

# WAUKESHA COUNTY CLERK OF COURTS FAMILY LEGAL CLINIC

Attorney Volunteer  
General Information



A Program of the Waukesha County  
Family Court Self-Help Center  
And  
The State Bar of Wisconsin's Volunteer Lawyer's Program

## **Attorney Qualifications**

Attorneys who sign up to volunteer with this program must

- Have a law license in *good standing* in the State of Wisconsin,
- Be willing donate at least 2 hours to the clinic at one time, and
- Have permission from the law firm for which they work.

## **Training & Benefits**

A two (2) hour training session will be held to review the Family Legal Clinic's policies and procedures. A training manual will be provided and CLE credit will be sought for attendees. In addition to the orientation, attorneys will also be asked to attend the Family Volunteer Attorney Training that is offered in partnership with Legal Action of Wisconsin's Volunteer Lawyers Project that is generally held in mid November. Registration for this course is free through Legal Action and participants will receive eight (8) CLE credits. In addition, attorneys who have actively volunteered with the Family Legal Clinic or have taken pro bono cases through Legal Action *may* also be offered 4 additional CLE Ethics credits at no charge.

## **Liability Insurance**

### **Legal Malpractice Coverage**

As part of the terms of the grant that was awarded to help fund the Legal Clinic, the State Bar will be co-sponsoring the attorney volunteers of the Waukesha County Legal Clinic to be covered under their legal malpractice insurance policy during their volunteer hours. The names and bar numbers of each volunteer attorney will be provided to the State Bar for their records.

### **Waukesha County Volunteer Accident medical Expense Coverage**

Waukesha County does not provide malpractice liability insurance, but does provide up to \$10,000 in accidental medical expense coverage to volunteers injured while performing authorized volunteer services on behalf of the County. Coverage is subject to purchased insurance policy terms and conditions. You are required to record and report all incidents which could result in a future claim or lawsuit immediately to the Program Coordinator, who will provide any necessary forms. Chapter 4, Section 800 of County's DOA Policies and Procedures outlines the coverage.

## **Hours of Operation**

The Family Legal Clinic will be conducted out of the Waukesha County Court Self-Help Center and closely located conference rooms. The clinics will be held on Wednesdays from 4:30-6:30 p.m., excluding county holidays.

**Note:** To ensure the safety of attorneys, litigants, and court staff, the security checkpoint will be staffed for the duration of each Clinic.

## **Client Eligibility**

The Legal Clinic will be available to the following individuals:

- ONLY those persons who do not already have an attorney.
- ONLY those who have questions related to family court matters (pre or post judgment divorce or legal separation and post-judgment paternity issues).
- Individuals of any income level.
- Opposing parties to a case, however they will be referred to different attorneys.

## **Service Expectations**

### **Available Services**

Attorneys will be expected to provide short-term, limited, legal services such as those listed below, as well as other services at their discretion:

- Explain how to start certain family law actions
- Explain what forms to use and where to get them
- Explain court rules, court procedures, and case schedules
- Refer to other court and community resources
- Review completed forms to make sure they are complete and accurate
- Provide legal options available based on the information individuals have presented
- Explain what information and documents individuals will need to present their case in court.

### **NOTICE: Attorneys can also**

- Decline to meet with individuals if they determine they can no longer assist them.
- Ask individuals to leave the office immediately if they make any verbal or physical threats or sexual advances toward any persons or property.

### **Services Not Available**

Attorneys are not expected to do the following for clients:

- Fill out forms for individuals
- Predict or guarantee the outcome of a case or how judges/commissioners will rule
- Be responsible for the accuracy or legal effects of the information contained in any written or verbal instruction given
- Be responsible for the accuracy of the information contained in any forms or papers filed or used in court

## **Conflict Checks**

Conflict checks will not be conducted systematically. Supreme Court Rule 20:6.5 allows attorneys volunteering in a bar association or court sponsored program to assist clients without doing a formal systematic conflict check. Attorneys are exempt from other ethics rules unless the attorney knows of the conflict for himself/herself or knows of a conflict with another attorney in his/her law firm. This Rule also indicates that personal disqualification of one attorney in the program does not affect other participating attorneys.

### **Making an Appointment**

Potential Legal Clinic users must call the Program Coordinator at (262) 896-6870 or be referred by a Court Self-Help Customer Service Representative or other court staff. The individual will be provided with an appointment on a first-come first-served basis.

### **Consultation Fees**

The Family Legal Clinic is free.

### **Attorney/Client Privilege**

The information provided by clients to the attorney is a matter of attorney-client privilege as if they are in the attorneys' own offices. Particular demographic and intake information provided by clients will be used only for statistical purposes and reported only in summary form.

### **Access Restrictions**

Individuals may access the Legal Clinic more than once; however, the Program Coordinator reserves the right to deny appointments to individuals whose attorneys have indicated can no longer be assisted by the limited services of the Legal Clinic, those who have made verbal or physical threats or sexual advances toward any persons or property, those who seem to be abusing the service, or for other reasons at the discretion of the Program Coordinator.

### **Retaining Legal Clinic Attorneys**

Individuals may hire the attorney from whom they received assistance; however, the Legal Clinic **shall not be used** for the sole purpose of convincing a litigant to hire an attorney. At the conclusion of the consultation, the attorney may provide his/her business card to the client for future use.

Individuals who use the Legal Clinic and who the attorney believes will meet established poverty guidelines may make the referral directly to Legal Action of Wisconsin. The attorney may also take the case Pro Bono. If the attorney chooses to do so, we request that he/she contact Legal Action of Wisconsin and make arrangements to take the case through the Volunteer Lawyers Project (VLP). Taking the case through VLP will ensure that the attorney receives formal credit for the work and that Legal Action benefits from our partnership.

### **Becoming a Volunteer**

To become a volunteer, attorneys must complete the **Attorney Volunteer Registration** form (found in the Forms section) and return it to:

**Program Coordinator  
Court Self Help Center, Rm. C-108  
Waukesha, WI 53188**

The Program Coordinator will contact the attorneys with training information and available volunteer time blocks.

**ATTORNEY VOLUNTEER REGISTRATION**

**Please Print**

Name/Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Business Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

Name of Law Firm \_\_\_\_\_ Email address \_\_\_\_\_

Does your firm know and approve of your volunteer work with the Family Legal Clinic?  **Yes**  **No**

Do you currently perform pro bono work?  **Yes**  **No** How many hours per year? \_\_\_\_\_

**In Case of Emergency, Please Notify**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**VOLUNTEER PREFERENCES**

The Family Legal Clinic will be held on Wednesdays from 4:30 p.m. until 6:30 p.m. in the Waukesha County Family Court Self-Help Center, Courthouse, Rm. C-108. Attorneys are asked to volunteer in 2 hour blocks during which time you will be assisting approximately 5 customers. How often are you willing to volunteer?

**I am willing to commit to** Frequency: \_\_\_\_\_ 2-hour blocks per  Week  Month  Year

**I would like more information before I commit.**

**Other Comments:** \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please return your completed form to:**

Program Coordinator, Court Self-Help Program

515 W. Moreland Blvd., Rm. C-108

Waukesha, WI 53188

Fax: 262-896-8364

tera.nehring@wicourts.gov

12/17/2008 WCCSH