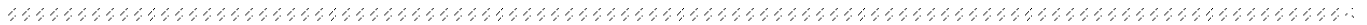




# PRO BONO HONOR PROGRAM HANDBOOK



**Nova Southeastern University Shepard Broad College of Law**  
**Public Interest Law Center**  
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# PRO BONO HONOR PROGRAM HANDBOOK

## INTRODUCTION

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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

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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 recognized at an honors program.

## WHAT IS PRO BONO?

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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. 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/field placement program required hours, receiving a stipend, or getting paid;
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/field placement program required hours 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 participation in the clinic/field placement program, receiving a stipend, or getting paid. Students who complete hours above and beyond the time required for the clinic/field placement commitment (40 hours per week for full time clinics/field placements OR 20 hours per week for the part-time AIDD, Children and Family, and Veterans Clinics OR 15 hours per week for the part-time Civil Field Placement or Dispute Resolution OR 14 hours per week for the Consumer Protection Course OR any hours completed over the 110 requirement for the Judicial Field Placement) can use those hours towards the Pro Bono Honor Program in the same semester so long as the placement would otherwise qualify for the Pro Bono Honor Program. To submit hours above and beyond the clinic/field placement commitment students will need to complete the Pro Bono Honor Program Timesheet, ask your Faculty Director to sign and certify to the pro bono hours (please note, it is up to the Faculty Director's discretion to sign and certify the pro bono hours), and submit the form along with the Evaluation Form to the Public Interest Law Center. Students may also receive pro bono credit for hours spent at a judicial placement.

**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**

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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 Pro Bono Honor Program Timesheet and Pro Bono Honor Program Evaluation Form no later than the semester after completing the pro bono service.

### **PRO BONO PLACEMENT**

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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**

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Students must submit all completed forms and substantiating documentation regarding the completion of their pro bono hours no later than the semester after completing the pro bono service. 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**

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 or may not satisfy the New York Bar Pro Bono Admission Requirement.

## **STUDENT RESPONSIBILITIES / CONDUCT AT PRO BONO PLACEMENT**

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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 their work to ensure that 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 regarding 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 Rules of Professional Conduct please visit:

[https://www.floridabar.org/TFB/TFBResources.nsf/Attachments/0A266C6138C4A15685256B29004BD617/\\$FILE/RRTFB%20CHAPTER%204.pdf?OpenElement](https://www.floridabar.org/TFB/TFBResources.nsf/Attachments/0A266C6138C4A15685256B29004BD617/$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 licensed attorneys.

Students should not be working or providing 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**

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If you have any questions, please contact Jennifer Gordon, Esq., Director of Public Interest Programs, at 954-262-6126 or [jgordon@nova.edu](mailto: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, Floor 5  
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 20160  
Fort Lauderdale, FL 33301  
jdamico@17th.flcourts.org  
Area of Practice: Criminal/Civil

### **Administrative Office of the Courts, 11<sup>th</sup> 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  
Paralegal  
4343 W. Flagler Street  
Miami, FL 33134  
lzamora@aclufl.org  
Area of Practice: Civil Rights

### **American Friends Service Committee - Immigration**

Contact Name: Lucio Perez-Reynozo  
Area Director  
1175 NE 125<sup>th</sup> Street, Suite 417  
Miami, FL 33161  
lperez-Reynozo@afsc.org  
Area of Practice: Immigration

**AI Justice**

Contact Name: Michelle M. 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

**Boca Raton Regional Hospital**

Contact Name: Sylvia A. Reichert, Esq.  
Associate General Counsel  
800 Meadows Road,  
Boca Raton, FL 33486  
SReichert@brrh.com  
Area of Practice: Health

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

Contact Name: Angelica Ortiz  
Legal Assitant  
201 SE 6th St., Suite 655  
Ft. Lauderdale, FL 33301  
aortiz@sao17.state.fl.us  
Area of Practice: Criminal

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

Contact Name: Lorena Mastrarrigo, Esq.  
Assistant Public Defender  
Broward County Courthouse, Suite 3872  
201 SE 6th Street  
Fort Lauderdale, FL 33301  
lmastrarrigo@browarddefender.org  
Area of Practice: Criminal

**CannonBall**

Contact Name: Allyn Ginns, Esq.  
LegalLink Coordinator  
1311 Miller Rd Rm G358  
Miami, FL 33146  
allyn.ginns@gmail.com  
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  
Courthouse Plaza, 28 W Flagler St  
Miami, FL 33131  
mmezadieu@cclsmiami.org  
Area of Practice: Immigration/Refugee



**Center for Independent Living of South Florida**

Contact Name: Maria Rodriguez  
Associate Director  
4770 Biscayne Boulevard, Suite 150  
Miami, FL 33137  
maria@cilsf.org  
Area of Practice: People w/ Disabilities

**Center for Wildlife Ethics, Inc.**

Contact Name: Laura Nirenberg, Esq.  
Executive Director  
19115 Westbrook Drive  
Boca Raton, FL 33434  
Info@c4we.org  
Area of Practice: Animal Law, Environmental Law

**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.  
Supervising Attorney  
1924 NW 84th Avenue, Bldg 10,  
Beacon Centre  
Doral, FL 33126  
ndenis@cwsglobal.org  
Area of Practice: Immigration

**City of Boca Raton, City Attorney's Office**

Contact Name: Diana Gruber Frieser, Esq.  
City Attorney  
201 West Palmetto Park Road  
Boca Raton, FL 33432  
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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100 E. Boynton Beach Blvd  
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jcherof@cityatty.com  
Area of Practice: Arbitration/Civil

**City of Cooper City**

Contact Name: David M Wolpin, Esq.  
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9090 SW 50th Place  
Cooper City, FL 33328  
dwolpin@wsh-law.com  
Area of Practice: City Council/Civil

**City of Coral Gables, City Attorney's Office**

Contact Name: Miriam Ramos, Esq.  
City Attorney  
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Area of Practice: City Council/Civil

**City of Coral Springs, City Attorney's Office**

Contact Name: John Hearn, Esq.  
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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: Thomas Ansbro, Jr., Esq.  
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100 W. Dania Beach Blvd.  
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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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Deerfield Beach, FL 33441  
amaurodis@wsh-law.com  
Area of Practice: City Council/Civil

**City of Delray Beach, City Attorney's Office**

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Delray Beach, FL 33444  
max@lohmanlawgroup.com  
Area of Practice: City Council/Civil

**City of Ft. Lauderdale, City Attorney's Office**

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

**City of Hallandale Beach, City Attorney's Office**

Contact Name: Jane C. Graham  
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Hallandale Beach, FL 33009  
jagraham@cohb.org  
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 P. Sheffel, Esq.  
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Area of Practice: City Council/Civil

**City of Key West, City Attorney's Office**

Contact Name: Shawn D. Smith, Esq.  
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Area of Practice: City Council/Civil

**City of Lauderhill, City Attorney's Office**

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Area of Practice: City Council/Civil

**City of Margate, City Attorney's Office**

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Margate, FL 33063  
cityatty@margatefl.com  
Area of Practice: City Council/Civil

**City of Miami, City Attorney's Office**

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Area of Practice: City Council/Civil

**City of Miami Gardens, City Attorney's Office**

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sdickens@miamigardens-fl.gov  
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**City of North Miami Beach, City Attorney's Office**

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**City of Plantation, City Attorney's Office**

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**City of Pompano Beach, City Attorney's Office**

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**City of South Miami, City Attorney's Office**

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**City of Sunny Isles Beach, City Attorney's Office**

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**City of Sunrise, City Attorney's Office**

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**City of Weston**

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Area of Practice: City Council

**Clerk & Comptroller's Office, Palm Beach County**

Contact Name: Sherry Moser  
Senior Training Specialist  
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West Palm Beach, FL 33401  
SMoser@mypalmbeachclerk.com  
Area of Practice: City Council/Civil

**Coalition of Immokalee Workers**

Contact Name: Greg Asbed  
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@legalaid.org  
Area of Practice: Elder/Family/Economic/  
Health

**Colombian-American Services Association**

Contact Name: Luisa Fortou  
Executive Director  
10300 SW 72 Street, Suite 387  
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lfortou@casa-us.org  
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.  
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Area of Practice: Civil Rights

**Cuban American Bar Association**

Contact Name: Lesley S. Mendoza, Esq.  
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Miami, FL 33133  
lesley@cabaprobano.com  
Area of Practice: Civil/Domestic Violence/  
Immigration

**Dade County Bar Lawyer Referral Service**

Contact Name: Livia N. 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.  
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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  
Director of Recruiting  
1301 6th Ave West, Suite 101  
Brandenton, FL 34205  
Jennifer.Maes@myflfamilies.com  
Area of Practice: Child Welfare

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

Contact Name: Riya K. Resheidat, Esq.  
Assistant Chief Counsel  
333 South Miami Avenue, 2nd Floor  
Miami, FL 33130  
Riya.k.resheidat@ice.dhs.gov  
Area of Practice: Immigration

**Department of Juvenile Justice - Broward**

Contact Name: Cassandra Evans  
Chief Probation Officer  
5070 Coconut Creek Parkway  
Margate, FL 33063  
Cassandra.evans2@djj.state.fl.us  
Area of Practice: Juvenile Justice

**Department of Juvenile Justice - Leon**

Contact Name: Dave Cornuet  
Chief Probation Officer  
2737 Centerview Dr.  
Tallahassee, FL 32399  
david.cornuet@djj.state.fl.us  
Area of Practice: Juvenile Justice

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

Contact Name: Concheita Gillum  
Assistant Chief Probation Officer  
3300 NW 27<sup>th</sup> Avenue  
Miami, FL 33142  
concheita.gillum@djj.state.fl.us  
Area of Practice: Juvenile Justice

**Department of Juvenile Justice - Palm Beach**

Contact Name: Greg Starling  
Chief Probation Officer  
1760 N Congress Ave #100,  
West Palm Beach, FL 33409  
greg.starling@djj.state.fl.us  
Area of Practice: Juvenile Justice

**Disability Rights of Florida**

Contact Name: David A. Boyer, Esq.  
Director of Investigations  
1930 Harrison Street, ste. 104  
Hollywood, FL 33020  
davidb@disabilityrightsflorida.org  
Area of Practice: Disability Rights/Civil Rights

**Everglades Law Center**

Contact Name: Jason A. Totoiu, Esq.  
Executive Director & General Counsel  
331 W Central Ave #213  
Winter Haven, FL 33880  
jason@evergladeslaw.org  
Area of Practice: Environment

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

Contact Name: Aimee A. 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 L. Dickerson, Esq.  
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8323 NW 12 St., Suite 214  
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Area of Practice: Health

**Florida Immigrant Coalition**

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Area of Practice: Immigration

**Florida Justice Institute**

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**Florida Justice Technology Center**

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**Florida Legal Services, Inc.**

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**Florida Rural Legal Services**

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Area of Practice: Elder/Housing/Labor/  
E/Education/Public Benefits/Family/Migrant  
Farmworker

**Florida's Children First**

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Area of Practice: Child Welfare

**Guardian ad Litem Program - 11th Judicial Circuit**

Contact Name: Victoria Harris  
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Area of Practice: Child Welfare

**Guardian ad Litem Program - 15th Judicial Circuit**

Contact Name: Kristen Solomon, Esq.  
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**Guardian ad Litem Program - 17th Judicial Circuit**

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

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**Guardianship Program of Dade County, Inc.**

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**Gulfcoast Legal Services**

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**Health Care District Palm Beach County**

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**Hillsborough County Attorney's Office**

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**Human Rights Action Network**

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**Immigrants Rights Center**

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**IRS Office of Chief Counsel**

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**Lawyers for Children of America**

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**Lawyers to the Rescue**

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**Legal Aid Service of Broward County**

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**Legal Aid Service of Collier County**

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**Legal Aid Society of the Orange County Bar Association**

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Area of Practice: Foreclosure/Family/  
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Guardianship/Bankruptcy

**Legal Aid Society of Palm Beach County, Inc.**

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Foster Children/Juvenile Advocacy/Elder/  
Guardianship/Foreclosure/Immigration/  
Employment/Health

**Legal Services of Greater Miami, Inc.**

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Area of Practice: Housing/Low Wage  
Workers/Consumer Protection/Health Care/  
Government Benefits/Children/Veterans/  
Families/Domestic Violence/People  
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Immigration/Public Benefits



**Miami-Dade Consumer Protection Office**

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**Miami-Dade County Attorney's Office**

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**Miami-Dade County Ethics & Public Trust Commission**

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

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

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

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**NAACP of Broward County**

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

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

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

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**Office of the Attorney General - Broward County**

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**Office of the Attorney General - Florida**

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Child Support Enforcement/Civil/Consumer  
Protection/Criminal Appeals/Eminent  
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Fraud/Victim Services

**Office of the Attorney General  
Children's Legal Services – Broward County**

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**Office of the Broward County Attorney**

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**Office of the Public Defender, 16<sup>th</sup> Judicial Circuit**

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**Office of the State Attorney, 20<sup>th</sup> Judicial Circuit**

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**Orange County Attorney's Office**

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**Palm Beach County Attorney's Office**

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**Palm Beach County Government**

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**Palm Beach Public Defender's Office, 15<sup>th</sup> Judicial Circuit**

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Area of Practice: Criminal

**Palm Beach State Attorney's Office, 15<sup>th</sup> Judicial Circuit**

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Delinquency/County Traffic Court

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

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Family/Juvenile/Foreclosure/Housing/  
Immigration/Nonprofit Organization/Tax/  
Civil Protection Orders

**School Board of Broward County - General Counsel's Office**

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Area of Practice: Education

**Side Project, Inc.**

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**South Florida Water Management District**

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**Southern Legal Counsel, Inc.**

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**Southern Poverty Law Center**

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**Spanish American League Against Discrimination**

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**St. Thomas University Human Rights Institute**

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**Teen Court - Miami Dade County**

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**Town of Davie, Town Attorney's Office**

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**U.S. Department of Justice, Civil Division**

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**U.S. Equal Employment Opportunity Commission – Miami District Office**

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**U.S. Marine Corps Recruiting Command**

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**U.S. Navy - Judge Advocate General**

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**U.S. Securities and Exchange Commission**

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**VIDA Legal Assistance, Inc.**

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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)
<b>TOTAL HOURS:</b>		

*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.*