

# **Colorado Legal Services**



Legal help for low-income Coloradans seeking assistance with civil legal needs

[www.coloradolegalservices.org](http://www.coloradolegalservices.org)

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## **Volunteer at Virtual Clinics**

### **Statewide Virtual Volunteer Opportunities**

Help serve low-income clients in rural communities across Colorado from the convenience of your office or home! Colorado Legal Services offers volunteer opportunities for attorneys, paralegals, and law students with virtual clinics. These clinics are held using technology such as videoconferencing, shared document creation and e-mail, and vary in legal topic, dates, time commitment, and the type of help provided. Review the clinics below to find one you are interested in!

For further questions about these clinics or how to apply scroll down close to the end of this page, or contact Jen Cuesta at [jcuesta@colegalserv.org](mailto:jcuesta@colegalserv.org), 303-866-9384.

#### **San Luis Valley Virtual Satellite Clinics ([more information here](#))**

These free clinics provide brief legal consultations to low-income clients from the San Luis Valley and are conducted in partnership with the Saguache Public Library and the Blanca/Ft. Garland Public Library. The clinics cover multiple legal topics, including family law, landlord/tenant, consumer/collections, small claims, and probate. Volunteers are provided with a comprehensive handbook which provides an overview of all the areas of law covered by the clinic and are supported during the clinic by the clinic coordinator.

These clinics occur the last Thursday of every month from 5 to 7 p.m. One volunteer is able to serve both locations. This volunteer opportunity is ideal for an attorney who wants a clear time commitment once a month. It is done by videoconference – volunteers simply choose a private location where they can access internet, a webcam and microphone. Experience in family law preferred, and experience in probate or housing is also useful.

For information on how to begin volunteering with this clinic, scroll down to the instructions near the bottom of this page.

#### **Cortez Family Law Clinic ([more information here](#))**

This free, monthly clinic provides low-income clients from Montezuma and Dolores counties with

advice on family law issues, including help with both new and post-decree cases. This includes assistance with divorce, APRs, modifications to parenting orders and child support, enforcement of child support through judgement, garnishment of wages or income reassignment, and motions to relocate. Held the last Tuesday of each month from 4-7 p.m., with drop-in from 4-5 p.m. and pre-set appointments from 5-7 p.m.

Attorneys will virtually meet with clients to provide legal advice and to help draft legal forms. Before talking with the client, volunteers will be provided with each client's name and the name of the adverse party to check for conflicts. Attorneys, in the case of clients with an appointment and a post-decree issue, will also receive the client's relevant case documents before the clinic. Meetings with clients will occur by videoconference and will utilize screen sharing technology to allow the attorney to draft forms which the client can then print out at the end of the session. This clinic is ideal for an attorney who wants a more in-depth experience, but one that is limited to a monthly clinic and does not require travel. For this clinic, volunteer attorneys need experience in family law.

For information on how to begin volunteering with this clinic, scroll down to the instructions near the bottom of this page.

### **Paralegals and Law Students – Virtual Volunteer Opportunities** ([\*more information here\*](#))

In order to help clients more effectively advocate and represent themselves in court proceedings, three of CLS' virtual clinics prepare court forms for clients in addition to providing legal advice. To offer document preparation to clients, CLS needs volunteer paralegals and law students who can take on the drafting of court forms for clients through the following clinics:

- Record Sealing and Expungement Clinic: This clinic helps low-income, rural clients seal or expunge their criminal record. By assisting these clients, you can help them increase their ability to obtain employment, housing, public benefits, and access to other life-changing resources.
- Cortez Family Law Clinic: scroll up for description.

When a clinic case arises needing court forms, the clinic coordinator reaches out to the volunteer listserv with basic case information and the drafting deadline. If a paralegal or law student has time to draft the documents, the volunteer e-mails the coordinator to let her know. The coordinator will then provide the case information needed to complete the forms. The volunteer is asked to draft and return those court forms by the deadline. The drafts are reviewed by an attorney and final court documents are mailed to the client.

This clinic is ideal for a paralegal or law student who wants to volunteer and learn more about court form preparation, but is not able to commit to a consistent time, or to travel to a specific location. Since this opportunity is coordinated through e-mail with no set clinic time, volunteers get to decide their level of commitment, when they work, and their work location.

For information on how to begin volunteering with this clinic, scroll down to the instructions near the bottom of this page.

## Instructions and Forms to Begin Volunteering with the Virtual Clinics

Please complete and send the following forms to Jen Cuesta . We are required by funders to complete these screenings for each new volunteer.

If you have any questions about the forms or the clinics please e-mail Jen Cuesta.

### Attorney Volunteer Forms

1. Volunteer Attorney Application (Word)
2. Your Resume
3. Authorization to Request a CAPS Check can be found here - *complete the entire "Applicant/Employee Information" section*
4. Background Check Waivers
  - a. If you have lived in Colorado for the last two years complete the CBI Background Check Waiver (Word)
  - b. If you have NOT lived in Colorado for the last two year complete the FBI Background Check Waiver (Word)

### Paralegal and Law Student Volunteer Forms

1. Paralegal and Law Student Application (Word)
2. Your Resume
3. Authorization to Request a CAPS Check can be found here - *complete the entire "Applicant/Employee Information" section*
4. Non-attorney Confidentiality Agreement (PDF)
5. Background Check Waivers
  - a. If you have lived in Colorado for the last two years complete the CBI Background Check Waiver (Word)
  - b. If you have NOT lived in Colorado for the last two year complete the FBI Background Check Waiver (Word)

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