



## **2023 Private Attorney Involvement Plan**

The Legal Aid Society's Volunteer Lawyer Program (VLP) coordinates and manages the volunteer efforts of attorneys, paralegals, and law students to address the legal needs of Legal Aid clients. This program is managed by the Director for Volunteer Services and Community Engagement. The 2023 Private Attorney Involvement Plan was developed to meet our clients' needs and reflect new changes in the law. VLP continues expanding work by engaging current and new volunteers and contract attorney services.

Legal Aid clients continue to seek assistance through the Legal Aid Society as the main gateway to Kentucky Courts in civil legal matters of financial security, safety and family stability. VLP strives to assist these clients through a variety of service models including self-help measures; direct pro bono representation; limited service through the provision of advice and counsel; coordination with in-house staff for the provision of services; and the use of contract attorneys.

### **Service Area**

The Legal Aid Society covers a diverse fifteen-county service area including the urban area of Metro Louisville, located in Jefferson County, Kentucky with a population of over 750,000. Legal Aids clients come from both rural, urban and township areas. The counties included in Legal Aid's service area are: Breckinridge, Bullitt, Grayson, Hardin, Henry, Jefferson, Larue, Marion, Meade, Nelson, Oldham, Shelby, Spencer, Trimble and Washington.

### **Initiatives**

VLP oversees a variety of programs through which services are provided to clients. This incorporates traditional pro bono models as new initiatives that target emerging needs of our client community. VLP also coordinates and manages office outreach efforts with our client community and service providers.

## **Together Lawyers Can**

Together Lawyers Can (TLC) is a statewide pro bono collaboration between the Kentucky Access to Justice Commission, AppalRed Legal Aid, Kentucky Equal Justice Center, Kentucky Legal Aid, Legal Aid of the Bluegrass, and Legal Aid Society.

Kentucky's legal aid programs launched TLC to address the rise in numbers and need for civil legal aid. Together Lawyers Can is a state-wide pro bono based program designed to connect Kentucky lawyers from across the Commonwealth with our neighbors in crisis due to the pandemic.

TLC has presented Continuing Legal Education (CLE)s programs on unemployment insurance, landlord/tenant, guardianship and remote hearings. These CLEs are accessible to any Kentucky attorneys who register at the website [www.togetherlawyerscan.org](http://www.togetherlawyerscan.org). Attorneys who register and attend the CLEs agree to be placed on a pro bono panel. Future CLEs include family law, consumer law, and expungements.

## **Volunteer Eviction Defense Program**

LAS has a strong and vibrant Housing Unit that provides representation in eviction matters. Although these attorneys are handling a high volume of cases, they are unable to meet the demands of all who qualify for and need their services.

Legal Aid Society responded by founding the Eviction Defense Project in 2019. The pilot project has the objective of recruitment and training of volunteer attorneys to assist in eviction matters. The project did not receive anticipated funding and LAS was unable to hire staff to fully implement the initiative. Then in 2021, LAS did receive full funding through a Pro Bono Innovation Fund Grant for a 24-month grant to fund the Eviction Defense Program and the new program was launched in October 2021. Two staff members were hired to implement and sustain the program over the course of the 24-month grant.

Since launching the program, the program is on track to meet its goals and has assisted with over 100 eviction cases and kept 100s of clients and their families housed. They have also organized and taught multiple Continuing Legal Education (CLE) programs have been held and approximately 75 attorneys have participated in training and/or case placement.

This program helps to even the playing field for so many individuals who are truly one court judgement away from homelessness. The vast majority of defendants in eviction court are unrepresented in contrast to the majority of landlords who have attorneys. Some defendants do not even attend court because they feel that there

is no hope of stopping an eviction. Those who do attend court face an unspoken presumption that they will be evicted. Prior to the pandemic and some recent improvements in the process, if defendants state they did not pay rent the court will almost always enter judgement without a formal further hearing. LAS attorneys in concert with other concerned community groups were instrumental in securing changes in how eviction court cases are procedurally heard. To maintain these changes, LAS attorneys as well as volunteer attorneys are needed to continue to push for and demand equitable treatment for community members facing eviction and ultimately – homelessness.

CARES Act funding brought more resources than we ever seen historically in our housing work. Rental assistance is available and, as mentioned above, through aggressive advocacy and community engagement, our Courts have changed local systems to allow a fairer system of processing cases. Whereas the former model involved hundreds of evictions daily on the first court date, we now are seeing processes modified to create a system that requires landlords to prove their case for eviction and for renters to have the time to prepare to defend against allegations properly and/or to seek rental assistance.

The Legal Aid Society also works with community stakeholders and participates in an Eviction Diversion Committee which involves various stakeholders in the community who are combatting this issue. This committee meets regularly with LAS's advocates participating and bringing legal solutions to long-term systemic issues that have disadvantaged people with lesser economic means for decades. Volunteer attorneys are key to all of LAS's eviction defense work.

### **Rural Family Law Services**

VLP continues to grow and adapt its family law services in the 14-county service area outside of Jefferson County. Services are provided to individuals through self-help measures, advice and counsel, pro bono representation, and through the use of contract attorneys. Since 2015, Legal Aid has been utilizing contract attorneys willing to be paid a reduced fee to represent clients in our rural areas. The request for attorneys was opened to the bar at large and currently, Legal Aid works with multiple contract attorneys for the provision of divorce and domestic violence services outside Jefferson County. For cases that don't involve complex litigation, clients are served at clinics where they are provided limited self-help assistance.

The recruitment and training of volunteers and contract attorneys in the rural counties has been supported in 2022 and 2023 by VAWA funding. This funding has been used to support CLEs and pay contract attorneys.

## **Bankruptcy**

VLP is launching a project to utilize contract attorneys for bankruptcy cases. This model was first perfected with rural divorce cases outside of Jefferson County. Bankruptcy is a specialized area of the law and due to retirement and attrition, Legal Aid does not have a full-time staff member engaging in this work. Since 2015, Legal Aid has been utilizing contract attorneys willing to be paid a reduced fee to represent clients.

## **Debt Defense Pro Bono Project**

A new pro bono debt defense initiative is being launched in Spring of 2023. In many court systems, the same top ten corporate filers account for between one-fifth and one-third of all civil litigation. In Jefferson County and statewide a majority of legal aid clients are sued by one of the same six debt collection plaintiffs, which are either creditors, subprime lenders, debt buyers or a non-profit hospital. All of them employ assembly line litigation practices of filing high volumes of complaints, obtaining default judgments, and then proceeding with garnishment.

To combat this practice the pilot project will use pro bono attorneys to represent defendants who are being sued. In Jefferson Circuit Court Division 8, the court issues a show cause order in any debt collection cases where the plaintiff has filed a Motion for Default Judgement. If the defendant appears at this show cause date, they will be referred by the court staff to Legal Aid for a pro bono attorney. If this program proves to be successful, it will be expanded to other divisions that are interested in participating. A CLE is in the process of being planned to educate attorneys on how to represent clients in these types of cases.

## **Assisting Victims of Sexual Assault on Campus**

VLP continues to accept referrals from the Center for Women and Families and the Ackerson Law Clinic at the Brandeis School of Law to provide services to victims of sexual assault on campus. Our community and nation have increased awareness of the extent to which sexual assaults occur on campus. Often, in addition to the violence suffered by the victim, there are serious legal issues which arise and necessitate zealous and aggressive legal intervention. The need for victims of domestic violence to have representation at protective order proceedings in our courts has been addressed.

Similarly, the need exists for victims of sexual assault to have representation on campus to ensure they receive the protections needed to afford their future safety and address the damage that has occurred to their lives. These services may include legal action to ensure they have access to safe housing, request of protective orders on campus, provide assistance in navigating the criminal justice

system and to serve as a mechanism to coordinate all of the legal services needed by the victim.

### **Legal Aid University**

Legal Aid University is a collaborative partnership with the Kentucky Bar Association's Young Lawyer's Division (YLD) and the Legal Aid Society. Legal Aid continues to serve as the leader in the planning of this effort, including the assembling of substantive content for the program and the recruitment of speakers for the Louisville session of the program. Legal Aid University is a 5-hour CLE program which seeks to train volunteer attorneys in major areas of law affecting the safety and stability of the lives of people living in poverty.

### **Volunteer Attorney Case Placement**

The cornerstone of VLP has always been the private placement of cases with volunteer attorneys. VLP continues with this tradition and will place cases with attorneys for clients whose legal matters further one of Legal Aid Society's five priorities. Specifically, cases will be placed under the following circumstances:

- Family Law matters for victims of domestic violence and other vulnerable populations
- Consumer and Bankruptcy for clients whose stability and well-being are in jeopardy without legal intervention
- Expungements
- Eviction and housing matters
- Life Planning Documents
- Non-Profit formation for Community Groups serving people living in poverty
- Low-Income Tax Payer Clinic (LITC)
- Other matters for vulnerable populations as decided on a case-by-case basis.

### **Pro Se Divorce Clinics**

Pro Se Divorce Assistance – Prior to the pandemic, a large portion of VLP's work with clients was at pro se divorce clinics. These clinics were held either at either Legal Aid's office or around our service area. The clinics gave clients the opportunity to complete a pro se divorce packet and then review their documents with either an in house or volunteer attorney. All in person clinics were canceled during the pandemic and VLP had to pivot to continue to assist these clients with their divorce while still providing a similar level of service.

VLP began meeting with pro se clients either over the telephone or through zoom or other video chat programs. Attorneys would provide advice on the divorce case and

identify the proper packet of materials to send to the clients. The attorneys would advise on the completion of the forms including what to get notarized and when to file what pleading. If the clients request or the attorney determines the clients will need more assistance, the attorney would schedule an appointment to review the pleadings via zoom. This method of working with pro se clients has proven to be very useful especially for our clients who are located in more remote areas or who do not have transportation. VLP plans to continue to use this option to serve clients with the help of volunteers.

VLP is again hosting in-person divorce clinics that are more client centric. Clients are being invited to an in-person clinic with a specific appointment time (9, 9:15, 9:30, etc.). At their appointment, the clients will speak in-person with either a staff attorney or volunteer attorney. The attorney will provide advice specific to clients' situations and determine the proper self-help packet to provide clients. Clients will leave the clinic with the self-help packet and instructions on how to complete it. Clients are provided packets of forms specific to their cases (With Children With Agreement, With Children Without Agreement, With Children Warning Order Attorney, Without Children Without Agreement, Without Children With Agreement, Without Children Warning Order Attorney).

The clients may proceed to file their case without further assistance from Legal Aid. If the clients would like to have packet reviewed prior to filing and have forms notarized, clients will be invited to attend a follow up clinic where an in-house or volunteer attorney will review their completed packet.

VLP provides self-help divorce clinics for clients in our 15-county service area. Each year we work to schedule clinics in Jefferson, Breckinridge, Hardin, Meade, Nelson, Shelby, and Washington counties. The location of clinics is driven by requests for services and as we track these needs, we schedule clinics to assist clients accordingly. Clients are invited to attend a clinic that is most convenient for them in reference to time and location. VLP hosts a clinic in Jefferson County monthly. VLP is working to host clinics more frequently in the rural service areas with a goal of 4 per year in Hardin and 2 per year in the remaining counties.

### **Pro Se Divorce Forms**

At present, VLP manages the following 4 sets of self-help divorce forms:

- Jefferson County
- Nelson/Larue Counties
- Hardin County
- Universal Form (used in other 11 counties in our service area).

While VLP utilizes these forms as it is necessary to the service of our clients, VLP continues to work with stakeholders to create and have approved a standardized set of self-help divorce forms that can be used in all Kentucky's 120. A fundamental cornerstone of Legal Aid's work is access to justice for all clients regardless of situation or geographic location. VLP continues to revise forms to conform to the requirements of the courts and local rules.

Furthermore, the forms were revised to be gender neutral to enable same sex couples to file for divorce. The forms are based upon the forms in use in Jefferson County which have been approved for use by the Kentucky Supreme Court. Legal Aid will continue to abide by all local court rules and work with clients to draft the appropriate documents to successfully request a divorce, pro se, from our citizen's courts.

### **Life Planning Document Clinics**

Due to COVID-19, in-person life planning clinics are on hold. We hope to start hosting in person clinics during the second half of 2021. Even after the pandemic the scheduling of clinics will likely look different with a combination of remote clinics and in person clinics.

VLP holds Life Planning Document Clinics regularly to provide members of our community basic life planning documents. VLP holds these clinics at a variety of locations in the community including the Louisville Urban League, assisted living facilities, apartment complexes, community centers and other non-profit partners.

Most clinics occur as part of a 2-step process. First, an information session is held at a community agency. At this session, a volunteer attorney provides attendees with information about what life planning documents most people need: Will, General Power of Attorney, Medical Power of Attorney (Living Will, Healthcare surrogate). The volunteer discusses the legal ramifications of these documents and the legal and practical ramifications of failure to draft these documents. Attendees ask questions and receive information regarding specific factual circumstances. Attendees are then offered the opportunity to have life planning documents drafted and those who desire these are screened for income eligibility. Eligible clients are provided a Life Planning Document Questionnaire to complete and return within a set period of time.

Once the questionnaires are returned, VLP matches each client with a volunteer attorney for the purpose of having the documents drafted. A second date is scheduled to hold a Life Planning Document Clinic at that community agency. Clients then meet with their volunteer attorney in person and execute their life planning documents. Clients leave the clinic with their original life planning

documents in-hand and receive instruction on proper storage of the documents and advice as to persons they should notify of the documents' existence.

### **Domestic Violence Advocacy Program (DVAP)**

Victims of domestic violence are more likely to return to their abusers when they do not have access to sufficient support and resources. The Domestic Violence Advocacy Program gives victims the support they need to successfully access the Court system and end their relationship with an abusive partner or other party who is threatening their safety. This program provides direct legal representation to victims of domestic violence at protective order hearings. This includes hearings in Family Court between parties who are related in some manner, as defined by Kentucky statute, as well as hearings in District Court for parties who do not share a familial relationship, as defined by the law (In 2016, the Kentucky legislature expanded protections to victims who under the law did not qualify for a Domestic Violence Order. The law enabled victims of sexual assault, stalking, and dating violence to obtain an Interpersonal Protective Order).

LAS utilizes both in-house attorneys and contract attorneys to provide these services. VLP works in concert with the Personal Safety Unit to coordinate services.

For DVAP volunteer cases, attorneys are recruited and trained on how to work with clients of domestic violence, the dynamics of domestic violence and how to litigate a DVO case. Volunteer attorneys register with the program and agree to handle DVO dockets for multiple clients on the same date. DVAP screens applicants to ensure that the applicant is a victim of domestic violence and that he/she is eligible for Legal Aid Services. DVAP investigates the case and provides the criminal background of both parties to the volunteer attorney along with a copy of all pertinent court documents. The volunteer attorney consults with the client prior to the hearing and represents the client in court on the DVO hearing date. No more than three cases are assigned to one volunteer on a particular docket.

### **Doctors and Lawyers for Kids (DLK)**

Doctors and Lawyers for Kids is a medical-legal partnership. The attorneys essentially participate as part of the medical team. The program determines priorities by attempting to eliminate or minimize Adverse Childhood Experiences (ACE). The program accepts cases in the following areas, which are represented through the acronym I-HELP:

- Income Supports
- Housing & Utilities
- Education & Employment
- Legal Status (Immigration)



- Personal Safety & Stability

## **Volunteer Placement in Veteran Cases**

Volunteer Lawyers for Veterans (VLV) was a program created in 2015 when the Legal Aid Society was awarded a Pro Bono Innovation Fund from LSC. The program existed to address the civil legal needs of low-income veterans throughout Kentucky by recruiting and training volunteer attorneys. Though the Pro Bono Innovation Fund grant has since expired, the infrastructure put in place by this program is still used.

Requests from veterans for assistance come through a statewide toll-free phone number that directs the veteran to a legal aid staff person dedicated to the appropriate regional legal aid office. The staff will either place with house staff attorneys or with private attorneys who have expressed a desire to serve Kentucky's veterans. Specifically, low-income veterans and their families are assisted with the following issues:

- Helping on family issues, including court protective orders, divorces, child support and other related issues.
- Resolving consumer debt issues
- Defending evictions or foreclosures.
- Assisting in Unemployment Insurance claims or other benefit claims that provide economic stability.

## **Expungement Clinics**

Due to COVID-19, in-person expungement clinics are currently not scheduled. VLP is working with clients and providing individual pro se support as well as holding virtual clinics to provide information to assist in the completion of expungement forms. Some clients are being placed with volunteers to complete their pro se expungement petitions at a time convenient for the volunteer. VLP has also hosted multiple "Expungement Blitzes." This is a zoom/remote event where volunteers fill out multiple expungement petitions at the same time. An Expungement Blitz enables the volunteer attorneys to work in a safe and remote group setting on expungement cases but have the fellowship and support from either other volunteer attorneys or Legal Aid staff attorneys. These events have been a fun and efficient way to assist a large number of clients.

We hope to start hosting in person clinics during the second half of 2021. Even after the pandemic the scheduling of clinics will likely look different with a combination of remote clinics and in person clinics.

Many Legal Aid clients face barriers to employment and housing because of their criminal records contain either dismissals, convictions, or a combination of the both.

The mistakes of their past follow them around often forever and never allow people who have paid their debt to society to break free from the cycle of poverty and improve their life. In the past two years, the Kentucky State Legislature has taken notice of this issue and has overhauled the previous expungement law that was very restrictive on what offenses were eligible for expungement. The legislature has passed multiple laws that broaden the number of offenses that are now eligible for expungement. Most notable is that many class D felonies are now eligible for expungement when before the change in the law it was nearly impossible to expunge a felony.

Due to this major change in the law, the Legal Aid Society has seen a large increase in the number of clients who have offenses eligible for expungement. To respond to this large need, Legal Aid Society has forged partnership with multiple service providers in the community including Goodwill Industries and the Louisville Urban League to host expungement clinics in Jefferson County. Currently quarterly expungement clinics are held at Goodwill Industries in Jefferson County. In 2019, we expanded our expungement clinic work to include clinics in Bullitt and Shelby Counties. VLP works in concert with the Economic Stability Unit to staff the clinics and provide this service to clients. Clients who are assisted by volunteers have their cases managed through VLP. Clients assisted by attorneys in the Economic Stability Unit have their cases managed by an individual LAS staff member.

The change in the law has also created lot of publicity and interest in expungements and the private bar has responded by offering to assist with these clinics and with individual expungement cases. VLP has offered multiple free CLEs to any attorney interested in engaging in pro bono expungement work and continues to do so through both large-scale and lunch and learn CLEs.

At the expungement clinic, after income is screened and conflict check are conducted, every person who attends has their record either reviewed by a volunteer attorney or staff attorney. They are advised on what is eligible for expungement and when it would be eligible. If their record is determined eligible for expungement now, further action is taken to move the case forward, including ordering a Kentucky State Police Report which is a required document needed to file an expungement.

Once that report comes back, clients either attend follow up clinics to meet with a volunteer attorney or a staff attorney to fill out the necessary forms pro se to file their expungement. Eligible clients are sometimes referred to a volunteer attorney to provide direct representation. The volunteer will file the appropriate documentation with the court to request the expungement. The client and volunteer attorney then appear in court to request the expungement from the Court.

## **Project H.E.L.P.**

Project H.E.L.P. (Homeless Experience Legal Protection) Louisville provides assistance to homeless individuals who have legal problems but lack the means by which to access the justice system to resolve those issues. Project H.E.L.P. assists homeless individuals with legal issues that may contribute to homelessness and be barriers to employment, housing, safety, and economic stability. In many cases, the problem that is preventing a homeless individual from applying for a job, seeking benefits to which he is entitled, or obtaining housing is something that a lawyer is able to resolve in a matter of hours, or by making a few simple telephone calls. Other cases are more complicated and require follow up representation. In most instances, the individual's legal problem is resolved, and what had been a major obstacle in his life is no longer a problem.

Project H.E.L.P. was unable to do any in person clinics for almost 18 months due to the pandemic. Once these clinics resumed, very few volunteers signed up to assist at the in- person clinics due to ongoing health and safety concerns. Volunteer attorneys will occasionally take referrals for case placement from clients that the Project H.E.L.P. staff meet at the clinics. When units were restructured, Project H.E.L.P. was moved from VLP to Health and Vulnerable Populations and has continued their work through that unit.

### **Volunteer Attorney Recruitment**

VLP utilizes a variety of methods to recruit and maintain a vibrant volunteer base. Volunteers are recruited through outreach at legal programs such as the Kentucky Law Update, Kentucky Bar Association New Lawyer Program, Louisville Bar Association functions and the Kentucky Bar Convention. VLP reaches out in person at these events and provides information to attendees about Legal Aid's services and the volunteer opportunities available. VLP also hosts Continuing Legal Education (CLE) programs throughout the year to train attorney how to handle cases for Legal Aid clients. Examples of this include training, Legal Aid University, "Clean Records, Dirty Martini's" Expungement CLE, "Small Commitment, Big Impact: Limited Representation in Pro Bono Cases" with sessions on Kentucky Justice Online, Fair Credit Report and a Housing Law Panel. VLP uses all methods available, including social media, in-person outreach, online application, to recruit volunteers on an ongoing basis.

### **Community Connections and Feedback**

VLP is responsive to the community and seeks feedback from community members, clients and the legal community in which we serve. This PAI plan is distributed to the public via Legal Aid Society's web site, [www.laslou.org](http://www.laslou.org). It is also available in paper upon request. The PAI plan is also distributed to the Legal Aid Society's Board of

Directors, which is comprised of attorneys and other community members who are familiar with and responsive to the needs of the economically disadvantaged in our community. Both the Legal Aid Society's Executive Director and the Managing Attorney of Volunteer Services and Community Engagement serve on the Louisville Bar Association's Pro Bono Consortium and provide a copy of this plan to that entity for the purpose of inviting feedback and well as communicating what services are available for clients through VLP. We receive any feedback provided and incorporate those ideas, to the extent possible, in our final plan.

### **Quality Assurances**

All volunteers are required to provide their Kentucky Bar Association identification number and the date they became licensed. Active status with the KBA is a prerequisite to serving as a volunteer attorney and is verified online through the KBA's online lawyer locator search service. Cases are placed with volunteers based upon their area of expertise and, as noted in other parts of this PAI plan, training is provided regularly to educate lawyers and train them in areas of law outside their normal area of practice. For example, the Domestic Violence Advocacy Program provides at least two trainings per year instructing on all the material necessary to prepare and attorney to handle a Domestic Violence Order case. In addition to this, less experienced attorneys are matched with an experienced Legal Aid attorney for court shadowing and co-counseling prior to individual case placement.

Volunteer attorneys are assisted throughout the case process as needed. Less experienced attorneys will seek Legal Aid attorneys regularly for consultation and guidance. Legal Aid attorneys serve to mentor the newer volunteers as they become more experienced at handling Legal Aid cases. Likewise, as volunteers gain experience, it has also become our experience that our more seasoned volunteers then mentor new volunteer attorneys in their own firms and in the legal community in general.

### **Case Monitoring and Oversight**

Cases that are placed with attorneys for extended litigation are monitored and checked at least quarterly for progress on the case. When a case is completed, volunteer attorneys are required to submit a Case Outcome Form. At that time, the case is closed.

### **Eligibility and Equal Access to Services**

Eligible clients have income at or below 125% of the U.S Poverty level or between 125% and 200% of the poverty level if certain financial burdens are present such as fixed debt, taxes or other financial obligations. These financial requirements are reviewed and approved by the Board of Directors annually. Eligible clients are U.S.

citizens, eligible aliens or persons who are approved for assistance regardless of citizenship pursuant to the Kennedy Amendment. All cases are screened for potential conflicts of interest using Legal Aid's electronic case management system, KEMPS, in which all clients and their respective case information are stored. Clients who have special needs or who do not speak English as their primary method of communication are provided assistance and interpreters as needed based upon the individual's specific needs. The Legal Aid Society does not discriminate on any basis prohibited by law.

### **COVID-19 Update**

As the result of COVID-19 and the ensuing pandemic, many of the regular programs noted in this plan have been modified to ensure the safety of clients, staff, and volunteers. LAS has remained open to the public in a virtual environment and continues to modify services in order to meet the needs of our client community in the safest way possible and in conform to Center for Disease Control (CDC) guidelines as well as local orders.

**PAI Staff Plan-2022**

Staff	PAI Activity	Percent of Full-Time Employment
Jefferson Coulter, Executive Director	Supervision; reporting; community meetings; coordination of projects with KBA, LBA and community agencies; member Pro Bono Consortium; Access to Justice Pro Bono Initiatives; outreach to volunteer attorneys and community partners.	15%
Stewart Pope, Advocacy Director	Supervision; reporting; internal meetings; outreach to volunteer attorneys; and, outreach to community partners.	10%
Tracey Leo Taylor, Director, Volunteer Services & Community Engagement	Overall program management; supervision, implementation of program initiatives; case management; direct client assistance; volunteer attorney recruitment; mentoring; planning and implementing attorney trainings; client outreach; case placement; clinic management and staffing; quality control of services; maintaining, updating and enhancing current programs; collaboration with community agencies; chair of LBA Pro Bono Consortium; and, reporting outcomes.	100%
Elizabeth Irish, Staff Attorney	Program attorney for VLP, who organizes and schedules divorce clinics, life planning document clinics, and other legal clinics as appropriate. Assist with recruitment, training, and ongoing support to volunteer attorneys; creation of additional program capacity for clients; participation in creation of new programs and support with existing programs; assistance with opening and closing cases; clinic staffing; direct service to clients inappropriate or unable to place with volunteers.	100%
Celeste Bowman, Staff Paralegal	Provides administrative support to all aspects of VLP. Organizes and schedules, life planning document clinics, and other legal clinics as appropriate. Assists with planning of CLEs, and other volunteer recruitment tools. Handles	100%

	<p>administrative matters regarding cases including opening and closing files, placing cases with volunteers and contract attorneys, monitoring cases and assisting clients with VLP matters. Assists with staffing and managing outreach requests.</p>	
<p>Tierra Malcolm, Staff Paralegal</p>	<p>Provides administrative support to all aspects of VLP. Organizes and schedules divorce clinics and other legal clinics as appropriate. Assists with planning of CLEs, and other volunteer recruitment tools. Handles administrative matters regarding cases including opening and closing files, placing cases with volunteers and contract attorneys, monitoring cases and assisting clients with self-help divorce matters. Assists with staffing and managing outreach requests.</p>	<p>100%</p>
<p>Rebekah Cotton, Senior Attorney</p>	<p>Leads recruitment, cultivation, and stewardship efforts; serve as a liaison with the housing unit to ensure a steady pipeline of pro bono cases into the project; develop training and CLEs and provide oversight and updates to resource library; supervise paralegal; participate in sustainability planning; provide mentorship to new volunteers.</p>	<p>100%</p>
<p>Ashkan Rezai, Paralegal</p>	<p>Provide case support to volunteers; data entry and case placement and closure tracking; assist in training materials and resource library maintenance; provide administrative support to program attorney.</p>	<p>100%</p>