

CALIFORNIA WESTERN

SCHOOL OF LAW | San Diego

Pro Bono Program

Career & Professional Development Office

What is the Pro Bono Program?

The Pro Bono Program was established in 1991 by the Faculty and Administration of California Western School of Law in cooperation with the San Diego Volunteer Lawyer Program. The Program provides law students the opportunity to gain valuable legal experience while simultaneously helping to address the unmet legal needs of disadvantaged or underrepresented individuals and the nonprofit organizations that serve those individuals.

California Western's Career & Professional Development Office (CPDO) facilitates the Pro Bono Program in which participating students gain career shaping legal training in multiple organizations around San Diego in a wide variety of law fields, along with deriving satisfaction from serving the public. The Pro Bono Program recognizes two types of volunteer legal service: (1) pro bono legal service with nonprofit organizations, government agencies, or private interests *dedicated to the needs of persons of limited means*; and (2) pro bono legal service with nonprofit organizations working in other areas of the law. As well, participating students establish their commitment to the American Bar Association Model Rule 6.1, which encourages all lawyers to provide at least 50 hours of pro bono service annually.

Pro bono opportunities are available with the agencies listed below and can include other organizations as well. Before working with any organization not listed, first check with the CPDO for approval.

Students who have a Federal Work Study (FWS) award may be able to use that award at a Pro Bono employer. In order to apply for FWS you must follow the procedures and timelines set by the Financial Aid Office. If eligible, students may be able to be paid for some of their service after completion of 50 hours of pro bono service and depending on availability of funds through the Community Service Employment (CSE) Fund. Application for such funds is best made during the first week of each trimester, but funds may also be available thereafter. In every and any case, you may NOT perform paid work under the CSE Fund until you have completed 50 hours of approved volunteer service documented properly on CWSL Pro Bono Program forms. You may NOT commingle your volunteer and paid hours. For more information about FWS or CSE eligibility and procedures, contact Kelly Fernando or Bill Kahler in the Financial Aid Office at (619) 525-7060.

How Does It Work?

1. Secure a volunteer internship with one of the below listed organizations. Full time students are eligible to participate in the Pro Bono Program after completion of their 1L year. To discuss organizations or if

you have any other questions, contact Career Advisor Drew Lautemann.

2. Obtain Pro Bono Honors Program Contract and Time Log from Drew Lautemann.
3. Keep track of hours and services you provide to the organization on the Contract and Time Log.
4. Upon completion of your internships, return Contract and Time Log to Drew Lautemann. It must be signed by the student and the supervisor.

NOTE: Students are not eligible for recognition if they receive pay or academic credit for their service.

What Is the Time Commitment?

Students must complete a minimum of 50 hours of pro bono work (**exclusive of training**) and may have up to two consecutive trimesters to complete this time commitment.

What Do I Get From This?

In addition to practical legal training and high levels of personal and professional satisfaction, the law school officially recognizes students who complete the Pro Bono Program with:

1. Induction into the Pro Bono Honors Society at an annual ceremony, which is attended by members of the legal and academic communities;
2. Official notation on their transcripts and certificates signed by the Dean; and
3. Eligibility for the State Bar of California Wiley B. Manuel Award for pro bono legal services.

What Should I Do Now?

1. Review the participating organizations in this handout to begin to get a sense of where you might like to do your first pro bono work.
2. Meet with Drew Lautemann to start the process. His office is located in the CPDO on the second floor of the 350 Cedar Street building. It is best to schedule an appointment by calling (619) 525-7087. When scheduling your appointment, please reference the Pro Bono Program.

Additional Public Interest Opportunities and Funding Sources Available at:

1. <http://www.psid.org/>
PSJD, formerly PSLawNet, is *the* online clearinghouse for law students and lawyers to connect with public interest job listings and career-building resources.
2. <http://equaljusticeworks.org>
Equal Justice Works (EJW) is a Washington, D.C. based nonprofit organization with the mission of creating a just society by mobilizing the next generation of lawyers committed to equal justice. EJW provides leadership to ensure a sustainable pipeline of talented and trained lawyers are involved in public service.
3. <http://one-justice.org>
OneJustice works with lawyers and law students to empower California's most vulnerable people, people who need legal help just to gain their most basic civil rights and to meet essential human needs.
4. "Serving the Public: A Job Search Guide," published by Harvard Law School's Office of Public Interest Advising (available in the CWSL Career Services Library).
5. See also "Related Web Links" section on the Career Services website.

California Western School of Law
Pro Bono Program
Examples of Participating Organizations

ACCESS, Inc.

Location: 2612 Daniel Ave., San Diego, CA 92111
Website: www.access2jobs.org
Description: Assist immigrant victims of domestic violence under the Violence Against Women Act (VAWA). Assist clients prepare self-petitions, employment authorization applications, adjustment of status (green card) applications, and petitions to remove conditions on residency based on domestic violence; conduct legal research as needed; file applications with USCIS (formerly INS); and accompany clients to appointments. Bilingual skills, especially Spanish, helpful.

ACLU Foundation of San Diego & Imperial Counties

Location: P.O. Box 87131, San Diego, CA 92138-7131
Website: www.aclusandiego.org
Description: Research, writing, and fact investigation for cases involving constitutional and civil rights.

Affordable Housing Advocates

Location: 427 C St., Suite 304, San Diego, CA 92101
Website: www.affordablehousingadvocates.org
Description: Legal services program providing representation to indigents in affordable housing impact litigation and advocacy. Law clerks will assist attorney with impact litigation and advocacy, as well as special projects. Responsibilities will include legal research and writing, document review and analysis, investigation, and may include deposition and trial preparation. Minimum requirements: Completion of Legal Skills and Civil Procedure, excellent organizational skills, computer proficiency. Preferred: Completion of Evidence and Real Property, prior clerking experience, ability to work independently.

California Innocence Project

Location: California Western School of Law, 350 Cedar St., San Diego, CA 92101
Website: <http://www.californiainnocenceproject.org/>
Description: The California Innocence Project is a law school program that operates out of the Institute for Criminal Defense Advocacy of California Western School of Law. Students work alongside practicing criminal defense lawyers to seek the release of wrongfully convicted prisoners in California. The law students assist in the investigation of cases where there is strong evidence of innocence, write memoranda evaluating case files, and assist the staff with screening inmate correspondence and requests for information.

California Rural Legal Assistance, Inc.

Location: 640 Civic Center Dr., Suite 108, Vista, CA 92084
Website: www.crla.org
Description: Nonprofit statewide law firm primarily providing services in the area of employment law to agricultural workers, as well as other low-wage workers. Spanish competency is preferred but not required, and assignments will vary based on the intern's availability and level of Spanish language proficiency. Besides legal research, throughout the internship, we may have varying opportunities for field monitoring to identify health and safety violations and drafting of Cal-Osha complaints, as well as preparation of wage claims and unemployment insurance appeals. Law clerks with Spanish proficiency will have the opportunity to interview clients. It may also be possible to represent our clients in Labor Commissioner or California Unemployment Insurance Appeals Board proceedings. We can generally accommodate students to work remotely.

California Western Community Law Project

Locations: - Downtown: First Lutheran Church; 1420 Third Ave. (3rd & Ash St.), San Diego, CA 92101
- Lemon Grove: Lemon Grove Academy; 7866 Lincoln St., Lemon Grove, CA 91945
- City Heights: Hoover High School; 4474 El Cajon Blvd., San Diego, CA 92115
Rosa Parks Elementary School; 4510 Landis St., San Diego, CA 92105
- North County: St. Leo's Mission; 936 Genevieve St., Solana Beach, CA 92075
Solana Beach Presbyterian Church; 120 Stevens Ave., Solana Beach, CA 92075

Website: www.cwclp.org

Description: The Community Law Project (CLP) is a collaboration between California Western School of Law and several other organizations, including UCSD Medical School, the UCSD School of Pharmacy, the UCSD Pre-Dental Association, the Pacific College of Oriental Medicine the Third Avenue Charitable Organization, and the City Heights Educational Collaborative. The collaboration provides free medical, dental, acupuncture, pharmaceutical, legal and social services to low income residents of San Diego. CLP's mission is to provide sustainable and competent legal services to low income and indigent members of the local community while advancing the profession of law by instilling a commitment to public service in California Western School of Law students. CLP offers legal services in collaboration with its professional partners to offer holistic problem-solving solutions to its clients.

The Project has four sites: Downtown, Lemon Grove, and two locations in City Heights. The Project addresses all areas of law related to the indigent client, including family, consumer, criminal, bankruptcy, public benefits, housing, estate and immigration law. Clients are provided with advice, brief services, free legal consultations with specialty attorneys and referrals for full representation.

Students volunteering at the clinics will work directly in a multidisciplinary context with the other clinics to provide legal services to the client. Student volunteers will gain the following skills and experiences: knowledge in a variety of legal areas affecting the poor and disabled; client counseling skills, including a greater awareness of cross-cultural issues; experience with the administration of legal services; essential advocacy skills learned directly from distinguished practicing attorneys; experience working in a multidisciplinary environment with the other clinics operating at the site; direct contact with clients; and satisfaction in making a sincere contribution to the community. All students, especially those bilingual in Spanish, are encouraged to apply.

Casa Cornelia Law Center

Location: 2760 5th Ave., Suite 200, San Diego, CA 92103

Website: <http://casacornelia.org>

Description: Assist attorneys in case preparation, including trial work. Conduct legal research, prepare pleadings, and participate in client outreach for this nonprofit immigration law firm. Programs focus on immigrant victims of serious crimes, including domestic violence, unaccompanied detained and non-detained children, and asylum.

Center for Community Solutions

Location: 4508 Mission Bay Dr., San Diego, CA 92109

Website: www.ccssd.org

Description: Center for Community Solutions (CCS) assists victims of domestic violence, sexual assault, elder abuse and stalking. We assist those trying to escape from abusive relationships, those trying to break the cycle of violence and those trying to access legal and social justice for themselves and their children. CCS provides confidential assistance with restraining and civil harassment orders, safety planning, family law matters (divorce, paternity, child custody/support, etc.), court accompaniment (for emotional support), direct representation in complex cases, California Safe at Home confidential address program applications, assistance with battered immigrant spouse petitions (VAWA applications), U-visa applications, employment law assistance for victims of sexual assault and general legal consultations and referrals. Additional office locations are in San Marcos at the North County Family Violence Prevention Center and at the TRO clinic located at the El Cajon Courthouse.

Disability Rights California

Location: 1111 Sixth Ave., Suite 200, San Diego, CA 92101

Website: www.disabilityrightsca.org

Description: Disability Rights California is a nonprofit public interest law firm that operates under federal mandates to protect the legal, civil, and service rights of persons with disabilities. Law clerks at Disability Rights California will gain experience in disability rights law, interviewing and advising clients, legal research and writing, and occasional representation of clients at mediation and administrative hearings.

Elder Law & Advocacy - Senior Legal Services

Location: Main Address: 5151 Murphy Canyon Rd., Suite 100, San Diego, CA 92123
Imperial County: 939 W. Main St., Box #19, 2nd Floor, El Centro, CA 92243

Website: www.seniorlaw-sd.org

Description: Senior Legal Services provides free legal services to any resident of San Diego and Imperial County who is 60 years of age or older. Brief service and legal counseling is available to clients at over 40 community sites. Legal interns will have many options and opportunities to help with client intake, legal issue assessment, research, drafting and contact with adverse parties concerning issues such as: nursing home rights, consumer problems, age discrimination, wills, family legal issues, fraud, abuse, neglect, landlord-tenant disputes, lawyer referrals/litigation, powers of attorney for health care, social security/public benefits.

Fair Housing Council of San Diego

Location: 9845 Erma Rd., Suite 300, San Diego, 92131

Website: www.fhcsd.com

Description: The Fair Housing Council of San Diego is a private nonprofit organization dedicated to ending housing discrimination on the basis of race, color, religion, national origin, gender, disability, and familial status (presence of children) as well as protected classes under state laws, such as age, ancestry, marital status, sexual orientation, source of income and arbitrary discrimination. When a complaint alleges housing discrimination in rental, sales, lending or insurance markets, legal interns will screen the call for jurisdiction, analyze the evidence and process the complaint intake. Interns will also perform some legal research, conduct witness interviews, draft complaints, and conduct outreach and education as well as occasional clerical duties.

Federal Defenders of San Diego, Inc.

Location: San Diego: 225 Broadway, Suite 900, San Diego, CA 92101

El Centro: 1699 W. Main St., Suite D, El Centro, CA 92243

Website: <http://fdsdi.com>

Description: Federal Defenders is a nonprofit organization representing indigent defendants charged with federal offenses. Law clerk duties include: research and writing motions and appeals, client interaction, assisting with trial preparation, and observing court proceedings and new arraignments. Spanish helpful, but not required. 10 hours per week commitment desired during the school year; full time during the summers; 2Ls and 3Ls preferred.

Immigration Center for Women and Children

Location: 427 C St., Suite 208, San Diego, CA 92101

Website: <http://icwclaw.org>

Description: ICWC is a non-profit legal organization providing immigration services to underrepresented women and children in San Diego, Los Angeles, and San Francisco. ICWC strives to provide security and stability for children who are abused, abandoned or neglected and for women and children who are victims of domestic violence and sexual assault. Interns will work with Staff Attorneys and Legal Assistants and will attend regular supervisory meetings. Interns will primarily work with four federal immigration law: the Violence Against Women Act (VAWA), U Nonimmigrant Status, Deferred Action for Childhood Arrivals (DACA), and Special Immigration Juvenile Status (SIJS). Interns will also work with restraining orders, criminal law, and probate law. Interns will assist with legal research, client intake, completing legal form, drafting pleadings, and making court appearances.

JFS Citizenship & Immigration Program

Location: 8804 Balboa Ave., San Diego, CA 92123-1506

Website: www.ifssd.org

Description: The JFS Citizenship & Immigration program provides assistance to immigrants with immigration-related applications including: green cards, travel documents, employment authorization, and citizenship. Additionally, JFS is a member of the San Diego Naturalization Collaborative and works closely with several local legal service providers including the International Rescue Committee, Legal Aid Society of San Diego, UURISE, the Employee Rights Center, and Catholic Charities to naturalize eligible immigrants. Students will be completing a variety of hands-on duties with this legal service provider and the other legal service providers in the collaborative, including assisting in preparing immigration applications. JFS resettles refugees from the United Nations High Commissioner for Refugees and the United States State Department. Their services include work assisting JFS's refugee clients as well as the various refugee communities in San Diego.

JFS Prins Asylum Program

Location: 8804 Balboa Ave., San Diego, CA 92123-1506

Website: www.ifssd.org

Description: The JFS Prins Asylum Program provides free immigration legal representation to individuals seeking asylum in the United States. The Prins Program, in collaboration with the Hebrew Immigrant Aid Society of New York and the American Bar Association Immigration Justice Project, works with individuals from all new immigrant communities and nonprofit organizations in San Diego, such as the Chaldean Middle Eastern Social Services, Survivors of Torture, and International Rescue Committee. Students assist in research, editing and drafting documents for asylum interviews and immigration court proceedings. JFS resettles refugees from the United Nations High Commissioner for Refugees and the United States State Department. Services include assisting JFS's refugee clients as well as the various refugee communities in San Diego. The JFS Prins Asylum Program helps ALL asylum seekers regardless of religion, race, nationality, and ethnicity.

Legal Aid Society of San Diego, Inc.

Location: Southeast San Diego: 110 South Euclid Ave., San Diego, CA 92114

Midtown San Diego: 1764 San Diego Ave., Suite 200, San Diego, CA 92110

Oceanside: 216 South Tremont St., Oceanside, CA 92054

Website: <http://lassd.org>

Description: The Legal Aid Society of San Diego is a nonprofit law firm providing free legal services out of three office locations throughout San Diego County to low-income individuals who qualify. The areas of law range from family, housing, immigration, government benefits, health, consumer, and other areas of law that fit Legal Aid's priorities. For a full detailed description of the areas of law, please review the website for more details: <http://lassd.org/areas-of-practice.htm>. Legal Aid provides legal services ranging from advice to full representation in litigation. Legal Aid also provides community education and outreach throughout San Diego County. Law clerks may have the opportunity to interview clients, write various legal documents or community education materials, observe attorneys in court appearances, and research. The type of work will depend on the area of law in which the law clerk is working. The law clerk will be supervised by an attorney at all stages of work.

Specific qualifications will depend on the area of law in which the law student wants to work. Legal Aid requests a cover letter detailing the area of law in which the student is interested and the location preference, so that the student's application materials can be forwarded to the appropriate interviewing attorneys.

New Media Rights

Location: 1855 1st Ave., Suite 102, San Diego, CA, 92101

Website: www.newmediarights.org

Description: New Media Rights is a nationally recognized, independently funded program of California Western School of Law. We provide one-to-one legal services, regulatory comments, and educational resources in the areas of internet, media, intellectual property, and public interest law. CWSL students assist clients including independent filmmakers, website operators, software developers, and journalists.

CWSL students receive hands-on experience in “new media-related” practice areas that they might not otherwise get in San Diego. Regardless of whether students plan to become Internet or media attorneys, they will certainly encounter some of the issues they are exposed to at NMR in modern legal practice. Students help clients with an array issues, including:

- Copyright, trademarks, rights of publicity and online publishing
- Responding to and drafting DMCA takedowns, DMCA counter notices, cease and desist letters, account terminations
- Creative Commons licenses & Open source software licensing questions
- Drafting / Analyzing agreements including Terms of Use, Privacy Policies, Assignment Agreements, and Independent Contractor agreements

San Diego Coastkeeper Environmental Law & Policy Clinic

Location: 2825 Dewey Rd., Suite 200, San Diego, CA 92106

Website: www.sdcoastkeeper.org

Description: San Diego Coastkeeper is a nonprofit environmental organization dedicated to protecting and restoring San Diego’s waters for the communities and wildlife that depend on them. Student attorneys must commit two semesters and will be certified law students. Student attorneys shoulder the bulk of Coastkeeper’s legal workload and will have lead attorney responsibility on one or more cases. Student attorneys will investigate suspected environmental violations by working with Coastkeeper’s water quality lab, pollution patrollers, and boat patrol programs, and reviewing public documents. Student attorneys will then develop and implement strategies to address the problems. Requires a 2 semester commitment part-time, or a 1 semester commitment full-time.

San Diego County, Office of the Public Defender

Location: 450 B St., Suite 900, San Diego, CA 92101

Website: www.sdcounty.ca.gov/public_defender/Volunteers.html

Description: The San Diego County Office of the Public Defender gives law students a learning experience through a variety of internships. Legal interns assist skilled attorneys in all aspects of case preparation and courtroom advocacy. Interns will find a supportive environment with a true mentor system. The Public Defender pairs novices with knowledgeable practitioners to give interns real world experience while ensuring the clients receive the best representation possible.

Interns should possess a passion for representing those whose civil liberties are at risk, an impeccable work ethic, and strong research and writing skills. The Public Defender’s Office affirmatively seeks interns and attorneys of varied cultural and ethnic backgrounds, as well as those with bilingual skills.

Adult Criminal Divisions

The Primary Public Defender (PPD): PPD is the primary agency appointed to represent adults charged with misdemeanor and felony cases.

The Alternate Public Defender (APD): APD represents clients accused of felonies with whom the Primary Public Defender has a conflict of interest.

Multiple Conflicts Office-Major Cases (MCO): MCO accepts court appointment on cases the

PPD and APD cannot accept due to a conflict of interest. MCO is a small office with five attorneys and three investigators who specialize in only the most complicated and serious homicide and special circumstances cases. Its only office is located in downtown San Diego.

Office of Assigned Counsel (OAC): If the court finds that the PPD and APD have a conflict of interest, then OAC will provide the indigent defendant with a qualified, private practitioner who has been pre-screened and placed on a panel managed by the OAC. Legal interns will assist the Pro Per Coordinator in the active management of the Pro Per caseload.

Juvenile Delinquency Divisions

The Primary Public Defender (PPD): PPD is the primary agency appointed to represent juveniles charged with misdemeanor and felony petitions.

The Alternate Public Defender (APD): APD represents juveniles accused of felonies and misdemeanors with whom the Primary Public Defender has a conflict of interest.

San Diego Volunteer Lawyer Program

Location: Main Office: 707 Broadway, Suite 1400, San Diego, CA 92101

Website: www.sdvlp.org

Description of Programs: See Career Advisor, Drew Lautemann, for "Summary of Services" handout. Programs include: **Domestic Violence Prevention Project, Education Law Advocacy Project, Family Law Program** (representation in certain child custody matters), **Guardianship Clinic Program, HIV/AIDS Legal Services Project, Immigration Law Project** (special immigrant status juvenile cases)

S.A.Y. San Diego Teen Court

Location: 8755 Aero Drive, Suite 100, San Diego, CA 92123

Website: www.saysandiego.org

Description: Teen Court is a diversion program for first-time juvenile offenders. Offenders must admit to the crime and willingly participate in Teen Court. Jurors assign the offender a sentence based on principles of restorative justice: repairing the harm, offender accountability, and keeping the community safe. All sentences must be related to the crime in order to restore justice. Within 90 days the offenders re-appear before their peers to explain what they learned from the Teen Court experience and prove they have completed their sentence. Once the offender completes the sentence requirements, the record of the offense is permanently expunged. Less than 8% of offenders are seen within the juvenile courts again. The program educates teens while encouraging community involvement through interaction with the justice system. Law school students learn about restorative justice and apply that knowledge by assisting high school students in preparing for their role as prosecution or defense teen attorneys. Additionally, volunteers work with other juvenile justice professionals such as Juvenile Court Judges, District Attorneys, Public Defenders, private attorneys, law enforcement officers, probation officers, and educators.

Unitarian Universalist Refugee and Immigrant Services and Education, Inc. (UURISE)

Location: 1600 Buena Vista Drive, Vista, CA 92081

Website: <http://uurise.org/>

Description: UURISE is a nonprofit organization providing immigration counseling and representation in family petitions, family unity, political asylum, VAWA, U visas. Legal intern duties include: conduct client intakes and initial assessments; perform legal research; case preparation; and maintain client files.

Utility Consumers' Action Network (UCAN)

Location: 3405 Kenyon Street, Suite 401, San Diego, CA 92110

Website: <http://ucan.org/>

Description: UCAN has represented the interests of San Diego County consumers of telephone, water, and electric/natural gas services since 1983. UCAN focuses its efforts on the rates and services of San Diego Gas and Electric Company, telecommunications utilities and the City of San Diego. We do this by intervening in legal proceedings before the California Public Utilities Commission (CPUC), by supporting litigation in court cases, and by helping individual consumers with problems they are having with their utility bills and services.

Interns with UCAN will gain experience in administrative law, consumer advocacy and litigation. UCAN deals extensively with customer/consumer issues through direct contact and interaction with clients, case investigation, and presenting consumer concerns to companies seeking resolution of problems. UCAN also examines SDG&E filings with the California Public Utilities Commission and files legal briefs, protests, and complaints challenging unwarranted requests that may raise customer rates.

A typical day for an intern would be fielding calls from consumers who dispute bills and services from telephone, cable or internet service providers, and then calling company representatives trying to obtain relief for consumers with disputes. Then an intern would help prepare and write protests, responses and/or brief in UCAN cases before the California Public Utilities Commission, and then perhaps end the day by helping draft a Public Records Act request to a local governmental agency seeking information on rates and charges billed to their customers.

Voices For Children

Location: San Diego County: 2851 Meadow Lark Drive, San Diego, CA 92123

Riverside County: 5555 Arlington Ave., Riverside, CA 92504

Website: www.speakupnow.org

Description: Voices for Children helps abused, neglected, and abandoned children in foster care through a network of CASAs (Court Appointed Special Advocates). CASAs are highly trained volunteers who are empowered by the court to become experts about their case children. CASAs are matched with one of the more than 5000 children in San Diego's foster care system. Much more than just a mentor, CASAs have broad access to legal, medical, educational, and other records and professionals. CASAs make recommendations to the court to ensure the judge is informed about the children's unique needs. CASAs are also a source of caring focus and stability. By developing a one-on-one relationship with their appointed child they are able to understand their concerns and fears, and in many instances they are the only stable and consistent adult presence in the life of their case child. The commitment for a CASA is 18 months and you will average about 15 hours per month volunteering as a CASA.

YWCA Legal Advocacy Program for Domestic Violence Victims

Location: 1012 "C" Street, San Diego, CA 92101

Website: www.ywcasandiego.org

Description: The YWCA assists with domestic violence restraining orders, divorce and paternity matters, child custody and visitation, and child and spousal support. Law clerks will attend court and custody mediation with victims and assist attorneys in preparing pleadings and research.