

EASTSIDE LEGAL ASSISTANCE PROGRAM

“A threat to justice anywhere is a threat to justice everywhere.”

Dr. Martin Luther King

Volunteer Opportunity - Legal Advice Clinic Manager

Do you like meeting new people and enjoy helping others? Eastside Legal Assistance Program (ELAP) has openings for Legal Advice Clinic Managers for its legal clinics. At the clinics, low income residents of East King County meet with a volunteer attorney for a 30 minute session to discuss their civil (non-criminal) legal issues, such as landlord tenant, credit, wills, contract, insurance, or domestic violence. Clinics are two hours and there are either one or two attorneys at each clinic.

As a Legal Advice Clinic Manager you would organize and support ELAP's legal advice clinics. You would be responsible for being at the clinic, setting up the materials, greeting the volunteer attorney(s), greeting the clients, ensuring that clients complete the intake form before the appointment and the evaluation form after, entering the intake information in the client database, overseeing the clinic materials, informing ELAP staff when additional materials are needed, ushering the clients into the attorney for each appointment, returning intake forms to the ELAP offices (either by mail or in person), and putting materials away once the clinic is over.

As a Legal Advice Clinic Manager, you will help low income individuals and families on the Eastside who need legal services but cannot afford them. Low income individuals and families have, on average, least one situation each year where they need legal advice. You can help us provide these much needed legal services by volunteering as a Legal Advice Clinic Manager.

A Legal Advice Clinic Manager must have good people skills and must maintain the confidentiality of everything seen and heard at the clinic. No prior legal experience is necessary - ELAP will provide all the training you need, usually about an hour or two, and you will observe other Legal Advice Clinic Managers as a part of your training.

For more information or a volunteer application, contact Cynthia Klein at Cynthia@elap.org or 425-747-7274 ext 202.