

10 Tasks for a Volunteer in Your Legal Office

Non-legal volunteers are able to perform many important functions within a legal office. While they cannot offer legal advice, the labor they do contribute frees up legal staff to devote more of their time directly helping clients with legal matters.

Assist someone in filling out a form by filling in the blanks exactly as directed

Translate documents

Interpretation (i.e., in-person translation of real-time conversations)

Provide general information about immigration law (for instance, about the requirements for naturalization) in a group setting

Filing, shredding, copying, scanning and other clerical work

Fill out intake forms and collect biographical information

Draft a waiver narrative

Staff a group processing workshop

Gather supporting documents for a case

Prepare photos