

MISSISSIPPI
Access to Justice
COMMISSION

JUSTICE *for* ALL

LEGAL CLINIC TOOLKIT

Setting the Stage

The Mississippi Access to Justice Commission was created by the Mississippi Supreme Court to improve and expand access to civil justice for low-income citizens. In a state of 2.9 million, 700,000 people qualify for civil legal aid. Unfortunately, Mississippi ranks 48th in the number of civil legal aid attorneys. There is only one legal aid attorney for every 22,000 who seek help. We have to find ways to support our legal aid programs. Pro bono service is one way to do that. It will take all of us to ensure the legal needs of the underserved are met.

We are committed to fostering a culture of pro bono service. Your interest in providing a legal clinic plays a vital role in carrying out an importance piece of our mission—assuring all citizens equal access to justice. For the majority of low-income individuals and their families, legal clinics are the only way to receive professional legal advice, basic legal services, or access to an attorney.

Getting Started

This toolkit will provide you with the information and forms you will need to establish a legal clinic, including the following attachments:

1. Checklist of Items to Consider When Setting Up a Legal Clinic (pg. 2)
2. List of items needed for legal clinics (pg. 4)
3. FAQs about Legal Clinics (pg. 5)
4. Sample Legal Clinic Timeline (pg. 7)
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ATTACHMENT 1: CHECKLIST OF ITEMS TO CONSIDER WHEN SETTING UP A LEGAL CLINIC

21-22)

(pg. 23-24)

_____ Form a committee in your bar association to plan the clinic

_____ Establish a timeline for clinic planning (*See attachment 4 for suggested timeline*)

_____ Begin establishing support for the clinic in your community by meeting with local leaders and area legal service providers to discuss need, types of cases to handle at clinic and client recruitment strategies

_____ Decide whether and how to engage local courts and judges

_____ Establish the date and time for the clinic

_____ Determine the facility to use for the clinic and visit the clinic location to determine how the clinic will be set up (*See attachment 5 for suggested layout*)

_____ Develop recruitment flyers to email to attorney volunteers with sign-up forms (*See attachment 6 for sample volunteer sign-up form*)

_____ Begin recruiting attorney volunteers: announce the project to your bar membership through publications, e-newsletters, emails, and website (if applicable)

_____ Decide if your clinic will be by appointment only or if you will allow walk-ins. If your clinic will be by appointment only, decide how appointment calls will be handled, i.e., which entity or person.

_____ If your clinic will be by appointment, develop a clinic appointment roster (*See attachment 10 for a sample roster*)

_____ Develop legal clinic intake form (*See attachment 9 for sample intake form*)

_____ Develop clinic flyers to distribute with the date, time, location, and who to contact for an appointment (if necessary) (*See attachment 8 for sample clinic flyer*)

_____ Contact corporate legal departments and law firms in your area to ask for sponsorships and volunteers (*See attachment 7 for sample law firm volunteer form*)

_____ Keep local officials and legal service providers apprised of the project's progress

_____ Set up an orientation seminar for volunteers (can be arranged on the same day as the clinic). Decide whether the orientation will include CLE instruction and/or legal clinic administration information only. If you decide to include CLE instruction, you will need to recruit a CLE speaker to cover the topics you intend to handle at the clinic. S/he will also need to be present for the entire clinic to answer questions or be the “roaming expert.” (See FAQ #7 re: CLE credit on page 6)

_____ Publicize clinic in local media—newspaper, radio and television (See attachment 12 for sample press release)

_____ Determine staffing and staff responsibilities for the clinic

_____ Recruit a notary or notaries to assist with execution of documents after clients meet with volunteer attorney. This is not a requirement for clinics, but clients appreciate being able to get their documents notarized while they are at the legal clinic.

_____ Send initial reminder(s) to volunteers about clinic date and other relevant information, including any orientation seminars. Ask volunteers to bring laptops to the clinic.

_____ Prepare signage for the facility

_____ Purchase flash drives (at least 15) and pre-load them with the form pleadings you will need for the legal clinic. Consult with local attorneys who practice in the areas the clinic will cover for sample pleadings.

_____ Reconfirm all volunteers at least two days before the program. Remind attorney volunteers to bring laptops.

_____ Determine whether you will provide refreshments for volunteers or attendees. Assign staff members to pick up or arrange with the facility. (This is where law firm/corporate sponsorships can be helpful.)

_____ Day of Clinic: Set up signage and sign in, intake and exit tables, and individual meeting areas. The notary can be assigned to the exit table.

_____ Provide orientation to all volunteers if you have not done so already

_____ Collect case files and prepare a short report on the clinic’s success—i.e., number of volunteers, number of clients served, types of cases handled, etc.

_____ Decide how you will handle calls from clinic clients after the event. At times, clients will call when they experience issues with filing documents and/or appearing in court. You need to decide how those calls will be handled. This is something to possibly discuss with the area legal service provider community. They may be willing to assist with this as part of a co-sponsorship relationship.

_____ Provide feedback on the clinic to legal service providers and your local bar members

_____ Send thank you letters to your volunteers and recognize volunteers in bar publications,

ATTACHMENT 2: LIST OF ITEMS NEEDED FOR LEGAL CLINICS

including Bar Briefs and *The Mississippi Lawyer* magazine

At least one large printer, ideally one that also makes copies

Printer Ink

At least one laptop to connect to the printer

White Paper

Flash Drives

Ink Pens

Extension Cords

Stapler

Post-it Notes

Paper Clips – small and large

Pro Se Litigant Files

Extra Blank Manila Folders

Legal Pad (for taking notes of things to do after the legal clinic)

CLE Certificates

“What to Do After the Legal Clinic” Forms

Legal Clinic Disclaimers

CLE Speaker Biography

CLE Speaker’s Written Materials

Notary (if possible)

Sign-in sheets

Water

Coffee

Food (if applicable)

ATTACHMENT 3: FAQs ABOUT LEGAL CLINICS

- 1. Should our bar association partner with a local legal aid or pro bono service provider on the legal clinic?** Legal aid and pro bono programs can connect you with members of the community who need the services you will provide at the clinic. They can also help you determine the types of cases you should handle and advise of obstacles you might face in planning an event. They can also serve as referral points for people you cannot serve at the clinic or for those who may require additional assistance after the clinic. In other words, partnering with these programs can be beneficial. However, you do not have to partner with a legal aid or pro bono program to have a successful legal clinic. This toolkit was developed to provide you with all of the information you will need to do that.
- 2. Is malpractice insurance provided?** If you partner with a legal aid or pro bono program, they can sometimes provide malpractice insurance. If you partner with a legal aid or pro bono program, you might ask them to “sponsor” the event by providing malpractice coverage. However, even if you plan an event on your own, individual attorneys can bring their own malpractice coverage to the event and that should be sufficient. These clinics are limited in scope and the types of services provided by volunteers. Participants sign retainer agreements that discuss the scope of the clinics and the fact that an attorney’s representation is limited to what s/he does at the event. Participants who refuse to sign the retainer agreement should not receive assistance at the clinic. We recommend the bar associations retain copies of the agreements for at least one year.
- 3. Where can our bar association find information on other bar association’s legal clinics?**

Please contact the Mississippi Access to Justice Commission at 601-960-9581 to learn about other clinics.
- 4. What should our bar association do about income guidelines for people wishing to participate in the legal clinic?** This will be a choice for your bar association to make, but there are some factors it should consider in making it. Since the state’s legal aid programs assist individuals who are at 125%-200% of the federal poverty level, we recommend following similar guidelines. To find out what the current poverty thresholds are, visit <https://www.census.gov/data/tables/time-series/demo/income-poverty/historical-poverty-thresholds.html>. Please contact the Mississippi Access to Justice Commission at 601-960-9581 with questions about how to approach this determination.

5. **Should our clinic have attorneys who practice in certain areas and, if so, which ones?** It is certainly advisable to have attorneys present who practice in the areas your clinic will cover. However, you should not limit the legal clinic to only those attorneys. Indeed, legal clinics present outstanding opportunities to engage new attorneys and attorneys who wish to learn about new areas of the law. It will be important to designate someone to conduct a CLE training before the legal clinic on the areas of the law you will cover. You can hold this training immediately before the clinic or even more in advance. That is up to you. You will want to invite the attorneys who will volunteer to attend and learn. Ideally, the CLE trainer will agree to be present at the event to field questions that may arise, particularly from attorneys who do not practice in the areas addressed by the legal clinic. You will be able to give CLE credit for each hour that an attorney volunteers at the event as long as a “roaming expert” is present to answer questions that may arise and generally be available. See #6 for more on this.

6. **Can attorneys receive CLE credit for volunteering at the legal clinic?**

Yes! Bar associations that hold legal clinics can offer hour-by-hour continuing legal education credit to volunteer attorneys as long as the following conditions are met: (1) the CLE is conducted by an individual or group qualified by practical or academic experience; (2) the individual or group conducting the CLE provides thorough, high quality, readable, and carefully prepared written materials to all participants at or before the time the course is presented; and (3) an individual or group instructor(s) (ideally the same person or people) is present throughout the legal clinic to respond to questions or address issues that may arise.

Please note: The Mississippi Bar is an accredited sponsor of the Mississippi Commission on CLE. We would strongly encourage bar associations to partner with The Mississippi Bar or another accredited sponsor to assure they receive CLE credit without having to submit the additional materials referenced in (2).

7. **How can we best promote the legal to the community?**

Create fliers to post in public places like schools, libraries, and the post office. See attachment 8 for a sample. You may want to contact local media stations or newspapers to include a notice as well. See attachment 12 for a sample. Maintaining a relationship with the legal services providers and social services providers is key in getting the word out to your potential client population.

8. **Should we provide an orientation for volunteers for the clinic?**

Orientation is invaluable for volunteers since they will frequently be inexperienced in providing on-the-spot advice. Ideally, you will offer a live orientation coupled with a nuts and bolts CLE in a specific practice area. That will ensure your attorneys receive instruction, CLE credit, and the information they will need to have a successful legal clinic experience.

9. **We have read through the entire Legal Clinic Toolkit and we still have questions. Who should we contact?**

Please contact the Mississippi Access to Justice Commission at 601-960-9581 with questions. We look forward to helping your bar association in any way that we can. We commend you for downloading our Legal Clinic Toolkit and learning about how to establish a clinic in your community. To learn more about the Commission, visit our website, www.msatjc.org.

ATTACHMENT 4: SAMPLE LEGAL CLINIC TIMELINE

THREE-SIX MONTHS BEFORE CLINIC:

- Form a committee in your bar association to plan the clinic
- Begin establishing support for the clinic in your community by meeting with local leaders and area legal service providers to discuss the need, types of cases to handle at clinic and client recruitment strategies
- Decide whether and how to engage local courts and judges
- Establish the date and time for the clinic
- Determine the facility to use for the clinic and visit the clinic location to determine how the clinic will be set up

FOUR WEEKS BEFORE CLINIC:

- Develop recruitment forms to email to attorney volunteers with sign-up forms (*See attachment 6 for sample form*)
- Begin recruiting attorney volunteers: announce the project to your bar membership through publications, e-newsletters, emails, and website (if applicable)
- Decide if your clinic will be by appointment only or if you will allow walk-ins. If your clinic will be by appointment only, decide how appointment calls will be handled, i.e., which entity or person.
- If your clinic will be by appointment, develop a clinic appointment roster (*See attachment 10 for a sample roster*)
- Develop legal clinic intake form (*See attachment 9 for a sample form*)
- Develop clinic flyers to distribute with the date, time, location, and who to contact for an appointment (if necessary) (*See attachment 8 for a sample flyer*)
- Contact corporate legal departments and law firms in your area to ask for sponsorships and volunteers (*See attachment 7 for a sample form*)
- Identify local agencies to send marketing email and clinic flyer and create list of contact people with email address and phone numbers. The list should include the Department of Human Services, local courts (justice, municipal, chancery and county) and local churches, among others

THREE WEEKS BEFORE CLINIC:

- Set up an orientation seminar for volunteers (can be arranged on the same day as the clinic). Decide whether the orientation will include CLE instruction and/or legal clinic administration information only. If you decide to include CLE instruction, you will need to recruit a CLE speaker to cover the topics you intend to handle at the clinic. S/he will also need to be present for the entire clinic to answer questions or be the “roaming expert.”
- Publicize clinic in local media—newspaper, radio and television
- Determine staffing and staff responsibilities for the clinic
- Recruit a notary or notaries to assist with execution of documents after clients meet with volunteer attorney. This is not a requirement for clinics, but clients appreciate being able to get their documents notarized while they are at the legal clinic.
- Send initial reminder(s) to volunteers about clinic date and other relevant information, including any orientation seminars. Ask volunteers to bring laptops to the clinic.

TWO WEEKS BEFORE CLINIC:

- If client sign-ups have been slow, contact the legal nonprofits and others for assistance and referrals.

ONE WEEK BEFORE CLINIC:

- Make confirmation calls to all clinic participants to confirm their attendance. This can be done 2-3 days out as well.
- Determine whether you will provide food for volunteers or attendees. Assign staff members to pick up or arrange with the facility. (This is where law firm/corporate sponsorships can be helpful.) If you intend to provide, place the order one week before the clinic.
- Arrange for use of printers. If you are having the event in a courthouse, you may be able to use the court’s equipment. Otherwise, you will want to make sure you have a printer(s) and laptop ready for flash drives at the event. Make sure to purchase flash drives and have them pre-loaded with the form pleadings needed at the event.
- Send reminder to notary.
- Make copies of the following—attorney and clinic participant sign-in sheets and CLE certificates. *(See attachment 16 for sample sign-in sheets)*
- Finalize your appointment roster *(See attachment 10 for a sample roster)*
- Email all volunteer attorneys with clinic confirmation details, including clinic participant numbers and case types. Include directions to the clinic’s location. *(See attachment 11 for sample email)*
- Prepare signage for the facility

DAY OF THE CLINIC:

Morning

- Set up signage and sign in, intake and exit tables, and individual meeting areas. The notary can be assigned to the exit table.
- Put out sign-in sheets and ink pens on registration table

Clients' Arrival

- Greet clinic participants and attorneys at registration table. Have participants wait in a waiting area until an attorney is ready to meet with them.

Orientation with Attorneys

- Provide overview of cases
- Discuss clinic procedures and make attorney/student assignments. Distribute flash drives.
- Escort clinic attorney/clinic participant teams to rooms once assigned. Make sure you have clinic participants' file folders with you.
- Take pictures at the clinic for posting to social media and post-event press.

During Clinic

- Use your “roaming expert” to assist attorneys with questions
- Make sure someone is ensuring the event is running smoothly and clinic participants are being served as promptly as possible.
- As clinic participants and attorneys exit, make sure:
 - (1) The documents have been notarized, if applicable;
 - (2) The documents are correct—use your “roaming expert” to review them;
 - (3) Flash drives are returned;
 - (4) Attorneys have returned the CLE certificates;
 - (5) All rooms are cleaned; and
 - (6) The registration desk is cleared.

AFTER THE CLINIC:

- Post clinic pictures to social media.
- Decide how you will handle calls from clinic clients after the event. At times, clients will call when they experience issues with filing documents and/or appearing in court. You need to decide how those calls will be handled. This is something to possibly discuss with the area legal service provider community. They may be willing to assist with this as part of a co-sponsorship relationship. Otherwise, you will want to designate an individual(s) who can answer questions or refer them to the legal service provider(s) as needed.
- Provide feedback on the clinic to legal service providers and your local bar members

- Send thank you letters to your volunteers and recognize volunteers in bar publications, including Bar Briefs and *The Mississippi Lawyer* magazine (See attachment 13 for sample thank you email to attorney volunteers)

ATTACHMENT 5: SAMPLE LEGAL CLINIC LAYOUT

Room Set-Up



Individual Table Set-Up

ATTACHMENT 6: SAMPLE VOLUNTEER ATTORNEY SIGN-UP FORM



**NAME OF BAR ASSOCIATION
LEGAL CLINIC**

VOLUNTEER SIGN-UP FORM

I would like to volunteer to make the legal clinic a success by:

- _____ Volunteering to serve on the legal clinic planning committee
- _____ Volunteering to provide legal advice and counsel and, where appropriate, draft legal documents for individuals who seek help at the legal clinic
- _____ Volunteering to provide the CLE instruction and serve as the “roaming expert” who helps attorneys who have questions at the legal clinic
- _____ Volunteering to man the registration desk and take pictures at the clinic
- _____ Volunteering to promote the clinic by distributing flyers, sending emails or otherwise making the community-at-large aware of the event
- _____ Volunteering to help at the legal clinic as may be needed
- _____ Other, please describe: _____

Name: _____

Firm/Company: _____

Address: _____

Phone: _____

Email: _____

Please return form to _____

by email at _____

ATTACHMENT 7: SAMPLE LEGAL CLINIC LAW FIRM SIGN-UP FORM

or fax at _____.

NAME OF BAR ASSOCIATION

**LEGAL CLINIC
LAW FIRM SIGN-UP FORM**

My law firm would like to volunteer to make the legal clinic a success by:

_____ Volunteering to provide legal advice and counsel and, where appropriate, draft legal documents for individuals who seek help at the legal clinic

_____ Volunteering to provide the CLE instruction and serve as the “roaming expert” who helps attorneys who have questions at the legal clinic

_____ Volunteering to man the registration desk and take pictures at the clinic

_____ Volunteering to promote the clinic by distributing flyers, sending emails or otherwise making the community-at-large aware of the event

_____ Volunteering to financially sponsor the clinic by providing food for attorney volunteers, purchasing flash drives, purchasing a printer, and/or purchasing other clinic supplies

_____ Volunteering to help at the legal clinic as may be needed

_____ Other, please describe: _____

Name: _____

Firm/Company: _____

Address: _____

Phone: _____

Email: _____

Please return form to _____

by email at _____

or fax at _____.

FREE LEGAL HELP

_____ COUNTY FAMILY LAW CLINIC
LOCATION: _____

TUESDAY, _____ at _____:00 PM

A PROJECT OF THE
_____ COUNTY BAR ASSOCIATION

DO YOU NEED HELP WITH A FAMILY LAW CASE IN
_____ COUNTY?

Divorce
Custody
Child Support
Name Change
Emancipation

Attorneys will provide advice on your case, help you to draft the documents you need, and advise you on how to present your case in court.

YOU MAY QUALIFY FOR HELP IF YOUR INCOME MEETS THE CLINIC
GUIDELINES.

TO FIND OUT IF YOU QUALIFY, CALL _____ AND
SAY THAT YOU ARE CALLING ABOUT THE
_____ LEGAL CLINIC.

ATTACHMENT 9: SAMPLE LEGAL CLINIC INTAKE FORM

LEGAL CLINIC INTAKE FORM

Date of Intake: _____

Location of Legal Clinic: _____ Date of Legal Clinic: _____

Clinic Participant's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

County: _____ Race: _____

Telephone: _____ Alternate Telephone: _____

U.S. Citizen: ___Yes ___No Sex: ___Male ___Female DOB: _____

Marital Status: ___Single___ Married___ Separated___ Divorced___ Widowed

Monthly Income: \$_____ Number of Adults _____ Children _____ in Household

Type	of	Case—Check	one:
<input type="checkbox"/> Child Support Contempt		<input type="checkbox"/> Child Support Modification	
<input type="checkbox"/> Uncontested Divorce		<input type="checkbox"/> Emancipation	
<input type="checkbox"/> Contested Divorce		<input type="checkbox"/> Custody	
<input type="checkbox"/> Name Change		<input type="checkbox"/> Adoption	
<input type="checkbox"/> Other (Please explain) _____			

Name(s) of Adverse Party (other person(s) involved): _____

Briefly describe the type of legal assistance the applicant is seeking:

Legal Services Provided: Please Check One

- _____ Drafted pleadings
- _____ Gave legal advice only
- _____ Referred client to a legal nonprofit for further assistance
- _____ Agreed to represent participant after the legal clinic
- _____ Did not provide any services to the legal clinic participant

Volunteer Attorney's Name: _____ MS Bar #: _____

ATTACHMENT 10: SAMPLE LEGAL CLINIC APPOINTMENT ROSTER

Law Student Volunteer's Name: _____

APPOINTMENTS FOR LEGAL CLINIC
NAME AND ADDRESS OF LEGAL CLINIC
DATE OF LEGAL CLINIC

CLINIC PARTICIPANT

PHONE NUMBER

10:00-11:00 AM

11:00 AM-12:00 PM

12:00-1:00 PM

ATTACHMENT 11: SAMPLE LEGAL CLINIC PRESS RELEASE

NAME OF BAR ASSOCIATION
CONTACT NAME, PHONE AND EMAIL

_____ BAR ASSOCIATION TO HOLD LEGAL CLINIC

City—Date. The _____ Bar Association will hold a free legal clinic on DATE from START TIME to END TIME at LOCATION has scheduled a free legal clinic on DATE in CITY to assist low-income people with family law matters including divorce, child support, visitation, name change and other simple civil legal matters. Indicate whether an appointment is necessary and, if so, provide the contact information and deadline to make an appointment.

Volunteer lawyers will be available to assist self-represented litigants in drafting and correcting paperwork associated with the legal proceedings. Attorneys will explain the proceedings, provide general information and answer questions. The attorneys are not obligated to accompany clinic participants to court and file documents for them. The expectation is that individuals will be able to represent themselves in court.

Self-represented litigants often struggle to meet all of the requirements for properly drafted legal documents. If they come to the court for a hearing and their documents do not meet court requirements, their hearing have to be rescheduled. The clinic is designed to prevent that.

“We are pleased to be able to join the Chancery Court in offering this service to people who cannot afford attorneys but still need access to the state’s civil courts.” NAME, President of the _____ County Bar Association said.

Those who wish to participate in the Legal Clinic cannot have annual incomes that exceed 200% of federal poverty guidelines. For a family of two, that would be \$32,920. For a family of three, that would be \$41,560. For a family of four, that would be \$50,200. Individuals cannot make more than \$24,280 annually.

Clinic appointments are required and must be made by DATE by calling CONTACT NAME at 601-960-9577.

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ATTACHMENT 12: SAMPLE ATTORNEY VOLUNTEER CONFIRMATION EMAIL

Email Subject: Legal Clinic on DATE at LOCATION

Dear Attorney's Name:

Thank you for volunteering to staff the Legal Clinic. The event will be held at LOCATION. The Bar Association is so pleased to be partnering with all of you and LIST OTHERS PARTNERS to bring much-needed legal assistance to the underserved in the _____ County community.

We are expecting ___ participants. As you are aware, the Legal Clinic is a pro se clinic, which means the individuals who attend and receive services from the attorneys will be expected to handle their legal matters on their own after the clinic. You will prepare the legal documents for the participants and advise them on how to file and what to expect when they appear for hearings. The scope of your representation of the participants will end at the conclusion of the Legal Clinic. You and the participants will sign a retainer agreement to that effect. These agreements protect you and the clinic participants.

You will receive CLE credit for every hour you donate to the clinic. In order to receive the CLE credit, you will need to arrive at TIME to receive CLE instruction before you begin seeing clients. An attorney with knowledge of the areas covered at the clinic will be present throughout the event to answer your questions as they arise.

Please plan to arrive by TIME and bring your laptops. Thank you in advance for participating in the clinic. If you know someone else who wishes to participate, please have them contact me.

Thank you again.

[Bar Association President]

ATTACHMENT 13: SAMPLE THANK YOU EMAIL TO ATTORNEY VOLUNTEERS

Email Subject: Thank you for volunteering at the legal clinic!

Dear _____:

On behalf of the board of directors of the [Bar Association], I want to thank you for volunteering for the legal clinic on [date] at [location]. With the help of volunteers like you, we were able to serve X people, and some will be referred to pro bono attorneys for further legal representation.

We are fortunate to have such an outstanding group of lawyers in our community who are willing to give their time and expertise to help those in need. We truly appreciate your contribution to serving those who otherwise cannot afford legal services.

Our next legal clinic is planned for [date] at [location]. We hope you will consider volunteering for this program as well.

Best Regards,

[Bar Association President]

ATTACHMENT 14: SAMPLE LEGAL CLINIC RETAINER AGREEMENT

RETAINER AGREEMENT FOR LIMITED REPRESENTATION AT *PRO SE* FAMILY LAW LEGAL CLINICS

I hereby request that the [Bar Association] provide me with limited assistance in the form of drafting pleadings and/or advice and counsel. I certify that I do not have enough money or property to hire a private lawyer. I have provided the [Bar Association] with valid, true and correct verification of my income.

I understand the [Bar Association], through volunteer attorneys and volunteer law students under their supervision, will assist me by: advising me on my legal rights with regard to my family law matters, drafting pleadings for me to file in court, and/or explaining to me how to go about filing the pleadings and presenting my case in court.

I understand that this service is considered limited assistance as permitted under the Mississippi Rules of Professional Conduct, Rule 1.2. I agree to this limited assistance, understanding that my case might be better presented if I had an attorney to present the case in court for me or do other matters on my behalf. Because I am unable to afford an attorney, I choose to use this limited form of assistance as the best alternative available to me.

I understand that the [Bar Association] responsibilities are limited to advice and counsel and assistance with drafting pleadings, and that it is my responsibility to file the pleadings in court, pay the filing fee, and present the case in court. I understand that the [Bar Association] is not my attorney beyond this limited assistance, and will not appear with me in court or file papers on my behalf.

I acknowledge that I understand the terms of this agreement, and have been given an opportunity to ask questions and receive an explanation regarding any part of it I did not understand. It is understood and agreed that this agreement is only valid when signed by both parties (the individual participating in the legal clinic and the *pro bono* attorney assisting him or her).

This writing represents the entire agreement between the parties and cannot be amended or modified except in writing signed by both parties.

Clinic Participant's Signature

Signature of *Pro Bono* Attorney

ATTACHMENT 15: SAMPLE LEGAL CLINIC CLE CERTIFICATE

Date _____

**LEGAL CLINIC
CLE CERTIFICATE OF ATTENDANCE**

Certificate of Attendance

**The _____ Bar Association
Legal Clinic**

**Bridge the Gap: Rule 3 - New Lawyer Program
Friday, April 28, 2017
Supreme Court Courthouse – Jackson**

This _____ Bar Association sponsored CLE is approved by the Mississippi Commission on Continuing Legal Education for _____ (____.0) hours of CLE credit. Please complete the information below so that we may report your CLE credits to the Mississippi Commission on Continuing Legal Education.

Name (Please Print) _____

Bar Number _____

Total Number of Hours Attended _____

I hereby certify that I was physically present for the number of hours indicated above.

Signature _____

*Please return this form by email or fax:

Email: _____

Fax: _____

It is your responsibility to report the hours indicated above to other states for CLE credit.

ATTACHMENT 16: SAMPLE LEGAL CLINIC SIGN-IN SHEETS—ATTORNEYS

**LEGAL CLINIC
ATTORNEY SIGN-IN SHEET**

DATE: _____ **LOCATION:** _____

	Name (<i>Please Print</i>)	MS Bar #
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

16. _____

ATTACHMENT 16: SAMPLE LEGAL CLINIC SIGN-IN SHEETS—CLINIC

**LEGAL CLINIC
CLINIC PARTICIPANT SIGN-IN SHEET**

DATE: _____ **LOCATION:** _____

Name *(Please Print)*

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____

15. _____

16. _____

ATTACHMENT 17: MISSISSIPPI'S LEGAL NONPROFIT ORGANIZATIONS

Unless otherwise indicated, the organizations listed below provide services to people living throughout Mississippi. None of the organizations represent individuals in criminal proceedings. For more information about how to access legal help in Mississippi, contact the Mississippi Access to Justice Commission at 601-960-9581 or visit www.msatjc.org. The Mississippi Access to Justice Commission provides over overarching, unifying support for the legal aid system in Mississippi.

American Civil Liberties Union of Mississippi (ACLU of MS) – The ACLU of MS is dedicated to promoting, defending, and extending civil liberties to all Mississippians with an emphasis on issues related to criminal justice reform, equality and freedom of speech and expression. *To learn more about the ACLU of MS, call 601-354-3408 or visit www.aclu-ms.org.*

Domestic Violence Legal Assistance Clinic at Catholic Charities Diocese of Jackson: This program provides support and legal representation to victims of domestic violence, sexual assault, and stalking in Hinds, Rankin, and Madison counties. *To learn more about the Legal Assistance Clinic, call 601- 366-0222 or visit <http://www.catholiccharitiesjackson.org>.*

Disability Rights Mississippi (DRMS): Disability Rights Mississippi is a statewide nonprofit agency which provides free legal services to people with disabilities in areas including special education, Americans with Disabilities Act, protection from abuse and neglect, Medicaid and community services. *To learn more about DRMS, call 601-968-0600 or visit <http://www.drms.ms>.*

Gulf Coast Women's Center for Nonviolence/Northcutt Legal Clinic: The Gulf Coast Women's Center for Nonviolence and the Northcutt Legal Clinic are dedicated to the prevention of violence, especially among family members. The Legal Clinic provides services including divorce, protective orders, child custody and visitation, child support and paternity. *To learn more about the organization, call 228-864-7144 or visit <http://www.qcwcfn.org>.*

Mission First Legal Aid Office: Mission First Legal Aid Office is a nonprofit legal organization that provides free legal assistance to eligible people in Hinds, Madison and Rankin Counties. The organization assists with a wide range of legal issues, including paternity, custody, estate planning, probate, property, emancipation, expungement, housing, landlord/tenant and debtor/creditor. *To learn more, call 601-608-0056 or visit <http://www.missionfirst.org/legalaid>.*

Mississippi Center for Justice (MCJ): MCJ is a nonprofit, public interest law firm committed to advancing racial and economic justice. The organization provides legal representation in foreclosure prevention, BP oil claims, HIV/AIDS employment and housing discrimination, fair housing, expungement, education discipline/special education and limited heirship matters. MCJ does policy work and advocacy in access to healthcare, educational opportunity, access to fair and affordable housing, access to fair credit and disaster response. *To learn more about MCJ, call 601-352-2269 or visit www.mscenterforjustice.org.*

Mississippi Center for Legal Services Corporation (MCLSC): The mission of the MCLSC is to serve eligible people who live in households with an annual income at or below 125% of the federal poverty guidelines and reside in the central and southern regions of Mississippi. MCLSC provides services in the following areas of law: consumer, education, employment, housing, family, income maintenance, health, individual and juvenile rights. *To learn more about MCLSC, call 1-800-498-1804 or visit www.mscenterforlegalservices.org.*

Mississippi College School of Law Clinical Programs: Mississippi College School of Law offers clinical opportunities for students to serve low-income and disadvantaged people with adoption, family, HIV/AIDS employment and housing discrimination and youth court matters. *To learn more about the Clinical Programs, call 601-925-7180 or visit <http://law.mc.edu/academics/clinics/>.*

Mississippi Workers' Center for Human Rights: The Mississippi Workers' Center for Human Rights is a membership organization that fights worker mistreatment in the areas of unfair labor practices; employment discrimination; hostile work environment and hate violence; retaliation; sexual harassment; wrongful dismissals and workplace safety and health hazards. *To learn more about the Mississippi Workers' Center for Human Rights, call 662-334-1122.*

Mississippi Volunteer Lawyers Project (MVLP): MVLP is a nonprofit legal organization dedicated to providing free legal services to low-income Mississippians with divorce, visitation, child support, guardianship, conservatorship, adoption, emancipation, birth certificate correction, name change and estate planning matters. *To learn more about MVLP, call 601-960-9577 or visit www.mvlp.org.*

North Mississippi Rural Legal Services (NMRLS): The mission of the NMRLS is to serve eligible people who live in households with an annual income at or below 125% of the federal poverty guidelines and reside in the north regions of Mississippi. NMRLS provides services in the following areas of law: elder care, family, housing, employment, tax, domestic violence, foreclosure prevention and consumer. *To learn more about NMRLS, call 1-800-498-1804 or visit www.nmrls.com.*

Southern Poverty Law Center (SPLC): The Mississippi office of the SPLC works to reform juvenile justice and education in Mississippi through public education, community organizing, litigation, legislative advocacy, training and technical assistance. *To learn more about the SPLC, call 601-948-8882 or visit www.splcenter.org.*

University of Mississippi School of Law Clinical Programs: The University of Mississippi School of Law offers clinical opportunities for students to serve low-income in the following areas: child advocacy, criminal appeals, elder law, family, housing and a low-income tax clinic. *To learn more about the Clinical Programs, call 662-915-7429 or visit <http://law.olemiss.edu/academics-programs/clinics/contact-clinical-programs/>.*