



Federal Government Pro Bono Program Volunteer Guide

Boston

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, or would like more information about the Boston Chapter of the Federal Government Pro Bono Program, including volunteer opportunities, 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. Massachusetts does not currently have such an exception. 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.

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 Massachusetts 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.

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.

Community Legal Aid

Contact: **Meredith Palmer, Pro Bono Director**

mpalmer@cla-ma.org, 413-686-4855, communitylegal.org

Community Legal Aid (CLA) provides free civil legal services to low-income and elderly residents of Central and Western Massachusetts. We work to assure fairness for all in the justice system, protecting homes, livelihoods, health, and families.

Kinds of Cases Offered

Representational

- Advance Directives/Wills/Health Care Proxies
- Debt Collection
- Divorce/Family Law
- Guardianship of an Adult
- Landlord-Tenant/Evictions

Non-representational

- ESTATE PLANNING CLINIC – CLA facilitates a non-representational estate planning clinic to assist veterans, elders, and other low-income residents of Worcester County with drafting and executing wills, health care proxies, and powers of attorney. Estate planning attorneys on-site to support volunteers.

Applicable Timing & Location Information

The Estate Planning Clinic is held in person at CLA's main office (370 Main St, Suite 300, Worcester MA 01608).

Note: Some of CLA's clinics and opportunities may 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.

Training

CLA offers and records regular trainings for pro bono volunteers in its main practice areas: family law, estate planning, guardianships of incapacitated adults, and consumer debt. CLA staff attorneys also frequently hold trainings in their areas of expertise such as landlord-tenant law, public benefits, employment law, and more.

Mentoring and Other Support

- Mentoring – Provided by CLA pro bono attorneys with expertise in their desired practice area.
- Other support – Intake and technical support available.
- Resource bank – CLA provides pro bono attorneys with MCLE vouchers that will allow them to access video and print resources for a reduced fee.

Bar Membership Requirement

Attorney volunteers must be members of the Massachusetts Bar to volunteer pro bono at CLA.

Malpractice Insurance

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

De Novo Center for Justice and Healing

Contact: **Nora Sears, Volunteer and Training Coordinator**

nsears@denovo.org, 617-405-5457, denovo.org

De Novo Center for Justice and Healing (De Novo) provides high-quality, free civil legal assistance to low-income people living in Greater Boston. De Novo's family law team works to increase the safety and well-being of domestic violence survivors and their children, with priority given to victims at high risk of serious physical harm.

Kinds of Cases Offered

Representational

- **FAMILY LAW CASES** – Volunteers work on cases including divorce or annulment, obtaining and enforcing protective orders, child and spousal support, child custody and safe visitation.

Non-representational

- **FAMILY LAW CLINIC** – Volunteers offer brief legal advice on a range of family law matters including divorce, custody, child support, parentage, and parenting time.

Applicable Timing & Location Information

De Novo's main office is located at 47 Thorndike St. Cambridge, MA 02141.

De Novo's Family Law Clinic takes places monthly on the third Monday of the month, 4:30-7:00 p.m., at the Community Action Agency of Somerville (CAAS) offices, 66-70 Union Square, Somerville, MA 02143.

Note: De Novo's opportunities and clinics may operate during business hours 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.

Training

De Novo offers virtual and in-person training.

Mentoring and Other Support

- Mentoring – Volunteers receive ongoing supervision from skilled staff attorneys throughout the duration of a case. Volunteers are able to shadow staff during clinics.

Bar Membership Requirement

Attorney volunteers must be members of the Massachusetts Bar to volunteer pro bono at De Novo.

De Novo also offers volunteer opportunities for paralegals, interpreters, intake workers, law students and non-legal professionals.

Malpractice Insurance

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

MetroWest Legal Services

Contact: **Cheryl Palmieri, Director of Pro Bono**
CPalmieri@mwlegal.org, 508-620-1830, mwlegal.org

MetroWest Legal Services (MetroWest) offers free civil legal aid to low income, elderly, disabled people, and victims of crime. MetroWest offers a variety of volunteer opportunities depending on your needs, interests, skill level, and time commitment and can also create pro bono volunteer opportunities that will both benefit their clients and give you a sense of satisfaction and fulfillment.

Kinds of Cases Offered

Representational

- CIVIL LEGAL AID FOR VICTIMS OF CRIME INITIATIVE (CLAVC) – Volunteers may take on representation through CLAVC to help victims of crime throughout Massachusetts with wills/estates/POA matters, divorce, paternity, child support modifications, guardianship, and housing issues.

Applicable Timing & Location Information

MetroWest’s main office is located at 63 Fountain Street Suite 304, Framingham, MA 01702.

Training

MetroWest offers free training for individuals and groups, as well as subject matter-specific trainings. MetroWest also offers a limited number of discount vouchers for MCLE trainings.

Mentoring and Other Support

- Mentoring – Provided by experienced MetroWest attorneys.
- Other support – MetroWest has multilingual staff members available to assist with meetings and correspondence with clients who do not speak English.

Bar Membership Requirement

Malpractice Insurance

- Office resources – MetroWest provides interview and conference rooms, use of computers to prepare petitions and complaints, and access to its library for legal research.

Attorney volunteers must be members of the Massachusetts Bar to volunteer pro bono at MetroWest.

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

Northeast Legal Aid

Contact: **Courtney Pitta, Pro Bono Manager**
cpitta@nla-ma.org, 978-888-0015, northeastlegalaid.org

Northeast Legal Aid (NLA) offers free civil legal services to low-income and elderly people of Northeast Massachusetts. NLA's legal services include community legal education, counsel and advice, and full representation.

Kinds of Cases Offered	<u>Representational</u> <ul style="list-style-type: none">• ELDER LAW – Volunteers help elders draft simple wills.• FAMILY LAW – Volunteers represent victims of domestic violence in 209A restraining order hearings. These cases have a quick turnaround and are fully resolved in a short amount of time. <u>Non-representational</u> <ul style="list-style-type: none">• FAMILY LAW HELPLINE – Volunteers advise clients on family law issues not related to domestic violence.
Applicable Timing & Location Information	<ul style="list-style-type: none">• ELDER LAW REPRESENTATION – Can be done fully remotely in most cases.• FAMILY LAW REPRESENTATION – Requires one day in court but can otherwise be done remotely.• FAMILY LAW HELPLINE – Held fully remotely. Volunteers agree to speak with up to 4 people in the week for which they sign up, and each case involves approximately 15 minutes of advice. (Note: This opportunity may operate during business hours 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.)

Training

NLA provides training for volunteers.

Mentoring and Other Support

- **Mentoring** – Provided by experienced NLA staff attorneys, including reviewing draft pleadings and attending hearings with volunteer attorneys, if requested.

Bar Membership Requirement

Attorney volunteers must be members of the Massachusetts Bar to volunteer pro bono at NLA.

Malpractice Insurance

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

South Coastal Counties Legal Services

Contact: **Jamie Gau, Private Attorney Involvement Coordinator**

jgau@sccls.org, 508-676-5022, sccls.org

South Coastal Counties Legal Services (SCCLS) is committed to bringing justice to low-income residents throughout Southeastern Massachusetts, Cape Cod, and the Islands. Volunteers increase SCCLS' ability to meet the demand for their services and ensure that clients get the help they need to address critical legal issues.

Kinds of Cases Offered

Representational

- Consumer Debt
- Employment
- ESTATE PLANNING WORKSHOP – Volunteers assist low-income clients aged 60 and older in preparing three main life planning documents: simple wills, power of attorneys, and health care proxies.
- Family Law
- Private Eviction Defense
- Probate Matters

Non-representational

- FAMILY LAW DOCUMENT ASSISTANCE WORKSHOP – Volunteers assist pro se litigants in completing the paperwork needed to file for uncontested or contested divorces. This workshop is held virtually and can occur at time mutually agreeable to the client and volunteer. SCCLS provides the client and volunteer with a packet containing a checklist and all required court forms, and volunteers review the paperwork with the client, help them complete all forms, and provide them with general information on where and how to file the paperwork with the clerk's office.
- PRO SE FAMILY LAW WORKSHOP – Volunteers provide brief counsel and advice to pro se litigants

Applicable Timing & Location Information

for a variety of family law issues including, divorce, custody, child support, and alimony in this workshop held virtually.

SCCLS's main office is located at 22 Bedford St., Fall River, MA 02720.

- **FAMILY LAW DOCUMENT ASSISTANCE WORKSHOP**
– Virtual and can occur at any time mutually agreeable to the client and volunteer.
- **PRO SE FAMILY LAW WORKSHOP** – Virtual (**Note:** This opportunity may operate during business hours 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.)

Training

SCCLS can provide access to virtual CLE trainings, both live and pre-recorded, and training manuals to pro bono attorneys for all opportunities. New pro bono attorneys also shadow experienced pro bono attorneys before working on their own. For the estate planning clinics, SCCLS provides virtual one-hour trainings. Volunteers will be given access to SCCLS' template documents to review and follow along as an experienced estate planning attorney walks the volunteers through each provision of the documents.

Mentoring and Other Support

- Mentoring – Provided by experienced practitioners in each of the referral or clinic/workshop areas. New pro bono attorneys also shadow experienced pro bono attorneys before working on their own.
- Office resources – Office space (Brockton, Fall River, New Bedford, and Hyannis) and Westlaw access offered when possible.
- Resource bank – Templates and sample materials available.

Bar Membership Requirement

Attorney volunteers must be members of the Massachusetts Bar to volunteer pro bono at SCCLS.

Malpractice Insurance

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

Victim Rights Law Center

Contact: **Stephanie Holt, Deputy Director of Operations**

sholt@victimrights.org, 617-399-3720, victimrights.org

Victim Rights Law Center (VRLC) provides free, comprehensive legal services for sexual assault victims with civil legal issues in Massachusetts. Without VRLC, many victims would have nowhere to turn for the legal help they need to re-stabilize their lives, and as a pro bono attorney with VRLC, you will be a powerful legal ally in a sexual assault survivor's recovery as you work with your client to try to minimize the impact of the complex legal problems triggered by sexual assault.

Kinds of Cases Offered

Representational

- 209A OR 258E RESTRAINING ORDERS – Volunteers represent clients in District, Superior, or Juvenile Court to obtain a protective order against the perpetrator.
- RULE 17/DWYER HEARINGS – Volunteers represent clients in District, Superior, or Juvenile Court to prevent the release of a survivor's private records and information and shield the client's medical and mental health records from subpoenas.

Applicable Timing & Location Information

VRLC's main office is located at 11 Beacon Street, Ste. 520, Boston, MA 02108.

Training

VRLC provides volunteers with comprehensive training on protection orders and criminal privacy hearings through a trauma-informed lens so they can effectively represent clients who are survivors of sexual assault.

Mentoring and Other Support

- Mentoring – Provided by VRLC.
- Resource bank – Writing samples available.

Bar Membership Requirement

Attorney volunteers must be members of the Massachusetts Bar to volunteer pro bono at VRLC.

Malpractice Insurance

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

Volunteer Lawyers Project of the Boston Bar Association

Contact: **Emelia Andres, Pro Bono Manager**
eandres@vlpnet.org, 617-423-0648, vlpnet.org

Volunteer Lawyers Project of the Boston Bar Association (VLP) provides a powerful voice for the people of Greater Boston, standing up for those who are from lower income households. VLP strives to give equal access to justice with the help of volunteers like you.

Kinds of Cases Offered

Representational

- VLP UNEMPLOYMENT UNIT – Volunteers help clients obtain or maintain benefits, which can mean the difference between being able to pay rent for the month or be evicted. Volunteers have the opportunity to examine witnesses, present documentary evidence, and make closing statements.
- VLP WILLS UNIT – Volunteers assist clients by drafting wills, powers of attorney, and health care proxies.

Applicable Timing & Location Information

VLP's main office location is located at 7 Winthrop Square, 2nd Floor, Boston, MA 02110.

Note: VLP clinics may operate during business hours 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.

Training

VLP provides training and has a recorded library of trainings for each of its units, as well as live quarterly trainings that can be found on VLP's Calendar of Events page: <https://vlpnet.org/events/category/calendar-of-events>.

Mentoring and Other Support

Bar Membership Requirement

Malpractice Insurance

- Mentoring – Provided by VLP attorneys and staff.

Attorney volunteers must be members of the Massachusetts Bar to volunteer pro bono at VLP.

VLP offers opportunities for paralegal volunteers.

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

Women's Bar Foundation of Massachusetts

Contact: **Lola Remy, Director of Pro Bono Programs**

lremy@womensbar.org, 617-973-6666, wbawbf.org

The Women's Bar Foundation (WBF) is dedicated to ensuring access to justice for low-income individuals. WBF creates a community committed to providing free legal assistance to low-income individuals and their families.

Kinds of Cases Offered

Representational

- 209A RESTRAINING ORDER PROJECT – Volunteers represent clients seeking an order of protection from abuse and may assist the client getting the temporary order extended for 1 year or renewed.
- ELDER LAW PROJECT – Volunteers assist low-income seniors with preparing end-of-life documents such as wills, health care proxies, durable powers of attorney, and living wills.
- FAMILY LAW LIMITED ASSISTANCE – Volunteers represent clients seeking relief in one discreet portion of their case, generally on motions for temporary orders or motions to modify temporary orders related to custody. The representation concludes at the end of the hearing and the volunteer has no further obligation to the client.

Applicable Timing & Location Information

Women's Bar Foundation's main office is located at 105 Chauncy Street, 8th Floor, Boston, MA 02111.

Training

Volunteers must complete a required 90-minute training before beginning to volunteer with the Women's Bar Foundation.

Mentoring and Other Support

- Mentoring – Provided by the Women’s Bar Foundation.
- Resource bank – Templates available.

Bar Membership Requirement

Attorney volunteers must be members of the Massachusetts Bar to volunteer pro bono at the Women’s Bar Foundation.

Malpractice Insurance

The Women’s Bar Foundation makes malpractice insurance available to all of its pro bono volunteers.