



Federal Government Pro Bono Program Volunteer Guide

Maryland

Updates available at
<http://www.justice.gov/atj/pro-bono-program>



U.S. Department of Justice

Office for Access to Justice

Washington, D.C. 20530

Dear Colleagues:

Welcome to the Federal Government Pro Bono Program! Thank you for your interest in using your legal skills to better your community and fulfilling your professional duties through pro bono activities. We hope we can help you find a fulfilling opportunity with which to get involved.

This Pro Bono Volunteer Guide provides easy access to information about the rules governing federal employees' engagement in pro bono activities, as well as descriptions of numerous local legal services organizations that regularly offer pro bono opportunities that are generally appropriate for federal government attorneys and legal staff, in that they are generally free of conflicts of interest and offer substantial resources that will help you to succeed. Because each federal agency has its own regulations and procedures, it is important that you discuss any pro bono project with your agency's pro bono coordinator or ethics officer before starting to volunteer. Many agencies have a specific pro bono policy that can guide you through these rules and any approval procedures that may be required.

Throughout the year, our Program offers events and activities to assist you in your pro bono endeavors, including trainings to prepare you to volunteer, opportunities where federal attorneys and legal staff members can volunteer together, and information sessions on various topics relevant to pro bono practice. If you would like to get involved in the development of these ideas or have questions about pro bono activities generally, please contact the Pro Bono Program at probono@usdoj.gov.

For decades, federal government attorneys and legal staff have been increasing access to justice and fulfilling their professional duties through pro bono. We look forward to working with you to carry on this powerful tradition of volunteering our legal skills to ensure that everyone receives equal, fair, and impartial access to justice.

Sincerely,

Laura F. Klein
Pro Bono Program Manager
Office for Access to Justice
Chairperson, Federal Government Pro Bono Program

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Frequently Asked Questions about Engaging in Pro Bono Activities as a Federal Government Employee

Definitions and Limitations

What are pro bono activities?

“Pro bono activities” refers to all legal work performed without compensation. Examples include, but are not limited to, services to persons of limited means or other disadvantaged persons; assistance to charitable, religious, civic, community, governmental, health, and educational organizations; services to individuals or groups seeking to protect civil rights, civil liberties or public rights; and activities seeking to improve the law or legal system.

What types of pro bono activities are prohibited?

Any activity that would conflict with your official duties is prohibited. 5 C.F.R. § 2635.802. For example, in most cases, you are prohibited from representing parties before the federal government. 18 U.S.C. § 205. For more information, see [Conflicts of Interest](#), below.

In addition, each federal agency has its own regulatory standards of conduct that its employees must follow. For example, Department of Justice attorneys may not provide services that involve criminal or habeas corpus matters, whether federal, state, or local. 5 C.F.R. § 3801.106.

May I assist family and friends?

Generally, yes, provided the services you are providing fall within the definition of pro bono legal services, and you are not receiving compensation.

Note: There are limited exceptions to this rule that permit you to represent family members and friends in non-pro bono matters as long as the United States is not a party, and the matter is not criminal in nature. If you would like to represent a family member or friend in a matter that does not fall within the definition of pro bono activity, you should contact your Deputy Designated Agency Ethics Official (DDAEO).

May I assist someone seeking government benefits?

Yes, in limited ways. You may not represent a third party before any government agency. However, you may provide non-representational assistance, such as filling out forms for a person seeking government benefits. But you should be mindful that you may not contact a federal agency, with the intent to influence, on behalf of another person except those persons permitted by 18 U.S.C. § 205.

May I represent someone in an action against the United States?

No. Title 18, section 205 of the U.S. Code prohibits you from representing another person before any court or agency of the United States in a matter in which the United States is a party or has a direct and substantial interest. However, there are limited exceptions for representing your immediate family (spouse, child, and parents), fellow employees in personnel administration proceedings, and certain employee organizations in limited circumstances.

May I prepare income tax returns?

Yes. However, you are prohibited from representing another person before the IRS in connection with a tax return.

Use of Position and Agency Resources

May I use my official position in connection with my pro bono activities?

No. You may not indicate or represent in any way that you are acting on behalf of your agency, or in your official capacity, when providing pro bono or volunteer services.

May I use office letterhead or my business cards?

No. You may not use office letterhead, business cards, fax cover sheets, or otherwise identify yourself as a federal government employee in any communication, correspondence, or pleading.

May I use agency resources such as phone, email, internet, or other government property in connection with my pro bono activities?

Maybe. Each agency has its own policy on the use of its resources and property. Some agencies allow for the personal use of government equipment and facilities if there is only a negligible cost to the government (such as electricity, ink, small amounts of paper, and ordinary wear and tear). To learn about your agency's policy, contact your agency pro bono coordinator or ethics officer.

May a federal government attorney ask a support staff colleague to assist them?

No. Pro bono activities are not official duties and may not be assigned to or required of support staff. The Federal Government Pro Bono Program maintains a Support Staff Resource Pool, where paralegals, legal assistants, and other support staff may volunteer to be matched with federal government attorneys who need assistance. Attorneys and support staff should contact the Pro Bono Program at probono@usdoj.gov to request assistance or to be added to the Pool.

May I use Westlaw and other electronic computer databases?

Maybe. Each agency has its own policy on this issue. To learn about your agency's policy, contact your agency pro bono coordinator or ethics officer.

May I participate in pro bono activities on government time?

Generally, no. We encourage you to seek pro bono opportunities that can be accomplished outside of your scheduled working hours. However, activities may sometimes occur during the workday. Your agency's policy may allow you to be granted annual leave or leave without pay, or to be permitted to make up time you are away from the office. To learn about your agency's policy, contact your agency pro bono coordinator or ethics officer.

May I be granted administrative leave?

Maybe. Generally, it is inappropriate to pay an employee for time engaged in pro bono activity. However, in limited circumstances, it may be appropriate to excuse an employee from duty for brief periods of time without loss of pay or charge of leave. Excused absence should be limited to those situations in which the employee's services meet one or more of the following criteria: are directly related to the agency's mission; are officially sponsored or sanctioned by the agency; or will enhance the professional development or skills of the employee in their current position. See [5 C.F.R. § 630.1403](#).

Further, some agencies have issued policies specifically permitting the granting and use of administrative leave for pro bono activities. Examples include the Department of Justice, the Department of Labor, the Department of Energy, the Department of Homeland Security, the Department of Interior, the National Labor Relations Board, the Pension Benefit Guaranty Corporation, and many others. To find out if your agency has such a policy, check with your agency pro bono coordinator or ethics officer.

Conflicts of Interest

Who should I talk to about any possible conflicts of interest?

Your Deputy Designated Agency Ethics Official (DDAEO). You may also consult your agency pro bono coordinator.

What constitutes a conflict of interest?

Any activity that would:

1. violate any federal statute, rule, or regulation, including for example, 18 U.S.C. § 201 et seq. and the Standards of Conduct at 5 C.F.R. § 2635;
2. interfere with the proper and effective performance of your official duties, including time availability;
3. cause a reasonable person to question the integrity of your agency's programs or operations;
4. require your recusal from significant aspects of your official duties;
5. create an appearance that your official duties are being performed in a biased or less-than-impartial manner; or
6. create an appearance of official sanction or endorsement.

Must I get approval to engage in pro bono activities?

Yes. Each agency has its own policy regarding its employees' outside activities. An employee seeking to engage in any pro bono legal work must follow their agency's procedures for outside activities. To learn about your agency's approval requirements, consult with your agency pro bono coordinator or ethics officer.

Malpractice Coverage & Out-of-State Bar Membership

What about malpractice insurance coverage?

The federal government does not provide malpractice insurance coverage. Generally, pro bono opportunities organized by the local bar or more established nonprofit legal services organizations provide malpractice insurance coverage to volunteers. The Federal Government Pro Bono Program only publicizes organizations and opportunities that provide malpractice insurance coverage to volunteers. If you find an opportunity on your own, you should ask the organization through which you will be providing pro bono services whether it will provide malpractice coverage for you.

May I participate if I am an attorney but not a member of the state bar where I am located?

Maybe. You must be licensed in the jurisdiction where you seek to do pro bono work unless there is an exception provided in the local rules governing the unauthorized practice of law. Maryland allows certain attorneys who are present in Maryland and who are not Maryland Bar Members to provide pro bono legal services in their jurisdiction. See [Providing Pro Bono Legal Services in Maryland as an Out-of-State Attorney](#), below, for an explanation and instructions for compliance. All attorneys may engage in volunteering that does not involve providing legal advice directly to a client, such as law-related education in schools or intake at clinics. For any questions, please contact the Pro Bono Program at probono@usdoj.gov.

Getting Involved

Are there activities I can do that do not involve client representation?

Absolutely! Government attorneys regularly staff brief advice clinics. At these clinics, attorneys provide brief advice and referral for clients and do not take on the cases. You can also research legal issues for an online law library, the Maryland People's Law Library.

What if I have never done any pro bono work before?

It is never too late to start doing pro bono work. There are lots of resources and support to help you. First, you can start by taking a training. Many legal services organizations provide trainings on substantive areas of law that are designed for attorneys who are new to the subject area. Many trainings are available online as well. Second, most legal services organizations assign mentors to government attorneys to advise you throughout your pro bono work. Third, most local legal service organizations offer terrific resource banks, which might include manuals, sample forms, and sample pleadings. Many attorneys start by co-counseling their first pro bono case. And you don't have to start by taking a case – you can participate in a brief advice clinic, volunteer at an intake site, or do a range of other activities.

Is Continuing Legal Education (CLE) credit available for pro bono work?

Yes! Twenty-two states currently offer some CLE credit for pro bono work. Additionally, some organizations provide CLE credit for their trainings to prepare attorneys to volunteer. While Maryland does not have a CLE requirement, at least one other state will provide CLE credit for pro bono service completed in another state. See Florida Bar Rule 4-6.1(a), (b), (f); 6-10.3(h). Contact the Pro Bono Program at probono@usdoj.gov for details.

Is there a committee that helps government agencies to develop pro bono policies and programs?

Yes. The Interagency Pro Bono Working Group (IAWG) has been established to assist federal agencies in developing pro bono policies and programs. The IAWG also organizes events to encourage more government attorneys to participate in pro bono work. The IAWG is chaired by the Department of Justice Pro Bono Program Manager and includes representatives from over 60 agencies.

How can I get my agency involved?

Contact the Pro Bono Program at probono@usdoj.gov.

Providing Pro Bono Legal Services in Maryland as an Out-of-State Attorney

Rule 19-218: Special Authorization for Out-of-State Attorneys Affiliated with Programs Providing Legal Services to Low-Income Individuals

Who may be authorized to practice pro bono under this rule?

This rule specially authorizes attorneys who are not Maryland Bar Members to practice pro bono in Maryland if they meet the specific eligibility requirements.

What are the specific eligibility requirements?

As a federal employee,¹ to be eligible for the special authorization to practice pro bono, you must:

1. currently be admitted to practice law in a U.S. jurisdiction that is not Maryland;
2. currently be a member in good standing in that jurisdiction;
3. have graduated from a law school that is both
 - a. located in a state and
 - b. approved by the American Bar Association;
4. practice under the supervision of a Maryland Bar Member; and
5. not be receiving any compensation for the legal services except for the reimbursement of reasonable and necessary expenses.

¹ Rule 19-218 applies to all out-of-state attorneys. The list of requirements above are those that apply to federal government attorneys.

What is the process for getting pro bono practice authorization?

1. You file a written request with the Clerk of the Maryland Supreme Court for special authorization to practice under this rule, including:
 - a. Evidence that you graduated from a law school that is
 - i. located in a state and
 - ii. approved by the American Bar Association;
 - b. A certificate from the highest court of a state that says that you are a member in good standing of that state's bar; and
 - c. A statement signed by the Executive Director of the legal services organization where you will be volunteering pro bono that
 - i. Certifies that you are currently associated with their program and
 - ii. States whether you will be receiving compensation other than reimbursement of reasonable and necessary expenses; and
 - iii. A statement that the Executive Director agrees to, within 10 days after you stop being associated with their program, file a notice of termination of authorization with the Clerk of the Maryland Supreme Court.
2. If you are granted the special authorization, the Clerk of the Maryland Supreme Court issues you a certificate under seal of the Court that certifies that you are authorized to practice under this rule, as well as any limitations on your special authorization.

Who may sponsor the pro bono attorney?

Your sponsor must be the Maryland legal services organization with which you will be volunteering.

Are there any fees required?

This rule does not require any fees to receive special authorization to practice pro bono. However, if you are receiving any compensation for the legal services, you will be required to pay into the Client Protection and Fund of the Bar of Maryland and the Disciplinary Fund.

How long does pro bono practice authorization last?

If you are not receiving compensation other than reimbursement of reasonable and necessary expenses, this rule does not set a duration limit on your special authorization to practice pro bono. However, if your special authorization permits you to receive other compensation, the

Clerk of the Maryland Supreme Court will set your special authorization to expire at or before two years after your special authorization's effective date.

Also, your special authorization will automatically end if you stop being associated with the legal services organization that sponsored your special authorization. Additionally, the Court has the discretion to revoke or suspend your special authorization at any time, as well as to modify, suspend, or revoke the special authorizations of all out-of-state attorneys who are specially authorized under this rule.

Additional Considerations

- Not all Maryland legal services organizations may serve as a sponsor under this rule.
- If you intend to receive compensation for practicing law in Maryland for more than two years, you should apply for admission to the Maryland Bar.
- If you are specially authorized under this rule and have a disciplinary proceeding filed against you in another jurisdiction, you must promptly notify the Executive Director of your sponsoring legal services organization that you have a pending disciplinary matter.
- If you are specially authorized under this rule, you must promptly inform Maryland Bar Counsel and the Clerk of the Maryland Supreme Court of your bar status if you: are disbarred, suspended, or otherwise disciplined; resign from a jurisdiction's bar while there is disciplinary or remedial action threatened or pending against you in that jurisdiction; or are placed on inactive status based on your incapacity.
- If you are specially authorized under this rule, you are subject to the Maryland Attorneys' Rules of Professional Conduct.
- If you are specially authorized under this rule and the Administrative Office of the Courts requests for you to file an IOLTA Compliant Report or Pro Bono Legal Service Report, you must timely do so in compliance with the applicable filing requirements.

For more information

For more information, contact the Pro Bono Program at probono@usdoj.gov.

Legal Services Organizations

The following legal services organizations have been screened by the Federal Government Pro Bono Program and have been determined to offer pro bono opportunities that are generally appropriate for federal government attorneys and legal staff.

- Individual volunteers are still responsible for seeking approval to participate from their agencies, including any necessary review for conflicts of interest.
- Employees should remember that they are prohibited from acting as an agent or attorney for any person before any agency, department, or court in any matter in which the United States has a direct and substantial interest.
- Employees also should understand that they are acting in their individual capacities and not as representatives of their agencies and should act accordingly in all pro bono work.
- Federal government attorneys may not ask support staff colleagues to assist them with their pro bono matters. If you are a federal government attorney and would like to request assistance, or are a support staff member interested in assisting with pro bono matters, contact the Pro Bono Program at probono@usdoj.gov.

The Bar Foundation of Montgomery County

Contact: **Debbie Mantilla Craven, Clinic Coordinator**
debbie@mcbfprobono.org, 301-762-5831, barmont.org

The Bar Foundation of Montgomery County’s Pro Bono Program (the Pro Bono Program) was the first of its kind in Maryland and provides free legal advice to residents of Montgomery County through its Attorney Referral Program and its advice clinics. It offers services in a wide variety of legal areas.

Kinds of Cases Offered	<p>The Pro Bono Program refers low income Montgomery County residents to volunteer attorneys. The Pro Bono Program handles the following types of cases: guardianship, custody where not already established, adoption, absolute divorce, debt collection (defense only), wills and powers of attorney, and landlord/tenant cases. The Program does not handle criminal cases, traffic issues, appeals, modifications, child support, legal separations, limited divorces, employment issues, or social security disability issues. Volunteers are needed to take individual cases and/or to volunteer at one of its advice and referral clinics in Montgomery County.</p>
Applicable Timing & Location Information	<p>The Bar Foundation’s offices are located at 27 West Jefferson Street, Rockville, MD, 20850.</p> <p>Attorneys may take cases at any time.</p> <p>Legal Clinics are held on weekday evenings in four locations:</p> <ul style="list-style-type: none">• East County Community Recreation Center (3310 Gateshead Manor Way Silver Spring, MD 20904) – 2nd and 4th Monday of each month• Gaithersburg Library Gilchrist Immigrant Resource Center (18330 Montgomery Village Avenue

Training

Gaithersburg, MD 20879) – 1st and 3rd Thursday of each month

- TESS Community Action Center (8703 Flower Avenue Silver Spring, MD 20901) – 1st and 3rd Wednesday of each month
- Westfield South Building Wheaton Gilchrist Immigrant Resource Center (11002 Veirs Mill Rd., Suite 506 Wheaton, MD 20902) – 2nd and 4th Wednesday of each month

Volunteer attorneys are not required to complete any trainings before or while volunteering with the Pro Bono Program.

For attorneys who agree to accept a family law case, the optional Rita Rosenkrantz Family Law Training is available via webcast for free. For additional information about this training, contact Tricia Rust, CLE Coordinator, at Tricia@BarFoundationMC.org or 301-340-2534.

Mentoring and Other Support

- Mentoring – Can be provided upon a volunteer attorney’s request.
- Other support – Interpretation services are available with advance scheduling.
- Reimbursement for out-of-pocket expenses – Available if an attorney moves forward with a case.

Bar Membership Requirement

Attorney volunteers may be licensed in any U.S. jurisdiction – Maryland Bar membership is not required to volunteer pro bono at the Pro Bono Program. For more information, see [Providing Pro Bono Legal Services in Maryland as an Out-Of-State Attorney](#), above.

Malpractice Insurance

The Bar Foundation's Pro Bono Program makes malpractice insurance available to all of its pro bono volunteers.

Community Law Center

Contact: **Amy Yontef-McGrath, Pro Bono Coordinator**

amy@communitylaw.org, 410-366-0922 x115 or 443-741-2139, communitylaw.org

Community Law Center (CLC) is Maryland's only legal services organization dedicated solely to strengthening neighborhoods and the nonprofit sector. We provide legal advice and representation to nonprofit organizations and neighborhood groups throughout Maryland, as well as producing publications and presenting educational workshops for nonprofits and volunteer attorneys. With staff attorneys and over 600 volunteer attorneys, Community Law Center is equipped to provide representation to neighborhoods and nonprofits for all of their legal needs.

Kinds of Cases Offered

CLC's Pro Bono Program helps improve the safety, quality of life, and economic vitality of neighborhoods in Maryland by addressing a wide range of legal issues on behalf of community and nonprofit organizations. The types of legal matters addressed through the Pro Bono Program include:

- Formation, revival, and maintenance of nonprofit organizations (including advising an organization's Board of Directors on its role and responsibilities, drafting bylaws, and filing articles of incorporation, but excluding seeking an IRS status, which poses a conflict of interest for federal government volunteers);
- Real estate leases;
- Transfer of real property;
- Zoning decision appeals;
- Contracts (drafting and negotiation);
- Employment issues;
- Addressing nuisance properties (including vacants and drug nuisances);

Applicable Timing & Location Information

Training

Mentoring and Other Support

Bar Membership Requirement

- Liquor license protests; and
- Much, much more!

Community Law Center offices are located at 3355 Keswick Road, Suite 200 (second floor of the main building), Baltimore, MD 21211.

Volunteer attorneys are not required to complete any trainings before volunteering with CLC or while volunteering with them.

CLC offers optional online training sessions. These training sessions are up to two hours long and are recorded and available remotely.

- Mentoring – The CLC Pro Bono Program Staff Attorney checks in regularly with volunteers to provide guidance, and volunteers can also be connected with a CLC staff attorney.
- Other support – Administrative or paralegal support can be made available when needed for tasks like collecting or delivering local information, pictures, or records.
- Reimbursement for out-of-pocket expenses – Litigation funds are available for eligible expenses.
- Office resources – Office space is available with advance scheduling. Other office resources, such as free court copies, are available.
- Resource bank – CLC has multiple publications with sample documents available online or in hard copy.

Attorney volunteers may be licensed in any U.S. jurisdiction – Maryland Bar membership is not required to volunteer pro bono at CLC. For more information,

Malpractice Insurance

see [Providing Pro Bono Legal Services in Maryland as an Out-of-State Attorney](#), above.

CLC makes malpractice insurance available to all of its pro bono volunteers.

Community Legal Services of Prince George's County

Contact: **Jessica Quincosa, Executive Director**

Quincosa@clspgc.org, 240-391-6532, clspgc.org

Community Legal Services (CLS) has a mission to educate, represent, and empower low-income members of the Prince George's and Anne Arundel County Communities regarding civil legal matters.

Kinds of Cases Offered

CLS has a number of clinic and representational opportunities. CLS has stated that not screen for immigration status.

- **CLINIC FOR SELF-REPRESENTED LITIGANTS** – This clinic provides legal advice and document preparation in civil law cases in which the client intends to represent themselves.
- **DOMESTIC VIOLENCE WELLNESS PROGRAM (DVLW)** – This clinic represents victims of domestic violence in Protective Order cases. In addition to helping clients obtain protective orders, volunteer attorneys can assist clients with pro bono representation for their family law matters after their protective orders are secured.
- **EVICTON PREVENTION PROGRAMS** – Our Eviction Prevention Programs provide same-day and extended scope representation, as well as brief advice, to tenants facing eviction in Prince George's and Anne Arundel Counties.
- **EXPUNGEMENT CLINICS** (**Note to DOJ employees:** DOJ employees are prohibited from providing assistance on expungement matters. See 5 C.F.R. 3801.106(b)(1)(ii).)
- **FAMILY LAW LAWYER REFERRAL PROGRAM** – This clinic utilizes our lawyer referral database to provide

Applicable Timing & Location Information

representation to clients seeking assistance with their family law cases. Assistance is provided in cases involving divorce, custody, child support, visitation, domestic violence, foreclosure prevention, and other non-fee-generating civil legal matters.

- FORECLOSURE PREVENTION AND BANKRUPTCY CLINIC – This clinic provides legal advice and representation virtually and in-person. (**Note:** Federal government employees should not provide representation in bankruptcy matters.)

CLS clinics take place at various locations in Maryland.

Note: Most CLS clinics operate during business hours only and therefore may require volunteers to take leave to participate. For more information, see [May I participate in pro bono activities on government time?](#) and [May I be granted administrative leave?](#), above.

- CLINIC FOR SELF-REPRESENTED LITIGANTS – This clinic operates out of the Prince George’s County Circuit Courthouse in Upper Marlboro five days a week.
- EVICTION PREVENTION PROGRAMS – Our clinics operate at the Hyattsville, Glen Burnie, and Annapolis District courthouses.
- FORECLOSURE PREVENTION AND BANKRUPTCY CLINIC – This clinic provides legal advice and representation virtually and in-person.

Training

Volunteers with CLS’s Eviction Prevention Program must complete required training before beginning to volunteer with that program. The training is two hours long, pre-recorded, and virtual.

CLS partners with the Pro Bono Resource Center of Maryland to offer optional additional trainings. Most of the trainings are virtual, but some are offered in person.

Mentoring and Other Support

- Mentoring – Provided by CLS staff attorneys.
- Other support – Limited interpretation/translation services available.
- Reimbursement for out-of-pocket expenses – CLS does not offer reimbursement.
- Office resources – Office space, limited courthouse space, and use of telephone, printers, and scanners are available.
- Resource bank – CLS provides access to slide decks, Maryland Rules books, sample pleadings, and quick links to cases and statutes.

Bar Membership Requirement

Attorney volunteers may be licensed in any U.S. jurisdiction – Maryland Bar membership is not required to volunteer pro bono at CLS. For more information, see [Providing Pro Bono Legal Services in Maryland as an Out-of-State Attorney](#), above.

Malpractice Insurance

CLS makes malpractice insurance available to all of its pro bono volunteers.

Disability Rights Maryland

Contact: **Norma Davis, Pro Bono Coordinator**
NormaD@disabilityrightsmd.org, 443-692-2473, disabilityrightsmd.org

Disability Rights Maryland (DRM) has a mission to create an integrated and just society by advancing the legal rights of people with disabilities. Each year, thousands of individuals with disabilities contact DRM seeking legal assistance. DRM maintains a Pro Bono Attorney Referral Program in which we match those people whom our resources are unable to serve with attorneys who are willing to provide free legal representation.

Kinds of Cases Offered	Volunteers represent clients in special education and access to medically necessary healthcare services cases in all Maryland Counties.
Applicable Timing & Location Information	DRM’s offices are located at 1500 Union Avenue, Ste. 2000, Baltimore, Maryland 21211. DRM serves clients throughout the state.
Training	<p>Volunteers must complete required training, but they may begin volunteering at the start of referral, before completing the training. The training is 9 hours long, remote, and recorded/on-demand. The training focuses on special education and health care laws.</p> <p>DRM offers optional additional trainings that are remote and recorded/on-demand.</p>
Mentoring and Other Support	<ul style="list-style-type: none">• <u>Mentoring</u> – Provided by experienced DRM attorneys and paralegals.• <u>Reimbursement for out-of-pocket expenses</u> – Not available through DRM.• <u>Office resources</u> – Not available through DRM.• <u>Resource bank</u> – DRM provides access to sample pleadings, templates, and reference materials.

Bar Membership Requirement

Attorney volunteers may be licensed in any U.S. jurisdiction – Maryland Bar membership is not required to volunteer pro bono at DRM. For more information, see [Providing Pro Bono Legal Services in Maryland as an Out-of-State Attorney](#), above.

Malpractice Insurance

DRM makes malpractice insurance available to all of its pro bono volunteers.

Maryland Legal Aid

Contact: **Angus Derbyshire, Pro Bono Director**

ADerbyshire@mdlab.org, 443-955-4861, mdlab.org

Maryland Legal Aid (MLA) is the largest provider of free, direct legal services in Maryland and the state's third largest law firm. As a private, non-profit law firm, MLA provides a full range of free civil legal services to low-income people statewide, in Baltimore City and in Maryland's 23 counties, from 12 office locations.

Kinds of Cases Offered

MLA needs volunteers for:

- Family law cases, including custody, divorce and child support cases.
- Small claims matters, such as security deposit returns.
- Criminal record expungement assistance. (**Note to DOJ employees:** DOJ employees are prohibited from assisting on expungement matters. See 5 C.F.R. 3801.106(b)(1)(ii).)
- Restoration of Maryland Transit Administration (MTA) Benefits – Administrative cases against the MTA for denying transportation benefits to disabled residents.
- Foreclosure Legal Assistance Project – We represent low-income homeowners throughout Maryland at all stages of the foreclosure process, including mediations, motions to stay and dismiss sales, bankruptcies, exceptions to sales, motions for order of possessions, and evictions. Advice and referrals are provided to those who we are unable to represent.
- Brief Advice Clinics in schools, libraries, churches and other locations.

Applicable Timing & Location Information

- Matters involving consumer issues, elder rights, employment law, health care, housing law, and drafting wills.

MLA's opportunities take place at various offices in Maryland.

Note: MLA's Brief Advice Clinics generally take place during business hours and may require volunteers to take leave to participate. For more information, see [May I participate in pro bono activities on government time?](#) and [May I be granted administrative leave?](#), above.

Training

MLA provides both live and online training in various areas of law.

Mentoring and Other Support

- Mentoring – MLA provides mentoring and support on cases.
- Other support – Administrative support available.
- Office resources – Office space available during office hours.

Bar Membership Requirement

Attorney volunteers may be licensed in any U.S. jurisdiction – Maryland Bar membership is not required to volunteer pro bono at MLA. For more information, see [Providing Pro Bono Legal Services in Maryland as an Out-of-State Attorney](#), above.

Malpractice Insurance

MLA makes malpractice insurance available to all of its pro bono volunteers.

Maryland Volunteer Lawyers for the Arts

Contact: **Sarah Scalet, Senior Program Manager**

Sarah@mdvla.org, 410-752-1633, mdvla.org

At Maryland Volunteer Lawyers for the Arts (MdVLA), we strive to connect Maryland’s most creative people with talented, dedicated, hardworking attorneys. We work with artists who do everything from writing fiction to painting murals and they need lawyers like you: lawyers who will fight to protect their rights. If you’re looking for a rewarding and exciting way to do pro bono work and gain new legal experiences, volunteer with MdVLA.

Kinds of Cases Offered

MdVLA offers both opportunities for full representation and art law clinics. Artists need assistance with a range of legal services, including:

- Contract drafting, negotiation, review, and enforcement
- Business entity formation, including LLCs
- Commercial Property issues related to studio or performance space
- Employment issues
- Privacy and Defamation

Applicable Timing & Location Information

Art law clinics are held monthly, both virtually and in-person at varying locations in Maryland.

Training

Volunteer attorneys are not required to complete any trainings before volunteering with the MdVLA or while volunteering with them.

Mentoring and Other Support

- Mentoring – Provided by the MdVLA Staff Attorney.
- Other support – Administrative support provided by MdVLA’s Senior Program Manager.
- Reimbursement for out-of-pocket expenses – Not applicable to MdVLA’s opportunities. The client (not the attorney) is responsible for paying any expenses incurred (e.g., filing fees, state or federal fees, overnight delivery, customary out-of-pocket expenses). MdVLA offers funding to reimburse clients in select scenarios.
- Office resources – Office space can be made available.
- Resource bank – MdVLA has a range of written resources that can be made available.

Bar Membership Requirement

Attorney volunteers may be licensed in any U.S. jurisdiction – Maryland Bar membership is not required to volunteer pro bono at MdVLA. For more information, see [Providing Pro Bono Legal Services in Maryland as an Out-of-State Attorney](#), above.

Malpractice Insurance

MdVLA makes malpractice insurance available to all of its pro bono volunteers.

Maryland Volunteer Lawyers Service

Contact: **Makeisha Gibson, Pro Bono Program Manager**
mgibson@mvslaw.org, 443-451-4072, mvslaw.org

The Maryland Volunteer Lawyers Service (MVLS) directly helps Marylanders facing legal challenges, while also fighting to change systems that harm people living in or near poverty. MVLS accomplishes this through pro bono representation, community engagement, and legislative and administrative advocacy. Our volunteer attorneys and tax professionals help individual clients resolve their life changing civil issues. MVLS staff attorneys build on that impact by building meaningful community partnerships and identifying specific inequities that are borne out in our clients’ stories and in the legal system at large. We leverage this knowledge to advocate for more equitable laws.

Kinds of Cases Offered	MVLS cases include housing and family law cases, foreclosure prevention, deed changes, name changes, estate planning, tax controversy including state matters, and consumer matters. MVLS also offers expungement cases. (Note to DOJ employees: DOJ employees are prohibited from participating in expungement cases. See 5 C.F.R. 3801.106(b)(1)(ii).)
Applicable Timing & Location Information	MVLS is based in Baltimore but assists clients statewide.
Training	MVLS offers trainings to volunteers on all topics that MVLS provides legal assistance with, including family law, debt collection and bankruptcy, foreclosure and tax sale, tax controversy, and estate planning and estate administration. MVLS has supplementary training materials available on its website.
Mentoring and Other Support	<ul style="list-style-type: none">• Mentoring – Provided by MVLS staff attorneys and expert volunteers.

Bar Membership Requirement

Attorney volunteers may be licensed in any U.S. jurisdiction – Maryland Bar membership is not required to volunteer pro bono at MVLS. For more information, see [Providing Pro Bono Legal Services in Maryland as an Out-Of-State Attorney](#), above.

Malpractice Insurance

MVLS makes malpractice insurance available to all of its pro bono volunteers.

The People’s Law Library of Maryland

Contact: **Leland Sampson, Head of Web Content & Services**
Leland.Sampson@mdcourts.gov, peoples-law.org

The People's Law Library (PLL) is a legal information and self-help website maintained by the Thurgood Marshall State Law Library of Maryland, a court-related agency of the Maryland Judiciary. PLL is supported by Maryland's non-profit legal services providers, pro bono attorneys, and the legal academic community. We rely on a network of volunteers, including many attorneys from Judiciary departments, bar associations, law school legal clinics and Maryland Legal Services Corporation grantee organizations. The Thurgood Marshall State Law Library manages content development.

Kinds of Cases Offered	The purpose of the PLL is to provide self-represented litigants in Maryland state courts information about the law, including summaries of the law, links to primary and secondary legal resources, and referrals for legal services. The site offers legal information, not advice. Volunteers research state civil law topics and draft explanations in general, plain English terms.
Applicable Timing & Location Information	Volunteers may work at any location.
Training	Volunteers are not required to complete any trainings before volunteering with PLL or while volunteering with them, and PLL does not offer any trainings.

Mentoring and Other Support

- Mentoring – Volunteers are provided guidance when editing, updating, and drafting materials. Assistance is remote via email and telephone.
- Other support – The Law Library offers research services to volunteers to assist with article review and drafting.
- Reimbursement for out-of-pocket expenses – Not relevant to PLL opportunities.
- Office resources – Not applicable to PLL opportunities, as all opportunities are remote.
- Resource bank – Volunteers are provided guiding materials when editing, updating, and drafting materials.

Bar Membership Requirement

Attorney volunteers may be licensed in any U.S. jurisdiction – Maryland Bar membership is not required to volunteer pro bono at PLL. For more information, see [Providing Pro Bono Legal Services in Maryland as an Out-of-State Attorney](#), above.

PLL may have opportunities available for non-attorney volunteers.

Malpractice Insurance

Malpractice insurance is not required when volunteering pro bono with PLL.

The Pro Bono Resource Center of Maryland

Contact: **Kiah Pierre, Director of Training & Operations**

kpierre@probonomd.org, probonomd.org

As the pro bono arm of the Maryland State Bar Association and the statewide clearinghouse on pro bono, the Pro Bono Resource Center (PBRC) recruits, trains, and connects hundreds of volunteer attorneys with pro bono opportunities across the state.

Kinds of Cases Offered

- ESTATE PLANNING CLINICS WITH HOME PRESERVATION PROJECT (HPP) – Volunteer attorneys meet one-on-one with Baltimore City or Baltimore County homeowners at an in-person clinic and prepare wills, advance medical directives, and financial powers of attorney. Lawyers with more than two years of estate planning experience can opt out of training by contacting Allison Harris, Director of HPP, at aharris@probonomd.org.
- TAX SALE FORECLOSURE PREVENTION CLINICS WITH HOME PRESERVATION PROJECT (HPP) – Volunteer attorneys meet one-on-one with Baltimore City homeowners at an in-person clinic and counsel them about the Baltimore City tax sale process and steps that may be available to resolve their property tax delinquency which places them at risk of tax sale and, ultimately, losing their homes through foreclosure.

Applicable Timing & Location Information

Date and time are variable. PBRC can connect lawyers and others to meaningful pro bono opportunities (at PBRC and at other Maryland legal services provider organizations) based on their geographical preferences.

Training

New volunteers must complete required training before beginning to volunteer with PBRC programs. All of PBRC's trainings require a pro bono commitment from the volunteer, and course length varies by training topic. PBRC periodically offers live trainings, but online webcasts are available for registration at the convenience of the volunteer through PBRC's training page: <https://probonomd.org/volunteers/train>.

Mentoring and Other Support

- Mentoring – Provided by PBRC staff.
- Other support – Support from PBRC staff is available. Interpretation services and translated materials may be available.
- Reimbursement for out-of-pocket expenses – Litigation fund reimbursement is available for eligible expenses. Information about PBRC's Litigation Fund is available at <https://probonomd.org/volunteers/litigation-fund>.
- Office resources – Services provided through PBRC's projects typically occur in-court or at community locations, but if a need arises for a volunteer to access office space, they should contact the director of the project in which they are participating: <https://probonomd.org/about-us/our-staff>.
- Resource bank – PBRC provides access to roadmaps, checklists, training/reference materials, and, for estate planning work, document templates.

Bar Membership Requirement

Attorney volunteers may be licensed in any U.S. jurisdiction – Maryland Bar membership is not required to volunteer pro bono at PBRC. For more information, see [Providing Pro Bono Legal Services in Maryland as an Out-of-State Attorney](#), above.

Malpractice Insurance

PBRC makes malpractice insurance available to all of its pro bono volunteers.