with Coalition's Operations Manager in assisting and eventually leading the volunteer trainings for the Coalition's Volunteer Income Tax Assistance (VITA) program. When the training period is over, Tax Trainer interns will be placed at a City tax site to prepare taxes. Must be willing to work on weekends from the beginning of January through early February (schedule can be arranged), and must be willing to be IRS basic and advanced certified by the end of December 2014 (will be scheduled).

**Lead Financial Guide Interns:** The Lead Financial Guide will manage the site operation of the Financial Check-up Program at an assigned tax preparation site. The Lead Financial Guide is responsible for the overall flow and structure of the Program with support from the Asset Building Program Coordinator and Tax Site Coordinator. The main focus of the Lead Financial Guide is to pull credit reports that will be assessed by the trained volunteer Guides. S/he must also resolve any issues that may arise on a daily basis pertaining to taxpayers and volunteers. The Lead Financial Guide must promote the values and mission of the Coalition. Time Commitment: January 2015-April 2015, 4-8 hours a week at a tax site.

**Estimated Time Commitment:** Tax Trainers: Trained and Certified by the end of December 2014 and be willing to train on weekends throughout Jan 2015. Financial Guide Interns will work 4-8 hours a week at a tax site from the end of January 2015-mid April 2015.

**Volunteers Sought:** More than 10.

**Expertise Necessary:** Will train. For tax trainer, prior experience with taxes and/or teaching is helpful, but not required.

**Training Provided:** Yes, we provide all volunteers and interns with free training. Please inquire for training details.

**Support and Supervision:** Tax Trainers: direct supervision will be provided during training process. Upon training completion, weekly supervision meetings will be conducted. Financial Guide Interns: on-site supervision provided, as well as, weekly check-ins.

**Additional Information:** We are also seeking Tax Preparers for tax season 2015. Please inquire for details!

## **CASA MYRNA VAZQUEZ**

**Contact Information:** Katherine Schulte, Staff Attorney  
kschulte@casamyrna.org

**Organization Description:** The Legal Advocacy Program seeks to address the unmet legal needs of victims of domestic violence who, due to linguistic, cultural, and economic barriers, would not be able to access representation through normal channels. We provide a range of services, from brief advice to full representation, to survivors in abuse prevention and family law matters.

**Pro Bono Projects:** Casa Myrna accepts legal interns during the academic year and summer, though our needs and capacity vary.

**Estimated Time Commitment:** Hours vary depending on student availability.

**Volunteers Sought:** 1

**Expertise Necessary:** An understanding of domestic violence is recommended.

**Training Provided:** Yes, interns will receive initial and ongoing training in domestic violence, trauma-informed lawyering skills, and the legal issues facing our clients.

**Support and Supervision:** Interns are supervised by Legal Advocacy Program staff on an ongoing basis.

## **COMMUNITY DISPUTE SETTLEMENT CENTER, INC.**

**Contact Information:** Gail S. Packer, Executive Director  
gspacker@communitydispute.org  
www.communitydispute.org

**Organization Description:** Mediation and training services.

**Pro Bono Projects:** CDSC provides internships for law students and trainings to become a pro bono mediator

**Estimated Time Commitment:** Internships typically require minimum 2 days/ week; mediation training is 33 hours; pro bono opportunities are flexible

**Volunteers Sought:** 2-5

**Expertise Necessary:** For internships, some exposure to or understanding about mediation and ADR is helpful, though not required. For mediating on our pro bono roster, 33 hour mediation training is a pre-requisite.

**Training Provided:** For internships, yes, our staff provides training to assist with Case Coordination.

**Support and Supervision:** CDSC has a small, committed staff who work together as a team.

**Additional Information:** Community Dispute Settlement Center, Inc. ,established in 1979, is a private nonprofit mediation and training center dedicated to providing an affordable and alternate forum for resolving conflict. CDSC promotes better ways to understand and deal with conflict through skilled teams of pro bono mediators, training programs in mediation and conflict management, and broad community outreach. We are committed to making our services accessible to underserved populations and to addressing emerging community needs.

## **COMMUNITY LEGAL SERVICES AND COUNSELING CENTER**

**Contact Information:** Ellen Wilbur, Legal Director  
ewilbur@clsacc.org  
(617) 661-1010

**Organization Description:** CLSACC provides free civil legal services and affordable mental health counseling to low-income residents of Cambridge, Boston, and 8 other surrounding communities (and statewide for immigration law work). Legal work is provided in the areas of housing/homelessness prevention; family law/domestic violence; immigration law; and disability benefits law. CLSACC has a small staff of attorneys and mental health professionals and utilizes volunteer lawyers and counselors to provide a large percentage of assistance to clients.

**Pro Bono Projects:** Immigration Law Project: Represent immigrants and refugees in immigration interviews and hearings who are seeking political asylum, who are victims of domestic violence seeking relief under the Violence Against Women Act and/or who are unaccompanied minors. Domestic Violence/Family Law Project: Represent victims of domestic violence in restraining order, divorce, or custody/support proceedings in Probate and Family Court, so as to provide safety and stability to the families. Homelessness Prevention/Affordable Housing Project: Represent Cambridge tenants in eviction proceedings, administrative hearings to obtain or retain housing subsidies, or in other proceedings impacting the quality of their housing. Disability Benefits Project: Represent clients whose SSI/SSDI (Supplemental Security Income/Social Security Disability Insurance) benefits have been wrongfully denied or terminated by the Social Security Administration. Volunteers may on whole cases or assist with parts of a case, working together with a staff attorney.

**Estimated Time Commitment:** Attorneys and law students may take as little as one case per year or work as many hours/week as they have available (provided that we are able to work out space restrictions). Projects are ongoing

**Volunteers Sought:**2-5

**Expertise Necessary:** No prior expertise is required, although it is welcomed. CLSACC provides training and mentoring to all volunteer attorneys. Admission to the bar is required for attorneys (unless awaiting bar exam results).

**Training Provided:** Yes. Volunteers receive intensive individual training and case supervision/consultation from staff attorneys, who work with volunteers to strengthen advocacy skills and develop case strategies and experience in poverty law. Staff attorneys review pleadings and attend trials and hearings as needed, and also provide volunteers with

model pleadings relevant to their individual cases. Volunteers are able to attend MCLE trainings for a nominal fee. CLSACC collaborates with Volunteers Lawyers Project (VLP) and the Women's Bar Foundation (WBF), so that CLSACC volunteers are able to attend trainings held by those two agencies.

**Support and Supervision:** Staff and senior volunteer attorney(s) are available for consultation and there is supervision/mentoring by veteran attorneys, according to the volunteer's knowledge and skill level. CLSACC maintains email groups for volunteers to keep them apprised of recent developments in the law, inform them of upcoming trainings, and disseminate new information. When requested, mentoring attorneys will accompany newer attorneys to court hearings.

## **CORPORATE ACCOUNTABILITY INTERNATIONAL**

**Contact Information:** Tamar Lawrence-Samuel, Staff Attorney  
(617) 695-2525

**Organization Description:** Public health, corporate accountability, international, human rights.

**Pro Bono Projects:** Legal research on food and/or tobacco control issues.

**Estimated Time Commitment:** TBD

**Volunteers Sought:** 2-5

**Expertise Necessary:** Not specifically, however, volunteers must have a demonstrated interest and commitment to corporate accountability and progressive social change.

**Training Provided:** Yes. Training on the organization and campaigns will be provided.

**Support and Supervision:** Staff attorney available for training and consultation.

## **ENVIRONMENT AMERICA**

**Contact Information:** Leigh-Anne Cole, Recruitment Director  
lcole@publicinterestnetwork.org  
(617) 747-4381

**Organization Description:** Environment America is a federation of state-based, citizen-funded environmental advocacy organizations. We believe there's something special about our country — and so much worth protecting and preserving for future generations. From stunning waterways like Chesapeake Bay and the Great Lakes, to beloved national parks like Acadia and Mount Rainier, America's natural wonders enrich our lives in countless ways. Yet the places we love and the environmental values so many of us share are too often threatened by powerful industries, short-sighted politicians and more. Defending our environment requires independent research, tough-minded advocacy and spirited grassroots action. That's the idea behind Environment America. Together with hundreds of thousands of supporters from all walks of life, we take the kind of action that wins tangible results for our environment. When decisions are being made about our environment, our elected officials hear plenty from oil companies, developers and other powerful interests. We make sure that they hear your voice just as loudly. We make the case for our environment and help people like you make an impact — through petitions, emails, letters, phone calls and more, all delivered to the right people just when it matters most.



**Pro Bono Project:** You'll help us educate and engage more students and citizens on the most critical environmental issues of our time. You'll help us get our issues into the media, build coalitions, organize events and lobby decision-makers. Ultimately, you'll help us build the kind of public support it takes to win.

**Estimated Time Commitment:** 12-30

**Volunteers Sought:** 2-5

**Expertise Necessary:** None

**Training Provided:** Yes. You'll learn how to analyze environmental problems, push for smart solutions, and build the public support it takes to win. You'll work side-by-side with a lawyer, learning the ropes. And you'll attend briefings and trainings to learn even more about environmental issues and gain organizing skill.

**Support and Supervision:** Volunteers work side by side with a mentor to get ongoing consultation. We also provide a training guide, campaign materials and toolkits for each of the projects.

## **FINEX HOUSE, INC.**

**Contact Information:** Malana Gleason, Staff Attorney  
[alanagleason@yahoo.com](mailto:alanagleason@yahoo.com)  
(617) 436-2002

**Organization Description:** A domestic violence shelter in the Boston area that provides services and respite for victims of domestic violence and their children.

**Pro Bono Project:** The staff attorney is seeking an intern, work-study student, or volunteer to assist with all areas of legal issues faced by both shelter guests and by battered individuals in the community.

**Estimated Time Commitment:** Flexible 10-20 hours per week, determined by school schedule, semester etc.

**Volunteers Sought:** 1

**Expertise Necessary:** Strong oral and written communication skills, interest in family law, ability to advocate strongly for victims, ability to work independently, sensitivity to domestic violence issues, bilingual encouraged, own transportation.

**Training Provided:** Ongoing training as needed.

**Support and Supervision:** Weekly supervisory meeting with staff attorney.

**Additional Information:** Duties will include: Interviewing clients; helping identify and prioritize legal concerns faced by shelter guests; assisting with specific problems relating to safety, benefits, housing, social services, criminal justice advocacy, disability issues and immigration; researching and providing updates on statutes and decisions relating to domestic violence; acting as liaison between staff attorney, shelter guests and other agencies.

Other duties: interns are also expected to take hotline calls and perform other direct service tasks as needed.

Location: Confidential shelter location, courts in the Boston area, various agency offices.

## **GREATER BOSTON LEGAL SERVICES - CORI/RE-ENTRY PROJECT**

**Contact Information:** Ventura Dennis, Staff Attorney  
vdennis@gbls.org  
(617) 603-1642

**Organization Description:** Civil Work I particularly work in the CORI unit.

**Pro Bono Projects:** CORI Unit Volunteer Opportunities to Help with Intake at Roxbury/Dorchester Court.

**Estimated Time Commitment:** We have table 9-12 twice a month at Dorchester, and Once a Month in Roxbury

**Volunteers Sought:** 2-5

**Expertise Necessary:** No

**Training Provided:** Yes we have a training manual and will have a formal training done by the head of the CORI Unit.

**Support and Supervision:** Supervisor and other Attorneys will be available for consultation.

## **GREATER BOSTON LEGAL SERVICES - LOW-INCOME TAXPAYER CLINIC**

**Contact Information:** Luz Arevalo, Staff Attorney  
larevalo@gbls.org

**Organization Description:** Legal representation of low wage clients.

**Pro Bono Projects:** Representation of low income taxpayers.

**Estimated Time Commitment:** 10-20 hours per case.

**Volunteers Sought:**2-5

**Expertise Necessary:** It's helpful, but attitude is also valued

**Training Provided:** Yes- on an ongoing basis.

**Support and Supervision:** Attorney supervision.

**Additional Information:** PREFER bilingual students- Portuguese or Spanish

## **HEALTH LAW ADVOCATES, INC.**

**Contact Information:** Matthew Selig, Executive Director  
selig@hla-inc.org  
(617) 338-5241

**Organization Description:** Non-profit, public interest health law firm; assists low- and moderate-income Massachusetts residents having difficulty accessing health care services.

**Pro Bono Projects:** Mental Health and Addiction Parity Initiative; Medical Debt Initiative; Immigrant Access to Health Care; Children's Mental Health Access Initiative.

**Estimated Time Commitment:** Minimum Commitment of 10 hours per week.

**Volunteers Sought:** 2-5

**Expertise Necessary:** Demonstrated interest in health care law and policy preferred.

**Training Provided:** Yes; substantive training on topics including: state health insurance programs; private insurance benefits and appeals; mental health and addiction parity laws; state and federal medical debt laws; children's mental health; Medicare

**Support and Supervision:** Direct supervision by staff attorney; comprehensive staff training and resources available.

## **LEGAL ADVOCACY AND RESOURCE CENTER**

**Contact Information:** Dan Biagiotti, Managing Attorney  
[dbiagiotti@gbls.org](mailto:dbiagiotti@gbls.org)  
(617)603-1703

**Organization Description:** Civil legal services hotline.

**Pro Bono Projects:** Volunteers will talk to clients on hotline and screen for legal services eligibility. Screeners may also be trained on an area of law such as bankruptcy or unemployment.

**Estimated Time Commitment:** 8 hours a week for at least one semester.

**Volunteers Sought:** 2-5

**Expertise Necessary:** No.

**Training Provided:** Yes. We train all volunteers on the screening process for legal services eligibility as well as hotline policies and procedures. If we have a volunteer provide any legal advice we will train them on that substantive area of law before having them talk to clients.

**Support and Supervision:** There is always a staff attorney available for consultation. Also every case that the volunteer puts in to our database gets reviewed by the managing attorney and feedback will be provided.

## **MASSACHUSETTS LEGAL ASSISTANCE CORPORATION/EQUAL JUSTICE COALITION**

**Contact Information:** Deb Silva, Director  
[dsilva@mlac.org](mailto:dsilva@mlac.org)  
(617) 391-5633

**Organization Description:** Advocates for funding for civil legal aid and makes grants to legal aid programs throughout the state.

**Pro Bono Projects:** Walk to the Hill - annual lobby day at which private attorneys visit their representatives to advocate for increased funding for civil legal aid (20 day-of volunteers, 2 for the month of January); General program support (2 interns, Spring semester).

**Estimated Time Commitment:** Walk to the Hill day-of volunteers: approximately 6 hours on 1/29/15; Walk to the Hill January volunteers: 8-12 hours/week for the month; Spring semester interns: 10-14 hours/week for the semester.

**Volunteers Sought:** More than 10.

**Expertise Necessary:** No.

**Training Provided:** No training is necessary.

**Support and Supervision:** Staff will introduce volunteers to the Massachusetts legal aid system and non-profit advocacy at the state level; opportunity to connect with influential members of the legal and legal aid communities.

## **MENTAL HEALTH LEGAL ADVISORS COMMITTEE**

**Contact Information:** Megan Mauskapf, Intake Coordinator  
mmauskapf@mhlac.org  
(617) 338-2345 ext. 134

**Organization Description:** MHLAC provides information, advice, referrals and representation to people with or perceived to have a mental health condition on a variety of legal issues.

**Pro Bono Projects:** Assistance with case screening, record requests, drafting of documents, updating existing flyers, drafting new flyers, case management support ,legislative assistance, legal research and writing.

**Estimated Time Commitment:** Flexible

**Volunteers Sought:** 2-5

**Expertise Necessary:** No expertise required.

**Training Provided:** Yes. We will provide training about the area of law the volunteer participates in as well as other areas of the law our office handles.

**Support and Supervision:** Staff attorneys available for consultation and direct supervision.

## **METROWEST LEGAL SERVICES**

**Contact Information:** Cheryl Palmieri, Staff Attorney/PBI Coordinator  
cpalmieri@mwlegal.org  
(508) 620-1830, ext. 243

**Organization Description:** MWLS is a nonprofit organization that provides free legal representation to low income, disabled and elderly individuals and families in 36 communities from Dedham to Marlborough. The staff at MWLS represents battered women in family law cases, tenants in evictions, advocates for children with special needs and helps elderly and disabled individuals obtain appropriate benefits.

**Pro Bono Projects:** The ten attorneys in the office have varying long and short term projects for law students. MWLS also operates a Private Bar Volunteer Program in cooperation with the local bar association in our service area. Volunteer attorneys help low income clients in a variety of situations ranging from assisting clients with divorces, bankruptcies, sealing CORI records, drafting wills and HCP and POA.

**Estimated Time Commitment:** Depends on the projects from the attorney and would be an as need basis.

**Volunteers Sought:** 2-5

**Expertise Necessary:** Again, depends on the project from the attorney.

**Training Provided:** Yes. If a new attorney joins our PBI panel, we have trainings on different subject matters throughout the year. Also, interns would be trained by attorney supervising them.

**Support and Supervision:** Yes. If a new attorney joins our PBI panel, we have trainings on different subject matters throughout the year. Also, interns would be trained by attorney supervising them.

## **MIDDLESEX DISTRICT ATTORNEY'S OFFICE**

**Contact Information:** Patricia Gould, Assistant District Attorney/ Hiring Coordinator/  
Director of Training & Professional Development  
patricia.gould@state.ma.us  
(781) 897-8320

**Organization Description:** The Middlesex District Attorney's Office serves the largest county in New England, covering 54 diverse cities and towns. We prosecute more than 35,000 cases a year in 12 district courts, 4 juvenile courts, and 2 superior courts.

Our core mission is to protect and serve the people who work, live, and raise their families in Middlesex County. Assistant District Attorneys, Victim Witness Advocates, Paralegals, and other talented professionals pursue this mission through exhaustive investigations, unassailable prosecutions, and compassionate victim advocacy.

We are also committed to innovative crime prevention and intervention initiatives. Our staff partners with community groups, social service providers, medical professionals, private industry leaders, and law enforcement officers to address a variety of public safety issues.

### **Pro Bono Projects:**

- **Appeals & Training Bureau:** The Appeals & Training Bureau is responsible for handling all appellate matters before the Appeals Court and the Supreme Judicial Court. This internship presents the student intern with opportunities to develop legal writing and researching skills, with a concentration in appellate practice. The student intern will work closely with an experienced appellate practitioner on actual cases on appeal that are pending before the Massachusetts Appeals Court. The intern will be responsible for reviewing the entire trial court record, researching the law pertaining to the legal issues raised by the defendant/appellant, and drafting appellate briefs. Upon approval of the Bureau, student interns may conduct the oral argument before the Appeals Court when the student intern's cases are scheduled for oral argument. There may be additional opportunities to get involved with other aspects of post-conviction practice, such as working on motions for new trial, drafting legal memoranda in opposition to motions, or assisting in the argument of such post-conviction motions. The student intern will work either in our main office located in Woburn or in our Cambridge office. Rule 3:03 certification is not required.
- **Cyber Protection Program (CPP):** The Cyber Protection Program ("CPP") serves as a resource for prosecutors, law enforcement officers, and civilians who are navigating the online and digital world in an effort to build evidence and to protect citizens of Middlesex County, including some of society's most vulnerable online populations: children and the

elderly. The CPP team also serves as a legal advisor regarding search warrants and other legal documents targeting digital evidence. CPP members also inspect and identify the evidentiary value of certain types of digital data found, for example, online, in a computer or mobile phone.

- Interns support police departments and assistant district attorneys in open cases involving criminal activities that contain cyber elements. Often, investigations will require information from Internet service providers, social networking websites, email providers and wireless telephone companies. Interns assist in preparing administrative subpoenas to these companies with the goal of receiving basic subscriber information, such as IP addresses, email addresses, registered mailing addresses, and phone numbers. Interns organize and track these requests in order to verify whether charges have been filed, if cases have been closed, or if they are still open for investigation. Student interns research, supplement, revise and organize cases that discuss issues prevalent in digital evidence cases. Interns should be comfortable working with technology-based materials. Interns work in our main office located in Woburn, MA, and assist with cases in the Superior Court, also located in Woburn. 3:03 certification is not required.
- **Child Protection Unit:** The Child Protection Unit investigates and prosecutes cases involving child sexual abuse, serious child physical abuse, and child exploitation. A multi-disciplinary team approach is utilized to minimize secondary trauma to the child victim and to reduce the number of investigative interviews and court appearances for the child. Student interns work directly with the prosecutors and assist them with case investigation, legal research, drafting responses to motions to suppress and dismiss, and trial preparation. Interns work in our main office located in Woburn, MA, and assist with cases in the Superior Court, also located in Woburn. 3:03 certification is not required.
- **Domestic Violence Program:** The Domestic Violence Program investigates and prosecutes domestic violence cases and works with local police, community partners, and victim service organizations to engage in domestic violence prevention and intervention efforts. Student interns work on research projects, motion drafting, and case investigation and preparation. The placement offers students invaluable court observation opportunities and first-hand experience in the District Attorney's office. Interns work out of either our main office located in Woburn or our regional office in Lowell and assist with cases in the Superior Courts, also located in Woburn and Lowell. 3:03 certification is not required.
- **Elder Abuse & Disabled Persons Unit:** The Elder Abuse & Disabled Persons Unit is a team of prosecutors and victim witness advocates who are trained in the investigation and prosecution of physical and financial abuse against the elderly and the disabled. Interns assist in reviewing referrals and investigations from the Disabled Persons Protection Commission, research legal issues, prepare motions to dismiss and motions to suppress, assist with trial preparations, and observe court proceedings.
- **Special Investigations Unit:** The Special Investigations Unit is a team of prosecutors, Massachusetts State Police and civilian investigative specialists who are dedicated to the investigation and prosecution of high level narcotics, organized crime, public integrity, terrorism, corruption, and cyber crimes. Student interns will be responsible for assisting trial attorneys in trial preparation, including preparing documents for trial, analyzing phone records, listening to jail calls and preparing demonstrative aids for trial. Interns work in the main office located in Woburn, MA, and assist with cases in the Superior Court, also located in Woburn. 3:03 certification is not required.
- **Asset Forfeiture :** The Asset Forfeiture Group is part of the Special Investigations Unit and is responsible for handling the MDAO's civil litigation matters. Student interns will be responsible for assisting trial attorneys in legal research, drafting complaints, drafting motions, drafting oppositions, drafting and responding to discovery requests, and trial

preparation. Interns work in the main office located in Woburn, MA, and assist with cases in the Superior Court, also located in Woburn. 3:03 certification is not required.

- **Superior Court Trial Teams:** The MDAO has four Regional Superior Court Trial Teams (Cambridge, Framingham, Lowell, and Malden). Each team is responsible for the investigation and prosecution of major felonies. Student interns research evidentiary issues, draft motions and memoranda in opposition to defense motions, assist with discovery compliance and trial exhibits, take notes during trial regarding trial testimony, etc. The Cambridge and Malden teams work out of the main office in Woburn. The Framingham and Lowell teams work out of our Framingham and Lowell regional offices. 3:03 certification is not required.
- **Special Projects:** Occasionally, MDAO's Executive Leadership members have special time-limited projects that they need assistance with.

**Estimated Time Commitment:** 1-2 days per week. Ongoing need.

**Volunteers Sought:** Multiple.

**Expertise Necessary:** No.

**Training Provided:** Yes.

**Support and Supervision:** Assistant District Attorneys provide supervision.

## **MWI**

**Contact Information:** Megan Winkeler  
Supervisor of Commercial and Corporate Programs  
mwinkeler@mwi.org

**Organization Description:** MWI is a nationally recognized dispute resolution firm dedicated to achieving success for our clients by maximizing their capacity to collaborate, find solutions to difficult disputes and communicate effectively. MWI has four core offerings, Negotiation Training & Consulting, Mediation Services; Arbitration Services; and Mediation Training.

**Pro Bono Projects:** MWI offers volunteer mediation opportunities as well as semester-long internships. MWI's District & Municipal Court Mediation Program serves thirteen Boston courts, and we are always looking for qualified people to serve as mediators. To learn more about how you can volunteer with MWI's District and Municipal Court Mediation Program, please visit our website at <http://mwi.org/about-mwi-adr-services/mwi-public-service-initiatives/court-consumer-mediation-program.html>. MWI's Internship Program allows students to enhance their knowledge of mediation and negotiation and leave with a better understanding of the ADR field. Although MWI internships are unpaid, interns are provided with opportunities to participate in MWI trainings free of charge, network with ADR professionals, observe mediations, and where appropriate, mediate cases. To learn more about MWI's Internship Program, please visit our website at <http://mwi.org/mwi-internship-program.html>.

**Estimated Time Commitment:** Interns are expected to commit 15-40 hours per week for at least one semester. There are no specific time commitments to serve as a volunteer mediator.

**Volunteers Sought:** 2-5

**Expertise Necessary:** Mediators must complete at least 30 hours of mediation training in order to volunteer with MWI's District & Municipal Court Program. There are no specific

requirements for interns except a strong interest in learning more about a dynamic and growing dispute resolution firm.

**Training Provided:** Interns are able to take all MWI trainings free of charge during the course of their internship. To learn more about MWI's mediation training options, please visit our website at <http://mwi.org/mwi-mediation-training-conflict-resolution-skills.html>.

**Support and Supervision:** Interns work directly with members of MWI's staff and receive adequate training, direction, and assistance on all projects. Volunteer mediators have opportunities to mediate with experienced mediators and receive extensive feedback.

**Additional Information:** If you are interested in applying for an internship with MWI, please follow this link to our website to fill out an application form: <http://mwi.org/mwiinternship-application-form.html>.

Should you have questions, please contact Allison McBratney at [amcbratney@mwi.org](mailto:amcbratney@mwi.org). Mediators interested in our District & Municipal Court Mediation Program should contact Marcus Stergio at [mstergio@mwi.org](mailto:mstergio@mwi.org).

## **NATIONAL LAWYERS GUILD (NLG)—MASSACHUSETTS CHAPTER**

**Contact Information:** Urszula Masny-Latos, Executive Director  
[nlgmass-director@igc.org](mailto:nlgmass-director@igc.org)  
(617) 227-7335

**Organization Description:** We are a non-profit bar association of progressive legal professionals. We provide legal services to various communities, legal clinics, representation to political activists, and we also conduct impact litigation.

**Pro Bono Projects:** Assist with litigation

**Estimated Time Commitment:** 15-25 hours/week

**Volunteers Sought:** 2-5

**Expertise Necessary:** Expertise in the area of NLG's work

**Training Provided:** Yes

**Support and Supervision:** Staff attorneys available for all aspects of work

## **NEIGHBORHOOD OF AFFORDABLE HOUSING, INC.**

**Contact Information:** Carrie C. Tennant, Esq.  
Assistant Director of Administration and Homeownership Services  
[ctennant@noahcdc.org](mailto:ctennant@noahcdc.org)  
(617) 418-8264

**Organization Description:** Neighborhood of Affordable Housing, Inc., (NOAH) is a non-profit community development corporation providing a range of housing and community development programs and services in East Boston and the Greater Boston region. Founded in 1987, NOAH initially focused on serving the East Boston community, with several programs operating in northern Boston neighborhoods. Although NOAH served every disadvantaged client who came to it for assistance, its special focus was on aiding new immigrants in need.



Today, all NOAH counseling and program staff are bilingual, most in Spanish and English. Over 50% of its clientele is Latino. NOAH works towards achieving the National Housing Goal of “a decent home and suitable living environment” for as many underprivileged individuals as it can within the Greater Boston Region through the above-noted housing, social and environmental benefit programs. It does so via engaging local residents and businesses to work together to improve the community in sustainable ways which create and expand economic opportunities for low- and moderate-income households.

**Pro Bono Projects:** Depending on experience and need, Interns will:

1. Meet with customers and prepare loan restructure cases to send to servicers; this includes gathering documents, developing budgets, and writing hardship letters describing the client’s case.
2. Work and negotiate with mortgage lenders and brokers, loan servicers, and real estate agents.
3. Stay current on issues relevant to the mortgage lending, changes in foreclosure laws, and the availability of resources and special programs in the city of Boston and in neighboring jurisdictions.
4. Research activities in the real estate and lending markets that may be helpful for NOAH’s clients.
5. Participate in policy recommendations.
6. Maintain and monitor clients’ files and database.
7. Write reports and other correspondence as needed.
8. Assist counselors in conducting homeownership post-purchase and foreclosure prevention educational presentations to community organizations.
9. Other duties as requested.

**Estimated Time Commitment:** Minimum of 10 hours per week, minimum 3 month commitment

**Volunteers Sought:** Currently seeking 3 interns

**Expertise Necessary:** Spanish language proficiency preferred, preference given to candidates with experience in Real Estate, Consumer Protection or Banking and Finance Law

**Training Provided:** Month-long training is provided covering: (1) loss mitigation process; (2) how to effectively negotiate; (2) interplay between housing counseling and Dodd Frank; (3) the Consumer Financial Protection Bureau Mortgage Servicing Guidelines; (4) the Roles of RESPA and TILA; and (5) other topics as needed.

**Support and Supervision:** We take the supervision and support of students and new attorneys very seriously at PLS. The student/attorney would have a dedicated supervisor and work on projects with other experienced and veteran attorneys in the office including the litigation director.

**Additional Information:** We are a friendly and easy-going office, but very committed to the work we do for our clients.

## **PRISONERS' LEGAL SERVICES**

**Contact Information:** Elizabeth Matos, Staff Attorney, 617-482-2773 x105,  
lmatos@plsma.org

**Organization Description:** Civil rights advocacy, litigation and policy work on behalf of MA prisoners.

**Pro Bono Projects:** work on solitary confinement, medical release for aging and dying prisoners, guard brutality advocacy and litigation, medical negligence advocacy.

**Estimated Time Commitment:** The projects are ongoing, but will likely require at least a 10 hour time commitment per week.

**Volunteers Sought:** 1

**Expertise Necessary:** No, but legal advocacy or prisoner's rights experience would be helpful.

**Training Provided:** Yes, regarding prisoners' rights, intake advocacy, civil litigation, corrections practices, etc.

**Support and Supervision:** We take the supervision and support of students and new attorneys very seriously at PLS. The student/attorney would have a dedicated supervisor and work on projects with other experienced and veteran attorneys in the office including the litigation director.

**Additional Information:** We are a friendly and easy-going office, but very committed to the work we do for our clients.

## **PRO LIFE LEGAL DEFENSE FUND, INC.**

**Contact Information:** Robert W. Joyce, Esq., President  
1150 Walnut St., Newton, MA 02461  
info@plldf.org or rwj@rwjoyce.com  
(617) 969-8383

**Organization Description:** The Pro Life Legal Defense Fund, Inc. (PLLDF) was incorporated in May 1975, with the purpose of promoting a respect for human life and defending the right to life of all human beings, born and unborn. For nearly 40 years, PLLDF has litigated pro-life issues, on a pro bono basis, at every level of the federal and state judiciaries. PLLDF attorneys, using litigation, education and advocacy, have effectively advocated in support of fetal life, in opposition to doctor-prescribed suicide, and in support of vulnerable and disabled patients. Pro bono opportunities for law students and lawyers include authorship of amicus briefs, assistance with pro bono representation of clients, and public education surrounding beginning of life and end of life issues.

**Pro Bono Projects:** PLLDF recently obtained equitable relief against a major Boston hospital which had attempted to unilaterally impose a do not resuscitate (DNR) order against the will of a 66 year-old patient, and we are exploring ways to protect vulnerable patients from such orders in the future. We are also involved in (1) protecting rights of a reporter to videotape public events, (2) advocating for the MA Department of Public Health to meet its responsibilities with respect to the abortion consent forms currently in use in Massachusetts, (3) advocating for improvement to the Mary Moe judicial by-pass procedures in the MA Superior Court, through which a minor seeks to obtain judicial approval for abortion without a parent's consent, and, (4) educate the legal and general communities about pro-life issues.

**Estimated Time Commitment:** The projects, during the academic year, can run anywhere between 1-8 months, and PLLDF can accommodate a student's schedule. Additionally, part-time and/or full-time positions will be available next summer (2015).

**Volunteers Sought:** 1-3

**Expertise Necessary:** Volunteers should have strong writing skills, notably experience with brief writing. Actual casework with a litigation attorney is strongly preferred.

**Training Provided:** Yes

**Support and Supervision:** Training and supervision will be under the direction of a licensed, practicing Massachusetts attorney in good standing.

## **SHELTER LEGAL SERVICES d/b/a VETERANS LEGAL SERVICES**

**Contact Information:** Eve Elliott, Staff Attorney  
eve.elliott@shelterlegalservices.org

**Organization Description:** Shelter Legal Services / Veterans Legal Services provides free legal advice and representation to homeless and low-income veterans in the Greater Boston area. Shelter Legal Services also provides legal advice and representation to individuals and families who are homeless or facing eviction in the City of Cambridge.

**Pro Bono Projects:** We are currently looking for advocates to volunteer at our weekly walk-in legal clinics at the New England Center for Homeless Veterans, the Chelsea Soldiers' Home and the Cambridge Multi-Service Center.

**Estimated Time Commitment:** About 5 hours per week, 1 day a week. We expect advocates to commit for the entire semester.

**Volunteers Sought:** More than 10

**Expertise Necessary:** No experience required. We will train the right person.

**Training Provided:** Yes.

**Support and Supervision:** Yes. Staff attorneys are always available for mentoring, as are returning law students, and we can refer students to written/online resources as necessary.

## **UNITED STATES DEPARTMENT OF LABOR - OFFICE OF THE SOLICITOR**

**Contact Information:** Christine Collins  
Senior Trial Attorney/Intern Coordinator  
Collins.christine@dol.gov

**Organization Description:** The twenty-five lawyers of the Boston Regional Solicitor's office provide trial litigation and general legal services to the Department of Labor throughout New England. Major litigation areas include federal district court actions under the Employee Retirement Income Security Act and the Fair Labor Standards Act, as well as administrative proceedings under the Occupational Safety and Health Act and the Mine Safety Act.

**Pro Bono Projects:** The Solicitor's Office of the U.S. Department of Labor seeks three student volunteers at its downtown Boston office each semester and three student volunteers in the summer. Our interns are volunteers who will be introduced to the operation of a government legal office, become familiar with civil litigation practice in a government setting, and be exposed to the diverse Department enforcement programs as caseloads permit.

**Estimated Time Commitment:** During each semester our interns are here for approximately 16 hours/week for 10 weeks. This commitment varies depending on the requirements of their course, clinic or school and can be adjusted as needed. We also accept students for semester in practice programs.

**Volunteers Sought:** 2-5

**Expertise Necessary:** No specific knowledge of labor and employment law is required. We are seeking 2nd and 3rd year students who are interested in public service.

**Training Provided:** Our student interns attend weekly seminars given by experienced attorneys and are provided with other learning opportunities available to the attorneys in the office.

**Support and Supervision:** The intern coordinator provides support, supervision and mentoring to each student. In addition individual attorneys provide guidance and supervision and is available for consultation whenever a project is assigned. Once the project is completed the assigning attorney provides written feedback that the coordinator reviews with the student.

**Additional Information:** The Solicitor's Office is committed to diversity and encourages all qualified individuals to apply. If you would like to be considered for this position, please send a copy of your resume, transcript (unofficial is fine) and writing sample to Christine Collins at [Collins.Christine@dol.gov](mailto:Collins.Christine@dol.gov).

## **UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**

**Contact Information:** Charles Jordan, Senior Federal Investigator  
[charles.jordan@eeoc.gov](mailto:charles.jordan@eeoc.gov)  
(617) 565-3195

**Organization Description:** The mission of the EEOC is to investigate and eradicate employment discrimination.

**Pro Bono Projects:** The student would assist the investigators in the office in reviewing charges; doing write-ups of cause or no cause decisions; and assisting with interviews of witnesses and charging parties.

**Estimated Time Commitment:** Variable

**Volunteers Sought:** 1-2 (Spring & Summer 2015)

## **VICTIM RIGHTS LAW CENTER**

**Contact Information:** Stacy Malone, Executive Director  
Lindy Aldrich, Deputy Director  
vrlc@victimrights.org

**Organization Description:** Legal services for victims of rape and sexual assault in the areas of privacy, safety, housing, immigration, education, employment and financial stability.

**Pro Bono Projects:** Pro bono assistance to help victims with privacy, safety and immigration. Legal interns for spring and summer.

**Estimated Time Commitment:** Pro bono attorneys average 20 hours per case. Internships varying, depending upon student schedule and organization's need.

**Volunteers Sought:** 6-10

**Expertise Necessary:** Pro bono attorneys must be licensed to practice law in Massachusetts.

**Training Provided:** Pro bono attorneys attend a 2 hour training. Law school interns are trained during internship.

**Support and Supervision:** Pro bono attorneys are paired with a VRLC staff attorney for consultation and mentorship. VRLC provides tip sheets and memos for specific areas of law.

**Additional Information:** [www.victimrights.org](http://www.victimrights.org)

## **VOLUNTEER LAWYERS PROJECT / SENIOR PARTNERS FOR JUSTICE**

**Contact Information:** See each project description (below) for specific contact.

**Organization Description:** Provides civil legal services to low-income people in greater Boston. Case types include landlord-tenant, family law, guardianship, unemployment insurance, bankruptcy, consumer debt.

### **Pro Bono Projects:**

1. **Fair Debt Collection Law for a Day in the Boston Municipal Court:** The project is set up every Wednesday outside Courtrooms C and D on the 5th floor of Brooke Courthouse from 9:00 a.m. to 12:00 p.m. Clients come to the project in a number of ways - most are referred by the judges or court clerks, and some just walk up to our table. In the morning, clients are typically at court for a case management conference or a motion hearing. The supplementary process session is in the afternoon. When a potential client comes to the table, a paralegal or law student screens for eligibility to ensure that we only help low-income clients. A VLP or BBA attorney coordinates the project and matches clients with volunteer attorneys. Attorneys with consumer law experience are available for mentoring and guidance. Volunteer attorneys may provide advice, brief service such as help drafting pleadings, or limited assistance representation negotiating a settlement or arguing a motion in front of a judge. We have forms, files, reference materials and other necessary items for volunteer attorneys. You may sign up for the project online at <http://vlp.volunteerhub.com/>. You may also sign up or get more information by emailing Emily Jarrell ([ejarrell@vlpnet.org](mailto:ejarrell@vlpnet.org)) or Hsindy Chen ([hchen@vlpnet.org](mailto:hchen@vlpnet.org)).
2. **Boston Housing Court Lawyer for the Day Project:** VLP needs law students to help staff the Boston Housing Court Lawyer for the Day Project on Wednesday and Thursday mornings. Law students help screen clients for eligibility and assist the volunteer attorneys with

landlord-tenant cases. If you are interested, please contact Attorney Yugo Nakai at [ynakai@vlpnet.org](mailto:ynakai@vlpnet.org) or 617-423-0648 x151. You can also sign up online at [vlp.volunteerhub.com](http://vlp.volunteerhub.com).

3. **Guardianship Clinics in the Suffolk, Middlesex and Norfolk County Probate and Family Courts:** VLP and Senior Partners operate Guardianship Clinics in the Suffolk, Middlesex and Norfolk County Probate and Family Courts. Law student volunteers are needed to assist petitioners fill out the pleadings for and file guardianship of minor petitions. This is an interesting, time-limited pro bono opportunity for law students and graduates awaiting bar results. If you are interested, please contact the Senior Partners Project Manager at [bsiegel@vlpnet.org](mailto:bsiegel@vlpnet.org) or 617-423-0648, ext. 123. Or you can sign up online at <http://vlp.volunteerhub.com/>.
4. **Trusts & Estates Hotline:** Attorneys with expertise in trusts and estates provide phone advice to clients at pre-scheduled times. A volunteer attorney typically talks with two or three clients on one afternoon, once a month. The clients are often trying to probate the estate of a relative. This is a joint project with the Legal Advocacy and Resource Center (LARC). For more information, contact [mwilliams@vlpnet.org](mailto:mwilliams@vlpnet.org).
5. **Public Service Internship in the Family Court with Senior Partners for Justice:** Interns are placed in the Suffolk, Middlesex, and Norfolk County Probate and Family Courts, working directly alongside courthouse staff. This is a great behind-the-scenes experience for law students interested in family law. If you have questions or would like to sign up, please contact Damaris Frias Stone at 617-423-0648, ext. 134 or [dfrias@vlpnet.org](mailto:dfrias@vlpnet.org) with a resume and an indication of which days you are available and which courts you prefer.
6. **Guardianship Report Review Project (aka Judicial Designee Project):** Assist the Probate and Family court in reviewing the Care Plans and Annual Reports that guardians of incapacitated adults are required to file. Volunteers use a checklist developed by the Court for the reviews. At this time, the court is seeking volunteers for Probate & Family Courts in the following counties: Suffolk, Middlesex, Norfolk, Essex, Bristol, Plymouth, Barnstable, Hampden and Hampshire.

This Project is limited in scope and the work can be done in discrete, pre-scheduled blocks of time (e.g., 3 hours in the morning or afternoon). It is a great pro bono opportunity for busy attorneys. You only need a morning or afternoon a few times a year to help the court protect vulnerable members of the community. To volunteer or find out more about the project, please contact Barbara Siegel at [bsiegel@vlpnet.org](mailto:bsiegel@vlpnet.org) or 617-423-0648 ext. 123.

**Estimated Time Commitment:** Depends on project. For Lawyer of the Day projects, we expect students to volunteer several times from 9 a.m. to 1 p.m. It can be weekly, every other week, or monthly for most of the semester. The longer the better.

**Volunteers Sought:** 2-5

**Expertise Necessary:** Students can get trained on the job and/or take trainings at VLP concurrently with their pro bono work.

**Training Provided:** Lots of on the job training by VLP staff and experienced volunteer attorneys. VLP regularly provides trainings in the subject areas we handle.

**Support and Supervision:** We have staff attorney(s) available for consultation, mentoring by veteran attorneys, written/online resources. We also have listservs in several areas and monthly roundtables in bankruptcy consumer, guardianship and family law that students are welcome to join.