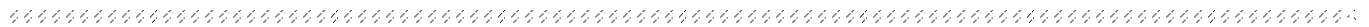




PRO BONO HONOR PROGRAM HANDBOOK



Nova Southeastern University Shepard Broad College of Law
Public Interest Law Center
Jennifer Gordon, Esq., Director of Public Interest Programs
Email: jgordon@nova.edu | Direct Line: (954) 262-6126 | Fax Line: (954) 262-3831

PRO BONO HONOR PROGRAM HANDBOOK

INTRODUCTION

The American Bar Association encourages all lawyers to contribute at least fifty hours of pro bono legal service per year. Due to limited funded legal services, pro bono has become an essential part of ensuring access to justice for the indigent and underrepresented. NSU Shepard Broad College of Law is committed to instilling an ethic of pro bono service in its graduates, and it is our hope that by giving back to the community, our graduates will develop a lifelong commitment to using their education and skills to contribute to the public good.

PRO BONO HONOR PROGRAM

Established in 1996, the Public Interest Law Center develops, administers, and publicizes pro bono opportunities for students while responding to the volunteer needs of community groups and other outside organizations. The Public Interest Law Center administers pro bono projects, develops a variety of pro bono opportunities throughout the academic year, and supports winter and spring break pro bono projects. The Public Interest Law Center, through email alerts, informationals, speakers, and recognition and awards programs encourages every student to participate in pro bono while in law school.

The NSU Shepard Broad College of Law's Pro Bono Honor Program is a voluntary program that provides recognition to students who have completed a minimum of fifty (50) hours of pro bono service to the community while enrolled in law school. Students are recognized in three levels of distinction:

- Bronze – 50 to 124 hours;
- Silver – 125 to 299 hours; and
- Gold – 300+ hours.

Students will be recognized for their commitment to pro bono with an awards certificate, by wearing a gold cord at graduation, and being listed in the graduation program.

WHAT IS PRO BONO?

Pro bono comes from the Latin term *pro bono pulico* which means 'for the public good'. Pro Bono work is done in the public sector, on a volunteer basis, to provide legal assistance to low-income and/or underrepresented individuals and communities.

For purposes of NSU Shepard Broad College of Law's Pro Bono Honor Program, students will need to complete legal pro bono hours as defined below, or participate in a Public Interest Law Center sponsored community event. Students may begin participating in the Pro Bono Honor Program after completing their first semester of law school. However, most students begin participating during the summer after their first year.

Legal pro bono is:

1. Legal or law-related in nature;
2. Unpaid, not part of the clinic program or receiving a stipend;
3. With a non-profit organization, governmental agency, or licensed attorney doing pro bono work on behalf of the disenfranchised and/or under-represented and that is approved by the Director of Public Interest Programs prior to the beginning of any work;
4. Under the supervision of a licensed attorney or a member of the law school faculty/staff; and
5. Designed in some way to directly or indirectly address the legal needs of low income clients, the traditionally under-represented groups, or organizations devoted to universal issues such as the preservation of the environment and the elimination of all forms of discrimination.

1. Legal or law-related in nature

Work for an organization, program, or individual that as a substantial part of its activities delivers legal services or performs other law-related work is considered legal pro bono work.

2. Unpaid, not part of the clinic program or receiving a stipend

Students can receive legal pro bono credit for time spent at a legal organization as long as they are not receiving credit for such participation as a certified legal intern, part of the clinic academic program, receiving a stipend, or getting paid. Any hours spent at a legal organization beyond the time required for such internships or clinic commitment can be used as legal pro bono credit. For purposes of being able to receive pro bono credit, clinic commitments end the last day of classes each semester. Students may receive pro bono credit for hours spent at a judicial placement as long as they are not also receiving course credit as part of the clinic academic program.

3. With a non-profit organization, governmental agency, or licensed attorney doing pro bono work on behalf of the disenfranchised and/or under-represented and that is approved by the Director of Public Interest Programs prior to the beginning of any work;

Work in a private law firm, even if unpaid, will not qualify unless the work is performed exclusively on behalf of an indigent client or a public interest organization and is represented on a pro bono basis by the licensed attorney. Prior approval by the Director of Public Interest is necessary before working with a private attorney on a pro bono case. Students must fill out the Pro Bono Project Request Form for pre-approval, see Appendix.

4. Under the supervision of a licensed attorney or a member of the law school faculty/staff

All students' work must be supervised by a licensed attorney at the legal non-profit organization, governmental agency, law firm, or law school.

5. Designed in some way to directly or indirectly address the legal needs of low income clients, the traditionally under-represented groups, or organizations devoted to universal issues such as the preservation of the environment and the elimination of all forms of discrimination.

***Note: Time spent commuting to and from a placement site does not qualify for pro bono credit. However, time spent in training at a placement site may be counted toward the pro bono requirement, as long as it does not exceed twenty percent (20%) of the hours spent at that particular placement. For example, if a student spends ten (10) hours working at a particular organization the student will only be given credit for two (2) hours of time spent in training.

HOW TO PARTICIPATE

To participate in the NSU Shepard Broad College of Law's Pro Bono Honor Program, students must:

1. Be in good academic standing;
2. Select and secure a pro bono position with an approved pro bono placement see Appendix, or complete the Pro Bono Project Request Form and receive approval from the Director of Public Interest Programs prior to the start of the project; and
3. Complete and turn in a Pro Bono Timesheet and a Pro Bono Evaluation Form no later the semester after completing the pro bono service.

PRO BONO PLACEMENT

The Appendix section lists all pre-approved pro bono placements where students can complete hours for the Pro Bono Honor Program. A student may satisfy the Pro Bono Honor Program threshold by completing one fifty (50) hour project at a single placement site OR by combining different projects at multiple placement sites.

In addition to participating at pre-approved pro bono placement sites, students are encouraged to investigate and submit for approval opportunities which meet their own interests. Students must submit the Pro Bono Project Request Form in order for such opportunities to be counted for pro bono. The opportunities must be approved by the Director of Public Interest Programs prior to the student beginning the work. This includes work for a private attorney doing pro bono work, any non-profit organization, or any governmental agency not listed in the appendix section.

REPORTING PRO BONO HOURS

Students must submit all completed forms and substantiating documentation regarding the completion of their pro bono hours by the end of the semester in which the student did pro bono work. All forms should be submitted to the Public Interest Law Center. Students should also keep a copy of all submitted forms for their own record.

New York Bar Pro Bono Admission Requirement

The state of New York recently introduced a pro bono requirement for all New York Bar applicants. Beginning January 1, 2015, all applicants for admission by examination to the New York Bar must perform 50 hours of law-related pro bono service prior to filing their application. For more information about the New York Bar Pro Bono Admission Requirement please visit: <http://www.nycourts.gov/attorneys/probono/baradmissionreqs.shtml>. Please keep in mind pro bono hours that satisfy the NSU Shepard Broad College of Law's Pro Bono Honor Program may not satisfy the New York Bar Pro Bono Admission Requirement.

STUDENT RESPONSIBILITIES / CONDUCT AT PRO BONO PLACEMENT

If a non-profit organization, governmental agency, or licensed attorney doing pro bono work on behalf of the disenfranchised and/or under-represented has accepted the student's offer of volunteer services, the student must fulfill their obligation. The student is expected to perform all assigned tasks in a professional and competent manner. That includes, but is not limited to:

- Dressing in a professional manner;
- Meeting assigned deadlines;
- Showing up to work on time;
- Keeping the supervisor informed of whereabouts and progress of assignment(s);
- Producing a quality work product; and
- Treating all individuals with courtesy and respect.

Students are expected to complete all assignments given to them in a timely and professional manner. Students should ask their supervisors to explain assigned work if they do not understand how to proceed. If written work is required, students are expected to carefully proofread the work to ensure there are no grammatical and/or typographical errors, and to verify cites to make sure that they have not been overruled or otherwise limited.

Students should not disclose information they learn about a case or a client. Florida's Rule of Professional Conduct expressly states that a lawyer and those working for the lawyer may not reveal information relating to representation of a client unless the client consents or the disclosure is otherwise permitted. This confidentiality includes not disclosing or discussing the legal research and drafting a student might be performing for a client. Additionally, students may not subsequently use any material drafted for a client without first obtaining consent. The risks to you and the attorney of revealing confidential information of a client are great. An attorney violating this Disciplinary Rule risks revocation of their license to practice law. A law student violating this rule risks not being licensed. For Florida's complete Rule of Professional Conduct please visit: [https://www.floridabar.org/TFB/TFBResources.nsf/Attachments/OA266C6138C4A15685256B29004BD617/\\$FILE/RRTFB%20CHAPTER%204.pdf?OpenElement](https://www.floridabar.org/TFB/TFBResources.nsf/Attachments/OA266C6138C4A15685256B29004BD617/$FILE/RRTFB%20CHAPTER%204.pdf?OpenElement).

Students may not give legal advice, make formal appearances in court, or otherwise engage in the practice of law. However, students are still bound by the Code of Professional Responsibility. Students should take all possible precautions to avoid the unauthorized practice of law and ensure that it is known at all times that they are law students, and not a licensed attorney.

Students should not be working or provide pro bono services to more than one non-profit organization, governmental agency, or licensed attorney doing pro bono work at the same time, unless disclosure is given to both parties in writing, and consent is given by both parties in writing.

QUESTIONS

If you have any questions, please contact Jennifer Gordon, Esq., Director of Public Interest Programs, at 954-262-6126 or jgordon@nova.edu.

APPENDIX

Pre-Approved Pro Bono Placements

Include but are not limited to:

17th Judicial Circuit Court Staff Attorney Program

Contact Name: Taiwo Akinkunmi
Intern Coordinator
201 SE 6th Street, Suite 550
Fort Lauderdale, FL 33301
takindunmi@17th.flcourts.org
Area of Practice: Criminal/Civil

15th Judicial Circuit, Office of General Counsel

Contact Name: Amy Borman, Esq.
General Counsel
205 N Dixie Highway
West Palm Beach, FL 33401
aborman@pbcgov.org
Area of Practice: Criminal/Civil

ABA Young Lawyers Division - ABA/FEMA Disaster Legal Assistance Program

Contact Name: Edward Fitzgerald, Esq.
Membership Director
200 S. Orange Ave., Suite 20600
Orlando, FL 32801
Edward.Fitzgerald@hklaw.com
Area of Practice: Disaster Victims

Administrative Office of the Courts

Contact Name: Anays Lorenzo
Volunteer Coordinator
11th Judicial District
175 NW 1st Avenue, Suite 2700
Miami, FL 33128
alorenzo@jud11.flcourts.org
Area of Practice: Criminal/Civil

Agency for People with Disabilities - Southeast Region

Contact Name: Gerry Driscoll
Southeast Region Manager
111 South Sapodilla Avenue, Suite 204
West Palm Beach, FL 33401
gerry.driscoll@apdcares.org
Area of Practice: Persons w/ Disabilities

Agency for People with Disabilities - Southern Region

Contact Name: Evelyn Alvarez
Southern Region Manager
401 NW 2nd Avenue, Suite South 811
Miami, FL 33128
evelyn.alvarez@apdcares.org
Area of Practice: Persons w/ Disabilities

Aleph Institute

Contact Name: Menachem Katz
Director of Prison and Military Outreach
9540 Collins Avenue
Surfside, FL 33154
mmk@aleph-institute.org
Area of Practice: Prison/Military Advocacy

American Civil Liberties Union of Florida

Contact Name: Layssa Zamora
Legal Program Associate
4500 Biscayne Blvd., Suite 340
Miami, FL 33127
lzamora@aclufl.org
Area of Practice: Civil Rights

American Friends Service Committee - Immigration

Contact Name: Lucio Perez-Reynozo
Area Director
111 NE 1st Street, 3rd Floor
Miami, FL 33132
lperez-reynozo@afsc.org
Area of Practice: Immigration

Americans for Immigrant Justice

Contact Name: Joseph Anderson, Esq.
Director of Litigation and Advocacy
3000 Biscayne Blvd., Suite 400
Miami, FL 33137
info@aijustice.org
Area of Practice: Immigration

Animal Rights Foundation of Florida

Contact Name: Nanci Alexander
President and Founder
1431 N. Federal Highway
Fort Lauderdale, FL 33304
arff@animalrightsflorida.org
Area of Practice: Animal Rights

Anti-Defamation League

Contact Name: Robert Tanen
Associate Regional Director
621 NW 53rd Street, Suite 450
Boca Raton, FL 33487
rtanen@adl.org
Area of Practice: Civil Rights

Army Onesource

Contact Name: Mary Oritz, Esq.
Attorney
9301 NW 33rd St
Miami, FL 33172
mary.e.ortiz.civ@mail.mil
Area of Practice: Military

Arts & Business Council of Miami

Contact Name: Sonia Hendler
Manager of Programs and Communications
1637 SW 8th St., Suite 212
Miami, FL 33101
sonia@artsbizmiami.org
Area of Practice: Art

**Broward State Attorney's Office,
17th Judicial Circuit**

Contact Name: Cathy Berkowitz, Esq.
Assistant State Attorney
201 SE 6th St., Suite 655
Ft. Lauderdale, FL 33301
cberkowitz@sao17.state.fl.us
Area of Practice: Criminal

**Broward Public Defender's Office,
17th Judicial Circuit**

Contact Name: Susan Porter, Esq.
Director, Human Resources
Broward County Courthouse, N. Wing,
Rm.3872
201 SE 6th Street
Fort Lauderdale, FL 33301
sporter@browarddefender.org
Area of Practice: Criminal

CannonBall

Contact Name: Allyn Ginns, Esq.
LegalLink Coordinator
1035 N. Miami Avenue, Suite 200
Miami, FL 33136
legallink@cannonballmiami.org
Area of Practice: Art

Catholic Charities Legal Services of Broward

Contact Name: Myriam Mezadieu, Esq.
Attorney
6081 SW 21st Street
Miramar, FL 33023
mmezadieu@cclsmiami.org
Area of Practice: Immigration/Refugee

Catholic Charities Legal Services of Miami

Contact Name: Myriam Mezadieu, Esq.
Attorney
25 SE 2nd Avenue, Suite 220
Miami, FL 33131
mmezadieu@cclsmiami.org
Area of Practice: Immigration/Refugee

Center for Independent Living of South Florida

Contact Name: Marc Dubin, Esq.
Director of Advocacy
6660 Biscayne Boulevard
Miami, FL 33138
mdubin@pobox.com
Area of Practice: People w/ Disabilities

ChildNet

Contact Name: Derrick Roberts, Esq.
General Counsel
313 N. State Road 7
Plantation, FL 33317
droberts@childnet.us
Area of Practice: Child Welfare

Chrysalis Center

Contact Name: Jennifer Rozman
Human Resources Director
3800 West Broward Blvd., Suite 100
Ft. Lauderdale, FL 33312
jrozman@chrysalishealth.com
Area of Practice: Health/Wellness

Church World Service Immigration and Refugee Program

Contact Name: Nancy Denis, Esq.
Supervising Attorney
1924 NW 84th Avenue, Bldg 10,
Beacon Centre
Doral, FL 33126
ndenis@churchworldservice.org
Area of Practice: Immigration

City of Boynton Beach, City Attorney's Office

Contact Name: Jim Cherof, Esq.
City Attorney
100 E. Boynton Beach Blvd
Boynton Beach, FL 33425
jcherof@cityatty.com
Area of Practice: City Council/Civil

City of Boca Raton, City Attorney's Office

Contact Name: Dinia Gruber Frieser, Esq.
City Attorney
201 West Palmetto Park Road
Boca Raton, FL 33432
dgrioli@myboca.us
Area of Practice: City Council/Civil

City of Cooper City

Contact Name: Mitchell J. Burnstein, Esq.
Partner in Charge
200 E Broward Blvd Suite 1900
Fort Lauderdale, FL 33301
mburnstein@wsh-law.com
Area of Practice: City Council/Civil

City of Coral Gables, City Attorney's Office

Contact Name: Craig Leen, Esq.
City Attorney
405 Biltmore Way
Coral Gables, FL 33134
cleen@coralgables.com
Area of Practice: City Council/Civil

City of Coral Springs, City Attorney's Office

Contact Name: John Hearn, Esq.
City Attorney
9551 W Sample Road
Coral Springs, FL 33065
jhearn@coralsprings.org
Area of Practice: City Council/Civil

City of Dania Beach, City Attorney's Office

Contact Name: Tom Ansbro, Esq.
City Attorney
100 W. Dania Beach Blvd.
Dania Beach, FL 33004
tansbro@ci.dania-beach.fl.us
Area of Practice: City Council/Civil

City of Deerfield Beach, City Attorney's Office

Contact Name: Andrew Maurodis, Esq.
City Attorney
710 E. Hillsboro Blvd. Suite 200
Deerfield Beach, FL 33441
andy@maurodislaw.com
Area of Practice: City Council/Civil

City of Delray Beach, City Attorney's Office

Contact Name: Noel Pfeffer, Esq.
City Attorney
200 N.W. 1st Avenue
Delray Beach, FL 33444
cityattorney@mydelraybeach.com
Area of Practice: City Council/Civil

City of Ft. Lauderdale, City Attorney's Office

Contact Name: Cynthia Everett, Esq.
City Attorney
100 N. Andrews Ave.
Ft. Lauderdale, FL 33301
webmaster@fortlauderdale.gov
Area of Practice: City Council/Civil

City of Hialeah Law Department

Contact Name: Amy Llauro
Office Manager
501 Palm Ave. 4th Floor
Hialeah, FL 33010
allauro@hialeahfl.gov
Area of Practice: City Council/Civil

City of Hollywood, City Attorney's Office

Contact Name: Jeffrey Sheffel, Esq.
City Attorney
2600 Hollywood Blvd # 407
Hollywood, FL 33020
jsheffel@hollywoodfl.org
Area of Practice: City Council/Civil

City of Key West, City Attorney's Office

Contact Name: Shawn Smith, Esq.
City Attorney
3128 Flagler Ave
Key West, FL 33040
sdsmith@keywestcity.com
Area of Practice: City Council/Civil

City of Plantation, City Attorney's Office

Contact Name: Donald Lunny Jr., Esq.
City Attorney
200 E Las Olas Blvd Suite 1900
Ft. Lauderdale, FL 33301
donald.lunny@brinkleymorgan.com
Area of Practice: City Council/Civil

City of Lauderhill, City Attorney's Office

Contact Name: W. Earl Hall, Esq.
City Attorney
8850 West Oakland Park Blvd., Suite 101
Lauderhill, FL 33351
earl@hallrosenberg.com
Area of Practice: City Council/Civil

City of Margate, City Attorney's Office

Contact Name: Eugene Steinfeld, Esq.
City Attorney
5790 Margate Blvd.
Margate, FL 33063
cityatty@margatefl.com
Area of Practice: City Council/Civil

City of Miami, City Attorney's Office

Contact Name: Diana Vizcaino, Esq.
Assistant City Attorney
444 SW 2nd Avenue, Suite 945
Miami, FL 33130
dvizcaino@miamigov.com
Area of Practice: City Council/Civil

City of Miami Gardens, City Attorney's Office

Contact Name: Sonja Dickens, Esq.
City Attorney
1515 N.W. 167th Street, Suite 200
Miami Gardens, FL 33169
sdickens@miamigardens-fl.gov
Area of Practice: City Council/Civil

City of North Miami Beach, City Attorney's Office

Contact Name: Jose Smith, Esq.
City Attorney
North Miami Beach City Hall, 4th Floor
17011 NE 19th Ave.
North Miami Beach, FL 33162
josesmith@citynmb.com
Area of Practice: City Council/Civil

City of North Miami, City Attorney's Office

Contact Name: Regine Monestime, Esq.
City Attorney
776 NE 125 St. - 1st Floor
North Miami, FL 33161
rmonestime@northmiamifl.gov
Area of Practice: City Council/Civil

City of Oakland Park, City Attorneys Office

Contact Name: D.J. Doody, Esq.
City Attorney
3650 NE 12th Avenue
Oakland Park, FL 33334
ddoody@cityatty.com
Area of Practice: City Council/Civil

City of Pompano Beach, City Attorney's Office

Contact Name: Gordon Linn, Esq.
City Attorney
100 W Atlantic Blvd
Pompano Beach, FL 33060
gordon.linn@copbfl.com
Area of Practice: City Council/Civil

City of South Miami, City Attorney's Office

Contact Name: Thomas Pepe, Esq.
City Attorney
1450 Madruga Avenue Suite 202
Coral Gables, FL 33146
Tpepe@southmiamifl.gov
Area of Practice: City Council/Civil

City of Sunny Isles Beach, City Attorney's Office

Contact Name: Hans Ottinot, Esq.
City Attorney
18070 Collins Ave.
Sunny Isles Beach, FL 33160
hottinot@sibfl.net
Area of Practice: City Council/Civil

City of Sunrise, City Attorney's Office

Contact Name: Kimberly Kisslan, Esq.
City Attorney
10770 W Oakland Park Boulevard
Sunrise, FL 33351
cityattorney@sunrisefl.gov
Area of Practice: City Council/Civil

City of West Palm Beach, City Attorney's Office

Contact Name: Christopher Van Hall, Esq.
Staff Attorney
401 Clematis Street, 5th Floor
West Palm Beach, FL 33401
cvanhall@wpb.org
Area of Practice: City Council/Civil

City of Weston

Contact Name: David Keller
Assistant City Manager
17200 Royal Palm Blvd
Weston, FL 33326
dkeller@westonfl.org
Area of Practice: City Council

Coalition of Immokalee Workers

Contact Name: Greg Asbed, Esq.
Co-Founder
110 South 2nd Street
Immokalee, FL 34142
workers@ciw-online.org
Area of Practice: Immigration/Low-wage/
Agriculture

Coast-to-Coast Legal Aid Service of South Florida

Contact Name: Chanel Winter, Esq.
Pro Bono Coordinator
491 North State Road 7
Plantation, FL 33317
cwinter@legalaids.org
Area of Practice: Elder/Family/Economic/
Health

Colombian-American Services Association

Contact Name: Hatem Bamieh
Volunteer Intake Coordinator
10300 Sunset Drive, Suite 387
Miami, FL 33173
info@casa-us.org
Area of Practice: Immigration Advocacy

Community Justice Project of Florida Legal Services

Contact Name: An-Tuan Williams
Intern Coordinator
3000 Biscayne Blvd. #102
Miami, FL 33137
awilliams@ccrjustice.org
Area of Practice: Civil Rights/Social Justice

Cuban American Bar Association (CABA)

Contact Name: Lesley Mendoza, Esq.
Pro Bono Director
2 South Biscayne Blvd., 21st Floor
Miami, FL 33131
lesley@cabaprobono.com
Area of Practice: Civil/Domestic Violence/
Immigration

Dade County Bar Lawyer Referral Service

Contact Name: Livia Blaquier
LRS Assistant Coordinator
123 NW 1st Ave., Suite 214
Miami, FL 33128
lblaquier@dadecountybar.org
Area of Practice: Intake for Civil

Dade Legal Aid

Contact Name: Karen Ladis, Esq.
Executive Director
123 NW 1st Ave., Suite 117
Miami, FL 33128
kladis@dadelegalaid.org
Area of Practice: Family/Foster Youth/Human
Trafficking/Guardianship/Foreclosure/
Housing/Bankruptcy/Domestic Violence/
Children

Department of Children and Families - Children's Legal Services - Statewide

Contact Name: Jennifer Maes
Statewide Recruiting Coordinator
9393 North Florida Avenue
Tampa, FL 33612
Jennifer_Maes@dcf.state.fl.us
Area of Practice: Child Welfare

Department of Homeland Security - Immigration and Customs Enforcement

Contact Name: Margaret Nocero, Esq.
Assistant Chief Counsel
333 South Miami Avenue, 2nd Floor
Miami, FL 33130
margaret.nocero@dhs.gov
Area of Practice: Immigration

Department of Juvenile Justice - Broward

Contact Name: Vanessa Hargray
Chief Probation Officer
Broward Juvenile Detention Center
222 NW 22nd Avenue
Ft. Lauderdale, FL 33311
vanessa.hargray@djj.state.fl.us
Area of Practice: Juvenile Justice

Department of Juvenile Justice - Leon

Contact Name: Ann Schulte
Senior Management Analyst II
Tallahassee Juvenile Detention Center
2737 Centerview Dr.
Tallahassee, FL 32399
ann.schulte@djj.state.fl.us
Area of Practice: Juvenile Justice

**Department of Juvenile Justice –
Miami-Dade**

Contact Name: Terria Flakes
Chief Probation Officer
Miami Dade Juvenile Detention Center
3300 NW 27th Avenue
Miami, FL 33142
terria.flakes@djj.state.fl.us
Area of Practice: Juvenile Justice

Department of Juvenile Justice - Palm Beach

Contact Name: Lois Salton
Residential Regional Director
Palm Beach Juvenile Detention Center
1760 N. Congress Ave., ste 100
West Palm Beach, FL 33409
lois.salton@djj.state.fl.us
Area of Practice: Juvenile Justice

Disability Rights of Florida

Contact Name: Bryan Funk, Esq.
Attorney
1930 Harrison Street, ste. 104
Hollywood, FL 33020
bryanf@disabilityrightsflorida.org
Area of Practice: Disability Rights/Civil Rights

Everglades Law Center - Miami

Contact Name: Sara Fain
Executive Director
1172 S. Dixie Hwy, #246
Coral Gables, FL 33314
Sara@evergladeslaw.org
Area of Practice: Environment

Everglades Law Center – Palm Beach

Contact Name: Sara Fain
Executive Director
6378 Northlake Blvd #105
North Palm Beach, FL 33408
Sara@evergladeslaw.org
Area of Practice: Environment

**Federal Public Defender of the Southern
District of Florida**

Contact Name: Aimee Ferrer, Esq.
Assistant Federal Public Defender
150 W. Flagler Street, Suite 1700
Miami, FL 33130
aimee_ferrer@fd.org
Area of Practice: Criminal/Federal

**Florida Department of Health in Miami-
Dade County**

Contact Name: Tracie Dickerson, Esq.
Legal Department
8323 NW 12 St., Suite 214
Miami, FL 33123
tracie.dickerson@flhealth.gov
Area of Practice: Health

Florida Equal Justice Center

Contact Name: Sally Schmidt, Esq.
Executive Director
3210 Cleveland Ave., Suite 102
Fort Myers, FL 33911
sally.schmidt@flajustice.org
Area of Practice: Immigration

Florida Immigrant Coalition

Contact Name: Maria Rodriguez
Executive Director
2800 Biscayne Blvd., Ste. 800
Miami, FL 33137
maria@floridaimmigrant.org
Area of Practice: Immigration

Florida Justice Institute

Contact Name: Dante Trevisani, Esq.
Attorney
100 SE 2nd Street
Miami, FL 33131
dtrevisani@floridajusticeinstitute.org
Area of Practice: Civil Rights/Prisoner Rights/
Housing/Disability/Prisoner Reentry

Florida Legal Services, Inc.

Contact Name: Charles Elsesser, Jr., Esq.
Staff Attorney
3000 Biscayne Boulevard, Suite 102
Miami, FL 33137
charles@floridalegal.org
Area of Practice: Public Benefits/Housing/
Immigration/Health/Children/Employment/
LegislativeAdvocacy/Elder/Family/Consumer/
Domestic Violence

**Florida Legal Services, Inc. - Migrant
Farmworkers Justice Project**

Contact Name: Victoria Mesa, Esq.
Associate Attorney
508 Lucerne Ave
Lake Worth, FL 33460
victoria@floridalegal.org
Area of Practice: Civil/Farmworkers

Florida Rural Legal Services

Contact Name: Hazel Lucas, Esq.
Managing Attorney
3111 S. Dixie Highway, Suite 140
West Palm Beach, FL 33405
hazel.lucas@frls.org
Area of Practice: Elder/Housing/Labor/
Employment/Education/Civil Rights/Public
Benefits/Family/Migrant Farmworker

Florida's Children First

Contact Name: Christina Spudeas, Esq.
Executive Director
1801 N. University Drive, Suite 3B
Coral Springs, FL 33071
christina.spudeas@floridaschildrenfirst.org
Area of Practice: Child Welfare

Guardian ad Litem Program - Statewide

Contact Name: Hilary Creary
Pro Bono Recruiter
PO Box 10628
Tallahassee, FL 32302
infoprobono@gal.fl.gov
Area of Practice: Child Welfare

**Guardian ad Litem Program - Statewide
Appellate Level**

Contact Name: Wendie Cooper, Esq.
Appellate Director
PO Box 7800
Tavares, FL 32778
wendie.cooper@gal.fl.gov
Area of Practice: Appellate/Child Welfare

Gulf Coast Legal

Contact Name: Adriana Dinis, Esq.
Contract Attorney
641 First Street South
St. Petersburg, FL 33701
adinis@gulfcoastlegal.org
Area of Practice: Housing/Foreclosure/Elder/
Family/Children/Immigration/Tax/Health/
Public Benefits/Consumer Protection/
Domestic Violence

Health Care District Palm Beach County

Contact Name: Nicholas Romanello, Esq.
Chief Legal Officer
2601 10th Avenue North, Suite 100
Palm Springs, FL 33461
nromanel@hcdpbc.org
Area of Practice: Health Care

HIV Education & Law Project, Inc. (HELP)

Contact Name: Caryn Lubetsky, Esq.
Executive Director & Founder
935 Pennsylvania Avenue, Suite 101
Miami Beach, FL 33139
clubetsky@stu.edu
Area of Practice: HIV Awareness

Hillsborough County Attorney's Office

Contact Name: Donald Odom, Esq.
Deputy County Attorney
601 East Kennedy Blvd, 27th Floor
Tampa, FL 33602
odomd@hillsboroughcounty.org
Area of Practice: Criminal

Immigrants Rights Center

Contact Name: Miguel Mendizabal, Esq.
Attorney
1468 S. Semoran Blvd
Orlando, FL 32807
Miguel-irc@cfl.rr.com
Area of Practice: Immigration

IRS Office of Chief Counsel

Contact Name: Kenneth Hochman, Esq.
100 South Pine Island Drive Suite 300
Plantation, FL 33317
Kenneth.A.Hochman@irs.counsel.treas.gov
Area of Practice: Tax

Lawyers for Children of America

Contact Name: Carolyn Salisbury, Esq.
Executive Director-LFCA Miami
200 South Biscayne Blvd., Suite 4000
Miami, FL 33131
csalisbury@lawyersforchildrenamerica.org
Area of Practice: Child Welfare

Lawyers to the Rescue

Contact Name: Dina Aronfeld
Founder/President
3132 Ponce de Leon Blvd.
Coral Gables, FL 33134
dinaaronfeld@lawyerstotherescue.org
Area of Practice: Criminal/Family/
Immigration/Personal Injury/Medical
Malpractice/Disability/Human Rights

Legal Aid of Palm Beach County

Contact Name: Rhona Altomari
Pro Bono Coordinator
423 Fern Street, Suite 200
West Palm Beach, FL 33401
raltomari@legalaidpbc.org
Area of Practice: Family/Domestic Violence/
Foster Children/Juvenile Advocacy/Elder/
Guardianship/Foreclosure/Immigration/
Employment/Health

Legal Aid Service of Broward County

Contact Name: Chanel Winter, Esq.
Pro Bono Coordinator
491 State Road 7
Plantation, FL 33317
dkoprowski@legalaid.org
Area of Practice: Human Rights/Children/
Foreclosure/Homeless Rights/Housing/
Consumer/Immigration/HIV/Veterans/Tax

Legal Aid Service of Collier County

Contact Name: Carol O'Callaghan, Esq.
Managing Attorney
4125 East Tamiami Trail E
Naples, FL 34112
cocallaghan@legalaid.org
Area of Practice: Housing/Immigration/
Children/Foreclosure/Elder/Family/Public
Benefit/Tax

Legal Aid Society of the Orange County Bar Association

Contact Name: Catherine Tucker, Esq.
Deputy Director/Pro Bono Coordinator
100 East Robinson St.
Orlando, FL 32801
ctucker@legalaidocba.org
Area of Practice: Foreclosure/Family/
Housing/Consumer Protection/Immigration/
Guardianship/Bankruptcy

Legal Services of Greater Miami, Inc.

Contact Name: Ilenia Sanchez-Bryson, Esq.
Director of Client Services
3000 Biscayne Blvd., Suite 500
Miami, FL 33137
isanchezbryson@legalservicesmiami.org
Area of Practice: Housing/Low Wage
Workers/Consumer Protection/Health Care/
Government Benefits/Children/Veterans/
Families/Domestic Violence/People
w/Disabilities/Foster Children/ HIV/
Immigration/Public Benefits

Miami-Dade Consumer Advocate

Contact Name: Leonard Elias, Esq.
Consumer Advocate
140 West Flagler Street, Suite 903
Miami, FL 33130
le28@miamidade.gov
Area of Practice: Consumer Advocacy

Miami-Dade County Attorney's Office

Contact Name: Gerald Sanchez, Esq.
Assistant County Attorney
111 NW 1st Street, Suite 2810
Miami, FL 33128
gks@miamidade.gov
Area of Practice: Criminal

Miami-Dade County Ethics & Public Trust Commission

Contact Name: Joseph Centorino, Esq.
Executive Director
19 West Flagler Street, Suite 820
Miami, FL 33130
joecentorino@miamisao.com
Area of Practice: Ethics

Miami-Dade County Public Schools - Office of the School Board Attorney

Contact Name: Mindy McNichols, Esq.
Assistant School Board Attorney
Office of the School Board Attorney
1450 N.E. 2nd Avenue, Suite 430
Miami, FL 33132
mmcnichols@dadeschools.net
Area of Practice: Education

Miami-Dade Economic Advocacy Trust

Contact Name: Frank Tarrau
Training Specialist II
19 West Flagler Street, M-106
Miami, FL 33129
ftarrau@miamidade.gov
Area of Practice: Economic Advocacy

Miami-Dade Public Defender's Office, 11th Judicial Circuit

Contact Name: Kevin Hellmann, Esq.
Director of Training and Professionalism
1320 NW 14th Street
Miami, FL 33136
khellmann@pdmiami.com
Area of Practice: Criminal

**Miami-Dade State Attorney's Office,
11th Judicial Circuit**

Contact Name: Gunnar Stewart
Recruitment Coordinator
1350 NW 12th Street
Miami, FL 33136
GunnarStewart@MiamiSAO.com
Area of Practice: Criminal

NAACP of Broward County

Contact Name: Marsha Ellison
President
1100 NW 6th Street
Ft. Lauderdale, FL 33311
unit5099@nanacp.org
Area of Practice: Civil Rights

NAACP of Miami-Dade County

Contact Name: Ethel Duncan
Office Manager
PO Box 315
Opa Locka, FL 33054
unit5116@nanacp.org
Area of Practice: Civil Rights

**Office of Criminal Conflict and Civil Regional
Counsel - Dade County**

Contact Name: Eugene Zenobi, Esq.
Regional Counsel Third District
401 NW 2nd Ave, Suite S-310
Miami, FL 33128
ezenobi@rc3fl.com
Area of Practice: Criminal/Civil Dependency

**Office of Criminal Conflict and Civil Regional
Counsel - Escambia County**

Contact Name: Jeffrey Lewis, Esq.
Regional Counsel First District
26 S. Palafox Place, Seville Tower, 3rd Floor
Pensacola, FL 32502
jeffrey.lewis@rc1.myflorida.com
Area of Practice: Criminal/Civil Dependency

**Office of Criminal Conflict and Civil Regional
Counsel - Lee County**

Contact Name: Diana Golden
Human Resources Representative
2000 West Main Street, Suite 500
Fort Myers, FL 33901
dgolden@flcr2.org
Area of Practice: Criminal/Civil Dependency

**Office of Criminal Conflict and Civil Regional
Counsel - Palm Beach County**

Contact Name: Antony Ryan, Esq.
Regional Counsel Fourth District
605 N. Olive Avenue, 2nd Floor
605 N Olive
Avenue, 2nd Floor
West Palm Beach, FL 33401
apryan@rc-4.com
Area of Practice: Criminal/Civil Dependency

**Office of Criminal Conflict and Civil Regional
Counsel - Seminole County**

Contact Name: Candi Powell
Director
101 Sunnyside Road, Suite 310
Casselberry, FL 32707
cpowell@rc5state.com
Area of Practice: Criminal/Civil Dependency

**Office of General Counsel to the School
Board - The School District of Palm Beach
County**

Contact Name: A. Denise Sagerholm, Esq.
Associate Counsel
3300 Forest Hill Blvd., C-323
West Palm Beach, FL 33406
adenise.sagerholm@palmbeachschools.org
Area of Practice: Government/Education

Office of the Attorney General - Broward County

Contact Name: Julie Hogan, Esq.
Deputy Statewide Prosecutor
The 110 Tower
110 S.E. 6th Street, Suite 900
Fort Lauderdale, FL 33301
julie.hogan@myfloridalegal.com
Area of Practice: Criminal/Civil

Office of the Attorney General - Florida

Contact Name: Sharonda Jackson
Human Resources Coordinator
The Capitol PL-01
Tallahassee, FL 32399
Recruiting.Desk@myfloridalegal.com
Area of Practice: Administrative Law/
Antitrust/Capital Consumer Protection/
Child Support Enforcement/Civil/Consumer
Protection/Criminal Appeals/Eminent
Domain/Florida Election Law/Medicaid
Fraud/Victim Services

Office of the Attorney General - Palm Beach County

Contact Name: Katherine Kiziah, Esq.
Hiring Manager
1515 N. Flagler Dr., Suite 900
West Palm Beach, FL 33401
Recruiting.Desk@myfloridalegal.com
Area of Practice: Capital Appeals/Civil/
Consumer Protection/Criminal Appeals/
Medicaid Fraud/Victim Services

Office of the Broward County Attorney

Contact Name: Joni Armstrong Coffey, Esq.
County Attorney
115 South Andrews Avenue, Suite 423
Fort Lauderdale, FL 33301
jacoffey@broward.org
Area of Practice: Civil

Office of the Public Defender, 13th Judicial Circuit

Contact Name: Lisa Campbell, Esq.
Director of Recruitment
700 E. Twiggs Street, 5th Floor
Tampa, FL 33602
campbelll@pd13.state.fl.us
Area of Practice: Criminal

Office of the Public Defender, 16th Judicial Circuit

Contact Name: Rosemary Enright, Esq.
Public Defender
524 East Street
Key West, FL 33041
renright@pd16.org
Area of Practice: Criminal

Office of the Public Defender, 20th Judicial Circuit

Contact Name: Judy Cain
Human Resources Director
2000 Main Street, Suite 401
Fort Myers, FL 33902
judyc@pd.cjis20.org
Area of Practice: Criminal

Office of the Public Defender, 2nd Judicial Circuit

Contact Name: Nancy Daniels, Esq.
Public Defender
301 S. Monroe St., ste 401
Tallahassee, FL 32302
service.leon@flpd2.com
Area of Practice: Criminal/Juvenile
Delinquency/Civil Commitments/Appeals

Office of the Public Defender, 5th Judicial Circuit

Contact Name: David Norris, Esq.
Attorney Recruiter
550 West Main Street, Suite 401
Tavares, FL 32778
dnorris@sundial.net
Area of Practice: Criminal

Office of the Public Defender, 19th Judicial Circuit

Contact Name: Diamond Litty, Esq.
Public Defender
100 SE Ocean Blvd Suite 300
Stuart, FL 34994
diamond.litty@pd19.org
Area of Practice: Criminal

Office of the State Attorney, 16th Judicial Circuit

Contact Name: Catherine Vogel, Esq.
State Attorney
530 Whitehead Street, Suite 201
Key West, FL 33040
cvogel@keyssao.org
Area of Practice: Criminal

Office of the State Attorney, 20th Judicial Circuit

Contact Name: Randall McGruther, Esq.
Chief Assistant State Attorney
PO Box 399
Fort Myers, FL 33902
rmcgruther@sao.cjis20.org
Area of Practice: Criminal/Civil

Office of the State Attorney, 4th Judicial Circuit

Contact Name: Nicolle Burton
Human Resource Specialist
220 East Bay Street
Jacksonville, FL 32202
nburton@coj.net
Area of Practice: Criminal

Office of the State Attorney, 6th Judicial Circuit

Contact Name: Bruce Bartlett, Esq.
Chief Assistant State Attorney
PO Box 5028
Clearwater, FL 33758
bbartlett@sao.cjis6.org
Area of Practice: Criminal/Civil

Office of the State Attorney, 7th Judicial Circuit

Contact Name: Anne Landolfa
Human Resource Manager
125 E. Orange Ave Ste. 300
Daytona, FL 32114
alandolfa@circuit7.org
Area of Practice: Criminal/Elder
Abuse/Victims Rights

Office of the State Attorney, 19th Judicial Circuit

Contact Name: Lane Frye
Director
411 South Second Street
Fort Pierce, FL 34950
lfrye@sao19.org
Area of Practice: Criminal

Orange County Attorney's Office

Contact Name: Vivien Monaco, Esq.
Assistant County Attorney
201 S. Rosalind Ave., 3rd Floor
Orlando, FL 32801
vivien.monaco@ocfl.net
Area of Practice: Criminal/Civil

Palm Beach County Attorney's Office

Contact Name: Dawn Wynn, Esq.
Hiring Attorney
301 N. Olive Avenue, Suite 601
West Palm Beach, FL 33401
dwyynn@pbcgov.org
Area of Practice: Criminal/Civil

Palm Beach County Government

Contact Name: Wayne Condry
Human Resources Director
100 Australian Ave., Suite 300
West Palm Beach, FL 33406
wcondry@pbgov.org
Area of Practice: Government/Legislative

Palm Beach Public Defender's Office, 15th Judicial Circuit

Contact Name: Jennifer Loyless
Program Coordinator
421 3rd Street
West Palm Beach, FL 33401
jloyless@pd15.state.fl.us
Area of Practice: Criminal

Palm Beach State Attorney's Office, 15th Judicial Circuit

Contact Name: Terri Bramhall
Administrator
401 N. Dixie Highway
West Palm Beach, FL 33401
tbramhall@sa15.org
Area of Practice: Criminal/Juvenile
Delinquency/County Traffic Court

'Put Something Back' Pro Bono Project of the Dade County Bar Association

Contact Name: A. Bruce Levine, Esq.
Senior Attorney and Project Coordinator
123 NW 1st Ave., Suite 117
Miami, FL 33128
blevine@dadelegalaid.org
Area of Practice: Arts/Community
Development/Consumer/Debt/Bankruptcy/
Family/Juvenile/Foreclosure/Housing/
Immigration/Nonprofit Organization/Tax/
Civil Protection Orders

School Board of Broward County - General Counsel's Office

Contact Name: J. Paul Carland, Esq.
General Counsel
600 Southeast 3rd Ave., 11th Floor
Fort Lauderdale, FL 33301
Paul.carland@browardschools.com
Area of Practice: Education

School Board of Palm Beach County

Contact Name: Debi Elfen
Volunteer Program Coordinator
3300 Forest Hill Blvd. Suite B-102
West Palm Beach, FL 33406
deborah.elfen@palmbeachschools.org
Area of Practice: Education

Side Project, Inc.

Contact Name: Jeffrey Fromknecht, Esq.
Managing Attorney & CEO
980 North Federal Highway, Suite 110
Boca Raton, FL 33432
jeff@sideprojectinc.org
Area of Practice: Transaction/Non-profit

South Florida Water Management District

Contact Name: Bijaya Kattel
Volunteer Coordinator
3301 Gun Club Road
West Palm Beach, FL 33406
bjkattel@sfwmd.gov
Area of Practice: Environment

Southern Legal Counsel, Inc.

Contact Name: Kirsten Clanton, Esq.
Director - Homeless Advocacy Project
1229 NW 12th Avenue
Gainesville, FL 32601
kirsten.clanton@southernlegal.org
Area of Practice: Civil Rights/Children/
Disability/Employment/Homelessness/
Housing/Immigration

Southern Poverty Law Center

Contact Name: Vania Salgar
Intern Coordinator
4770 Biscayne Boulevard
Miami, FL 33137
vania.salgar@splcenter.org
Area of Practice: Civil Rights

Spanish American League Against Discrimination

Contact Name: Alexa Lantigua
Outreach Coordinator
900 SW 1st Street, Suite 201
Miami, FL 33130
inffo@saladonline.org
Area of Practice: Public Interest/Hispancis

St. Thomas University Human Rights Institute

Contact Name: Christine Reis, Esq.
Director/ Attorney at Law
2650 SW 27th Avenue, Suite 304
Miami, FL 33133
creis@stu.edu
Area of Practice: Human Rights/Immigration

Teen Court - Miami Dade County

Contact Name: LaVerne Carlile
Volunteer Coordinator
111 NW 1 Street 20th Floor
Miami, FL 33128
lav@miamidade.gov
Area of Practice: Juvenile Justice

Town of Davie, Town Attorney's Office

Contact Name: John Rayson, Esq.
Town Attorney
6591 Orange Drive
Davie, FL 33314
john_rayson@davie-fl.gov
Area of Practice: City Council/Civil

Town of Surfside, Town Attorney's Office

Contact Name: Sarah Johnston, Esq.
Assistant Town Attorney
9293 Harding Avenue
Surfside, FL 33154
sjohnston@townofsurfsidefl.gov
Area of Practice: City Council/Civil

U.S. Air Force - Judge Advocate General

Contact Name: Shelly Frank
Staff Judge Advocate
Homestead Air Reserve Base
29050 Coral Sea Blvd., Bldg. 360
Homestead ARB, FL 33039
shelly.frank@us.af.mil
Area of Practice: Military/JAG

U.S. Army - Judge Advocate General

Contact Name: Daniel Karna
Captain
Office of the Staff Judge Advocate
515 Saunooke
Harker Heights, TX 76548
daniel.h.karna.mil@mail.mil
Area of Practice: Military/JAG

U.S. Attorney's Office, Southern District of Florida

Contact Name: Eileen Stafford
District Program Manager
99 NE 4th Street
Miami, FL 33132
eileen.stafford@usdoj.gov
Area of Practice: Criminal Litigation (Federal)

U.S. Coast Guard

Contact Name: Randall Pickard
Recruiter
6847 Taft Street
Hollywood, FL 33028
randall.k.pickard@uscg.mil
Area of Practice: Military/JAG

U.S. Department of Health and Human Services

Contact Name: Reginald France
Assistant Special Agent-In-Charge
Office of the Inspector General / Office of Investigations
7900 Oak Lane, Suite 200
Miami Lakes, FL 33016
reginald.france@oig.hhs.gov
Area of Practice: Health

U.S. Department of Housing and Urban Development

Contact Name: Gail Dotson, Esq.
Associate Regional Counsel
Region IV, Miami Field Office
909 SE First Avenue, Rm. 500
Miami, FL 33131
gail.a.dotson@hud.gov
Area of Practice: Housing & Development

U.S. Department of Justice, Civil Division

Contact Name: Andrea Gevas, Esq.
Law School Ambassador
PO Box 878 Ben Franklin Station
Washington, DC 20044
andrea.gevas@usdoj.gov
Area of Practice: Civil Litigation

U.S. Department of Justice, Executive Office for Immigration Review

Contact Name: Diana Stapp
Judicial Law Clerk
Krome Immigration Court
18201 SW 12th Street
Miami, FL 33194
Diana.stapp@usdoj.gov
Area of Practice: Immigration

U.S. Department of Justice, Federal Bureau of Investigation (FBI)

Contact Name: Kathleen Cymbaluk
Special Agent Recruiter
North Miami Beach Field Office
16320 NW 2nd Avenue
North Miami Beach, FL 33169
Miami@ic.fbi.gov
Area of Practice: Criminal Justice (Federal)

U.S. Department of Justice, Federal Bureau of Prisons

Contact Name: Mary Kiwanuka, Esq.
Attorney Advisor
15801 SW 137 Ave.
Miami, FL 33177
bop31645@bop.gov
Area of Practice: Prisons (Federal)

U.S. Department of State

Contact Name: Edward Loo
Diplomat in Residence
Miami Dade College
300 N.E. 2nd Ave, Suite 1421
Miami, FL 33132
DIRSouthFlorida@state.gov
Area of Practice: Diplomacy

U.S. Equal Employment Opportunity Commission

Contact Name: Michael Bethea
District Resource Manager
One Biscayne Tower
2 South Biscayne Blvd., Suite 2700
Miami, FL 33131
michael.bethea@eeoc.gov
Area of Practice: Employment Discrimination

U.S. Marine Corps Recruiting Command

Contact Name: Jonathan Troutman, USMC
U.S. Marines Officer Selection Team, Miami
1401 S.W. 107th Avenue
Miami, FL 33174
jonathan.troutman@marines.usmc.mil
Area of Practice: Military/JAG

U.S. Navy - Judge Advocate General

Contact Name: Sarah Aguero
Regional Assistant Recruiting Officer
1868 Baltimore St.
Jacksonville, FL 32228
sarah.aguero@navy.mil
Area of Practice: Military/JAG

U.S. Securities and Exchange Commission

Contact Name: Lisa Roberts, Esq.
Chief Attorney Advisor
801 Brickell Avenue, Suite 1800
Miami, FL 33131
RobertsL@sec.gov
Area of Practice: Securities

VIDA Legal Assistance, Inc.

Contact Name: Mercedes Lorduy, Esq.
Co-director
27112 S. Dixie Highway
Naranja, FL 33032
lorduymv@vidalaw.org
Area of Practice: Immigration



**PRO BONO HONOR PROGRAM
PRO BONO PROJECT REQUEST FORM**

Please print legibly or type all responses.

Use this form to submit requests for pro bono projects not already on the pre-approved list. Individual students or student organizations may apply for pro bono project approval.

Time spent on the project may count toward the pro bono graduation requirement only if work complies with the requirements set forth in the Pro Bono Honor Program Handbook and the project is approved by the Director of Public Interest Programs *prior* to work beginning on the project.

Student Name / Student Organization Today's Date

Email Address Expected Date of Graduation (if individual)

Name of Organization / Placement Site Location (city/state)

Name of Supervisor / Supervising Attorney Supervisor's Title

Supervisor's Phone Number Supervisor's Email Address

Expected Start Date Expected End Date Expected Total Hours

Please provide a brief description of the work you/the organization will be doing below:

I hereby certify that there will be no academic credit given or payment received for this opportunity.

Signature of Student

Date

Signature of Supervisor / Supervising Attorney

Date

Submit completed requests to the Director of Public Interest Programs for pre-approval.

PRO BONO HONOR PROGRAM TIMESHEET

Please print legibly or type all responses.

To Be Completed by the Student:

Student Name _____ Expected Date of Graduation _____

Student Phone Number _____ Student Email Address _____

Name of Organization / Placement Site _____

DATE (Daily/Weekly)	DESCRIPTION OF WORK PERFORMED	NUMBER OF HOURS (Daily/Weekly)
TOTAL HOURS:		

I hereby certify that: the information listed above is true and correct to the best of my knowledge; I received no compensation or academic credit of any kind for the hours reflected on this timesheet; I was supervised at all times (by a licensed attorney if legal pro bono); and I completed all assigned work.

Signature of Student

Date

To Be Completed by the Supervisor / Supervising Attorney:

I hereby certify that: the information listed above is true and correct to the best of my knowledge; the student received no compensation or academic credit of any kind for the hours reflected on this timesheet; he or she was supervised at all times (by a licensed attorney if legal pro bono); and he or she completed all assigned work.

Name of Supervisor / Supervising Attorney

State & Bar License (If Legal Pro Bono)

Signature of Supervisor / Supervising Attorney

Date

Please return this form with original signatures to the Public Interest Law Center.

Student Name

Expected Date of Graduation

Student Phone Number

Student Email Address

Name of Organization / Placement Site

Name of Supervisor / Supervising Attorney

Supervisor's Title

Total Hours Completed for this Pro Bono Service

Date(s) of Pro Bono Service

1. Please evaluate your experience:	Poor	Satisfactory	Excellent
Pro Bono placement process at NSU Law	1	2	3
Quality of assignment(s)	1	2	3
Quality of training	1	2	3
Quality of supervision	1	2	3
Value or impact to the community	1	2	3
Educational or professional value to you	1	2	3

2. Was this the first time you participated in the Pro Bono Honor Program? Yes _____ No _____

3. As a result of this pro bono project (check all that apply):

- I am more likely to do pro bono work when I am a lawyer.
- I am less likely to do pro bono work when I am a lawyer.
- I learned substantive law.
- I improved my legal skills (including: research, writing, interviewing, negotiating).
- I was able to explore possible career paths.
- I provided legal services to an underserved population.

4. I would recommend this project to other students. Yes _____ No _____

If no, please explain: _____

General comments about the strengths and weaknesses of this placement:

What was most meaningful to you about this experience?

Suggestions for improvement/other comments.

Thank you for completing this form. Please return to the Public Interest Law Center.