



2011-04-29

Self-Help Conservatorship Clinic

General Information: The Self-Help Conservatorship Clinic provides assistance to those who need help in a conservatorship action or with alternatives to conservatorships and elder abuse restraining orders. Our Self-Help staff and volunteers assist *pro per* litigants who need conservatorships for family members and friends (predominantly developmentally disabled adult children or seniors with mental capacity issues). Volunteers assist in interviewing litigants, preparing cases for filing and giving out information about the process of obtaining a conservatorship or elder abuse restraining order. Volunteers get significant client contact and get to learn how the court works from the inside.

Minimum Time Commitment:

- Volunteers who want to help prepare cases and pleadings for filing must commit to eight hours per week at the Wilshire office.
- Volunteers who want to work in the Courthouse Clinics must commit to one morning per week at one of the clinics and an additional eight hours per week at the Wilshire office.
- Volunteers who are prepared to make a long-term (4-12 months) commitment to Bet Tzedek can volunteer one morning per week at one of the Courthouse Clinics without working additional office hours.

Courthouse Clinics are held Monday, Tuesday and Wednesday from 9:00 a.m. to 12:30 p.m. at the downtown Los Angeles Superior Courthouse, Wednesdays from 9:00 a.m. to noon at the Norwalk Superior Courthouse, Thursdays from 9:00 a.m. to noon at the Van Nuys Superior Courthouse, and Fridays from 9:00 a.m. to noon at the Pasadena Superior Courthouse.

Qualifications: No previous legal training is required to work for the project. Volunteers should be bright, quick on their feet and able to operate in a fast-paced environment. Volunteers with conversational Spanish skills are always needed at the Courthouse Clinics. While all volunteers should possess strong interpersonal skills, this is critically important for Courthouse Clinic volunteers. We welcome volunteers from all backgrounds.

Responsibilities: Volunteers assist in interviewing litigants, preparing cases for filing and giving out information about the process of obtaining a conservatorship or elder abuse restraining order. Courthouse Clinic volunteers get significant client contact and get to learn how the court works from the inside. Office volunteers develop expertise in the preparation of all the forms necessary to complete a conservatorship. The preparation of petitions is particularly suited to law students, paralegals and paralegal students, undergraduates contemplating law school, and attorneys who wish to learn the details of conservatorship practice.

Location:

Courthouses listed above;
WILSHIRE OFFICE
3435 Wilshire Boulevard, Suite 470
Los Angeles, CA 90010

Position Open To:

- ✓ Attorneys
- ✓ Paralegals and paralegal students
- ✓ Law students
- ✓ Undergraduate students
- ✓ Community members

Self-Help Conservatorship Clinic: Coordinating Volunteer for Elderlaw

General Information: Bet Tzedek's Elderlaw/Conservatorship Clinic provides information and assists self-represented litigants with filing for conservatorships and elder abuse restraining orders services at four Los Angeles court houses (downtown, Norwalk, Van Nuys and Pasadena). The population served by the clinic consists primarily of caregivers of their elderly family members who have Alzheimer's disease or another form of dementia, or caregivers of their severely developmentally disabled children. To continue to meet the high demand for these services, the two staff members who operate the clinic rely extensively upon volunteers to assist them with interviewing litigants at the courthouse clinics and/or preparing the necessary forms at our office. Bet Tzedek needs an additional volunteer who can help train and coordinate these volunteers, and handle particular aspects of the project in the office.

Minimum Time Commitment: Two days per week, four hours per day (following an initial training period which may require additional hours or days until the volunteer is comfortable with the operations) for a minimum time period of six months.

Qualifications: The successful volunteer will work well with others, be detail-oriented, comfortable using a computer and able to learn a Windows-based computer program. In addition, volunteers should be empathetic and responsive to needs of litigants, who are often overwhelmed by their caregiving responsibilities. Last, volunteers should be able take direction while also providing feedback and suggestions on how to improve clinic operations and services. Training on conservatorships and Lexis Automated Legal Forms will be provided.

Responsibilities: Train volunteers on clinic operations and our forms software; review intake questionnaires for completeness; telephone litigants to request the missing/necessary information; provide answers to litigants about their cases; provide general information to callers who may be seeking services from the clinic; update volunteer training manuals as necessary.

Location:

Wilshire Office

3435 Wilshire Blvd., Suite 470

Los Angeles, CA 90010 (near the intersection of Normandie and Wilshire)

Position Open To:

- ✓ Attorneys
- ✓ Paralegals and paralegal students
- ✓ Law students
- ✓ Community members