



Citizen Lawyer Program

Pro Bono Projects

Fall 2022

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 2022 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.

Applications for Fall 2022 projects are due by 11:59 p.m. on Wednesday, August 31.

ACLU of Iowa: Legal Research

Founded in 1935, the American Civil Liberties Union of Iowa is the nation's fifth-oldest state affiliate of the national American Civil Liberties Union. The ACLU of Iowa is a non-profit organization that promotes and defends the values reflected in the Bill of Rights through litigation, public advocacy, outreach, education, and lobbying. The ACLU of Iowa is dedicated to promoting and protecting the individual rights and freedoms ensured by the United States Constitution and Iowa Constitution.

www.aclu-ia.org

Project Information: Legal research. Under supervision, the law student volunteers will assist the ACLU of Iowa in conducting research on various topics and other assignments.

Organization Contact(s): Shefali Aurora at shefali.aurora@aclu-ia.org.

Volunteer Responsibilities: Students will draft open records requests regarding public employer personnel policies addressing reasonable accommodations for pregnant workers. Students will then review the policies received using identified criteria. Students will then provide summaries and analyses of the policies to be used in ACLU advocacy to protect and advance the rights of pregnant workers in Iowa.

All documents must adhere to document guidelines that will be provided to the student. Students will be supervised by an attorney and will receive feedback on all assignments.

Organization Responsibilities: Supervise student's written 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 12-16 hours per month at minimum. The student and supervisor will work together to establish deadlines for projects that work with the student's schedule.

Criteria: Up to three positions are available. Students must have strong research and writing skills and must be able to work independently. Students are expected to be responsive to the supervising attorney. All work will be done remotely.

Black Voters Matter: The Warrant Clinic

Black Voters Matter Fund is dedicated to expanding Black voter engagement through movement-building and engagement. The Warrant Clinic (TWC) is a community led grassroots organizing program to help those who have failure to appear warrants because of misdemeanor offenses and traffic violations. Held on Saturdays, TWC takes court out of the courtroom and put these proceedings in the community: at a church or a community center. Community members can consult an attorney and collaborate with the District Attorney's office beforehand and/or on-site. The Warrant Clinic often leads to a resetting of court dates, dismissal of charges, a recall of arrest warrants, and a reduction of fines and fees. As a result, hundreds of community members are now exposed to a reimagined system of justice.

Project Information: A large amount of pre-event work occurs to make sure that the warrant clinic runs smoothly. Community members are reaching out to us every day asking for assistance. Students will help pre-screen each person who registered with the upcoming clinic, provide day of details, obtain additional information, research warrant laws, and assist with other pre-event details.

Organization Contact(s): Matilde Davis at matilde@blackvotersmatterfund.org

Volunteer Responsibilities: Attend BVM's volunteer orientation and review training videos for The Warrant Clinic. Willingness to spend 1-2 hours per week doing intakes and helping with other event details. We will need assistance until Thanksgiving.

Organization Responsibilities: Provide training and support throughout the project. Lead bi-weekly progress check-ins.

Expectations/Time commitment/Scheduling: All participants will fill out BVM's Volunteer Agreement. We prefer students work during the week Tuesdays and Thursdays from 9am-6pm ET. However, students can work outside of these hours, but staff will not be available for additional support. Work 1-2 hours per week until Thanksgiving. This is remote work.

Criteria: Appropriate for all students. Up to four positions are available.

Chicago Volunteer Legal Services: Immigration Pleadings

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.cvl.org

Project Information: Student volunteers will assist in the preparation of pleadings to obtain predicate orders for special immigrant juvenile status petitions. Requires Spanish language proficiency. All work can be done remotely.

Agency Contact: Debi Martin at dmartin@cvls.org.

Volunteer Responsibilities: Students will work under attorney supervision to assist in the preparation of petitions.

Agency Responsibilities: Train students and provide regular oversight and feedback. CVLS will also ensure that all work can be done remotely.

Expectations/Time commitment/Scheduling: CVLS prefers volunteers who will commit for the entire school year. The estimate time commitment is 15-20 hours each semester. Flexible scheduling.

Criteria: One position is available. Preference will be given to students who can commit for the entire year. Spanish language proficiency is required. *Please indicate language proficiency on your application.*

Chicago Volunteer Legal Services: Intake

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.cvl.org

Project Information: Student volunteers will assist with client intakes. Scheduling is very flexible. When an intake needs to be done, CVLS will electronically assign the file to a student, who will then conduct the intake over the phone. Phone intakes are scheduled between the potential client and student, according to their availability. Students will work in one of two groups: foreclosure defense and general litigation.

Agency Contact: Debi Martin at dmartin@cvls.org.

Volunteer Responsibilities: When they receive an intake assignment, students will conduct the intake telephonically at a mutually convenient time arranged with the potential client. All work can be completed remotely.

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 prefers volunteers who will commit for the entire school year. The estimate time commitment is 15-20 hours each semester. Flexible scheduling.

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.

Chicago Volunteer Legal Services: Legal Resources

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.cvl.org

Project Information: Student volunteers will conduct research, compile information, and develop resources to assist CVLS in its mission. All work can be done remotely. **CORRECT?**

Agency Contact: Debi Martin at dmartin@cvls.org.

Volunteer Responsibilities: One student will create a list of Illinois judges and clerks of court who oversee eviction cases which will be used to inform judges of resources available to landlords. Another student will create a pro se e-filing guide for probate cases.

Agency Responsibilities: Train students and provide regular oversight and feedback. CVLS will also ensure that all work can be done remotely.

Expectations/Time commitment/Scheduling: CVLS prefers volunteers who will commit for the entire school year. The estimated time commitment is 15-20 hours each semester. Flexible scheduling.

Criteria: Two positions are available. Preference will be given to students who can commit for the entire year.

The Immigration Project: Language Team

The Immigration Project was founded in 1995 with the goal of ensuring legal access to the immigrant populations of downstate Illinois. Since then, The Immigration Project has been growing and changing, bringing immigration legal services to the immigrants of Central and Southern Illinois.

Project Information: Interpreters work using Zoom or the phone to communicate with clients and tell their immigration story to their lawyer. Technical vocabulary is not needed; volunteers will be trained on relevant terms. French and English are the most needed. Translators will help with translating birth certificates and other government documents or client letters to support a client's immigration legal case.

Agency contact: Volunteer Coordinator, volunteercoordinator@immigrationproject.org

Volunteer Responsibilities: Students are expected to be engaged, reliable, and open to helping as needed. Flexibility is a must. Volunteer responsibilities will include communicating with client's and relaying information to the attorney.

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

Time commitment/Scheduling: Volunteers will be expected to commit approximately a total of 1.5 hours per month minimum (one document or one intake consultation).

Criteria: Up to four positions available. Suitable for students with foreign language aptitude (fluent or advanced second language) particularly those interested in issues experienced by the immigrant community. Proficiency in Spanish and French is especially valued. *Please indicate language proficiency on your application.*

Iowa Legal Aid: Staff Attorney Research Assistance

Iowa Legal Aid (ILA) serves eligible clients (within income and asset limits, based on household size), helping with a variety of civil legal problems. ILA assists clients in matters regarding consumer law, debt collection, education, employment, family law, government benefits, health care, and housing.

www.iowalegalaid.org

Project Information: Student volunteers provide oral or written legal analysis or gather legal research related to a question posed by an ILA attorney working on a civil case. Students will work remotely.

Agency Contact: Daphney Daniel ddaniel@iowalaw.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. Interested students should commit to taking at least two projects over the course of the semester.

Criteria: Up to five positions are available. For interested 1Ls we recommend completing a basic research tutorial by the Iowa Law librarians before beginning.

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

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 & Alissa Smith, Dorsey & Whitney at 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

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

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 six positions available. Suitable for all students. Facility with research (both legal and internet), writing, technology and community outreach is helpful.

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) and Dedi Walker (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: assisting clients with use of Zoom, interpreting for clients and attorneys when needed, 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. Most work will be completed in-person. *This project requires on-site availability from approximately 5:00-7:15 p.m. on the second Tuesday of each month at 1035 Wade St., Iowa City.* A required informational session will be scheduled at a mutually agreed upon time and location once all volunteers are selected.

Criteria: Up to three positions available. Suitable students interested in issues experienced by the immigrant community. Proficiency in a second language (especially Spanish, French, and Arabic) is highly valued; Zoom and computer proficiency is also desirable. *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 & Chair of the Rural Access Work Group, at 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

Iowa Volunteer Lawyers for the Arts (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

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

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.

Justice101: Communications & Outreach

Justice101's seeks to teach vulnerable populations their Constitutionally protected 4th Amendment rights when interacting with law enforcement while walking, in a vehicle, at home, and at school, while emphasizing the proper time and place to assert those rights. Justice101 accomplishes this through several classes: Street Law Fundamentals, aimed at teaching law students the Justice101 curriculum to enable law students to teach the class to other populations; Street Law Essentials, aimed at adults and college students; and Street Law Basics, aimed at high school and younger students. <https://www.justice-101.org/about-us.html>

Project Information: Students assist with the development and marketing of Justice101's curriculum directly to its desired audiences, including communications and development of Justice101's media presence highlighting student's 4th amendment rights and research/updating relevant case law.

Duties may include, but are not limited to, developing marketing strategies regarding 4th amendment precedent for social media, adapting existing Justice101 video footage, and determination of new footage to be shot to effectively disseminate Justice101 curriculum.

This project is primarily remote and students will usually be able to work at their own pace, but there will also be the opportunity to attend Justice101 presentations at either Coe College on September 1 (3-5 pm) or City High on September 2 (9:30 am to 11:30 am; 12:45 - 4:00 pm).

Agency Contact: Crystal Pound, crystal@justice-101.org

Volunteer Responsibilities: Students will assist Justice101 with determining a marketing strategy regarding its existing curriculum to best reach the various vulnerable populations most in need of information related to their 4th Amendment rights when interacting with law enforcement while walking, in a vehicle, at home and at school.

Agency Responsibilities: Provide guidance as needed about 4th Amendment protections and its application as related to interactions with law enforcement, as well as overall goals of marketing to vulnerable populations. 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 at mutually agreed upon times based on the law student's academic schedule.

Criteria: One position is available. Suitable for all students, particularly those with skills or experience in communications/marketing. *Please note availability to attend Sept. 1 or 2 workshops in your application form.*

Kids First: Children of Divorce Workshops

Kids First Law Center in Cedar Rapids gives children a voice in custody and divorce conflicts by providing legal representation and support for kids. Kids First Divorce Workshops are court-ordered for all children experiencing divorce in Linn and Johnson Counties to help them understand and cope with their parents' separation and divorce. The workshops are held both in Cedar Rapids and North Liberty.

www.kidsfirstiowa.org

Project Information: Students help facilitate the Kids First Workshops for Children of Divorce in North Liberty and Cedar Rapids. The goals of the workshops are to give kids a safe and confidential place to discuss their feelings about divorce; to let kids know they are not alone and the divorce is not their fault; to teach kids practical skills to handle their emotions and adjust to family changes; and to help kids understand what to expect from the legal process in an age-appropriate way. Children are grouped by age and there are separate curricula for each group. **This project requires travel to the Recreation Center in North Liberty and to Kids First's offices in Cedar Rapids.**

Agency contacts: Jennifer Koester at jennifer@kidsfirstiowa.org

Volunteer Responsibilities: Students will complete training and sign up for upcoming workshops as dates are announced.

Agency responsibilities: Kids First will provide training and on-site supervision.

Time commitment/Scheduling: Students will be expected to commit to at least two workshops during the academic year. Volunteers will participate in a mandatory training to be scheduled in early September. Workshops are scheduled throughout the year as needed.

Special Skills/Information: This project is suitable for all students. It is particularly suited to those who are interested in family law or child advocacy. Experience with children/teenagers is desirable.

Criteria: Three positions are available. This project is open to all students. Students must attend the required training which will be scheduled in early September. Students must be able to commit for the full academic year. Students must sign the agency's confidentiality and volunteer information forms to participate, and criminal background checks will be completed.

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

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, research, 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. In court observation opportunities will be most available on Wednesdays and Thursdays. Fridays are generally quieter so we recommend students do not plan to schedule in-person work only on Fridays.

Agency Contact: Madison Wiese at mwiese@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 in Cedar Rapids, to be determined by agreement with the supervisor.

Criteria: Up to four 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 - Davenport

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 Davenport office as needed, including discovery review, research, and document/exhibit organization. A specific focus will be assisting attorneys organize and review discovery in preparation for trial. Duties may include transcribing video/audio files, analyzing cell phone downloads, and listening to jail phone calls.

This project will primarily be conducted remotely. There are opportunities for students to personally observe attorneys in action; however, tasks are generally designed to be completed off-site. The time commitment will be an average of 2-3 hours per week, and the hours can be adjusted based on the availability of the volunteers and supervising attorney. In-court observation opportunities can be scheduled as necessary with the supervising attorney.

Agency Contact: Micah Johnson, mjohnson@spd.state.ia.us

Volunteer Responsibilities: Students will assist public defender staff in the Davenport office as requested with reviewing documents, reviewing video and audio files, and drafting requested work product. Students may observe in-court appearances.

Agency Responsibilities: Provide guidance as needed about protocol, case management and discovery review 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 an average of 2-3 hours per week. Work can be completed on the student's own schedule, so long as tasks are completed by any agreed-upon deadlines.

Criteria: Up to four positions are available. Suitable for all students. Students must have familiarity with Google Drive and be able to meet agreed-upon deadlines.

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

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: Up to two positions are available. Suitable for all students.