



Citizen Lawyer Program

## Pro Bono Projects

### Fall 2021

Each semester the Citizen Lawyer Program (CLP) partners with non-profit and government agencies to create a number of structured law-related volunteer opportunities for students at the University of Iowa College of Law. These Pro Bono Projects provide students with an opportunity to gain experience in a legal setting, develop skills, network with practicing lawyers, explore their interests, and provide public service. These are strictly volunteer positions – students are not compensated (as they would be for summer clerkships) nor do they receive academic credit (as they would for field placements or clinic).

CLP advertises Pro Bono Project openings at the start of each semester. Each Pro Bono Project has a separate description that includes information on the agency, project duties, expected time commitment, scheduling concerns, qualifications, necessary travel, number of positions available, preferences (e.g., multi-semester commitments preferred), and restrictions (e.g., required course/skills or upper-class standing). Students should carefully review project descriptions, available through Symplicity and on the CLP website, and then apply to all positions for which they wish to be considered, ranked by preference.

Application materials (Pro Bono Project application form and the student's resume) are submitted to CLP via Symplicity by the application deadline. CLP then makes assignments based on student applications and available positions. The number of applicants regularly exceeds the number of available positions, so students who indicate an interest in multiple projects have a greater chance of assignment. We regret that we cannot guarantee placement for all applicants. Students will be notified of assignments approximately a week after the deadline.

Symplicity can be accessed from: <http://www.law.uiowa.edu/careers/symplicity> Under the "Jobs" tab select "Job Postings" and then look for "Fall 2021 Pro Bono Projects." Citizen Lawyer Program is listed as the employer.

Questions regarding the Pro Bono Project application process should be directed to the Citizen Lawyer Program at [law-clp@uiowa.edu](mailto:law-clp@uiowa.edu).

**Applications for Fall 2021 projects are due by 11:59 p.m. on Tuesday, August 31.**

## Chicago Volunteer Legal Services: Case Review and Management

Chicago Volunteer Legal Services is a nonprofit organization that provides critical civil legal assistance to low-income Chicagoans who have nowhere else to turn. CVLS is recognized as the most comprehensive, efficient, and cost-effective civil legal aid provider in Chicago. Typical cases involve problems with basic necessities, fundamental rights or safety, including:

- Preventing illegal evictions and unsafe housing.
- Fighting against denied insurance claims.
- Securing income support such as SSI, Medicaid and disability benefits.
- Protecting a child's and parental rights.
- Defending against foreclosure and helping borrowers secure modifications.

[www.cvls.org](http://www.cvls.org)

**Project Information:** Student volunteers will help CVLS manage its large caseload. They will do this by systematically reviewing CVLS's online case management system, Legal Server, and connecting with volunteer attorneys and clients to request case updates. Volunteers will also help close cases and write case summaries for CVLS's newsletters. This is a great opportunity for students who want to get an insiders look at the workings of a legal aid office and case types.

**Agency Contact:** Matt Hulstein at [mhulstein@cvls.org](mailto:mhulstein@cvls.org).

**Volunteer Responsibilities:** Mr. Hulstein and other CVLS staff will train students on how to access and use Legal Server. They will also train students about the process for connecting with volunteers and clients and for updating and closing files. Students will divvy up the work and begin contacting volunteer attorneys and clients, asking for case updates. Students will then update Legal Server and keep track of their progress in a separate spreadsheet.

**Agency Responsibilities:** Train students on the use of the data base and provide regular oversight and feedback. CVLS will also ensure that all work can be done remotely.

**Expectations/Time commitment/Scheduling:** CVLS hopes the students will volunteer for the entire school year, with around 10 hours of work done, per semester (20 total).

**Criteria:** Up to three positions are available. Preference will be given to students who can commit for the entire year. Students should have some interest in legal aid work and be diligent and detail oriented.

## Disability Rights Iowa – Law Center for Protection & Advocacy: General Intake

Disability Rights Iowa (DRI) serves eligible individuals with disabilities in a variety of legal rights. DRI aims to defend and promote the human and legal rights of Iowans with disabilities. We promote safety, opportunity, access and self-determination for all Iowans through a program of self-advocacy, education, information and referral, non-legal advocacy and legal and systems advocacy. DRI is the official Protection and Advocacy system for Iowa. Federal law charges us with access authority to enter locked facilities to investigate conditions of the facilities and to ensure that individuals with disabilities are not abused or neglected. Our current legal and non-legal advocacy work focuses on protecting the educational rights of students with disabilities, ensuring individuals with disabilities have equal access to services and places, removing barriers to employment, increasing alternatives to guardianships, protecting access to long-term health services and supports, protecting and improving the lives of youth. <https://disabilityrightsowa.org/>

**Project information:** Students will assist attorneys by interviewing clients, spotting issues, performing research, and drafting letters and other documents. Students may also be asked to file/copy documents, locate resources for a client, or assist attorneys in other ways. DRI office is not opened to the public currently. We anticipate work for this project would be done remotely and may involve working primarily with the Legal Director and the DRI Intake Team.

**Agency Contact:** Catherine E. Johnson, [cjohnson@driowa.org](mailto:cjohnson@driowa.org)

**Volunteer Responsibilities:** Assist with prospective clients who call in from around the state. A student will gain experience doing live client intakes, and issue spotting. Students will first virtually observe an attorney interview clients, and then begin to interview clients under the attorney's supervision. Students must be reliable and commit to at least five hours a week during office hours (8:30AM-5:00PM). Because of the training that will be needed, the agency requires volunteers to commit through the fall semester.

**Agency Responsibilities:** Provide students with training and other instruction regarding applicable law and procedures. Provide supervision and guidance as needed about intake procedures and other duties. Be available as agreed upon (email/phone/in-person) for periodic progress check-in. Contact the law school to discuss any concerns with the volunteers or program.

**Expectations/Time commitment/Scheduling:** Students will be assigned to the Legal Director and will work with the Intake Team. Students will assist with completing the intakes assigned to the Intake team during the week. Student will need to coordinate with the Legal Director and/or the Intake Team to ensure coverage and supervision availability. Additional volunteer time is available upon request. Shifts must be arranged. **Because of the training that will be needed, the agency requires volunteers to commit through the fall semester (ending with time to prepare for exams).**

**Criteria:** One position is available for the fall semester. Suitable for all students. Students must be able to commit to at least 5 hours and participate in a required training session. ***Applicants should indicate on the application what days and hours they have available to volunteer.***

## Iowa Legal Aid: Eviction Diversion Project

Iowa Legal Aid (ILA) serves eligible clients with a variety of civil legal problems. Including housing, employment, family law, domestic abuse protection orders, government benefits, health care, and collateral consequences. Even prior to the Covid-19 pandemic, affordable, safe housing was an area of critical concern for low-income individuals in Iowa. As the Covid-19 pandemic and its economic impacts drag on and with the looming end of the CDC moratorium a massive surge in evictions is likely. As part of its response to ongoing crisis, Iowa Legal Aid has opened five eviction diversion help desks in Polk, Linn, Black Hawk, Johnson and Scott counties. Iowa Legal Aid attorneys staff these desks prior to eviction hearings and offer advice and representation to tenants at the courthouse. Help desks has allowed Iowa Legal Aid to reach clients it wouldn't have otherwise reached and was a critical part of preventing over 1000 evictions since the pandemic began.

**Project information:** In order to be able to handle the sometimes-large influx of tenants at the help desks, a substantial amount of advance preparation is required. In each county where a help desk exists the court files of all pending cases are reviewed to identify potential defenses. This information allows attorneys at the help desk to spend time on talking to the tenant to get information not available in the court files and represent some tenants on the spot.

**Agency Contact:** Ericka Petersen [epetersen@iowalaw.org](mailto:epetersen@iowalaw.org)

**Volunteer Responsibilities:** Attend at least one training to understand how to access court files and analyze eviction defenses. Willingness to spend on average 3-5 hours per week reviewing eviction court records and inputting data. We are asking for a commitment until at least Thanksgiving break.

**Agency Responsibilities:** Provide students with training and other instruction regarding applicable law and procedures. Be available as agreed upon (email/phone/in-person) for periodic progress check-in. Contact the law school to discuss any concerns with the volunteers or program.

**Expectations/Time commitment/Scheduling:** Other than a mandatory training, the work can be done during or outside of the typical work day. We would ideally ask that students are willing to commit 5 hours weekly on average until Thanksgiving break begins.

**Criteria:** Up to five positions are available. Suitable for all students. Iowa Legal Aid offices are only open to staff on a limited basis and all work for this project will be done remotely. ***Applicants should indicate on the application what days and hours they have available for the mandatory training.***

## Iowa Legal Aid: General Intake

Iowa Legal Aid (ILA) serves eligible clients with a variety of civil legal problems. Including housing, employment, family law, domestic abuse protection orders, government benefits, and health care. To meet our clients' needs in these difficult times we are also operating a Covid-19 Legal Hotline, and Derecho Legal Hotline in partnership with several bar associations at the national, state, and local levels. [www.iowalegalaid.org](http://www.iowalegalaid.org)

**Project information:** Students will assist attorneys by interviewing clients, spotting issues, performing research, and drafting letters and other documents. Students may also be asked to file/copy documents, locate resources for a client, or assist attorneys in other ways. Iowa Legal Aid offices are only open on a limited basis and it is anticipated that the work for this project would be done remotely and may involve working primarily with an attorney at any of Iowa Legal Aid's 10 offices across the state.

**Agency Contact:** Ericka Petersen [epetersen@iowalaw.org](mailto:epetersen@iowalaw.org)

**Volunteer Responsibilities:** Assist with prospective clients who call in from around the state. A student will gain experience doing live client intakes, and issue spotting. Students will first observe an attorney interview clients, and then begin to interview clients under the attorney's supervision. Students must be reliable and commit to at least five hours a week during office hours (8:30AM-5:00PM). Because of the training that will be needed, the agency requires volunteers to commit through the fall semester.

**Agency Responsibilities:** Provide students with training and other instruction regarding applicable law and procedures. Provide supervision and guidance as needed about intake procedures and other duties. Be available as agreed upon (email/phone/in-person) for periodic progress check-in. Contact the law school to discuss any concerns with the volunteers or program.

**Expectations/Time commitment/Scheduling:** Students will be assigned to one attorney and may work in teams of two to complete the intakes assigned to that attorney for the week. Students will need to coordinate with the attorney and other student to ensure coverage and supervision availability. Additional volunteer time is available upon request. Shifts must be arranged. **Because of the training that will be needed, the agency requires volunteers to commit through the fall semester (ending with time to prepare for exams).**

**Criteria:** Up to 5 positions are available. Suitable for all students. Students must be able to commit to at least 5 hours and participate in a required training session. ***Applicants should indicate on the application what days and hours they have available to volunteer.***

## Iowa Society of Healthcare Attorneys: Health Law Update (2Ls & 3Ls only)

The Iowa Society of Healthcare Attorneys (ISHA), a division of the Iowa Hospital Association, is comprised of attorneys who represent hospitals and other health care providers in Iowa.

[www.ihaonline.org/Members-Groups/Personal-Membership-Groups/ISHA](http://www.ihaonline.org/Members-Groups/Personal-Membership-Groups/ISHA)

**Project Information:** Assist in drafting Iowa health law case law update for annual statewide meeting of health care attorneys.

**Agency Contact:** Joseph B. Clamon, Assoc. VP for Legal Affairs, UIHC, at [joseph-clamon@uiowa.edu](mailto:joseph-clamon@uiowa.edu) & Alissa Smith, Dorsey & Whitney at [smith.alissa@dorsey.com](mailto:smith.alissa@dorsey.com)

**Volunteer Responsibilities:** ISHA's annual meeting provides the only annual case law update session focused solely on Iowa cases relevant to health lawyers. Student volunteers will work under the supervision of an ISHA member to review all Iowa Supreme Court cases and select ones within pre-determined categories for a more in-depth review. The in-depth review would include briefing the cases and preparing summaries of the cases. The in-depth review would also include research of additional information about the case, such as news media and a summary of the lower court proceedings. On a quarterly basis, volunteers will deliver a written product including categorizing, briefing, summaries, and additional research. ISHA members will deliver the presentation at the annual meeting; volunteers will be invited to attend. This project will provide exposure to health law and Iowa law, and a great opportunity to network with ISHA members.

**Agency Responsibilities:** An ISHA member(s) will oversee the project, provide direction on research, select cases for in-depth review, and give feedback on each quarterly report.

**Expectations/Time commitment/Scheduling:** The anticipated time commitment is 10-20 hours per month. Most work can be performed remotely.

**Criteria:** Up to three positions available. **Suitable for 2Ls or 3Ls**, particularly those with an interest in health law. Students willing to commit for the full academic year are preferred.

## Iowa State Bar Association: Innovation & Outreach

The Iowa State Bar Association is a vibrant, progressive organization that provides Iowa attorneys with the benefits of professional association with their colleagues. Its benefits include continuing legal education, practice aids, interaction with the judiciary and legislature, participation in reform of the law and news regarding developments impacting the profession. In all, the ISBA includes approximately 8,000 lawyers and judges in Iowa's 99 counties and beyond. [www.iowabar.org](http://www.iowabar.org)

**Project Information:** Students assist the ISBA and its partners with innovation and community outreach efforts.

**Agency Contact(s):** Virginia Sipes, J.D., Innovation & Community Outreach Director, at [vsipes@iowabar.org](mailto:vsipes@iowabar.org)

**Volunteer Responsibilities:** Attend a training to understand how to obtain and analyze eviction data. Willingness to spend on average 3 hours per week researching, reviewing and revising written public resource materials and videos and inputting data. Opportunities will depend on project needs as they develop throughout the semester. We are asking for a commitment until November break but students may make alternate arrangements.

**Agency Responsibilities:** Provide students with training and other instruction regarding applicable law and project processes. Be available as agreed upon (email/phone/in-person via video conference) for periodic progress check-in. Contact the law school to discuss any concerns with the volunteers or program.

**Expectations/Time commitment/Scheduling:** Other than a mandatory training, the work can be done during or outside of the typical work day.

**Criteria:** Up to eight positions available. Suitable for all students. Facility with research (both legal and internet), writing, technology and community outreach is helpful. ***Applicants should indicate on the application what days and hours they have available for the mandatory training.***

## Iowa State Bar Association: New Iowans Legal Advice Clinic

The Legal Access Committee of the Iowa State Bar Association, in collaboration with the Johnson County Bar Association and IC Compassion established a free legal advice clinic for area residents in 2015. Although the clinic is open to everyone in the community, the target population are those who cannot access other legal services, such as Legal Aid, due to their current citizenship status.

**Project Information:** Volunteers support the operation of the clinic; legal advice will be provided by volunteer attorneys. We are looking for enthusiastic students who are excited to be a part of this critically needed resource in Johnson County. Clinics are held in the evening on the second Tuesday of each month.

**Agency contact:** Clinic Coordinators, Eric Goers ([eric-goers@iowa-city.org](mailto:eric-goers@iowa-city.org)) and Dedi Walker ([dedi.walker@gmail.com](mailto:dedi.walker@gmail.com))

**Volunteer Responsibilities:** Students are expected to be engaged, reliable, and open to helping as needed in the functioning of this clinic. Flexibility is a must. Volunteer responsibilities will potentially include: marketing of the clinic (posting flyers in targeted areas in town), sending out attorney recruitment e-mails, assisting in the intake process, and helping clients fill out paperwork. The clinic coordinators will supervise students.

**Agency responsibilities:** The agency will provide training, guidance and supervision for volunteers.

**Time commitment/Scheduling:** Students will be expected to commit approximately a total of 10 to 15 hours to the project during the semester, including training time. Work will be completed remotely. *This project requires availability from approximately 5:15-7:15 p.m. on the second Tuesday of each month.* A required informational session will be scheduled at a mutually agreed upon time and location once all volunteers are selected.

**Criteria:** One position is available. Suitable for all students, particularly those interested in issues experienced by the immigrant community. Proficiency in a second language (especially Spanish, French, and Arabic) is highly valued. *Please indicate language proficiency on your application.*

## Iowa Supreme Court Access to Justice Commission

The Access to Justice Commission was established by order of the Iowa Supreme Court in June 2016. The Commission's mandate is to identify and make recommendations to remove barriers to civil justice for low-income and disadvantaged Iowans. The Commission's reports are submitted to the Court annually and contain numerous short- and long-term recommendations. The Commission meets quarterly in person or via videoconference.

**Project Information:** Volunteers will conduct background and legal research on legal services delivery in Iowa and other states, and may be assigned to perform research for Commission working groups.

**Agency Contact(s):** Brian Farrell, Commission Member & Co-Chair of the Rural Access Work Group, at [brian-r-farrell@uiowa.edu](mailto:brian-r-farrell@uiowa.edu)

**Volunteer Responsibilities:** Volunteers will conduct research for the Commission or its working groups under the supervision of the contact. Work can be performed remotely. Work schedules will be determined by agreement of the volunteer and supervisor. A required initial meeting will be scheduled in early September and regular check-ins will be scheduled throughout the semester. Students may have the opportunity to participate in a regular Commission meeting during the year.

**Agency Responsibilities:** Assign and direct projects, be available as agreed for periodic progress checks.

**Expectations/Time commitment/Scheduling:** The anticipated time commitment is 2-4 hours per week, but specific arrangements can be made based on schedules and other factors.

**Criteria:** Up to five positions will be available. Suitable for all students.

## Iowa Volunteer Lawyers for the Arts

The IVLA is an Iowa nonprofit organization devoted to helping artists and arts organizations gain legal assistance and education on matters that affect them. IVLA's mission is to contribute to the development and preservation of the cultural community in Iowa by providing volunteer legal services, technical expertise and educational programs to individual artists, nonprofit arts organizations, and other arts constituents. Through IVLA, qualifying artists or arts organizations can have their legal issues referred to volunteer attorneys for review and for possible low-cost representation. Its mission is helping artists and arts groups succeed on their creative abilities so that success or failure does not hinge on legal pitfalls.

[www.iavla.org](http://www.iavla.org)

**Project Information:** Students volunteering with this project will have the opportunity to serve Iowa's arts community while learning about the world of art and entertainment law. Volunteers are exposed to numerous substantive areas of the law including intellectual property (copyright, trademark and patent), First Amendment, immigration, labor and employment, nonprofit organizations, and business associations. IVLA is a relatively small organization, and during this semester of partnership with IVLA, law student volunteers will help to build and maintain the infrastructure of IVLA by maintaining its social media platforms and website, drafting white papers and other research materials and by coordinating and executing educational outreach efforts to Iowa's arts community. Volunteers will work on their own using a computer with an Internet connection and webcam. Volunteers and supervisors will have regular conferences in person or by telephone.

**Agency Contact:** David Bright, President of the IVLA Board, at [dbright@pughhagan.com](mailto:dbright@pughhagan.com)

**Volunteer Responsibilities:** Students should be prepared to complete one or more research projects on a discrete legal issue relevant to the arts and entertainment law. The final product may include an oral or written report of identified resources, and a memorandum of potentially relevant material and legal analysis. Working as a team with IVLA volunteers, students will also be responsible for education and outreach to Iowa's current and future artists, as well as IVLA's communications.

**Agency Responsibilities:** Provide student with overview of research topics; description of legal issues to be researched; guidance about possible sources/strategies for research; be clear about deadlines; be available for periodic progress check-ins and final comments.

**Expectations/Time commitment/Scheduling:** Dependent on the project or projects assigned. Students should spend anywhere from 2-3 hours a week working on various projects for IVLA. Periodic meetings with volunteer students and agency staff will be scheduled. An initial meeting will be scheduled at the law school in early September.

**Criteria:** Two positions will be available. Familiarity with legal and/or internet research is necessary. Project is open to all students, though upper-class students are preferred. Students willing to commit for the full year are preferred.

## **Kids First: Attorney Research Assistance**

Kids First Law Center gives children a voice in custody, divorce, and other conflicts. Most of the legal research needed by Kids First is in the area of family law. [www.kidsfirstiowa.org](http://www.kidsfirstiowa.org)

**Project Information:** Student volunteers provide oral or written legal analysis or gather legal research related to a question posed by a Kids First attorney working on a case. Students may work remotely.

**Agency Contact:** Elizabeth Weyer Davis at [elizabeth@kidsfirstiowa.org](mailto:elizabeth@kidsfirstiowa.org)

**Volunteer Responsibilities:** Under the direction of a staff attorney, the student will complete one or more research projects on a discrete legal issue relevant to the attorney's caseload. The final product may include an oral or written report of identified resources, and a memorandum of potentially relevant material and legal analysis. A two or three week turnaround is usually requested. Some shorter turnaround time may be necessary on some projects. Communication will occur by telephone or e-mail.

**Agency Responsibilities:** Provide student with overview of case; description of legal issue to be researched; guidance about possible sources/strategies for research; be clear about deadlines; be available for periodic progress check-ins and final comments.

**Expectations/Time commitment/Scheduling:** Dependent on the project or projects assigned. Most projects are expected to take between 5 and 10 hours. Ideally, interested students would commit to taking two or more projects over the course of a semester. A confidentiality agreement must be signed by the law student. An initial meeting will be held at the start of the semester.

**Criteria:** Two positions are available. Volunteers will work remotely. Familiarity with legal and/or Internet research is necessary. 2Ls and 3Ls are preferable; 1Ls may apply but will be expected to complete a basic research tutorial.

## Lavender Legal Center

Lavender Legal Center provides legal representation and related advocacy by and for LGBTQ people. Upon seeing there was no specialized legal assistance for the LGBTQ community, Lavender Legal Center was founded in October 2020. Lavender provides direct representation, advocacy, and referrals, with a priority for serving those with low income and our LGBTQ youth. From name changes to adoptions, to collaborating with other institutions, Lavender provides vital and understanding advocacy to those in the LGBTQ community. The ultimate goal of Lavender is to provide a safe space for everyone in the LGBTQ community to access legal representation and related advocacy.

<https://www.lavenderlegalcenter.org/>

**Project Information:** Student volunteers will help LLC with start-up details such as creating and fine-tuning intake forms and reviewing other forms to ensure we meet our high inclusivity standards. There will also be research opportunities ranging from legal in nature to resource gathering. For example, LLC needs assistance in combining and organizing board made policies and procedures into an electronic handbook, and drafting a nonengagement letter template for minor clients. LLC understands that our clients succeed when they are supported on all fronts, so we want to continue to add resources to the resources page on our website. Student volunteers will assist in research for this resource gathering.

**Organization Contact:** Kendra Weston [kendra@lavenderlegal.org](mailto:kendra@lavenderlegal.org)

**Volunteer Responsibilities:** Students will assist Attorney Kendra Weston by preparing or editing administrative forms for LLC and complete research projects which will then be turned into formal guides, lists, or brief memos.

**Agency Responsibilities:** Provide the student with an overview of the forms needed and any supporting documents to aid in the creation of those forms; descriptions of legal issue or other needed advocacy to be researched; guidance about potential sources; clear deadlines; and available via phone/email/video call for regular check-ins and feedback.

**Expectations/Time Commitment/Scheduling:** Most projects are low time commitment, averaging about 1-2 hours per week.

**Criteria:** One student position available. Volunteers will work remotely. Suitable for all students, but preference for those with a public interest background and/or those who have worked or otherwise identify with the LGBTQ community.

## State Public Defender – Cedar Rapids

The State Public Defender of Iowa (SPD) coordinates provision of legal representation to indigent persons under arrest or charged with a crime, in juvenile cases, and on appeal in criminal and post-conviction relief cases. This legal representation is provided through SPD offices or through private attorneys who contract with the SPD or who are appointed by the Court. By specializing in criminal defense work and juvenile matters, public defenders, investigators, and support staff provide high-quality, efficient, cost-effective legal representation to indigent clients.

<https://spd.iowa.gov/>

**Project Information:** Students assist with the operations of the SPD's Cedar Rapids office as needed, including case management and document/exhibit organization. A specific focus will be assisting in the backlog of cases scheduled for trial. Duties may include reviewing and summarizing juror questionnaires, reviewing discovery materials, and other trial-related issues as they arise.

This project provides some flexibility in remote vs. in-person work opportunities. There is much to be gained by students personally observing attorneys in action; however, there are tasks that can be completed remotely when necessary. The time commitment will be 2-3 hours per week, and the hours can be adjusted based on the availability of the volunteers and supervising attorney.

**Agency Contact:** Sara Smith, [ssmith@spd.state.ia.us](mailto:ssmith@spd.state.ia.us)

**Volunteer Responsibilities:** Students will assist public defender staff in the Cedar Rapids office as requested with filing, other case management tasks, and reviewing documents as well as observing and assisting at in-court appearances.

**Agency Responsibilities:** Provide guidance as needed about protocol, case management and intake procedures. Be available to the student and law school as agreed upon (email/phone/in-person) for periodic progress check-in. Contact the law school coordinator to discuss any concerns with the volunteers or the program.

**Expectations/Time commitment/Scheduling:** Students are expected to commit to 2-3 hours per week during set shifts at the SPD office in Cedar Rapids, to be determined by agreement with the supervisor.

**Criteria:** Up to three positions are available. Suitable for all students. ***Likely to include on-site work in Cedar Rapids (approximately 25 miles from Iowa City) on a weekly basis. Please note availability for on-site work in your application form.***

## State Public Defender – Iowa City

The State Public Defender of Iowa (SPD) coordinates provision of legal representation to indigent persons under arrest or charged with a crime, in juvenile cases, and on appeal in criminal and post-conviction relief cases. This legal representation is provided through SPD offices or through private attorneys who contract with the SPD or who are appointed by the Court. By specializing in criminal defense work and juvenile matters, public defenders, investigators, and support staff provide high-quality, efficient, cost-effective legal representation to indigent clients.

<https://spd.iowa.gov/>

**Project Information:** Students assist with the operations of the SPD's Iowa City office as needed, including case management and document/exhibit organization. Other duties as assigned may include covering phones or calling defendants regarding court hearings. This project requires students to travel to the Iowa City office located at 725 S. Clinton St., Iowa City.

**Agency Contact:** Peter Persaud, [ppersaud@spd.state.ia.us](mailto:ppersaud@spd.state.ia.us)

**Volunteer Responsibilities:** Students will assist public defender staff in the office as requested with filing, other case management tasks, and answering phones.

**Agency Responsibilities:** Provide guidance as needed about protocol, case management and intake procedures. Be available to the student and law school as agreed upon (email/phone/in-person) for periodic progress check-in. Contact the law school coordinator to discuss any concerns with the volunteers or the program.

**Expectations/Time commitment/Scheduling:** Students are expected to commit to 3-5 hours per week during set shifts at the SPD offices, to be determined by agreement with the supervisor.

**Criteria:** One position is available. Suitable for all students.

## University of Iowa Labor Center: Iowa Worker Rights Project

The Labor Center's Iowa Worker Rights Project produces and disseminates reliable, accessible information about workers' rights under a wide range of federal and state labor and employment laws and delivers interactive "know your rights" workshops to a broad audience of Iowans. Topics of recent workshops have included subjects such as wage theft, employee misclassification, unemployment insurance, occupational health and safety, workplace discrimination and harassment, the Family and Medical Leave Act, and workers' compensation.

The UI Labor Center is Iowa's trusted source for statewide worker education and research. Since its founding in 1951, tens of thousands of Iowa workers have participated in Labor Center classes on practical industrial relations, labor and employment law, occupational health and safety, labor history, communications and leadership, and economics and public policy. Today, as part of The University of Iowa College of Law, the Center annually reaches over 2,500 adult learners; conducts applied research; engages in community partnerships, outreach events, and special projects related to labor issues; provides information on labor and workplace issues to faculty, students, and the public; and mentors students interested in careers in labor-related fields.

**Project Information:** Legal research, curriculum development, outreach, and adult popular education on workplace legal rights and strategies for front-line enforcement of workers' rights. Under supervision, law student volunteers will assist the Labor Center in conducting legal research, contributing to annual updates of the Center's *Iowa Worker Rights Manual*, creating accessible resource materials for working Iowans, and potentially assisting in delivering adult education on labor and employment law subjects.

**Agency Contact(s):** Robin Clark-Bennett at [robin-clark-bennett@uiowa.edu](mailto:robin-clark-bennett@uiowa.edu).

**Volunteer Responsibilities:** Students will be assigned research, writing, or curriculum development projects. Writing projects will take the form of brief summaries, digital posts, or resource brochures intended for public audiences. Curriculum development projects will take place in collaboration with Labor Educators in preparation for community workshops. Students will be supervised by Labor Center staff (including two JDs) and will have the chance to participate in community-engaged applications of legal scholarship.

**Agency Responsibilities:** Supervise student's work, provide feedback, and contact law school with any concerns with the volunteers or program.

**Expectations/Time commitment/Scheduling:** The anticipated time commitment depends on the student's availability and how quickly they complete the assigned work. Expected time commitment is 2-3 hours per week. The student and supervisor will work together to establish deadlines for projects and regular check-ins that work with the student's schedule.

**Criteria:** Up to six positions are available. Students must have strong research and writing skills and must be able to work independently. Workshop facilitation or presentation experience is desirable, but not required.