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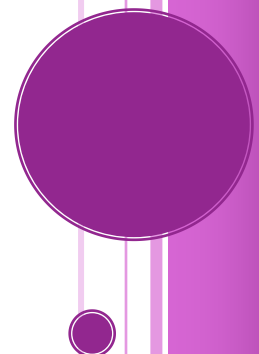
# FEDERAL GOVERNMENT PRO BONO PROGRAM

*Pro Bono Opportunities for Federal Government Attorneys*

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**ATLANTA**

Compiled by the Atlanta Federal Government Pro Bono Committee



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# INTRODUCTION: Pro Bono Guide for Federal Attorneys

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Congratulations and thank you for making the first step towards providing pro bono legal services in Atlanta!

As a federal attorney, sometimes it may seem like pro bono opportunities are inaccessible--limited to your colleagues in the private and non-profit sectors. Although federal laws and regulations require federal government attorneys to be cautious about the types of pro bono legal service they provide and how to provide it, it is absolutely possible (and encouraged!) for federal attorneys to engage in pro bono legal work.

For detailed information about rules for government attorneys who would like to provide pro bono legal services, please refer to the Frequently Asked Questions (FAQ) section.

The Atlanta Federal Government Pro Bono Committee has published this guidebook to help federal government attorneys understand the rules on pro bono service and to make local volunteer opportunities more accessible to them. The organizations and specific opportunities listed in this guidebook have been vetted by the Federal Government Pro Bono Program and met basic criteria, such as providing malpractice insurance coverage to volunteers. However, each federal agency may have different requirements and policies for pro bono legal work, so please check if your agency has a specific pro bono policy before volunteering.

For more information about the Atlanta Chapter of the Federal Government Pro Bono Program, including volunteer opportunities, please contact Andres Sandoval at [ASandoval@usa.doj.gov](mailto:ASandoval@usa.doj.gov); Tifanie Titus at [ttitus@fdic.gov](mailto:ttitus@fdic.gov); or Andrew Navratil at [anavratil@bop.gov](mailto:anavratil@bop.gov). For more information about the Federal Government Pro Bono Program, please contact Laura Klein at [Laura.F.Klein@usdoj.gov](mailto:Laura.F.Klein@usdoj.gov) or Lara Eilhardt at [Lara.Eilhardt@usdoj.gov](mailto:Lara.Eilhardt@usdoj.gov).

Thank you,

The Atlanta Federal Government Pro Bono Committee

# FREQUENTLY ASKED QUESTIONS

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## GOVERNMENT ATTORNEYS AND PRO BONO WORK

### I. Definitions and Limitations

#### What types of services may I provide?

Pro bono legal work and volunteer services may be broadly defined to include many different types of activities 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 and volunteer services are prohibited?

Any service that would conflict with your official duties is prohibited. 5 C.F.R. § 2635.802. For example, federal employees, in most cases, are prohibited from representing parties before the federal government. 18 U.S.C. § 205. (See questions below on conflicts of interest.) In addition, each federal agency has its own regulatory standards of conduct which 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 provide services to political organizations?

Yes, however, you must comply with the restrictions of the Hatch Act (5 U.S.C. § 7234) and your agency's policy concerning political activities by high-level and political appointees. It should be noted that the Office of Personnel Management has stated that it would be inappropriate to grant administrative leave to employees to engage in partisan political activities. Also, because partisan political activity is subject to more restrictive rules than other non-official activity, no partisan political activity may take place on government time or by using government property. See 5 C.F.R. Part 734.

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

No. 18 U.S.C. § 205 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. 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 assist persons seeking government benefits?

Yes, in limited ways. You may provide non-representational assistance, such as filling out forms for a person seeking government benefits. However, 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(e). You may not represent a third party before any federal government agency.

## May I prepare income tax returns?

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

## May I assist family and friends?

Yes, provided the services you are providing fall within the definition of pro bono and/or volunteer services and you are not receiving compensation.

NOTE: There are some limited exceptions to this rule which may permit employees to represent family 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. You should contact your Deputy Designated Agency Ethics Official (DDAEO) if you would like to represent a family member or friend and the representation does not fall within the definition of pro bono or volunteer services.

## II. Use of Position and Agency Resources

### May I use my official position in connection with my pro bono and/or volunteer services?

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, etc., 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 services?

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

## May I ask my secretary to assist me?

No. Pro bono and volunteer services are not official duties and may not be assigned to or required of support staff. The Federal Government Pro Bono Program has created a Support Staff Resource Pool for any support staff who wish to assist attorneys on pro bono matters. Interested support staff should contact Laura Klein at [Laura.F.Klein@usdoj.gov](mailto:Laura.F.Klein@usdoj.gov) or Lara Eilhardt at [Lara.Eilhardt@usdoj.gov](mailto:Lara.Eilhardt@usdoj.gov). When an attorney needs assistance on a pro bono matter, they can be matched with someone in the Resource Pool who has volunteered.

## May I use Westlaw and other electronic computer databases?

Each agency has its own policy on this issue. Contact your agency pro bono coordinator or agency ethics officer to find out about your agency's policy.

## May I participate in pro bono and/or volunteer services on government time?

You are encouraged to seek pro bono and volunteer opportunities that can be accomplished outside of your scheduled working hours. However, activities may sometimes occur during the work day. You may be granted annual leave, leave without pay, or may be permitted to make up any time you are away from the office. Contact your supervisor or agency ethics officer to find out about your agency's policy.

## May I be given administrative leave?

Generally, it is inappropriate to pay an employee for time engaged in pro bono or volunteer services. However, in limited circumstances, it may be appropriate for an employee to seek administrative leave or an excused absence from duty for brief periods of time without loss of pay or charge of leave. Excused absence for volunteer service should be limited to those situations in which the employee's services meet one or more of the following criteria: is directly related to the agency's mission; is officially sponsored or sanctioned by the agency; or will enhance the professional development or skills of the employee in his or her current position. See OPM Guidance at <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/related-information/>. Supervisory approval is required.

Some agencies have issued policies specifically permitting the use of administrative leave for pro bono activities, such as the Department of Justice, the Department of Labor, the Department of Energy, the Department of Homeland Security, the Department of Health and Human Services, the Department of Housing and Urban Development, the National Labor Relations Board, the Pension Benefit Guaranty Corporation, and others. Check with your agency pro bono representative or ethics officer to find out if your agency has such a policy.

## III. Conflicts of Interest

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

Your Deputy Designated Agency Ethics Official (DDAEO).

### 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 provide pro bono services?

Each agency has its own policy regarding its employees' outside activities. An employee seeking to engage in any pro bono legal work or volunteer services must follow his or her agency's procedures for outside activities. You should consult with your agency pro bono contact or your ethics officer regarding approval requirements. A list of the Interagency Pro Bono Working Group Agency Contacts can be found at the following link: <https://www.probono.net/governmentprobono/contacts/>. The points of contact listed are available to assist federal government attorneys who have questions about volunteering. These points of contact DO NOT match attorneys directly with clients or provide legal advice to members of the public.

## IV. Miscellaneous

### What about malpractice insurance coverage?

The federal government does not provide malpractice insurance coverage. Generally, volunteer programs organized by the local bar or more established legal services organizations provide malpractice insurance coverage. All organizations listed in this guide provide malpractice insurance to volunteer attorneys who will be providing legal advice to clients. If you find a pro bono opportunity outside of this guide, you should ask the organization through which you will be providing pro bono services whether it will provide malpractice insurance coverage for you.

### May I participate if I am not a member of the state bar where I am located?

To do pro bono work in any state, you generally must be a member of that state's bar unless an exception is applicable under the bar rules. However, there may be opportunities for attorneys who are not barred in the state, as described in the Volunteer Opportunities below. Georgia does require attorneys to be members of the Georgia Bar in order to provide legal advice. Currently, seven jurisdictions have such exceptions: the District of Columbia, Illinois, Colorado, Texas, Maryland, New Jersey and Arizona.

If you are not barred in Georgia, please reach out to an Atlanta Pro Bono Committee contact listed on page 3 of this guide to find out more about opportunities, or to be matched with a Georgia barred attorney to potentially co-counsel on a pro bono case.

#### **DC Court of Appeals Rule 49(c)(9)(A).**

<https://www.dccourts.gov/sites/default/files/matters-docs/rule49.pdf>



**Illinois Rules Governing the Legal Profession and Judiciary - Rule 756(k).**

<https://casetext.com/rule/illinois-court-rules/illinois-supreme-court-rules/article-vii-rules-on-admission-discipline-of-attorneys/part-b-registration-and-discipline-of-attorneys/rule-756-registration-and-fees-effective-january-1-2022>

**Colorado Court Rules Governing Admission to the Bar Rule 204.6.**

<https://casetext.com/rule/colorado-court-rules/colorado-rules-of-civil-procedure/chapter-18-rules-governing-admission-to-the-bar/rule-2046-pro-bono-counsel-certification>.

**Maryland Rules of Procedure, Rules Governing Admission to the Bar of Maryland, Rule 19-218.**

[https://govt.westlaw.com/mdc/Document/N444A9B003C0211E6A91396A739D63AEE?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/mdc/Document/N444A9B003C0211E6A91396A739D63AEE?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

**Texas New Opportunities Volunteer Attorneys Pro Bono Program.**

[https://www.texasbar.com/AM/Template.cfm?Section=Legal\\_Access\\_Division&Template=/CM/HTMLDisplay.cfm&ContentID=42304](https://www.texasbar.com/AM/Template.cfm?Section=Legal_Access_Division&Template=/CM/HTMLDisplay.cfm&ContentID=42304).

**New Jersey - Rules Governing the Courts of the State of New Jersey, Rule 1:21-3(c).**

<https://njcourts.gov/attorneys/assets/rules/r1-21.pdf>

**Arizona Rules for Admission of Applicants to the Practice of Law Rule 38(e).**

[https://www.azcourts.gov/Portals/26/admis/2012/Miscellaneous/Rule\\_of\\_Admission.pdf](https://www.azcourts.gov/Portals/26/admis/2012/Miscellaneous/Rule_of_Admission.pdf).

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

Absolutely! Government attorneys regularly staff legal clinics. At these clinics, attorneys provide brief advice and referral for clients on a walk-in basis and do not take on the cases.

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

It is never too late to start doing pro bono work. There is a plethora of resources and support to help you get started! First, you can start by going to a training. Legal services organizations generally host trainings throughout the year on substantive areas of law that are designed for attorneys who are new

to a variety of subject areas. Many organizations now offer trainings online which you can do at your convenience as well.

Second, legal services organizations generally assign mentors to government attorneys to help you with your work.

Many attorneys start by co-counseling their first pro bono case. Remember, you don't have to start by taking a case—you can attend a clinic, draft wills and powers of attorney, volunteer at an intake site, or do a range of other activities.

## Are there any free online resources and trainings for pro bono work?

Yes. There are free online trainings and CLEs available through <https://www.legalaidprobono.org/> and <https://www.georgialegalaid.org/>. Additional training opportunities and resources are available through many of the organizations described at the end of this Guide.

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

Yes. The Interagency Pro Bono Working Group has been established to assist federal agencies in developing pro bono policies and programs. The Working Group also organizes events to encourage more government attorneys to participate in pro bono work. The Working Group is chaired by the Department of Justice Pro Bono Program Manager and includes representatives from both large agencies, such as the Department of Transportation, and smaller agencies, such as the Office of Government Ethics.

## How can I get my agency involved?

Contact the DOJ Pro Bono Program Manager, Laura Klein, at [laura.f.klein@usdoj.gov](mailto:laura.f.klein@usdoj.gov), or DOJ Pro Bono Program Counsel, Lara Eilhardt, at [lara.eilhardt@usdoj.gov](mailto:lara.eilhardt@usdoj.gov).

# VOLUNTEERING OPPORTUNITIES

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## Atlanta Legal Aid Society

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Since 1924, Atlanta Legal Aid Society has offered free civil legal aid for low income people across metro Atlanta. With five neighborhood offices, three offices in Children's Healthcare of Atlanta hospitals, three county courthouse projects, a variety of self-help clinics, and countless community education programs, Legal Aid lawyers and volunteers reach tens of thousands of people annually. More than 20,000 cases are represented by our staff of 85+ attorneys and 650+ volunteers every year. More opportunities like the ones below are list on our website at <https://www.legalaidprobono.org/projects> and in its calendar.

**PLACE:** 54 Ellis St. NE, Atlanta, GA 30303 (Main Office)

**BAR MEMBERSHIP:** Georgia bar membership is generally required, with the exception of non-attorneys in the Enhanced Services Project.

**MALPRACTICE INSURANCE:** Atlanta Legal Aid Society offers malpractice insurance to volunteer attorneys.

### OPPORTUNITIES:

#### Remote Opportunities:

- The **Enhanced Services Project** is a phone-based project where attorney and non-attorney volunteers of all experience levels help contact clients that Legal Aid attorneys have already advised to: confirm the client followed the advice; record what happened; and, if the client did not follow the advice, help the client to do so.
  - Type of Project: Remote phone calls and brief service
  - Estimated Time: Flexible, including options for shifts
  - Experience Needed: None
  - Legal Topic(s): Various, including public benefits, family law, landlord/tenant issues
  - Scope of Volunteer Involvement: Calling client to check in on client progress with advice already given. Paralegal volunteers may reiterate previously given legal advice or help a client through completing a form.
  - Training & Supervision: The project coordinator provides an initial training, conducts regular work sessions during the week with remote volunteers, and is present in the office with in-person volunteers. There are also online resources for volunteers to use.
- The **Gwinnett Family Law Class** is an opportunity for an attorney to provide legal information to Gwinnett residents. Volunteer attorneys are needed to teach the class, explaining the basic procedures for filing or responding to a family law action in Georgia.
  - Type of Project: Teaching legal information class remotely
  - Estimated Time: 2 hours; either on first Wednesday of the month from 6-9 PM or the third Wednesday of the month from 1-3 PM

- Experience Needed: None
- Legal Topic(s): family law
- Scope of Volunteer Involvement: Teaching one class
- Training & Supervision: The project coordinator provides training and materials.

In-Person Opportunities:

- In the **Cobb County Eviction Clinic**, volunteer attorneys give brief advice to clients with eviction-related legal issues.
  - Type of Project: Brief advice
  - Estimated Time: less than 5 hours, clinic is every Thursday and Friday with morning shifts from 9-11:30 and afternoon shifts from 1:30-4, but it will likely move to Fridays only at the end of the summer. NOTE: This opportunity takes place during business hours and may require taking annual leave to participate. Administrative leave available at some agencies may be limited to court appearances and may not apply to clinic opportunities.
  - Experience Needed: none
  - Legal Topic(s): Eviction work
  - Scope of Volunteer Involvement: Simple, one-time advice
  - Training & Supervision: Training, materials, and mentorship provided.
- The **Fulton County Tax Appeal Project** helps Fulton homeowners file appeals arguing for a lower home value for the purpose of home taxes. This work keeps lower income homeowners and seniors in their homes.
  - Type of Project: Seasonal administrative hearing (typically September to February), some clinic opportunities in July
  - Estimated Time: less than 5 hours
  - Experience Needed: none
  - Legal Topic(s): Residential home tax appeals before the Fulton County Board of Equalization
  - Scope of Volunteer Involvement: Volunteers are welcome to participate in clinics on this topic, and/or represent clients at informal tax appeal hearings.
  - Training & Supervision: Training, materials, and mentorship provided.

**CONTACT:** Kate Gaffney, Pro Bono Director, [kmgaffney@atlantalegalaid.org](mailto:kmgaffney@atlantalegalaid.org), 404-614-3916, [www.legalaidprobono.org](http://www.legalaidprobono.org)

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# Atlanta Volunteer Lawyers Foundation (AVLF)

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As the largest provider of pro bono legal services in Atlanta, Atlanta Volunteer Lawyers Foundation (AVLF) leverages the collective power and resources of its professional community to advocate for low-income clients during their time of greatest need. Every year, over 5,000 Atlantans receive free, first-rate legal services from AVLF staff and volunteers. AVLF serves survivors of intimate partner abuse, children in high-conflict custody disputes, tenants in disputes with their landlords, employees denied their wages, and people who have recently lost a family member.

**PLACE:** 235 Peachtree Street NE, Suite 1750, Atlanta, GA 30303

**BAR MEMBERSHIP:** Georgia bar membership is generally required (except for legal assistants in the Saturday Lawyer Program).

**MALPRACTICE INSURANCE:** Malpractice insurance is provided for volunteers.

## OPPORTUNITIES:

- **Saturday Lawyer Program:** Attorneys, paralegals, and law students come together on Saturday morning to participate in AVLF's longest running program. Volunteers conduct intake interviews with low-income Atlantans who have landlord-tenant or unpaid wage problems. If the tenant's case has merit, volunteer attorneys may choose to take on full representation. This program currently offers one in-person clinic per month (the 1st clinic of the month), with the remaining clinics occurring virtually via Zoom. Volunteers that sign up for the in-person days are expected to be on-site from 9AM-1PM. AVLF's team of staff attorneys and paralegals support every volunteer, from start to close. Landlord/Tenant Law experience not necessary. Volunteers will receive additional details and training the week of their shift(s). Sign-up on the Saturday Lawyer Program website at <https://avlf.org/volunteer/saturday-lawyer-program/>.

Paralegals, administrative assistants, law students, and anyone with a passion for service can volunteer as a legal assistant. Volunteer legal assistants help with various administrative tasks such as greeting clients and organizing client files. They also sit in on client intake interviews, assisting with notetaking and case analysis. Through the Attorney-Legal Assistant Partnership initiative, legal assistants also can partner with volunteer attorneys who accept a case for full representation through AVLF's Saturday Lawyer and Eviction Defense programs. *Note: Attorneys not members of the Georgia Bar may volunteer as legal assistants.*

- **Eviction Defense Program:** Volunteer attorneys who have prior direct experience with dispossessory court or who have completed AVLF's specialized training represent clients at dispossessory hearings. Volunteers meet the client, arrange any required pre-hearing meetings, prepare the case, and represent the client at the dispossessory hearing. AVLF staff are available for consultation at any point and provide a referral package that includes recommended legal strategy, case law, sample motions, and more. Contact Susan Leonard to volunteer or sign-up for upcoming training.
- **Housing Court Assistance Center:** With the help of an AVLF staff attorney, volunteer attorneys and law students provide limited advice to tenants at the walk-in free legal clinic housed in the Office of the

Magistrate Clerk of Fulton County. The Housing Court Assistance Center is co-sponsored by AVLf, Georgia State University College of Law's Center for Access to Justice, and Lawyers for Equal Justice. Volunteers help tenants complete their dispossessory Answer, offer pre- or post-litigation advice, and help tenants understand their rights. The clinic operates from 9AM-12PM on Mondays, Tuesdays, or Wednesdays. Sign-up on the Housing Court Assistance Center website at <https://avlf.org/volunteer/hcac/> or by contacting Cassandra Damas. NOTE: This opportunity takes place during business hours and may require taking annual leave to participate. Administrative leave available at some agencies may be limited to court appearances and may not apply to clinic opportunities.

- **Guardian Ad Litem (GAL) Program:** When a family can't afford a GAL to represent the best interests of the child in a high-conflict custody case, the Fulton County Superior Court Family Division turns to volunteer attorneys. After attending a two-day training with experts, volunteer attorneys can be appointed as GALs in these cases, with the full support and assistance of AVLf's Safe & Stable Families Project staff. Contact Lilli Crowe to express interest in volunteering and register for an upcoming training.

#### **CONTACT:**

Susan Leonard, [sleonard@avlf.org](mailto:sleonard@avlf.org), *Safe and Stable Homes Project Volunteer Engagement Manager*

Cassandra Damas, [cdamas@avlf.org](mailto:cdamas@avlf.org), *Housing Court Assistance Center Managing Attorney*

Lilli Crowe, [lcrowe@avlf.org](mailto:lcrowe@avlf.org), *Safe and Stable Families Project Volunteer Engagement Manager*

(404) 521-0790

<https://avlf.org>

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# Georgia Justice Project (GJP)

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Georgia Justice Project (GJP) strengthens our community by demonstrating a better way to represent and support individuals in the criminal justice system and reduce barriers to reentry. GJP promotes innovative change through direct legal representation, policy advocacy, education, and coalition building.

**NOTE:** All of GJP's opportunities have criminal matters associated with them and therefore **are not appropriate for DOJ employees** pursuant to 5 CFR 3801.106(b)(ii). 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.

**PLACE:** 438 Edgewood Ave. SE, Atlanta, GA 30316

**BAR MEMBERSHIP:** Georgia bar membership is required, with the exception of volunteering with Restorative Justice.

**MALPRACTICE INSURANCE:** Yes, provided through Georgia Justice Project.

**TRAINING:** GJP offers a robust training program for volunteers. To participate in any of the criminal records opportunities, GJP offers a 2-hour CLE training approximately three times per year. GJP also provides volunteers with template pleadings and checklists to guide their work. To participate in the Restorative Justice Georgia opportunities, there are separate trainings for community members and facilitators. These trainings are offered about twice per year. Additionally, GJP has a Pro Bono team of lawyers who are happy to answer questions or provide support as needed.

## **OPPORTUNITIES:**

- *Criminal Records Monthly Clinic:* On the second Friday of every month, GJP pairs volunteer attorneys with clients to assist with a record clearing issue. This is a full representation opportunity, and most cases take 12-15 hours of time. Both in-person and virtual options are available.
- *Criminal Records Intake:* Every Thursday morning volunteers meet virtually for 3 hours total with 2-3 individuals who have applied to GJP for record clearing services. Volunteers review the applicant's criminal history report and gather information on how their record has been a barrier. **NOTE:** This opportunity takes place during business hours and may require taking annual leave to participate. Administrative leave available at some agencies may be limited to court appearances and may not apply to clinic opportunities.
- *Pardon Clinic:* Three times a year, GJP pairs volunteers with a client to assist them with an application for a general pardon. While a pardon alone does not expunge a conviction from someone's record, a new law went into effect in 2021 that created a pathway to expungement for individuals who have received a pardon. This is a limited-scope opportunity that requires about 4 hours of time.
- *Criminal Records Appeals:* Occasionally, GJP has need of volunteer attorneys to assist with appealing a decision by a lower court regarding the granting or denial of a record clearing remedy. Attorneys can assist with research, writing and oral advocacy. These matters require 10+ hours of time.

- *Restorative Justice*: In the fall of 2022, GJP launched Restorative Justice Georgia which is the first restorative justice program in Georgia addressing felony-level harm committed by adults. Restorative justice is a victim-centered process that facilitates dialogue between the person responsible for a crime and the person harmed by the crime and creates a path for accountability. Volunteers can serve as either community members by offering the perspective of the impacted community in the restorative justice process, or as facilitators by co-leading the restorative justice process between a harmed party and the responsible party. These opportunities require between 5–20 hours of time.

**CONTACT:** Erin Donohue-Koehler, [erin@gjp.org](mailto:erin@gjp.org), (404) 827-0027, [www.gjp.org](http://www.gjp.org)

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# Georgia Legal Services Program (GLSP)

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Georgia Legal Services Program's ("GLSP") mission is to provide civil legal services for persons with low incomes, creating equal access to justice and opportunities out of poverty. GLSP serves clients in 154 of Georgia's 159 counties.

**PLACE:** 104 Marietta Street, Suite 250, Atlanta, GA 30303

**BAR MEMBERSHIP:** Georgia bar membership is required to volunteer.

**MALPRACTICE INSURANCE:** GLSP's malpractice insurance covers volunteer attorneys.

**TRAINING/ORIENTATION/ASSISTANCE:** GLSP offers training and ongoing supervision of and technical support for pro bono attorneys throughout the duration of a case.

## **OPPORTUNITIES:**

All opportunities are available for virtual, hybrid, or in-person service. GLSP staff connects you to a client, provides you with the client's file, training, templates, assistance with document execution, and other support you may need to ensure a quality pro bono experience.

- **Wills and Estates Signature Pro Bono Project:** Assist clients by drafting and generating wills, advanced directives for healthcare, and powers of attorney to protect generational wealth, protect homeowner rights, and honor clients' wishes.
- **Disaster Relief Legal Services Pro Bono Project:** Through GLSP and the State Bar of Georgia YLD Disaster Helpline, attorneys provide basic legal advice in the wake of state or federally-declared disaster events on non-Federal facing issues, including housing and landlord-tenant disputes; insurance advice; repair contracts review; and more.\*

**NOTE:** This project may relate to FEMA and/or SBA claims and appeals. GLSP will screen out any of these issues for Federal volunteers to avoid any conflict related to 18 U.S.C. 205. However, volunteers are reminded to be mindful of this potential conflict if they engage in pro bono related to disaster relief.

- **Records Restriction Signature Pro Bono Project:** Attorneys review the client's criminal record, discuss what is eligible for restriction in Georgia, and assist the client in filling out the proper forms requesting restriction.

**NOTE:** This project has criminal matters associated with it and therefore **are not appropriate for DOJ employees** pursuant to 5 CFR 3801.106(b)(ii). 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.

**CONTACT:** Deputy Director of Pro Bono, Cari King, [cking@glsp.org](mailto:cking@glsp.org), 470-577-9089

[Home - Georgia Legal Services Program \(glsp.org\)](http://glsp.org)

Updated: February 2025

\*Pursuant to Rule 121 of the Rules of the Supreme Court of Georgia, when invoked, the “Katrina Rule” allows for lawyers licensed in another state to provide pro bono legal services in Georgia for the duration of the FEMA-declared disaster.

## Pro Bono Partnership of Atlanta (PBPA)

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Pro Bono Partnership of Atlanta (“PBPA”) strengthens our community by engaging volunteer attorneys to provide nonprofits with business legal services. PBPA assists 501(c)(3) tax-exempt nonprofit organizations that serve low-income or disadvantaged individuals and are unable to pay for legal services. Our clients work to improve the lives of the homeless, domestic violence survivors, at-risk youth, senior citizens, individuals with disabilities, and other groups in need. On a case-by-case basis, attorneys licensed in other states may be eligible to volunteer; however, PBPA strongly prefers attorneys be licensed in Georgia.

**PLACE:** 999 Peachtree St., NE, Suite 2300 Atlanta, GA 30309

**BAR MEMBERSHIP:** Georgia bar membership is generally required to volunteer for attorney opportunities but may depend on the opportunity listed by PBPA and the partner organization. However, attorneys who are not admitted in Georgia may partner with a colleague, a law firm attorney or one of our staff attorneys in order to take a matter. For non-attorney volunteers, this is not required.

**MALPRACTICE INSURANCE:** PBPA’s malpractice insurance covers volunteer attorneys.

**TRAINING/ORIENTATION/ASSISTANCE:** A PBPA staff attorney is assigned to every matter, participates in the conference call with the volunteer attorney and client, provides support (such as forms and other resources) to volunteer lawyers as needed.

### **OPPORTUNITIES:**

- PBPA focuses on transactional work, such as contracts or corporate governance matters, but offers projects in a variety of legal areas including employment, intellectual property, healthcare, privacy, and tax. These opportunities shift often and are updated regularly. Current volunteer opportunities are posted at: <https://pbpatl.org/for-attorneys/volunteer-opportunities/>. For more information about any of the volunteer opportunities or to volunteer for a project, the attorney should email [volunteer@pbpatl.org](mailto:volunteer@pbpatl.org).
- To receive a monthly email from PBPA with volunteer opportunities, email [volunteer@pbpatl.org](mailto:volunteer@pbpatl.org). In the email, please include your contact information (including work address and phone number), the name of your agency or component, practice area, state(s) in which you are licensed to practice law, and year(s) of admittance.

**CONTACT:** 404-618-0900

<https://pbpatl.org/>; Web-based contact form is available at <https://pbpatl.org/contact/>

Updated: February 2025

# Georgia Appleseed

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For over 15 years, Georgia Appleseed has provided free legal representation and advocacy support for Georgia's most underrepresented children and families. Georgia Appleseed keeps kids in school, in stable, healthy housing, and out of the criminal justice system. We advance justice for Georgia's most vulnerable children by employing a three-pronged approach of direct connection, community and coalition building, and systems reform.

**PLACE:** 1600 Parkwood Cir. SE, Suite 200, Atlanta, GA 30309

**BAR MEMBERSHIP:** Georgia bar membership is required to volunteer for attorney opportunities. For non-attorney volunteers, this is not required.

**MALPRACTICE INSURANCE:** Georgia Appleseed's malpractice insurance covers volunteer attorneys.

**TRAINING/ORIENTATION/ASSISTANCE:** Georgia Appleseed offers training and ongoing supervision of and technical support for pro bono volunteers throughout the duration of a case.

## **OPPORTUNITIES:**

### Remote Opportunities:

- ***Legal and Policy research***

-Conducting legal and policy research to support various Georgia Appleseed initiatives related to housing justice and dismantling the school-to-prison pipeline. An example of a project is a nationwide policy scan. Time commitments for projects vary depending on volunteer availability, ranging from a few hours to a 20+ hours estimated time commitment.

### In-Person Opportunities:

- ***Direct legal representation for children in foster care facing long-term suspension or expulsion from school***

-Representing a child in foster care facing long-term removal from school for a behavior incident in school tribunal hearings. Representation is limited to the tribunal hearing and is not criminal in nature. Most cases resolve in less than two weeks and require between 10-15 hours of time. Georgia Appleseed receives referrals for representation and reaches out to volunteer attorneys to check availability. Cases come from all counties in the state of Georgia, but Georgia Appleseed documents volunteer attorneys' geographic limitations for representation in advance. No experience is required, although attorneys must complete a virtual Georgia Appleseed training prior representing a child. Volunteer attorneys directly interact with children in foster care, and other legal guardians including representatives of the Division of Family and Children Services (DFCS). Georgia Appleseed staff attorneys and partners are available for mentoring and support throughout representation.

**CONTACT:** Luci Ruiz, [lruiz@gaappleseed.org](mailto:lruiz@gaappleseed.org), (678) 426-4640

<https://gaappleseed.org/volunteer/>

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