



Using Pro Bono Resources to Maximize Your Legal Program

Laura Burdick, Capacity Building Section
Lauren Graham Sullivan, Advocacy Section





Panelists

- Allison Rutland Soulen, Director of Legal Services, Just Neighbors
- Debi Sanders, Senior Staff Attorney, Catholic Charities of DC
- Keith Suter, Legal and Administrative Intern, Catholic Charities of DC
- Lauren Graham Sullivan, Advocacy Attorney/ BIA Pro Bono Project Coordinator, CLINIC
- Larry Katzman, Deputy Public Service Counsel, Steptoe

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CLINIC's Capacity Building Goals

What is Pro Bono?

Why have a pro bono component to your program?

Benefits of a Pro Bono Program

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 **Challenges**

- Takes resources = staff time
- Requires recruiting = staff time
- Assuring quality representation = training
- Mentoring needs = staff time or more recruiting to identify mentors
- The need exceeds number of available attorneys

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 **Steps in Creating or Enhancing a Pro Bono Program**

- Needs Assessment
- Recruitment
- Management

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 **Larger Nonprofit Perspective**

Debi Sanders, Senior Staff Attorney
Keith Suter, Legal and Administrative Intern
Catholic Charities of Washington, DC
Immigration Legal Services

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 **Pro Bono Panel**

- Recruits, trains, and mentors pro bono attorneys
- Cases identified through weekly intake at four CC offices and Family Justice Center in Rockville
- 171 clients represented last year
- Cases: U visas, VAWA, asylum, SIJs

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 **Pro Bono Panel**

- Weekly bulletin, “Pro Bono Action Alert” with case summaries to individuals interested in pro bono work
- Monthly legal trainings for pro bono lawyers

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 **Developing Your Network
(Recruit, Train, Mentor and Thank)**

- Recruit at every opportunity (AILA, Convening, Bar, Church, friends, neighbors)
- Provide training to develop your network (train at least once a month, some short, others long)
- Provide materials to new volunteers between trainings
- Be clear about what you expect from your pro bono attorneys
- Circulate your trainings and current needs
- Transition experienced volunteers into mentors

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 **Small Nonprofit Perspective**

Allison Rutland Soulen
 Director of Legal Services
 Just Neighbors

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 **Overview of Just Neighbors**

- History of its Program
- Office Locations
- Intake Process

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 **Legal Services**

- Justice Neighbors does handle:
 - U visas and U Visa adjustments of former clients
 - VAWA and VAWA adjustments
 - Asylee and refugee adjustment
 - TPS
 - EAD renewal and replacement
 - Green card renewal and replacement
 - DACA
 - Some family petitions
 - I-730s
 - Naturalization
 - Advice & Counsel
- Just Neighbors does NOT handle:
 - Asylum
 - Detention
 - Most Immigration Court Matters
 - Some Family Petitions

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 **Staff and Volunteers**

- Just Neighbors has 5 staff
 - Executive Director, Full Time
 - Office Manager, Full Time
 - 3 attorneys, close to full time
- Volunteers
 - How do we recruit volunteers?
 - How do we use volunteers?
 - How do we supervise volunteers?

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 **Volunteers**

- **2011**
 - 3060 attorney hours
 - 5346 non-attorney hours
 - 8406 total
 - Cases: 770
 - Clients: 651
- **2012**
 - Attorney hours – 35 individuals: 4,752
 - Non attorney hours – 85 individuals: 5870
 - Total: 10,622
 - Cases: 1218
 - Clients 1076

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 **National Pro Bono Project Perspective**

Lauren Graham Sullivan
Advocacy Attorney / BIA Pro Bono
Project Coordinator
CLINIC

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 **BIA Pro Bono Project**

- Overview of the Project

Partners:

- Executive Office of Immigration Review (EOIR)
- Catholic Legal Immigration Network, Inc. (CLINIC)
- American Immigration Lawyers Association (AILA)
- American Immigration Council (AIC)
- National Immigration Project of the National Lawyers Guild (NIPNLG)
- Capital Area Immigrants' Rights Coalition (CAIR)

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 **BIA Pro Bono Project**

- Overview of the Project, cont' d
 - Who do we serve?
 - Detained
 - Non-detained
 - Pro Se before the IJ
 - Needs Assessment – Origin of the Project
 - Recruitment of Pro Bono Attorneys
 - Management of the Project

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 **BIA Pro Bono Project**

- What do we do?
 - Screen
 - Select
 - Distribute
 - Match
 - Pro Bono Representation (100%)

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 **BIA Pro Bono Project**

How we sell/pitch the Project:

- Screened cases
- Mentorship
- 6 weeks for brief writing
- Transcripts and records
- Resources

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 **Pro Bono Firm's Perspective**

Larry Katzman
Deputy Public Service Counsel
Step toe & Johnson LLP

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 **Firm Facts**

- Step toe & Johnson LLP
- Based in Washington, DC
- 400 lawyers
- 6 US offices plus 3 abroad

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 **Pro Bono Activity**

- Two full-time public service counsel
- 2012: 31,000 hours of pro bono
- Average of 77 hours per attorney
- Full-time loaned associate to Washington, DC Legal Aid
- One Equal Justice Works fellow (currently with Women’s Refugee Commission)

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 **Pro Bono Mechanics**

- Expectation that every attorney will engage in pro bono
- Associates can apply their pro bono hours toward their billables requirement
- Associates always teamed with a partner

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 **Goals of Pro Bono Work**

- Make a “meaningful contribution to access to justice”
- Enhance professional development, particularly for associates, to develop proficiency in particular legal skills, as well as competence in case management and strategic analysis
- Give attorneys in different practice areas and in different offices a chance to work together

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CLINIC 25TH ANNIVERSARY

Range of General Pro Bono Work

- Non-litigation (“transactional”) – wide range of assistance to non-profits
- Civil court litigation – family law, housing, civil rights, impact litigation
- Administrative hearings – immigration, public benefits, tax court, appellate
- Clinical – family, Medicare Part D, tax

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CLINIC 25TH ANNIVERSARY

Range of Immigration Pro Bono Work

- Direct representation – asylum, U and T visas, SIJS, VAWA, Miscellaneous (DACA, adjustments, I-730s, Iraqi Special Immigrant Visas)
- Special project working with unaccompanied alien children
- Appeals
- Legislative and administrative advocacy
- FOIA requests and litigation
- Special research projects
- Currently 50 active cases, 7,000+ hours in 2012

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CLINIC 25TH ANNIVERSARY

Placing a Pro Bono Immigration Case with Steptoe & Johnson

- Case description
- Deadlines, atypical facts or circumstances, location of client(s)
- Special needs – foreign language, female attorney preferred

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Internal Case Acceptance Procedures

- Willing and available attorneys
- Viable legal claim
- Firm conflict of interest check

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Questions?



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