

**ST. THOMAS UNIVERSITY
SCHOOL OF LAW**

**PRO BONO
HANDBOOK And
MANUAL OF RULES**

**Information and Forms
2011-2012**



St. Thomas University School of Law is an equal opportunity institution of higher education. The School of Law conforms to all applicable laws prohibiting discrimination and is committed to nondiscrimination on the basis of age, race, color, disability, religious affiliation, gender, sexual orientation, marital status, national origin, ancestry, or social condition in its educational programs, admission policies, employment policies, financial aid or other school-administered programs and activities. Please contact the School of Law with inquiries regarding this policy.

The School of Law is fully accredited by the American Bar Association and is a member of the Association of American Law Schools. The University is accredited by the Southern Association of Colleges and Schools to award Bachelor, Master, and Juris Doctor Degrees.



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DEFINITION OF *PRO BONO* SERVICE

Doing justice is one of the strongest callings of the law and legal profession. At St. Thomas University School of Law all law students have an opportunity to learn more about representing the interest of the disfranchised, the under represented, the non-profit and the government sector.

Faculty Accepted Graduation Requirement, Feb. 23, 1999

***PRO BONO* PROGRAM REQUIREMENTS**

A. Hours Required:

Effective 2001 fall semester, each student is required to perform a minimum of 40 hours of law-related Pro Bono work at an approved placement site during his or her second and/or third years in law school. Although students are encouraged to engage in as many *Pro Bono* or public interest activities as is feasible, students will not be given any credit for *Pro Bono* work performed prior to the start of the end of their first year - second semester of law school.

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 20% of the hours spent at that particular placement. For example, if a student spends 10 hours working at the Florida Immigrant Advocacy Center, he or she will only be given credit for two (2) hours of time spent in training.

B. Type of Service:

There will be two different categories of accepted *Pro Bono* service: Community Legal Services and Public Based Service Plans.

- **Community Based Public Service.** A maximum of twenty (20) Pro Bono credit hours will be awarded for service at an APPROVED community based public service organization such as: a church or synagogue activity benefiting the public; Salvation Army; a distress or domestic violence shelter; Habitat for Humanity; St. Thomas More Society; Leukemia Foundation Walk; Mentoring Program.
- **State Attorney and Public Defender.** 2nd and 3rd year students will receive up to forty (40) hours of Pro Bono credit for time spent at either the State Attorney or Public Defender Offices as long as they are not receiving credit for such participation as a certified legal intern or part of a clinic credit program. Any hours spent at those offices beyond the time required for such internships or clinic commitment can be awarded as Pro Bono Credit, in the discretion of the Director of Community Outreach and Pro Bono Services.

- **Judicial Placement.** Students may receive up to forty (40) hours of Pro Bono Credit for hours spent at a Judicial Placement as long as they are not also receiving course credit as part of a clinical credit program.

C. Reporting Requirement:

All students must submit all completed forms and substantiating documentation regarding the completion of their Pro Bono requirement at least **30 days prior** to their graduation date.

Forms should be submitted to Student Services Coordinator Cathy Hayes in the Student Affairs Office. If you have any questions please contact Ms. Hayes by phone at 305-623-2324 or by email chayes@stu.edu.

D. Eligible Work:

To receive law-related Pro Bono credit, the student must perform work that is:

- (1) legal or law-related in nature;
- (2) unsalaried and without other compensation such as academic credit;
- (3) under the supervision of a licensed attorney or a member of the law school faculty;
- (4) 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.

Work in a private law firm, even if unsalaried, will not qualify unless the work is performed exclusively on behalf of a needy client or a public interest organization represented on a *Pro Bono* basis by the law firm. **Work for which a student receives academic credit (for example, a clinical placement or an externship) will not satisfy the *Pro Bono* requirement.**

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 presumptively law-related. However, students are responsible for ensuring that the work they do is in fact law-related, remembering that some administrative and/or clerical work may be required in order to discharge the student's law-related duties.

ORGANIZATIONS SEEKING APPROVAL AS A LEGAL-BASED *PRO BONO* SITE

For a student to receive credit for the minimum 20 hours of law-related projects and in order to qualify for Pro Bono assistance from a St. Thomas law student, an organization must be one of the following:

- (1) a nonprofit organization;
- (2) a governmental agency;
- (3) a licensed attorney doing Pro Bono services.

Projects need to be law-related in nature; all work done by the law student ***MUST*** be supervised by a licensed attorney at the host organization. Any individual member of a state Bar may supervise a student in a *Pro Bono* Commitment.

***PRO BONO* SUMMARY**

The essential parameters of the program are:

- A. At least forty (40) hours of *Pro Bono* services to be completed during the second or third year of law school.
- B. Community Based Legal Service work performed in conjunction with an individual law firm, or recognized organization on behalf of the public and not for compensation is accepted.
- C. Up to 20 hours of non-legal *Pro Bono* services may count towards the Pro Bono requirement. These services may be performed at any recognized community based public service organization; hospital; charity; or religious house of worship.
- D. Mandatory reporting requirements and time constraints set forth herein must be met.

***PRO BONO* PROGRAM PROCEDURES**

The following is a step-by-step process the student must follow to ensure compliance with the Program:

Find a Placement

Each student must first determine where he or she would like to perform *Pro Bono* work. Public interest agencies and other organizations and programs that welcome student volunteers are listed in Appendix A. Additionally, from time to time, the Office of Student Affairs will post flyers and/or otherwise notify students about projects needing law student volunteers. The Office continues to identify new opportunities for students to fulfill their *Pro Bono* requirements. Please contact Student Affairs to discuss additional opportunities and for more information.

The student is responsible for contacting the public interest agency or organization and offering his or her services on a volunteer basis. If the agency or program is listed in Appendix A or has requested the Office's assistance in locating student volunteers, it is already aware of St. Thomas *Pro Bono* Program. Each agency or organization will determine, based upon its needs and staffing at the time of the student's contact, if it will accept the offer to do *Pro Bono* work and, when and how the student will perform that work.

1. Student-Initiated Placements

Students may also -- and indeed are encouraged to -- initiate or propose their own placements, but these placements **must be approved prior** to performing any eligible *Pro Bono* work. For example, a student may know of or learn about a public interest agency that is not listed in Appendix A and may wish to do *Pro Bono* work at that agency. Such student-initiated placements will likely be approved if the work that the student is to perform is: (1) legal or law-related in nature; (2) unsalaried and without other compensation such as academic credit; (3) under the supervision of a licensed attorney or a member of the law school

faculty; and (4) 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.

2. Multiple Placements

A student may satisfy the Pro Bono requirement by completing one 40 hour project at a single placement site **OR** by combining different projects at multiple placement sites. For example, during the course of his or her second and third years, a student may spend 5 hours doing client intake for Legal Services of Greater Miami, 30 hours doing research for the Florida Justice Institute, and 5 hours participating in the Volunteer Income Tax Assistance Program. All of these hours may be aggregated to satisfy the 40 hour requirement.

3. Location of Placement

While it is anticipated that most students will perform their Pro Bono work in the South Florida area, such work can be performed in another community during the second and third years of law school. Student **must receive approval of the placement site prior to starting work.**

Student Site Approval:

It is the responsibility of each student to obtain signed approval of his/her *Pro Bono* work site before commencing work. The form serves as proof of the student's intent to work at the particular site and will be matched with a time sheet in his/her *Pro Bono* file toward satisfaction of the graduation requirement. No credit will be given for work performed **prior** to the date of approval on a student's individual site approval form, even if all other requisites have been satisfied.

The purpose of this procedure is to ensure that all parties understand that a student's *Pro Bono* work is to be done on behalf of low-income or under-represented persons, to be conducted under the supervision of a licensed attorney, to be law-related work and to be uncompensated.

All sites listed in the Manual have been pre-approved as St. Thomas *Pro Bono* Program host sites. Nonetheless, a student must deliver to the *Pro Bono* Coordinator in the Office of Student Affairs, the Student *Pro Bono* Site Approval Form (Appendix B), and indicating intent to work at the particular site. When approved and signed, the form will be placed in the student's file and a copy will be given to the student to document intent of satisfaction toward the 40-hour graduation requirement.

Approval for new sites and distant sites requires evidence of the *Pro Bono* status of the site. Please discuss requirements with the *Director of Community Outreach & Pro Bono Services* in the Student Affairs Office.

Perform Work at Placement Site

If an agency or organization has accepted the student's offer of volunteer services, the student must fulfill his or her obligations. If extenuating circumstances prevent the student from completing these obligations, the student must immediately notify the *Pro Bono Coordinator in the Student Affairs Office*.

As noted below in the Section on Student Responsibilities, 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, unless informed by a placement supervisor that more casual attire is appropriate;
- Meeting all assigned deadlines;
- Showing up to work on time;
- Keeping the supervisor informed of whereabouts and progress of assignment(s);
- Producing a quality written product; and
- Treating all individuals with courtesy and respect

Submit Required Forms to the Office of Student Affairs

Within 20 days of the completion of any project, the student must turn in the following forms to the Student Affairs Coordinator located in Student Affairs:

- Time sheet (attached as Appendix C); and
- Student Evaluation Form (attached as Appendix D).

Maintain copies of forms and correspondence submitted to the *Pro Bono* Program office to reconcile any potential questions concerning completion of the Pro Bono requirement.

Confirm Notification of Compliance to Registrar

When it is determined that a student has performed 40 hours of Pro Bono work and that the student has turned in all required Timesheets and Student Evaluation forms, the Office of Student Affairs will notify the Registrar that the student has completed his or her Pro Bono requirement. The student should confirm with the Registrar's Office prior to graduation that it has received this notification.

Monitoring Compliance with Program Requirements

Each student is expected to monitor his or her compliance with the Pro Bono requirement. The Office of Student Affairs will **NOT** warn those students who have an insufficient number of Pro Bono hours or those students who fail to turn in required forms. It is strongly recommended that each student satisfy the bulk of his or her Pro Bono requirement before beginning the third year of law school.

STUDENT RESPONSIBILITIES

A. Confidentiality

One of the most difficult aspects of law practice is confidentiality. We are all accustomed to talking with our friends, families and others about the things that happen in our day at the office or school. Many of the "stories" you will encounter in your law work will certainly be intriguing "gossip." 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. Students are specifically instructed to keep the information they learn about a case or a client confidential.

This confidentiality includes not disclosing the legal research and drafting you might be performing for a client. If opposing counsel in any kind of legal matter, such as litigation, business planning, real estate development obtains knowledge as to what your research and/or drafting strategies might be, your client could be put at a serious disadvantage. You should not discuss your research with your classmates and, while working in the law library at STU or outside, you should not leave copies of office memos or other materials lying in plain view in your carrel. Our legal community in Florida is a very small one. Oftentimes, the student sitting in the carrel next to yours is clerking for opposing counsel. Thus, much of what you encounter by way of human drama or interesting/difficult/boring research questions in your law work cannot be discussed with people outside the office. The risks to you and the attorney of revealing a confidence or secret of a client are great.

An attorney violating this Disciplinary Rule risks revocation of his or her license to practice law. A law student violating this rule risks not being licensed.

B. Unauthorized Practice of Law

Students participating in the St. Thomas University School of Law Pro Bono Program are not covered by the so called "student practice rule" of the Rules of the Florida State Supreme Court, thus you may not give legal advice and make formal appearances in court or otherwise engage in the practice of law. Nevertheless, many of you during the course of your Pro Bono placement will be working on actual cases involving real clients. You should know that even though you are still a student and not a licensed attorney, the Code of Professional Responsibility still applies because you are working (or should be working) as the agent of a licensed attorney.

Students are strongly advised to take all possible precautions to avoid the unauthorized practice of law. Students must affirmatively ensure that it is known at all times that they are law students, and not licensed attorneys. If a student feels that he or she is being made to practice law and/or that he or she is not being adequately supervised, the student should contact the Director of Community Outreach & Pro Bono Services in Student Affairs Office immediately.

C. **Professionalism**

Students are expected to complete all assignments given to them in a timely and professional manner. Furthermore, students should ask their supervisors to explain assigned work if they do not understand how to proceed. If written work is required, all students are expected to carefully proofread the work to ensure the absence of grammatical and/or typographical errors. All authorities cited should be checked to make sure that they have not been overruled or otherwise limited.

E. **Safety Concerns**

Students are responsible for ensuring their own safety at the placement sites. The choice of an organization with which to volunteer is the student's alone. The student has the right to decline or withdraw from any situation that he or she feels presents risk of injury or harm. If a student does not feel comfortable for any reason at a placement site, he or she should **FIRST** take immediate steps to remove him or herself from the situation and then should immediately notify the Assistant Dean for Student Affairs about the situation.

F. **Communication of Problems**

If any problem arises between the student and his or her supervisor during the course of a placement, the student should immediately notify the Anthony Musto, Director of Community Outreach & Pro Bono Services in the Student Affairs Office and complete a Grievance form.

30 Days Prior To Graduation

Submit the following completed forms to Cathy Hayes in the Student Affairs Office located on 1st floor.

If you have questions, please contact Anthony Musto, Director of Community Outreach & Pro Bono Services in the Student Affairs Office at amusto@stu.edu

ST. THOMAS UNIVERSITY SCHOOL OF LAW

APPROVED PRO BONO SITES LEGAL BASED PUBLIC SERVICE PROGRAMS

PALM BEACH COUNTY

OFFICE OF THE STATE ATTORNEY

Location: 401 North Dixie Highway, West Palm Beach, FL 33401
Barry Krischer, State Attorney, 15th Judicial Circuit
Field Supervisor: Sara Alsofrom, Volunteer Program Director
Phone: 561-355-7249
Email: salso@sa15.state.fl.us
Website: www.sa15.state.fl.us

Commitment: 5 to 20 hours per week

Note: Pro Bono interns cannot qualify for Certified Legal Intern status from the State of Florida

OFFICE OF THE PUBLIC DEFENDER

Location: 421 3rd Street, West Palm Beach, FL 33401
Field Supervisor: Jennifer Loyless, APD
Phone: 561-355-7604 (Fax 561-355-7737)
Email: JLoyless@pd15.state.fl.us
Website: www.co.palm-beach.fl.us/opd

Note: Pro Bono interns cannot qualify for Certified Legal Intern status from the State of Florida

LEGAL AID OF PALM BEACH

Location: 423 Fern Street, Suite 200, West Palm Beach, FL 33401-5817
Supervisor: Robert Bertisch, Director
Phone: 561-655-8944
Email: Rbertisch@legalaidpbc.org
Website: www.co.palm-beach.fl.us/opd

Commitment: 5 to 20 hours per week

Description: Provides free civil legal advice, representation and education to the indigent of Palm Beach County.

BROWARD COUNTY

OFFICE OF THE FLORIDA ATTORNEY GENERAL, CHILDREN'S LEGAL SERVICES

Location: 110 Tower, 110 South East 6 Street, 12th Floor
Fort Lauderdale, FL 33301

Field Supervisor: Hampton Peterson, Esq.

Phone: 954-712-4747

Email: hampton-peterson@oag.state.fl.us

Description: Handles children's cases formerly served by the Department of Health and Rehabilitative Services of Broward County. All interns must be interviewed and submit to a screening and background check before their placement will be approved.

OFFICE OF THE STATE ATTORNEY

Location: 655 Broward County Courthouse
201 South East 6 Street, Fort Lauderdale, FL 33301-3304
Michael J. Satz, State Attorney, 17th Judicial Circuit

Field Supervisor: Barbara Mitchell, ASA

Phone: 954-831-1695

Email: Bmitchell@sao17.state.fl.us

Website: www.sao17.state.fl.us

Commitment: 5 to 20 hours per week

Note: Pro Bono interns cannot qualify for Certified Legal Intern status from the State of Florida

LEGAL AID SERVICE OF BROWARD COUNTY

Location: 491 North State Road 7, Plantation, Florida 33317

Contact: Robert Grogan, Director

Phone: 954-736-2426

Email: Rgrogan@legalaid.org

Website: http://www.floridalegal.org/coast_to_coast_legal_aid.htm

Commitment: 5 hours per week or 20 hours during semester break

Description: Provides free civil legal advice, representation and education to the impoverished of Broward County and seeks to improve the lifestyle and living conditions of victims of domestic violence, the disabled, elderly and disadvantaged children, as well as HIV-infected individuals through the legal representation of individual clients on day-to-day problems, and through efforts at educating clients about their rights, responsibilities and self-help options.

BROWARD COUNTY GUARDIAN AD LITEM

Location: The Justice Building
524 South Andrews Avenue, Fort Lauderdale, FL
Supervisor: Christine Meyer
Email: Christine-meyer@gal.fl.gov
Phone: (954)831-5523
Website: http://www.guardianadlitem.org/partners_c17.asp

Description: Represents the best interests of children involved in the Broward County Circuit Court's Dependency, Criminal, and Family Divisions. Students volunteer in a number of ways: writing motions, conducting legal research, prioritizing and briefing cases, and representing children as guardian's ad litem. Applicant must also complete an application, provide photo identification, consent to background investigation, including Florida Department of Law Enforcement's Florida Criminal History check (FCHC), provide two character references in writing, complete a screening interview with circuit director's designee, successfully complete thirty hours of training, including classroom training and courtroom observation.

ADVOCACY CENTER FOR PERSONS WITH DISABILITIES, INC

Location: 4411 Sheridan Street, Hollywood, FL 33021
Field Supervisor: Kathryn R. Dutton-Mitchell, Esq.
Phone: 954-967-1493
Email: N/A
Website: www.advocacycenter.org

Description: Promoting, expanding, protecting and assuring the human and legal rights of persons with disabilities through the provision of information and advocacy. Services are available through five federally-funded programs; protection and advocacy for individuals with mental illness; with developmental disabilities; for individual rights; client assistance program; and technical assistance program.

Law students will work directly with an attorney doing legal research or document review and organization. The Center is currently involved in a very comprehensive project involving death investigations, which will have legislative, litigation, policy development, and public report advocacy components which will provide a very unique experience for a law student.

MIAMI-DADE COUNTY

ALEPH INSTITUTE, INC.

Location: 9540 Collins Avenue, Surfside, FL 33154
Contact: Joseph Crespin, Prisoner Services Coordinator
Phone: 305-864-5553, Ext. 18
Email: N/A
Website: www.aleph-institute.org

Description: Limited to two students who will research and write affidavits and briefs in support of religious freedom litigation, assist attorneys with factual research, respond to inmate communications and research and write reports and position papers on various aspects of religious freedom litigation.

AMERICAN CIVIL LIBERTIES UNION OF FLORIDA

Location: 4500 Biscayne Boulevard, Suite 340, Miami, FL 33127
Contact: Layssa Zamora
Phone: 786-363-2700
Email: Lzamora@aclufl.org
Website: www.aclufl.org

Description: ACLU is a non-profit, non-partisan membership organization, neither liberal or conservative, nor Democratic or Republican. Calling itself freedom’s watchdog, as it works daily in the courts, legislatures and communities to defend individual rights and personal freedoms guaranteed by the Constitution and the Bill of Rights. It defends constitutional principles such as free speech, freedom of expression, privacy, equality, and separation of church and state.

CATHOLIC CHARITIES LEGAL SERVICES OF MIAMI

Location: Ingraham Building, 25 S.E. 2nd Ave., Ste. 220, Miami, FL 33131
Contact: Randall McGrorty
Phone: 305-758-3301 or 305-373-1073
Email: rmcGrorty@cclsmiami.org
Website: <http://www.cclsmiami.org/>

Commitment: Minimum of 20 hours per week during semester break

Description: The mission of Catholic Charities Legal Services (CCLS) is to implement this teaching by providing professional immigration services to South Florida's refugee and immigrant communities and attorney representation before the Immigration and Naturalization Service, the Immigration Courts and the Board of Immigration Appeals. Over 1000 individuals seek the services of CCLS each month.

CHARLEE HOMES FOR CHILDREN

Location: 155 S. Miami Ave., Suite 700, Miami, FL 33130
Director: Suzy Schumer, suzy.schumer@charlee.org
Contact: Jeanette Gonzalez
Phone: 305-779-9600, extension 720
Email: info@charlee.org
Website: www.charlee.org

Description: Innovative approaches to address the persistent problems of traditional foster care, such as high caregiver turnover, disrupted and multiple placements, and runaway behavior. Pro Bono Interns will review packets with the Department of Children and Families attorney, conduct research in the Clerks Office on case files to obtain signed copies of orders, case plans and other required documents necessary for continued quality assurance for each child’s record, assist the Court Liaison and the Department attorney, and assist the Liaisons in getting timely orders prepared and signed by the Judges.

COMPREHENSIVE REHABILITATION CONSULTANTS

Location: 11428 S.W. 109th Rd, Miami, FL 33176
Contact: Maria Consuegra, Director of Case Management
Phone: 305-595-8232
Email: casemanagement@crcmiami.com
mariaconsuegra@crcmiami.com

Description: Medical case management company that develops life care plans for catastrophically injured individuals and their families at the request of attorneys and insurance companies. Also assists families in navigating the bureaucracy of government services, e.g., Social Security, Medicaid, Medicare, etc. Students would work with families in appealing denials of services by

SSI, etc., and perform research (such as Section 504 of the Rehabilitation Act, ADA, IDEA).

OFFICE OF THE STATE ATTORNEY

Location: E. R. Graham Building
1320 North West 14 Street, Miami, Florida 33126-2102
Katherine Fernandez-Rundle, State Attorney, 11th Judicial Circuit

Field Supervisor: Gunnar Stewart ASA

Phone: 305-547-0100

Email: Gunnarstewart@miamisao.com

Note: Pro Bono interns cannot qualify for Certified Legal Intern status from the State of Florida

OFFICE OF THE PUBLIC DEFENDER

Location: Bennett H. Brummer Building
1320 North West 14 Street, Miami, Florida 33125-1609

Supervisor: Carlos J. Martinez, Public Defender

Field Supervisor: Rory Stein Public Defender, 11th Judicial Circuit

Phone: 305-545-1902

Email: rstein@pdmiami.com

Website: <http://www.pdmiami.com/>

Note: Pro Bono interns cannot qualify for Certified Legal Intern status from the State of Florida

AMERICANS FOR IMMIGRANT JUSTICE (AIJ)

Location: 3000 Biscayne Boulevard, Suite 400, Miami, FL 33137

Director: Cheryl Little, Director

Contact: Sharon Ginter

Phone: 305-573-1106, ext. 1230

Email: Sginter@ajjustice.org

Website: www.ajjustice.org

Description: Created in 1996 as a direct response to a federal law which prevented the Legal Services Corporation from assisting many immigrants. Today, it is Florida’s largest immigrants’ rights organization, largely dedicated to impact advocacy work. Although it helps immigrants on a one-to-one basis, targeting poverty-level clients who could never afford legal representation, it also sees the bigger picture - a vision of improved treatment for all immigrants. Therefore AIJ identifies broad patterns of abuse directed at certain groups and challenges those discriminatory policies with litigation, public education of immigrants’ rights and with technical assistance to other advocates in Florida.

LEGAL AID SOCIETY OF DADE COUNTY BAR ASSOCIATION AND PUT SOMETHING BACK PROGRAM

Location: 123 North West 1 Avenue, Suite 117, Miami, FL 33128-1836

Supervisor: Bruce Levine, Esq.

Phone: 305-579-5733

Email: blevine@dadelegalaid.org

Additional contact: Professor Brenda Rivera-Lopez
brivera@dadelegalaid.org

Description: Provides free legal services to the indigent population in Miami-Dade County in the areas of family law, domestic violence, guardianship, housing, and public benefits, and the “Put Something Back” Pro Bono Program. Also provides free services regardless of immigration status. Students will be assisting in all aspects of interviewing clients and preparing for trial.

ST. THOMAS UNIVERSITY SCHOOL OF LAW HUMAN RIGHTS INSTITUTE

Location: 2650 SW 27 Avenue, Miami, Florida 33133
Supervisor: Christine Reis, Managing Director
Phone: 866-491-6737
Email: creis@stu.edu

Description: Created to promote the dignity of every human being from conception to natural death through research and education on human rights issues, social advocacy, and direct service to individuals and families whose rights are under threat or have been violated. Supported by state and local grants, it has concentrated on providing Pro Bono legal services to recent immigrants and low-income persons and on advocacy for the disenfranchised. Students would be involved in research and writing, preparing motions and memos, and opportunities to assist in preparation of clients for testimony and court appearances.

MONROE COUNTY

OFFICE OF THE STATE ATTORNEY

Location: 530 White Head Street, Suite 201, Key West, FL 33040-6547
Supervisor: Dennis W. Ward, Public Defender, 16th Judicial Circuit
Phone: 305-292-3400 (Fax 305-294-7707)
Email: cvogel@keyssao.org

Note: Pro Bono interns cannot qualify for Certified Legal Intern status from the State of Florida

OFFICE OF THE PUBLIC DEFENDER

Location: 524 East Street, Key West, FL 33041
Supervisor: Rosemary Enright, Public Defender, 16th Judicial Circuit
Phone: 305-294-2501
Email: enright@pd16.keyssao.net

Note: Pro Bono interns cannot qualify for Certified Legal Intern status from the State of Florida

ST. THOMAS UNIVERSITY SCHOOL OF LAW
APPROVED PRO BONO SITES
COMMUNITY-BASED PUBLIC SERVICE PROGRAMS

BROWARD COUNTY

CENTER FOR INDEPENDENT LIVING OF BROWARD

Location: 4800 North State Rd , Ste. 102, Fort Lauderdale, Florida
Contact: Shauna Jones
Phone: (954) 722-6400
Email: Shauna@sofacil.org
Website: <http://www.cilbroward.org/>

Description: Organized by the Able Trust (also known as the Florida Governor's Alliance for the Employment of Citizens with Disabilities) as part of a national, broad-based effort to promote career development for students and job seekers with disabilities through hands-on career exploration, job shadowing, internships, and employment opportunities. The Center for Independent Living of South Florida is currently working to recruit and match mentees with disabilities (of all ages) and mentors for this year. For more information about Disability Mentoring Day, generally, visit the Web site <http://www.floridadmd.org/>.

CHILDREN'S HOME SOCIETY OF BROWARD COUNTY

Location: 401 North East 4 Street, Fort Lauderdale, Florida 33301
Contact: Siobhan Munnelly
Phone: 954 457-6461
Email: siobhan.munnelly@chsfl.org
Website: <http://www.chsfl.org/>

Description: Refer to Dade County listing

SALVATION ARMY BROWARD COUNTY

Location: 1445 West Broward Boulevard, Fort Lauderdale, FL 33312
Contact: Lilly Gallardo
Phone: 954-524-6991
Email: lilly_gallardo@uss.salvationarmy.org
Website: www.salvationarmy.org

Description: Students needed to help prepare and serve food especially on holidays.

HUMANE SOCIETY OF BROWARD COUNTY

Location: 2070 Griffin Road, Fort Lauderdale, FL 33312
Website: www.humanebroward.com
Additional Contacts: Volunteer Services Department (954)266-6814

WOMEN IN DISTRESS OF BROWARD COUNTY

Location: 1153 South Andrews Avenue, Fort Lauderdale, FL 33316
Contact: Christine Ferrara
Phone: 954-760-9800
Email: cferrara@womenindistress.org
Website: www.womenindistress.org

Commitment: There are many ways to volunteer your time. For info please go to:
https://www.womenindistress.org/become-a-volunteer_35_3817638965.pdf

Description: Provides counseling and support to the victims of domestic violence. The specialized training includes successful ways to deal with victims and abusers. In addition, the program sheds light on the warning signs to detect if abuse is present in a home situation.

MIAMI-DADE COUNTY
SHAKE-A-LEG MIAMI

Location: 2620 S. Bayshore Drive, Coconut Grove, FL 33133
Contact: Shauna Jones
Phone: (305) 858-5550, extension 113
Email: volunteer@shakealegmiami.org
Website: www.shakealegmiami.org

Description: Shake-A-Leg's vision is to "Be the world's premier adaptive and community water sports center where inspirational relationships are created and dreams are realized." They do this for children and adults with developmental, physical, and economic challenges through boating by allowing them to become an active participant of the boating crew.

FAMILY LEARNING PARTNERSHIP

Location: 10800 Biscayne Boulevard, Suite 500, Miami, FL 33161
Contact: David Lawrence, Jr., President
Phone: 305-646-7228
Email: MBarios@childreadiness.org
Website: www.teachmorelovemore.com

Description: Ensures that all children in Miami-Dade County have the community's attention, commitment and resources and, hence, the chance to develop intellectually, emotionally, socially and physically so that they are ready and eager to learn by the time they reach first grade. The Miami-Dade Family Learning Partnership is committed to focusing on parent skill-building in an effort to prepare young children for school. Other traditional literacy efforts concerned with both children and/or adults also will be an important focus for Partnership members. Time will be spent reading and promoting literacy at community centers.

LOW INCOME TAX CLINIC

Location: St. Thomas University, School of Law
Contact: Professor Larry Fedro
Phone: 305-4741-2452
Email: lfedro@stu.edu
Website:

Description: Low Income Tax Clinic assists low-income individuals in the disputes with IRS and before the Tax Court. Volunteers participate in three Community Projects, giving information to individuals about the services offered by the Clinic. All three projects take place on weekends. Pro Bono hours are granted only for these weekends.

ANIMAL RIGHTS RESCUE

Location: Dade and Broward County
Contact: Heather Veleanu
Phone: 954-335-3038
Email: heather@animalrightsflorida.org
Additional Contact SALDF President Marcella Roukas at stusaldf@yahoo.com
Website: www.arff.org

Description: ARFF is an organization founded on the principle that animals have the right to live their lives free of exploitation, abuse and harm inflicted upon them by society. They reach out to the public through demonstrations, letters to the editor, paid advertising, and personal appearances by their spokespersons on radio, television, and in school classrooms. ARFF promotes animals' rights through campaigns directed at industry and community decision-makers. Touches on many areas of constitutional law; freedom of expression, and personal privacy.

HABITAT FOR HUMANITY

Contact Carlos Baron, Volunteer Coordinator
Phone: 305-634-3628
Volunteer Info: <http://www.miamihabitat.org/orientation>
Website: www.miamihabitat.org

Note: Pro Bono service always requested.

Description: Provides home ownership opportunities to low-income families in Miami's communities of need by building and renovating modest homes with family partners providing them interest-free loans for the purchase of these homes and to provide opportunities to all people of conscience to volunteer and to support the building of homes and communities in partnership with low-income families.

JEWISH COMMUNITY SERVICES OF MIAMI

Location: 735 NE 125th St, North Miami, FL 33161
Contact: Barbara Davis
Phone: 305-672-8080
Email: bdavis721@aol.com
Website: www.jcsfl.org

CATHOLIC CHARITIES

Contact: Magali Collazo
Phone: 305-762-1341
Email: childcareadm@catholiccharitiesadm.org

Website: <http://www.catholiccharities.org>

SALVATION ARMY OF MIAMI

Location:

Contact:

Phone:

Email:

Website: http://www.uss.salvationarmy.org/uss/www_uss.nsf

Description: Students needed to help prepare and serve food especially on holidays

CHILDREN'S HOME SOCIETY

Location: 800 NW 15 St. Miami, Fl.

Contact: Patricia Estevez

Phone: 305) 324-1262 or 305 755-6508

Email: patricia.estevez@chsfl.org

Website: <http://www.chsfl.org/>

Description: The Children's Home Society of Florida (CHS) is committed to "Embracing Children. Inspiring Lives." as it redirects a teen's troubled life onto a new path of hope, transforms a mother suffering from drug addiction to become a productive parent, provides a safe harbor for a child suffering from abuse and reverses crisis situations so lives are changed for the better.

Volunteers need to coordinate and plan 'drives' throughout the year to raise necessities for children in the Home and foster care. For volunteers who would like to schedule a time for a Hands-on event or activity with the kids.

SOUTH FLORIDA BAR ASSOCIATIONS

PALM BEACH COUNTY BAR ASSOCIATION

<http://www.palmbeachbar.org/>

BROWARD COUNTY BAR ASSOCIATION

<http://www.browardbar.org/>

YOUNG LAWYERS DIVISION OF THE BROWARD BAR ASSOCIATION:

<http://www.browardbar.org/sections/view.php?s=SYLS>

BROWARD COUNTY HISPANIC BAR ASSOCIATION

600 NE 3rd Avenue,
Fort Lauderdale, Florida 33304-2618
Phone: (954) 522-7171
Fax: (954) 522-8481
Ileana Almeida
E-Mail: ileanalaw@aol.com

BROWARD COUNTY WOMEN LAWYERS ASSOCIATION

6270 N.W. 44th Street
Coral Springs, FL 33060
Phone: 954-752-7701

NORTH DADE BAR ASSOCIATION

<http://northdadebar.com/>

DADE COUNTY BAR ASSOCIATION

<http://www.dadecountybar.org/>

YOUNG LAWYERS DIVISION OF DADE COUNTY BAR ASSOCIATION:

<http://www.dadecountybar.org/ylsboardofdirectors/>

CUBAN AMERICAN BAR ASSOCIATION

<http://www.cabaonline.com/>

CORAL GABLES BAR ASSOCIATION

c/o Joseph Dobkin
Phone: 305-661-7000
Email: dobkinlaw@aol.com

MIAMI BEACH BAR ASSOCIATION

<http://www.miamibeachbar.org/>

WILKIE FERGUSON BLACK LAWYERS BAR ASSOCIATION

<http://www.blacklawyerassociation-miami.com/>

FAWL –FLORIDA ASSOCIATION OF WOMEN LAWYERS

<http://www.fawl.org/>

SOUTH-MIAMI KENDALL BAR ASSOCIATION

Phone: (305) 757-7771
Fax: (305) 757-7756
E-Mail: lisalawyer01@hotmail.com

MONROE COUNTY (KEY WEST) BAR ASSOCIATION

Post Office Box 4020
Key West, Florida 33041
Phone: (305) 295-3155
Fax: (305) 295-3164
Joshua Blacksten
E-Mail: blaxtn@msn.com

UPPER KEYS BAR ASSOCIATION

90311 Overseas Hwy., Suite B, Tavernier,
Florida 33070
Phone: (305)852-9233
Fax: (305)852-0686
John A. Jabro,
E-Mail: jjabro@aol.com

APPENDIX A

**PETITION FOR APPROVAL OF STUDENT-INITIATED
MANDATORY PRO BONO PLACEMENT**

Before completing this Form, review the Guidelines for Pro Bono Program (“Guidelines”) with particular but not exclusive reference to Standards II and III. All terms in this form have the meaning ascribed to them in the Definitions sections of the Guidelines.

Before you apply for a Student-Initiated Placement, make sure that it is not included on the list of Established Placements. It is the student’s responsibility to obtain the signature of the Placement Supervisor or the Placement Supervising Attorney. This Form may not be submitted without it.

Submit your completed form to the Student Services Coordinator or the Assistant Dean in the Office of Student Affairs or by fax at (305) 623-2391.

PLEASE TYPE OR PRINT IN BLOCK LETTERS

Name (If form is filed by a group, this person should be its authorized representative. Attach a separate page listing the name, student identification number, expected date of graduation, and signature of each other member of the group.)

Student Identification Number _____ Expected date of graduation _____

Address _____ City _____ State _____ Zip _____

Home Telephone No. _____ Cellular No. _____ Email Address _____

Name of Placement Organization or Program _____

Address _____ City _____ State _____ Zip _____

Telephone No. _____ Fax No. _____ URL/Website _____

Name of Supervising Attorney _____ Title _____ State & Bar License No. (REQUIRED) _____

Name of Placement Supervisor (if different) _____ Title _____ State & Bar License No. _____

Brief Description of Proposed Assignment:

of hours student is required to perform: _____ Date student will begin work: _____
(Please notify the program of any changes in this arrangement)

I agree to comply with the Guidelines and perform in a professionally responsible manner.

Student Signature _____ Date _____

I agree that the student will not be required to incur out-of-pocket expenses, for example for photocopying, long-distance telephone calls or long-distance travel. All such expenses will be reimbursed to the student in a timely manner.

Signature of Supervising Attorney -OR- Placement Supervisor _____ Date _____

APPENDIX C
TIMESHEET

Student Name _____

Student Identification Number _____ Expected date of graduation _____

Address _____ City _____ State _____ Zip _____

Home Telephone No _____ Cellular No. _____ Email Address _____

Placement Site _____

DATE	DESCRIPTION OF WORK PERFORMED	NUMBER OF HOURS
TOTAL HOURS:		

I hereby certify that the information listed above is true and correct to the best of my knowledge, that I received no compensation of any kind for the hours reflected on this timesheet, that I was supervised at all times by a licensed attorney and/or a member of the faculty of St. Thomas University School of Law, and that I completed all assigned work.

Signature

Date

SUPERVISING ATTORNEY CONFIRMATION

I hereby certify that the information listed above is true and correct to the best of my knowledge, that the student received no compensation of any kind for the hours reflected on this timesheet, that he or she was supervised at all times by a licensed attorney and/or a member of the faculty of St. Thomas University School of Law, and that he or she completed all assigned work.

Name of Supervising Attorney

State & Bar License (REQUIRED)

Signature

Date

APPENDIX D

**PRO BONO PROGRAM
STUDENT EVALUATION FORM**

General Information

Name of Student: _____

Placement Site: _____

Name of Contact Person / Phone No.: _____

Name of Supervisor, if different / Phone No. _____

Brief description of work performed: _____

Number of hours worked: _____

Supervision

(Scale: 1=Unsatisfactory; 2 = Poor; 3 = Adequate; 4 = Good; 5 = Excellent)

If training was required, was the training satisfactory to enable you to perform the required duties?

1 2 3 4 5 NA

Was the assignment given in a clear manner and explained sufficiently to enable you to begin work immediately?

1 2 3 4 5 NA

Supervision provided was of sufficient quality/timeliness to enable you to perform your work satisfactorily?

1 2 3 4 5 NA

Benefits of Placement

(Scale: 1=Unsatisfactory; 2 = Poor; 3 = Adequate; 4 = Good; 5 = Excellent)

Rate the quality of work provided you in the following areas:

- | | | | | | | | |
|----|--------------------------|---|---|---|---|---|----|
| 1. | Interaction with clients | 1 | 2 | 3 | 4 | 5 | NA |
| 2. | Written work you drafted | 1 | 2 | 3 | 4 | 5 | NA |
| 3. | Any court appearances | 1 | 2 | 3 | 4 | 5 | NA |
| 4. | Other work you performed | 1 | 2 | 3 | 4 | 5 | NA |

Comments: _____

Rate whether you perceive this placement as worthwhile to:

(Scale: 1=Unsatisfactory; 2 = Poor; 3 = Adequate; 4 = Good; 5 = Excellent)

1.	The student	1	2	3	4	5	NA
2.	The client	1	2	3	4	5	NA
3.	The placement sponsor	1	2	3	4	5	NA

Comments:

Please briefly relate at least one specific way in which the work you performed at this placement assisted or otherwise had a positive impact on (1) a particular client; (2) the sponsoring organization; and/or (3) yourself. (If you are unable to answer this question, please briefly state why you feel your work at this placement had no such positive impact.)

Would you recommend this placement to your fellow students? Yes _____ No _____

Explanation:

APPENDIX E
PRO BONO PROGRAM
SURVEY

Please circle your response to the following:

Has your participation in the Pro Bono Program had a positive impact on your perception or knowledge of Pro Bono or public service work?

Significant Some None Negative Impact

Has your participation in the Pro Bono Program had a positive impact on your confidence in your ability to handle Pro Bono cases?

Significant Some None Negative Impact

Has your participation in the Pro Bono Program had a positive impact on your understanding of the needs of the poor and under-served to have legal assistance made available to them?

Significant Some None Negative Impact

Has your participation in the Pro Bono Program had a positive impact on your interest in doing public service work after graduation from law school?

Significant Some None Negative Impact

If your response to any of the above was "Negative or No Impact," please explain: _____

LAW STUDENT PUBLIC RELATIONS AGREEMENT

I, _____, hereby grant St. Thomas University School of Law the right to use at any time or times hereafter, for public relations or informational purposes, my name and my likeness (whether photographs, copies, reproductions, or videotapes for which I have posed as a model) and/or any other materials from any source, including, but not limited to, student and supervisor evaluations regarding the Pro Bono Program.

Student Signature

Date