



PRO BONO HONOR PROGRAM HANDBOOK

**Nova Southeastern University Shepard Broad College of Law
Public Interest Law Center
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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:

15th Judicial Circuit, Office of General Counsel

Contact Name: Amy Borman, Esq.
General Counsel
205 N Dixie Highway, Room 5.2500
West Palm Beach, FL 33401
aborman@pbcgov.org
Area of Practice: Criminal/Civil

17th Judicial Circuit Court Staff Attorney Program

Contact Name: Joseph D'Amico
Judicial Staff Attorney
201 SE 6th Street, Suite 550
Fort Lauderdale, FL 33301
jdamico@17th.flcourts.org
Area of Practice: Criminal/Civil

Administrative Office of the Courts, 11th Judicial District

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 M. 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
1175 NE 125th Street, Suite 417
Miami, FL 33161
lperez-Reynozo@afsc.org
Area of Practice: Immigration

Americans for Immigrant Justice

Contact Name: Michelle Ortiz, Esq.
Deputy Director
3000 Biscayne Blvd., Suite 400
Miami, FL 33137
mortiz@aijustice.org
Area of Practice: Immigration

Animal Rights Foundation of Florida

Contact Name: Don Anthony
Communications Director
1431 N. Federal Highway
Fort Lauderdale, FL 33304
don@arff.org
Area of Practice: Animal Rights

Anti-Defamation League

Contact Name: David Barkey, Esq.
Southeastern Area Counsel
621 NW 53rd Street, Suite 450
Boca Raton, FL 33487
dbarkey@adl.org
Area of Practice: Civil Rights

Arts & Business Council of Miami

Contact Name: Sonia Hendler
Director 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 300
Miami, FL 33136
legallink@cannonballmiami.org
Area of Practice: Art

Catholic Charities Legal Services of Broward

Contact Name: Myriam Mezadieu
Chief Operating Officer
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
Chief Operating Officer
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mmezadieu@cclsmiami.org
Area of Practice: Immigration/Refugee

**Center for Independent Living of South
Florida**

Contact Name: Maria Rodriguez
Quality Assurance and Contracts Compliance
Manager
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maria@cilsf.org
Area of Practice: People w/ Disabilities

ChildNet

Contact Name: Derrick Roberts, Esq.
General Counsel
1100 W McNab Road
Fort Lauderdale, FL 33309
droberts@childnet.us
Area of Practice: Child Welfare

Chrysalis Center

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

Church World Service Immigration and Refugee Program

Contact Name: Nancy Denis, Esq.
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Beacon Centre
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ndenis@cwsglobal.org
Area of Practice: Immigration

City of Boca Raton, City Attorney's Office

Contact Name: Dinia Gruber Frieser, Esq.
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dgfrieser@myboca.us
Area of Practice: City Council/Civil

City of Boynton Beach, City Attorney's Office

Contact Name: James Cherof, Esq.
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jcherof@cityatty.com
Area of Practice: Arbitration/Civil

City of Cooper City

Contact Name: Mitchell J. Burnstein, Esq.
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Fort Lauderdale, FL 33301
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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
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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@daniabeachfl.gov
Area of Practice: City Council/Civil

City of Deerfield Beach, City Attorney's Office

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

City of Delray Beach, City Attorney's Office

Contact Name: Noel Pfeffer, Esq.
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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
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ceverett@fortlauderdale.gov
Area of Practice: City Council/Civil

City of Hialeah City Attorney's Office

Contact Name: Aimee Llauro
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Area of Practice: City Council/Civil

City of Hollywood, City Attorney's Office

Contact Name: Jeffrey Sheffel, Esq.
City Attorney
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Area of Practice: City Council/Civil

City of Key West, City Attorney's Office

Contact Name: Shawn Smith, Esq.
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Key West, FL 33040
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Area of Practice: City Council/Civil

City of Lauderdale, City Attorney's Office

Contact Name: W. Earl Hall, Esq.
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8850 West Oakland Park Blvd., Suite 101
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City of Margate, City Attorney's Office

Contact Name: Eugene Steinfeld, Esq.
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Area of Practice: City Council/Civil

City of Miami, City Attorney's Office

Contact Name: Victoria Mendez, Esq.
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City of Miami Gardens, City Attorney's Office

Contact Name: Sonja Dickens, Esq.
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18605 NW 27th Avenue
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Area of Practice: City Council/Civil

City of North Miami Beach, City Attorney's Office

Contact Name: Jose Smith, Esq.
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North Miami Beach, FL 33162
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Area of Practice: City Council/Civil

City of North Miami, City Attorney's Office

Contact Name: Jeff P.H. Cazeau, Esq.
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Area of Practice: City Council/Civil

City of Oakland Park, City Attorneys Office

Contact Name: D.J. Doody, Esq.
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City of Plantation, City Attorney's Office

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Area of Practice: City Council/Civil

City of Pompano Beach, City Attorney's Office

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Area of Practice: City Council/Civil

City of South Miami, City Attorney's Office

Contact Name: Thomas Pepe, Esq.
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Area of Practice: City Council/Civil

City of Sunny Isles Beach, City Attorney's Office

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City of Sunrise, City Attorney's Office

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Area of Practice: City Council/Civil

City of West Palm Beach, City Attorney's Office

Contact Name: Christopher Van Hall, Esq.
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cvanhall@wpb.org
Area of Practice: City Council/Civil

City of Weston

Contact Name: Jaime A. Cole, Esq.
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Fort Lauderdale, FL 33301
jcole@wsh-law.com
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.
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491 North State Road 7
Plantation, FL 33317
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Area of Practice: Elder/Family/Economic/
Health

Colombian-American Services Association

Contact Name: Luisa Fortou
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Area of Practice: Immigration Advocacy

Community Justice Project, Inc.

Contact Name: Meena Jagannath, Esq.
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Area of Practice: Civil Rights/Social Justice

Council on American-Islamic Relations

Contact Name: Thania Diaz Clevenger, Esq.
Civil Rights Director
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tclevenger@cair.com
Area of Practice: Civil Rights

Cuban American Bar Association (CABA)

Contact Name: Lesley Mendoza, Esq.
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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
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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
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Area of Practice: Child Welfare

**Department of Homeland Security -
Immigration and Customs Enforcement**

Contact Name: Margaret Nocero, Esq.
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Margaret.E.Nocero@ice.dhs.gov
Area of Practice: Immigration

Department of Juvenile Justice - Broward

Contact Name: Cassandra Evans
Chief Probation Officer
Broward Juvenile Detention Center
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Cassandra.evans2@djj.state.fl.us
Area of Practice: Juvenile Justice

Department of Juvenile Justice – Miami-Dade

Contact Name: Terria Flakes
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Area of Practice: Juvenile Justice

Department of Juvenile Justice - Palm Beach

Contact Name: Stephen M. Brown
South Regional Director
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Area of Practice: Juvenile Justice

Disability Rights of Florida

Contact Name: David Boyer, Esq.
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Area of Practice: Disability Rights/Civil Rights

Everglades Law Center - Miami

Contact Name: Jason Totoiu
Executive Director
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Area of Practice: Environment

Everglades Law Center – Palm Beach

Contact Name: Jason Totoiu
Executive Director
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North Palm Beach, FL 33408
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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
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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 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.
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100 SE 2nd Street
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dtrevisani@floridajusticeinstitute.org
Area of Practice: Civil Rights/Prisoner Rights/
Housing/Disability/Prisoner Reentry

Florida Justice Technology Center

Contact Name: Joyce Raby
Iterim Executive Director
[VIRTUAL OFFICE]
The Florida Bar Foundation
875 Concourse Parkway South, Suite 195
Maitland, FL 32751
joyce@floridajusticetechnologycenter.org
Area of Practice: Civil/Technology

Florida Legal Services, Inc.

Contact Name: Miriam Harmatz, Esq.
Attorney
3000 Biscayne Boulevard, Suite 102
Miami, FL 33137
miriam@floridalegal.org
Area of Practice: Public Benefits/Housing/
Immigration/Health/Employment/Elder/Fami
ly/Consumer/Domestic Violence

Florida Rural Legal Services

Contact Name: Hazel Lucas, Esq.
Managing Attorney
3111 S. Dixie Highway, Suite 140
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Area of Practice: Elder/Housing/Labor/
Employment/Education/Public
Benefits/Family/Migrant Farmworker

Florida's Children First

Contact Name: Christina Spudeas, Esq.
Executive Director
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Coral Springs, FL 33071
christina.spudeas@floridaschildrenfirst.org
Area of Practice: Child Welfare

Guardian ad Litem Program - 11th Judicial Circuit

Contact Name: Victoria Harris
Volunteer Recruiter
155 NW 3rd Street, 6th Floor
Miami, FL 33128
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Area of Practice: Child Welfare

Guardian ad Litem Program - 15th Judicial Circuit

Contact Name: Kristen Solomon, Esq.
Circuit Director
205 N. Dixie Highway, Suite 5.1130
West Palm Beach, FL 33401
kristen.solomon@gal.fl.gov
Area of Practice: Child Welfare

Guardian ad Litem Program - 17th Judicial Circuit

Contact Name: Kanisha Taylor, Esq.
Supervising Attorney
524 S. Andrews Ave., Suite 300E
Fort Lauderdale, FL 33301
kanisha.taylor@gal.fl.gov
Area of Practice: Child Welfare

Guardian ad Litem Program - Statewide Appellate Level

Contact Name: Wendie Cooper, Esq.
Appellate Director
101 Bush Boulevard
Sanford, FL 32773
wendie.cooper@gal.fl.gov
Area of Practice: Appellate/Child Welfare

Guardianship Program of Dade County, Inc.

Contact Name: Caren Lesser, Esq.
Attorney
8300 NW 53 Street, Suite 402
Miami, FL 33166
caren@gpdc.org
Area of Practice: Elder Law

Gulfcoast Legal Services

Contact Name: Jena Blair, Esq.
Managing Attorney
501 1st Avenue N, Suite 420
St. Petersburg, FL 33701
jenab@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/Interim CEO
2601 10th Avenue North, Suite 100
Palm Springs, FL 33461
nromanel@hcdpbc.org
Area of Practice: Health Care

Hillsborough County Attorney's Office

Contact Name: Charles Fletcher, Esq.
County Attorney
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Tampa, FL 33602
fletcherc@hillsboroughcounty.org
Area of Practice: Criminal

HIV Education & Law Project, Inc. (HELP)

Contact Name: Caryn Lubetsky, Esq.
Executive Director & Founder
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U.S. Department of Justice, Civil Division

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U.S. Navy - Judge Advocate General

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**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.

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 Program 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.