

## BET TZEDEK PRO BONO CLINIC OPPORTUNITIES

Bet Tzedek offers several exciting pro bono CLINIC SERVICE opportunities in addition to the cases and matters that allow attorneys to provide direct pro bono representation to clients. *Our pro bono clinics are open to volunteer attorneys and non-attorneys alike*—no prior experience necessary! **Pro bono clinic service** works on a “one-and-done” model, with no ongoing representation or follow-up services required (typically). Details regarding days/times, training, resources, and other logistics are below.

To get involved with our award-winning clinic work, please contact our Interim Pro Bono Director, Cristin Zeisler ([czeisler@bettzedek.org](mailto:czeisler@bettzedek.org)) or our Pro Bono & Clinic Community Outreach Coordinator, Rachael Ettinger ([rettinger@bettzedek.org](mailto:rettinger@bettzedek.org)). They also can answer any questions you may have.

### **Self-Help Conservatorship Clinics** (*multiple locations*)

When a child with severe developmental disabilities turns 18, s/he automatically assumes full legal rights as an adult regardless of existing cognitive capacity. To ensure uninterrupted care (including making fundamental decisions regarding where a child might live or what medical treatment they may receive), a family member must obtain a *conservatorship* order. Similarly, family members may suddenly need to provide extensive assistance to an older individual with dementia or other conditions that prevent appropriate self-care. These family members also may need to initiate a conservatorship case. *Bet Tzedek Legal Services helps families navigate the conservatorship court process through free self-help conservatorship clinics.*

#### **Your Role**

Conservatorship Clinic volunteers:

- screen litigants for income and subject matter eligibility
- help litigants complete a questionnaire designed to organize the information required for their court paperwork, and
- (in some instances) help the litigant to prepare the necessary court forms.

Prior to volunteering, we ask you to watch a 20-minute, online training video. We also can arrange to provide a one-hour “MCLE eligible” training at your firm or office. Contact Rachael for more information!

#### **When/Where**

EVERY Monday and Thursday at the downtown Los Angeles Law Library (9:00am-Noon). We also offer a weekly clinic in Norwalk (on Tuesday) as well as Friday clinics in both Long Beach and Lancaster.

### **Advance Planning Clinic**

Low-income clients often have little resources or time to devote to end-of-life planning. Improvised (or ignored) life planning can result in a drawn-out nightmare. Through our Advance Planning Clinic, Bet Tzedek volunteers facilitate an informative, straightforward, and meaningful conversation and produce life-planning documents.

#### **Your Role**

Advance Planning Clinic volunteers meet with individuals to help them draft two (2) things:

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1. *An Advance Health Care Directive* – a document that designates an agent and outlines the health care instructions that an individual wants to be followed in the event they become incapacitated
2. *A Statutory Will* – this basic document outlines an individual’s specific testamentary wishes

Prior to each clinic session, Bet Tzedek provides a 2-hour in-person MCLE-eligible training (also available online) to prepare first-time volunteers for their clinic experience.

### **When/Where**

Bet Tzedek hosts these clinics at its Wilshire office on the *third Friday* of each month from 1:00-5:00pm.

### **Name and Gender Marker Change Petition Clinics**

Presently, there is an increased sense of urgency in the transgender community regarding the need to secure identity documents that accurately reflect individuals’ identities. In response, Bet Tzedek’s specialized clinic provides individuals with information on how to navigate this process and assists them with completing petitions upon request.

### **Your Role**

Name and Gender Marker Change Clinic volunteers meet with clinic participants to:

- review their options regarding name and gender marker changes, and
- (if requested) assist a petitioner with drafting the name and gender marker change petitions.

Prior to volunteering, all volunteers must complete a 1-hour MCLE-eligible training module which covers gender identity sensitivity training, the process for filing name and/or gender marker change petitions in Los Angeles Superior Court, how to apply for fee waivers, methods for updating federal and state identity documents, and information regarding special considerations for meeting the needs of undocumented immigrants, people with criminal records, and individuals under 18 years old.

### **When/Where**

These clinics are held on the *third Tuesday* each month at Bet Tzedek’s Wilshire office. New volunteers must arrive by 3:45. Previously trained volunteers may arrive at 5:00pm. The clinic generally ends by 8:00pm, however flexibility is important!

### **Small Claims Clinic/Workshop**

Designed in consultation with the Los Angeles Superior Court's Small Claims Court (SCC), these free workshops assist people who: (a) have filed, (b) are considering filing, or (c) are defending SCC actions. Through the workshops, we provide detailed information regarding what cases are appropriate for SCC, how to draft, file, and serve a complaint, to how to prepare for and persuasively present a case at trial.

### **Your Role**

SCC C Workshop volunteers:

- conduct an oral presentation with the assistance of prepared PowerPoint (2 volunteers)
- engage in one-on-one Q&A consultation sessions participants

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### **When/Where**

The workshops take place on the *second Thursday* of each month at Southwestern Law School: presentation from 6:00 – 7:00 p.m. / Q&A sessions from 7:00-9:00 (usually ends earlier)