ST. THOMAS UNIVERSITY
SCHOOL OF LAW

PRO BONO HANDBOOK

Revised 9/14
PRO BONO HANDBOOK

Introduction

In furtherance of St. Thomas University School of Law’s mission to provide service to the community, which incorporates the American Bar Association’s Pro Bono Commitment and Rule 6.1 of the Model Rules of Professional Responsibility, all students must complete forty (40) hours of pro bono as a graduation requirement. This requirement instills a long-term pro bono ethic among law students and provides them with practical legal experience. Most importantly, this first-hand exposure to society’s problems will make them better lawyers, judges, legislators, and citizens throughout their careers.

Pro Bono Requirement

Each student is required to perform a minimum of forty (40) hours of pro bono before graduation. There are two kinds of pro bono work that students may complete in order to satisfy the graduation requirement: legal pro bono and community-based pro bono. All students must complete, at a minimum, twenty (20) hours of pro bono at a legal organization towards the required forty (40) hours of pro bono for graduation. First-year law students are only allowed to participate in community-based pro bono. However, second- and third-year law students are able to participate in both legal pro bono and community-based pro bono.

Community-Based Pro Bono

All law students are eligible to participate in community-based pro bono work. However, a maximum of twenty (20) hours of pro bono credit will be given for service at a community-based organization towards the required forty (40) hours of pro bono for graduation. Any hours of community-based pro bono work over the twenty (20) hours that count toward the required graduation requirement, will count towards the Pro Bono Commendation of one hundred (100) hours of pro bono or more.

Community-based pro bono credit will be given to students for work with a non-profit organization.

Legal Pro Bono

All students must complete, at a minimum, twenty (20) hours of pro bono at a legal organization towards the required forty (40) hours of pro bono for graduation. Legal pro bono work is only open to second- and third-year law students. First-year law students are not allowed to participate in legal pro bono.

Legal pro bono credit will be given to a second- or third-year law student for work that is:

1. Legal or law-related in nature;
2. Unpaid, not part of the clinic program or participating as a certified legal intern;
3. With a non-profit organization, governmental agency, or licensed attorney doing pro bono work on behalf of the disenfranchised and/or under-represented and that is approved by the Director of Pro Bono prior to the beginning of any work;

4. Under the supervision of a licensed attorney or a member of the law school faculty/staff; and

5. Designed in some way to directly or indirectly address the legal needs of low-income clients, traditionally under-represented groups, or organizations devoted to universal issues such as the preservation of the environment and the elimination of all forms of discrimination.

1. Legal or law-related in nature
   Work for an organization, program, or individual that as a substantial part of its activities delivers legal services or performs other law-related work is considered legal pro bono. Keep in mind that some administrative and/or clerical work may be required by the organization as part of its daily activities in addressing the needs of the community.

2. Unpaid, not part of the clinic program or participating as a certified legal intern
   Students can receive legal pro bono credit for time spent at a legal organization as long as they are not receiving credit for such participation as a certified legal intern, part of the clinic academic program, or getting paid. Any hours spent at a legal organization beyond the time required for such internships or clinic commitment can be used as legal pro bono credit. Students may receive pro bono credit for hours spent at a judicial placement as long as they are not also receiving course credit as part of the clinic academic program.

3. With a non-profit organization, governmental agency, or licensed attorney doing pro bono work on behalf of the disenfranchised and/or under-represented and that is approved by the Director of Pro Bono prior to the beginning of any work
   Work in a private law firm, even if unpaid, will not qualify unless the work is performed exclusively on behalf of a needy client or a public interest organization represented on a pro bono basis by the licensed attorney. Prior approval by the Director of Pro Bono is necessary before working with a private attorney on a pro bono case.

4. Under the supervision of a licensed attorney or a member of the law school faculty/staff
   All students’ work must be supervised by a licensed attorney at the legal non-profit organization, governmental agency, or law firm.

5. Designed in some way to directly or indirectly address the legal needs of low-income clients, traditionally under-represented groups, or organizations devoted to universal issues such as the preservation of the environment and the elimination of all forms of discrimination.

Note: Time spent commuting to and from a placement site does not qualify for pro bono credit. However, time spent in training at a placement site may be counted toward the pro bono requirement, as long as it does not exceed twenty percent (20%) of the hours spent at that particular placement. For example, if a student spends ten (10) hours working at a particular organization the student will only be given credit for two (2) hours of time spent in training.
Pro Bono Placement

The Appendix section lists all pre-approved pro bono placements where students can complete the pro bono graduation requirement. A student may satisfy the pro bono graduation requirement by completing one forty (40) hour project at a single placement site OR by combining different projects at multiple placement sites.

In addition to participating at pre-approved pro bono placement sites, students are encouraged to investigate and submit for approval opportunities which meet their own interests. Students must submit the Student-Generated Pro Bono Project Request Form in order for such opportunities to be counted for pro bono. The opportunities must be approved by the Director of Pro Bono prior to the student beginning the work. This includes work for a private attorney doing pro bono work, any nonprofit organization, or any governmental agency not listed in the appendix section.

Reporting Pro Bono Hours

Students must submit all completed forms and substantiating documentation regarding the completion of their pro bono hours by the end of the semester in which the student did pro bono work.

All forms should be submitted to the Career Services Office. Students should also keep a copy of all submitted forms for their own record.

When it is determined that a student has completed forty (40) hours of pro bono and that the student has turned in all required forms, the Registrar’s Office will be notified that the student has completed their pro bono requirement for graduation.

If you have any questions, please contact Mercedes Pino, Esq., Director of Career Services, at 305-623-2350 or mmpino@stu.edu.

Student Responsibilities / Conduct at Pro Bono Placement

If a non-profit organization, governmental agency, or licensed attorney doing pro bono work on behalf of the disenfranchised and/or under-represented has accepted the student’s offer of volunteer services, the student must fulfill their obligation. The student is expected to perform all assigned tasks in a professional and competent manner. That includes, but is not limited to:

- Dressing in a professional manner;
- Meeting assigned deadlines;
- Showing up to work on time;
- Keeping the supervisor informed of whereabouts and progress of assignment(s);
- Producing a quality work product; and
- Treating all individuals with courtesy and respect.

Students are expected to complete all assignments given to them in a timely and professional manner. Students should ask their supervisors to explain assigned work if
they do not understand how to proceed. If written work is required, students are expected to carefully proofread the work to ensure there are no grammatical and/or typographical errors, and to verify cites to make sure that they have not been overruled or otherwise limited.

Students should not disclose information they learn about a case or a client. Florida’s “Rule of Professional Conduct” expressly states that a lawyer and those working for the lawyer may not reveal information relating to representation of a client unless the client consents or the disclosure is otherwise permitted. This confidentiality includes not disclosing or discussing the legal research and drafting a student might be performing for a client. The risks to you and the attorney revealing confidential information of a client are great. An attorney violating this Disciplinary Rule risks revocation of their license to practice law. A law student violating this rule risks not being licensed.

Students may not give legal advice, make formal appearances in court, or otherwise engage in the practice of law; however, students are still bound by the Code of Professional Responsibility. Students should take all possible precautions to avoid the unauthorized practice of law and ensure that it is known at all times that they are law students, and not a licensed attorney.

Questions

If you have any questions, please contact Mercedes Pino, Esq., Director of Career Services, at 305-623-2350 or mmpino@stu.edu.
APPENDIX

Pre-Approved Pro Bono Placements
Include but are not limited to:

Legal:

17th Judicial Circuit Court Staff Attorney Program
Contact Person: James Lowry, Esq.
Staff Attorney Supervisor
201 SE 6th Street, Suite 550
Fort Lauderdale, FL 33301
jlowry@17th.flcourts.org
Area of Practice: Criminal/Civil

17th Judicial Circuit Court Staff Attorney Program
Contact Person: Ms. Taiwo Akinkunmi Intern Coordinator
201 SE 6th Street, Suite 550
Fort Lauderdale, FL 33301
takindunmi@17th.flcourts.org
Area of Practice: Criminal/Civil

Administrative Office of the Courts
Contact Person: Ms. Maria Mihaic Recruiter
11th Judicial District
175 NW 1st Avenue, Suite 2700
Miami, FL 33128
mmihaic@jud11.flcourts.org
Area of Practice: Criminal/Civil

Agency for People with Disabilities -
Contact Person: Mr. Gerry Driscoll
Southeast Region Manager
111 South Sapodilla Avenue, Suite 204
West Palm Beach, FL 33401
gerry_driscoll@apd.statefl.us
Area of Practice: Persons w/ Disabilities

Agency for People with Disabilities -
Southern Region
Contact Person: Ms. Evelyn Alvarez
Southern Region Manager
401 NW 2nd Avenue, Suite South 811
Miami, FL 33128
evelyn.alvarez@apdcares.org
Area of Practice: Persons w/ Disabilities

Aleph Institute
Contact Person: Rabbi Menachem M. Katz
Director of Prison and Military Outreach
9540 Collins Avenue
Surfside, FL 33154
mmk@aleph-institute.org
Area of Practice: Prison/Military Advocacy

American Civil Liberties Union of Florida
Contact Person: Ms. Layssa Zamora
Legal Program Associate
4500 Biscayne Blvd., Suite 340
Miami, FL 33127
lzamora@aclufl.org
Area of Practice: Civil Rights
American Civil Liberties Union of Florida
Contact Person: Mr. Howard Simon
Executive Director
4500 Biscayne Blvd., Suite 340
Miami, FL 33127
hsimon@aclufl.org
Area of Practice: Civil Rights

American Friends Service Committee - Immigration
Contact: Mr. Lucio Perez-Reynozo
Area Director
111 NE 1st Street, 3rd Floor
Miami, FL 33132
Lperez-Reynozo@afsc.org
Area of Practice: Immigration

Americans for Immigrant Justice
Contact Person: Joseph Anderson, Esq.
Director of Litigation and Advocacy
3000 Biscayne Blvd., Suite 400
Miami, FL 33137
info@aijustice.org
Area of Practice: Immigration

Americans for Immigrant Justice
Contact Person: Ms. Ariela Fegley
Development & Communications Specialist
3000 Biscayne Blvd., Suite 400
Miami, FL 33137
afegley@aijustice.org
Area of Practice: Immigration

Animal Rights Foundation of Florida
Contact Person: Ms. Nanci Alexander
President and Founder
1431 N. Federal Highway
Fort Lauderdale, FL 33304
nanci@animalrightsflorida.org
Area of Practice: Animal Rights

Anti-Defamation League
Contact Person: Mr. Robert Tanen
Associate Regional Director
621 NW 53rd Street, Suite 450
Boca Raton, FL 33487
rtanen@adl.org
Area of Practice: Civil Rights

Army Onsource
Contact Person: Ms. Mary Ortiz
9301 NW 33rd St
Miami, FL 33172
mary.e.ortiz.civ@mail.mil
Area of Practice: Military

Arts & Business Council of Miami
Contact Person: Ms. Laura Bruney
Executive Director
1637 SW 8th St., Suite 212
Miami, FL 33101
laura@artsbizmiami.org
Area of Practice: Art

Arts & Business Council of Miami
Contact Person: Ms. Sonia Hendler
Manager of Programs & Communications
1637 SW 8th St., Suite 212
Miami, FL 33101
sonia@artsbizmiami.org
Area of Practice: Art

Broward County State Attorney's Office, 17th Judicial Circuit
Contact Person: Cathy Berkowitz, Esq.
Assistant State Attorney
201 SE 6th St., Suite 655
Ft. Lauderdale, FL 33301
cberkowitz@sao17.state.fl.us
Area of Practice: Criminal
Broward County State Attorney's Office, 17th Judicial Circuit
Contact Person: Ms. Renata Annati
Human Resources Director
201 SE 6th St., Suite 660 C
(Broward Co. Courthouse)
Ft. Lauderdale, FL 33301
rannati@sao17.state.fl.us
Area of Practice: Criminal

Broward Public Defender's Office, 17th Judicial Circuit
Contact Person: Susan Porter, Esq.
Director, Human Resources
Broward County Courthouse, N. Wing, Rm.3872
201 SE 6th Street
Fort Lauderdale, FL 33301
sporter@browarddefender.org
Area of Practice: Criminal

CannonBall
Contact Person: Ms. Allyn Ginns
LegalLink Coordinator
1035 N. Miami Avenue, Suite 200
Miami, FL 33136
legallink@cannonballmiami.org
Area of Practice: Art

Catholic Charities Legal Services of Broward
Contact Person: Myriam Mezadieu, Esq.
6081 SW 21st Street
Miramar, FL 33023
mmezadieu@cclsmiami.org
Area of Practice: Immigration/Refugee

Catholic Charities Legal Services of Miami
Contact Person: Myriam Mezadieu, Esq.
25 SE 2nd Avenue, Suite 220
Miami, FL 33131
mmezadieu@cclsmiami.org
Area of Practice: Immigration/Refugee

Center for Independent Living of South Florida
Contact Person: Marc Dubin, Esq.
Director of Advocacy
6660 Biscayne Boulevard
Miami, FL 33138
mdubin@pobox.com
Area of Practice: People w/ Disabilities

Center for Independent Living of South Florida
Contact Person: Ms. Maria Rodriguez
Associate Director
6660 Biscayne Boulevard
Miami, FL 33138
maria@soflacil.org
Area of Practice: People w/ Disabilities

ChildNet
Contact Person: Derrick S. Roberts, Esq.
General Counsel
313 N. State Road 7
Plantation, FL 33317
droberts@childnet.org
Area of Practice: Child Welfare

Chrysalis Center
Contact Person: Ms. Jennifer Rozman
Human Resources Director
3800 West Broward Blvd., Suite 100
Ft. Lauderdale, FL 33312
jrozman@chrysalishealth.com
Area of Practice: Health/Wellness

Church World Service Immigration and Refugee Program
Contact Person: Nancy Denis, Esq.
Supervising Attorney
1924 NW 84th Ave., Bldg 10, Beacon Centre
Doral, FL 33126
ndenis@churchworldservice.org
Area of Practice: Immigration
City of Coral Gables City Attorney’s Office
Contact Person: Craig Leen, Esq.
City Attorney
405 Biltmore Way
Coral Gables, FL 33134
cleen@coralgables.com
Area of Practice: City Council/Civil

City of Coral Gables City Attorney’s Office
Contact Person: Yaneris Figueroa, Esq.
Assistant City Attorney
405 Biltmore Way
Coral Gables, FL 33134
yfigueroa@coralgables.com
Area of Practice: City Council/Civil

City of Ft. Lauderdale City Attorney
Contact Person: Cynthia Everett, Esq.
City Attorney
100 N. Andrews Ave.
Ft. Lauderdale, FL 33301
webmaster@fortlauderdale.gov
Area of Practice: City Council/Civil

City of Hialeah Law Department
Contact Person: Ms. Amy Llauro
Office Manager
501 Palm Ave., 4th Floor
Hialeah, FL 33010
allauro@hialeahfl.gov
Area of Practice: City Council/Civil

City of Hollywood City Attorney
Contact Person: Jeffrey Sheffel, Esq.
City Attorney
2600 Hollywood Blvd., # 407
Hollywood, FL 33020
jsheffel@hollywoodfl.org
Area of Practice: City Council/Civil

City of Hollywood City Attorney
Contact Person: Alan Fallik, Esq.
Deputy City Attorney
2600 Hollywood Blvd., # 407
Hollywood, FL 33020
afallik@hollywoodfl.org
Area of Practice: City Council/Civil

City of Miami City Attorney’s Office
Contact Person: Diana Vizcaino, Esq.
Assistant City Attorney
444 SW 2nd Avenue, Suite 945
Miami, FL 33130
dvizcaino@miamigov.com
Area of Practice: City Council/Civil

City of Miami Gardens City Attorney’s Office
Contact Person: Sonja Dickens, Esq.
City Attorney
1515 N.W. 167th Street, Suite 200
Miami Gardens, FL 33169
sdickens@miamigardens-fl.gov
Area of Practice: City Council/Civil

City of Miami Gardens City Attorney’s Office
Contact Person: Monica Barnes, Esq.
Assistant City Attorney
1515 N.W. 167th Street, Suite 200
Miami Gardens, FL 33169
mbarnes@miamigardens-fl.gov
Area of Practice: City Council/Civil

City of North Miami Beach City Attorney’s Office
Contact Person: Jose Smith, Esq.
City Attorney
North Miami Beach City Hall, 4th Floor
17011 NE 19th Ave.
North Miami Beach, FL 33162
Area of Practice: City Council/Civil
**City of North Miami Beach City Attorney's Office**  
Contact Person: Dotie Joseph, Esq.  
Assistant City Attorney  
North Miami Beach City Hall, 4th Floor  
17011 NE 19th Ave.  
North Miami, FL 33162  
Area of Practice: City Council/Civil

**City of North Miami City Attorney's Office**  
Contact Person: Regine Monestime, Esq.  
City Attorney  
776 NE 125 St., 1st Floor  
North Miami, FL 33161  
rmonestime@northmiamifl.gov  
Area of Practice: City Council/Civil

**City of Sunny Isles Beach**  
Contact Person: Hans Ottinot, Esq.  
City Attorney  
18070 Collins Ave.  
Sunny Isles Beach, FL 33160  
hottinot@sibfl.net  
Area of Practice: City Council/Civil

**Coalition of Immokalee Workers**  
Contact Person: Greg Asbed, Esq.  
Co-Founder  
110 South 2nd Street  
Immokalee, FL 34142  
workers@ciw-online.org  
Area of Practice: Immigration/Low-wage/Agriculture

**Coast-to-Coast Legal Aid Service of South Florida**  
Contact Person: Chanel Winter, Esq.  
491 North State Road 7  
Plantation, FL 33317  
cwinter@legalaid.org  
Area of Practice: Elder/Family/Economic/Health

**Colombian-American Services Association**  
Contact: Anjenys Gonzalez-Eilert, Esq.  
Executive Director  
10300 Sunset Drive, Suite 387  
Miami, FL 33173  
agonzalez@casa-us.org  
Area of Practice: Immigration Advocacy

**Colombian-American Services Association**  
Contact Person: Mr.Hatem Bamieh  
Volunteer Intake Coordinator  
10300 Sunset Drive, Suite 387  
Miami, FL 33173  
info@casa-us.org  
Area of Practice: Immigration Advocacy

**Community Justice Project of Florida Legal Services**  
Contact Person: Ms.Gloria Louis  
Office Manager / Litigation Paralegal  
3000 Biscayne Blvd. #102  
Miami, FL 33137  
gloria@floridalegal.org  
Area of Practice: Civil Rights/Social Justice

**Community Justice Project of Florida**  
Contact Person: Mr.An-Tuan Williams  
Intern Coordinator  
3000 Biscayne Blvd. #102  
Miami, FL 33137  
awilliams@ccrjustice.org  
Area of Practice: Civil Rights/Social Justice

**Cuban American Bar Association (CABA)**  
Contact Person: Lesley Mendoza, Esq.  
Pro Bono Director  
2 South Biscayne Blvd., 21st Floor  
Miami, FL 33131  
lesley@cabaprobono.com  
Area of Practice: Civil/Domestic Violence/Immigration
Dade County Bar Lawyer Referral Service
Contact Person: Ms. Livia Blaquier
LRS Assistant Coordinator
123 NW 1st Ave., Suite 214
Miami, FL 33128
lblaquier@dadecountybar.org
Area of Practice: Intake for Civil

Dade Legal Aid
Contact Person: Karen Ladis, Esq.
Director of ‘Put Something Back’
123 NW 1st Ave., Suite 117
Miami, FL 33128
kladis@dadelegalaid.org
Area of Practice: Family/Foster Youth/Human Trafficking/Guardianship/Foreclosure/Housing/Bankruptcy/Domestic Violence/Children

Department of Children and Families - Children’s Legal Services - Southeast Region
Contact Person: Ms. Jennifer Maes
Statewide Recruiting Coordinator
9393 North Florida Avenue
Tampa, FL 33612
Jennifer_Maes@dcf.state.fl.us
Area of Practice: Child Welfare

Department of Children and Families - Children’s Legal Services - Southeast Region
Contact Person: Mr. Dennis Miles
Southeast Regional Director
111 S. Sapodilla Avenue, Suite 307
West Palm Beach, FL 33401
Dennis_Miles@dcf.state.fl.us
Area of Practice: Child Welfare

Department of Children and Families - Children’s Legal Services - Southern Region
Contact: Christy Lopez-Acevedo, Esq.
Managing Attorney
401 NW 2nd Avenue, 5th Floor
Miami, FL 33128
Christine_Lopez-Acevedo@dcf.state.fl.us
Area of Practice: Child Welfare

Department of Children and Families - Children’s Legal Services - Southern Region
Contact Person: Ms. Gilda Ferradez
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401 NW 2nd Avenue, 5th Floor
Miami, FL 33128
Gilda_Ferradez@dcf.state.fl.us
Area of Practice: Child Welfare

Department of Children and Families - Children’s Legal Services - Palm Beach
Contact Person: Mr. Clay Walker
Circuit Community Development Administrator (Palm Beach - Circuit 15)
111 S. Sapodilla Avenue, Suite 307
West Palm Beach, FL 33401
Clay_Walker@dcf.state.fl.us
Area of Practice: Child Welfare
Department of Defense - United States Southern Command
Contact Person: Ms. Monica Lynch
Academic Outreach Coordinator
9301 NW 33rd St
Doral, FL 33172
Monica.lynch@hq.southcom.mil
Area of Practice: Military

Department of Homeland Security - Immigration and Customs Enforcement
Contact Person: Richard Jurgens, Esq.
Assistant Chief Counsel
333 South Miami Avenue, 2nd Floor
Miami, FL 33130
richard.jurgens@dhs.gov
Area of Practice: Immigration

Department of Homeland Security - Immigration and Customs Enforcement
Contact Person: Margaret Nocero, Esq.
Assistant Chief Counsel
333 South Miami Avenue, 2nd Floor
Miami, FL 33130
margaret.nocero@dhs.gov
Area of Practice: Immigration

Department of Juvenile Justice - Dade
Contact Person: Ms. Terria Flakes
Chief Probation Officer
Miami Dade Juvenile Detention Center
3300 NW 27th Avenue
Miami, FL 33142
terria.flakes@djj.state.fl.us
Area of Practice: Juvenile Justice

Department of Juvenile Justice - Palm Beach
Contact Person: Ms. Lois Salton
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Palm Beach Juvenile Detention Center
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Area of Practice: Juvenile Justice

Disability Rights of Florida
Contact Person: Bryan Funk, Esq.
Attorney
1930 Harrison Street, Ste. 104
Hollywood, FL 33020
bryanf@disabilityrightsflorida.org
Area of Practice: Disability Rights/Civil Rights

Federal Public Defender of the Southern District of Florida
Contact Person: Vincent P. Farina, Esq.
Assistant Federal Public Defender
150 W. Flagler Street, Suite 1700
Miami, FL 33130
vincent_farina@fd.org
Area of Practice: Criminal/Federal

Federal Public Defender of the Southern District of Florida
Contact Person: Raisa Gonzalez, Esq.
Human Resources Specialist
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Miami, FL 33130
raisa_gonzalez@fd.org
Area of Practice: Criminal/Federal
Florida Equal Justice Center
Contact Person: Sally G. Schmidt, Esq.
Executive Director
3210 Cleveland Ave., Suite 102
Fort Myers, FL 33911
sally.schmidt@flajustice.org
Area of Practice: Immigration

Florida Immigrant Coalition
Contact Person: Ms. Maria Rodriguez
Executive Director
2800 Biscayne Blvd., Ste. 800
Miami, FL 33137
maria@floridaimmigrant.org
Area of Practice: Immigration

Florida Justice Institute
Contact Person: Dante P. Trevisani, Esq.
Attorney/Equal Justice Works Fellow
100 SE 2nd Street
Miami, FL 33131
dtrevisani@floridajusticeinstitute.org
Area of Practice: Civil Rights/Prisoner Rights/Housing/Disability/Prisoner Reentry

Florida Justice Institute
Contact Person: Mr. Randall C. Berg, Jr.
Executive Director
100 SE 2nd Street
Miami, FL 33131
rberg@floridajusticeinstitute.org
Area of Practice: Civil Rights/Prisoner Rights/Housing/Disability/Prisoner Reentry

Florida Legal Services, Inc.
Contact: Charles F. Elsesser, Jr., Esq.
Staff Attorney
3000 Biscayne Boulevard, Suite 102
Miami, FL 33137
charles@floridalegal.org
Area of Practice: Public Benefits/Housing/Immigration/Health/Children/Employment/Legislative Advocacy/Elder/Family/Consumer/Domestic Violence

Florida Legal Services, Inc.
Contact Person: Kathy Grunewald, Esq.
Statewide Training Director
2425 Torreya Dr.
Tallahassee, FL 32303
Kathy@floridalegal.org
Area of Practice: Public Benefits/Housing/Immigration/Health/Children/Employment/Legislative Advocacy/Elder/Family/Consumer/Domestic Violence

Florida Legal Services, Inc. - Migrant Farmworkers Justice Project
Contact Person: Victoria Mesa, Esq.
Associate Attorney
508 Lucerne Ave
Lake Worth, FL 33460
victoria@floridalegal.org
Area of Practice: Civil/Farmworkers

Florida Rural Legal Services
Contact Person: Hazel Lucas, Esq.
Managing Attorney
3111 S. Dixie Highway, Suite 140
West Palm Beach, FL 33405
hazel.lucas@frls.org
Area of Practice:
Elder/Housing/Labor/Employment/Education/Civil Rights/Public Benefits/Family/Migrant Farmworker

Florida’s Children First
Contact Person: Christina L. Spudeas, Esq.
Executive Director
1801 N. University Drive, Suite 3B
Coral Springs, FL 33071
christina.spudeas@floridaschildrenfirst.org
Area of Practice: Child Welfare

Guardian ad Litem Program - 11th JC
Contact Person: Ms. Patricia Abaroa
Volunteer Coordinator
3302 NW 27th Ave., North Tower
Miami, FL 33142
patricia.abaroa@gal.fl.gov
Area of Practice: Child Welfare
Guardian ad Litem Program - 17th JC
Contact Person: Ms. Keira Smith
Volunteer Supervisor
524 S. Andrews Ave., Suite 300 East
Fort Lauderdale, FL 33301
keira.smith@gal.fl.gov
Area of Practice: Child Welfare

Guardian ad Litem Program - Statewide Appellate Level
Contact Person: Wendie Cooper, Esq.
Appellate Director
P.O. Box 7800
Tavares, FL 32778
wendie.cooper@gal.fl.gov
Area of Practice: Appellate/Child Welfare

Gulf Coast Legal
Contact Person: Adriana Dinis, Esq.
Contract Attorney
641 First Street South
St. Petersburg, FL 33701
adinis@gulfcoastlegal.org
Area of Practice: Housing/Foreclosure/Elder/Family/Children/Immigration/Tax/Health/Public Benefits/Consumer Protection/Domestic Violence

Health Care District Palm Beach County
Contact: Nicholas W. Romanello, Esq.
Chief Legal Officer
2601 10th Avenue North, Suite 100
Palm Springs, FL 33461
nromanel@hcdpbc.org
Area of Practice: Health Care

Help, Inc.
Contact Person: Caryn V. Lubetsky, Esq.
Executive Director & Founder
935 Pennsylvania Avenue, Suite 101
Miami Beach, FL 33139
clubetsky@stu.edu
Area of Practice: HIV Awareness

Hillsborough County Attorney's Office
Contact Person: Donald Odom, Esq.
Deputy County Attorney
601 East Kennedy Blvd, 27th Floor
Tampa, FL 33602
odomd@hillsboroughcounty.org
Area of Practice: Criminal

Immigrants Rights Center
Contact Person: Miguel Mendizabal, Esq.
Attorney
1468 S. Semoran Blvd
Orlando, FL 32807
Miguel-irc@cfl.rr.com
Area of Practice: Immigration

IRS Volunteer Income Tax Assistance (VITA) Program
Contact Person: Prof. Mark J. Wolff, Esq.
Professor of Law
St. Thomas University School of Law
16401 NW 37th Avenue
Miami Gardens, FL 33054
mwolff@stu.edu
Area of Practice: Tax

Lawyers for Children of America
Contact Person: Carolyn Salisbury, Esq.
Executive Director-LFCA Miami
200 South Biscayne Blvd., Suite 4000
Miami, FL 33131
csalisbury@lawyersforchildrenamerica.org
Area of Practice: Child Welfare

Lawyers to the Rescue
Contact Person: Ms. Dina Aronfeld
Founder/President
3132 Ponce de Leon Blvd.
Coral Gables, FL 33134
dinaaronfeld@lawyerstotherescue.org
Area of Practice: Criminal/Family/Immigration/Personal Injury/Medical Malpractice/Disability/Human Rights
Legal Aid of Palm Beach County
Contact Person: Ms.Rhona Altomari
Pro Bono Coordinator
423 Fern Street, Suite 200
West Palm Beach, FL 33401
raltomari@legalaidpbc.org
Area of Practice: Family/Domestic Violence/Foster Children/Juvenile Advocacy/Elder/Guardianship/ Foreclosure/Immigration/Employment/ Health

Legal Aid Service of Broward County
Contact Person: Debra T.Koprowski, Esq. Director of Advocacy
491 State Road 7
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Area of Practice: Community/Sports

Neighborhood Housing Services
Contact Person: Ms. Michelle Williams
Community Liaison
300 NW 12th Avenue
Miami, FL 33128
michellew@nhssf.org
Area of Practice: Community/Housing

PACE Center for Girls - Broward
Contact Person: Ms. Mary Sanchez
Development (Volunteer) Coordinator
2225 N. Andrews Ave.
Wilton Manors, FL 33311
mary.sanchez@pacecenter.org
Area of Practice: Families

Parent to Parent of Miami
Contact Person: Mr. Manny Sinclair
Administrative Assistant
7990 SW 117th Avenue, Suite 200
Miami, FL 33183
msinclair@ptopmiami.org
Area of Practice: Community/Families

Power U Center for Social Change
Contact Person: Ms. Hashim Benford
Interim Executive Director
164 NW 20th Street, # 104
Miami, FL 33127
hashim@poweru.org
Area of Practice: Community/Social Justice

Rebuilding Together Broward County, Inc.
Contact Person: Ms. Sandra V. Einhorn
Executive Director
4824 NE 12th Ave.
Oakland Park, FL 33334
sandra@rebuildingtogetherbroward.org
Area of Practice: Community

Rebuilding Together Miami Dade, Inc.
Contact Person: Ms. Travis Reindille
Project Manager
1533 Sunset Drive, Suite 150
Miami, FL 33143
projectmanager.rtmiami@gmail.com
Area of Practice: Community

Rebuilding Together of the Palm Beaches
Contact Person: Ms. Joanna Aiken
President
7501 North Jog Road
c/o Solid Waste Authority of Palm Beach County
West Palm Beach, FL 33412
jaiken@swa.org
Area of Practice: Community

Ronald McDonald House Charities - Broward
Contact Person: Ms. Sarah Hand
Assistant Manager/Volunteer Coordinator
15 Southeast 15th Street
Fort Lauderdale, FL 33316
Sarah@rmhcsouthflorida.org
Area of Practice: Community/Children & Families
Ronald McDonald House Charities - Dade
Contact Person: Ms. Veronica Forte
Volunteer Coordinator
1145 Northwest 14th Terrace
Miami, FL 33136
Veronica@rmhcsouthflorida.org
Area of Practice: Community/Children & Families

Safe Space Shelters of Miami
Contact Person: Ms. Albertha Rutledge
Director
PO Box 530521
Miami Shores, FL 33153
info@safe-space-foundation.org
Area of Practice: Community/Domestic Violence

SAVE Dade
Contact Person: Mr. Justin Clecha
Field Director
4500 Biscayne Blvd., Suite 340
Miami, FL 33137
justin@savedade.org
Area of Practice: Community/LGBT Civil Rights

Second Chance Society
Contact Person: Ms. Pat Owen
Volunteer Program Director
1835 SE 4th Avenue
Ft. Lauderdale, FL 33316
pat@secondchancesociety.org
Area of Practice: Community/Homeless Persons

Sexual Assault Treatment Center
Contact Person: Ms. Ana Ferrer
Treatment Coordinator
400 NE 4th Street
Ft. Lauderdale, FL 33301
aferrer@broward.org
Area of Practice: Community/Sexual Assault Victims

Shalom Bayit Program/ Domestic Violence Hotline
Contact Person: Ms. Lynn Lichtman
Program Director
Jewish Community Services of South Florida
18999 Biscayne Boulevard, Suite 200
Aventura, FL 33182
lichtman@jcsfl.org
Area of Practice: Community/Domestic Violence

Society for the Prevention of Cruelty to Animals (SPCA)
Contact Person: Ms. Samantha Merz
Volunteer Coordinator
P.O. Box 924088
Homestead, FL 33092
sam@helpthehorses.org
Area of Practice: Community/Animals

Special Olympics, Broward County
Contact Person: Ms. Michelle Leonardo
Volunteer Coordinator
The Don Taft Program at Nova Southeastern University
3301 College Avenue
Ft. Lauderdale, FL 33314
mleonardo3301@aol.com
Area of Practice: Community/Sports/Person’s with Disabilities

Special Olympics, Miami-Dade County
Contact Person: Ms. Amanda Spies
Volunteer Manager
155 South Miami Avenue, Suite 200
Miami, FL 33130
aspies@specialolympicsmiamidade.org,
Area of Practice: Community/Sports/Person’s with Disabilities
St. Laurence Chapel Homeless Day Center
Contact Person: Ms.Kathy Bass
Volunteer Coordinator
1698 Blount Road
Pompano Beach, FL 33069
slcexedir@earthlink.net
Area of Practice: Community/Homeless

Susan B. Anthony Center
Contact Person: Ms.Gillian Stedman
Office Manager
1633 Poiciana Drive
Pembroke Pines, FL 33025
gstedman@susanbanthonycenter.org
Area of Practice: Community/Mothers & Substance Abuse

The Association for the Development of the Exceptional of Miami
Contact Person: Ms.Helena Del Monte
Director
2801 North Miami Avenue
Miami, FL 33127
hdelmonte@ademiami.org
Area of Practice: Community/Disability

The Pantry of Broward County
Contact Person: Ms.Lydia Chapman
Director of Volunteers
610 NW 3rd Avenue
Ft. Lauderdale, FL 33311
lydia@thepantryofbroward.org
Area of Practice: Community/Food Services

The Salvation Army - Broward County
Contact Person: Ms.Alyse Gossman
Volunteer Coordinator
1445 West Broward Blvd
Fort Lauderdale, FL 33312
alyse_gossman@uss.salvationarmy.org
Area of Practice: Community

The Salvation Army - Miami Dade County
Contact Person: Ms.Geysel Carcamo
Volunteer Coordinator
PO Box 350370/1907 North West 38 Street
Miami, FL 33142
geysel_carcamo@uss.salvationarmy.org
Area of Practice: Community

The Women’s Breast Health Initiative
Contact Person: Ms.Kassie E.Collins
Volunteer Coordinator
6447 Miami Lakes Dr. East, 222E
Miami Lakes, FL 33014
kassie@flbreasthealth.com
Area of Practice: Community/Breast Health Awareness

Tri County Humane Society
Contact Person: Ms.Pam D’Addio
Volunteer Coordinator
21287 Boca Río Rd.
Boca Raton, FL 33433
Area of Practice: Community/Animals

Urban League
Contact Person: Ms.Alicia Brown
Communication & Events Manager
Community Empowerment Center
560 NW 27th Avenue
Ft. Lauderdale, FL 33311
abrown@ulbcfl.org
Area of Practice: Community/Education, Jobs, Housing, Health

Women in Distress of Broward County
Contact Person: Ms.Keytie Ortiz
Volunteer Coordinator
1153 S. Andrews Avenue
P.O. Box 50187
Ft. Lauderdale/Lighthouse Point, FL 33316
volunteer@womenindistress.org
Area of Practice: Community/Domestic Violence
STUDENT-GENERATED PRO BONO PROJECT REQUEST FORM

Please print legibly or type all responses.

Use this form to submit requests for pro bono projects not already on the pre-approved list. Individual students or student organizations may apply for project approval.

Time spent on the project may count toward the pro bono graduation requirement only if work complies with the requirements set forth in the Pro Bono Handbook and the project is approved by the Director of Pro Bono prior to work beginning on the project.

Student Name

Today’s Date

Email Address

Student Identification Number

Expected Date of Graduation

Name of Organization

Location (city/state)

Name & Title of Supervisor

Supervisor’s Phone Number

Supervisor’s Email Address

Expected Start Date

Expected End Date

Expected Total Hours

Please provide a brief description of the work you will be doing below:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I hereby certify that there will be no academic credit given or payment received for this opportunity.

Signature of Student

Date

Signature of Supervisor or Supervising Attorney

Date

Submit completed requests to the Director of Pro Bono for pre-approval.
PRO BONO TIMESHEET
Please print legibly or type all responses.

To Be Completed by the Student:

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<th>Student Name</th>
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<tr>
<th>Student Identification Number</th>
<th>Expected Date of Graduation</th>
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<th>Name of Organization</th>
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<tr>
<th>DATE (Daily/Weekly)</th>
<th>DESCRIPTION OF WORK PERFORMED</th>
<th>NUMBER OF HOURS (Daily/Weekly)</th>
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TOTAL HOURS:

I hereby certify that the information listed above is true and correct to the best of my knowledge, that I received no compensation or academic credit of any kind for the hours reflected on this timesheet, that I was supervised at all times (by a licensed attorney, it is legal pro bono), and that I completed all assigned work.

_________________________________ __________
Signature of Student Date

To Be Completed by the Supervisor / Supervising Attorney:

I hereby certify that the information listed above is true and correct to the best of my knowledge, that the student received no compensation or academic credit of any kind for the hours reflected on this timesheet, that he or she was supervised at all times (by a licensed attorney, it is legal pro bono), and that he or she completed all assigned work.

_________________________________ _______________________________
Name of Supervisor / Supervising Attorney State & Bar License (If Legal Pro Bono)

_________________________________ _______________________________
Signature of Supervisor / Supervising Attorney Date
PRO BONO PROGRAM STUDENT EVALUATION FORM
Please print legibly or type all responses.

General Information:

Student Name

Name of Placement Site

Name of Supervisor

Supervisor’s Phone Number

Number of Hours Worked

Please provide a brief description of the work performed:

Supervision:
(Scale: 1 = Unsatisfactory; 2 = Poor; 3 = Adequate; 4 = Good; 5 = Excellent)

If training was required, was the training satisfactory to enable you to perform the required duties?

Was the assignment given in a clear manner and explained sufficiently to enable you to begin work immediately?

Supervision provided was of sufficient quality/timeliness to enable you to perform your work satisfactorily?

Benefits of Placement:
(Scale: 1 = Unsatisfactory; 2 = Poor; 3 = Adequate; 4 = Good; 5 = Excellent)

Rate the quality of work you provided in the following areas:

1. Interaction with clients
2. Written work you drafted
3. Any court appearances
4. Other work you performed

Comments:

Rate whether you perceive this placement as worthwhile to:
(Scale: 1 = Unsatisfactory; 2 = Poor; 3 = Adequate; 4 = Good; 5 = Excellent)

1. The Student
2. The Client
3. The Organization
Comments:

Please briefly relate at least one specific way in which the work you performed at this placement assisted or otherwise had a positive impact on (1) a particular client; (2) the sponsoring organization; and/or (3) yourself. (If you are unable to answer this question, please briefly state why you feel your work at this placement had no such positive impact.)

Would you recommend this placement to your fellow students? Yes ______ No ______
Explanation:

Please circle your response to the following:

Has your participation in the Pro Bono Program had a positive impact on your perception or knowledge of Pro Bono or public service work?

- Significant
- Some
- None
- Negative Impact

Has your participation in the Pro Bono Program had a positive impact on your confidence in your ability to handle Pro Bono cases?

- Significant
- Some
- None
- Negative Impact

Has your participation in the Pro Bono Program had a positive impact on your understanding of the needs of the poor and under-served to have legal assistance made available to them?

- Significant
- Some
- None
- Negative Impact

Has your participation in the Pro Bono Program had a positive impact on your interest in doing public service work after graduation from law school?

- Significant
- Some
- None
- Negative Impact

If your response to any of the above was “Negative” or “No Impact,” please explain:

_________________________________________________________________________

_________________________________________________________________________