

This is sample language your agency can use to recruit attorney volunteers. You will need to personalize the highlighted portions before you send out this information,

Legal Advice Clinic

We are excited to offer a convenient way to give significant service to pro bono clients. On the (date of clinic), we are hosting a Legal Advice Clinic at (clinic location) where volunteer attorneys can meet with clients who just need to discuss a legal problem and get some advice.

Lawyers can come in at _____ AM/PM; we will finish by _____ AM/PM. Attorneys will also earn Ethics & Professionalism CLE hours while volunteering! (You must remove this sentence if you are not offering CLE credit to volunteer attorneys.)

Paralegal volunteers and law students come in to help screen clients, organize records and assist in interviews. It works well and is enjoyed by all.

You do not need any particular legal expertise to advise most of these clients. You just need compassion and a few hours to volunteer. We will serve local low-income people; people who do not have the access to a lawyer for advice.

At the beginning of each clinic, lawyers have a chance to look over the client applications and choose matters they are most comfortable with. There will be a staff person, familiar with the issues that arise, on hand to assist and consult. Client self-help pamphlets and other information are available to give to clients who attend the clinic.

Please contact me at (phone), or via e-mail at _____ with any questions or to schedule a time to volunteer.

Thank you,

Name of person coordinating clinic