NOTICE TO STUDENTS

INSTRUCTIONS FOR FULFILLING THE

PUBLIC INTEREST LAW PERSPECTIVE REQUIREMENT

Students must complete the Public Interest Law Perspective Requirement in order to graduate. The Public Interest Law Perspective Requirement may be completed in one of three ways:

Successful completion of one of the following clinics:

- Civil Rights Litigation, Elder Law, Criminal Law (placement in a defender's office), Family Law, International Human Rights/Asylum; a public interest placement in the Civil Externship Clinic, or representation of public interest clients (matching our definition) in the Not-For-Profit Clinic.

Successful completion of one of the following courses and 20 Hours of Pro Bono Work (as described below):

- Rights of the Poor or Racism & Law, Disability Law or other public interest courses which the faculty may in the future designate as satisfying this requirement; or

Certification of completion of 40 hours of Pro Bono work:

In order to satisfy the Pro Bono option, the work must be legal in nature, unsalaried and without other compensation, (including academic credit); under the supervision of an attorney; and designed in some way to directly or indirectly address the legal needs of poor persons or of traditionally underrepresented groups. Work in a private profit-making law firm, even if unsalaried, will not qualify unless the work is performed exclusively on behalf of an eligible client, represented by the firm through the Nassau Supreme Court Pro Bono Project, Nassau County Bar Association Volunteer Lawyers Project, the Suffolk County Bar Association Pro Bono Project or similar pro bono matching program. Work for which a student receives credit (for example, an externship) may not also satisfy the pro bono requirement. Service must be performed in a setting which will enable the student to be involved in the provision of legal services to disadvantaged individuals or groups, such as a legal aid office, advocacy group for battered spouses, and public interest organizations such as the Children's Defense Fund. Unsalaried work for governmental agencies or a District Attorney's office will not qualify unless it meets the requirements. The 40 hours must be spent in actual legal work. The time necessary for training or explanation of the tasks to be accomplished will not count toward the 40-hour requirement.
Procedure for Satisfying the PILP Requirement Through Pro Bono Work

1. **Find A Placement**
   A placement must be obtained through the Office of Career Planning and Counseling or the Office of Clinical Programs, or the student may suggest a placement for approval. To locate a suitable placement, students may find it helpful to search internet sources, such as, www.pslawnet.org or www.equaljusticeworks.org or the resources listed on the public interest section in the Career Planning portion of Touro Law School's website, www.tourolaw.edu.

   Placements may also be made with the Housing Rights Project, a joint project of Nassau/Suffolk Law Services Committee, Inc., located at the Law Center in the clinical offices.

2. **Get Placement Approved** - Each student must obtain approval from the Director of Clinical Programs or the Director of Public Interest that the placement, if completed, will satisfy the Pro Bono option.

   The student must send the description of the Pro Bono option to the attorney who will be supervising the work. The form describing the responsibilities and tasks of the placement must be signed by the student, supervising attorney, and then approved by the Director of Clinical Education or the Director of Public Interest. The student must then file this form with the Director of Public Interest.

   **NO CREDIT WILL BE GIVEN FOR WORK PERFORMED BEFORE A COMPLETED PRO BONO PLACEMENT FORM IS FILED WITH THE DIRECTOR OF PUBLIC INTEREST**

3. **Conclusion of Placement** - At the conclusion of the 40 or 20 hours of pro bono work, the student must have the supervisor complete the Pro Bono Report of Completion form, certifying satisfactory completion of the placement, and return it to the Director of Public Interest. The student must also complete an evaluation of the placement, which will be made available to future students who might be considering the placement. On approval, the student can deliver Report of Completion to the Registrar to note satisfaction of the Requirement on the student's record.

   **All Forms For The Pro Bono Requirement Are Available From the Director of Public Interest, in the Career Planning Office or the Office of Clinical Programs.**
Students may fulfill the Public Interest Law Perspective Requirement by completing forty (40) hours of pro bono service. (Students who have successfully completed certain courses may fulfill the requirement by performing 20 hours of pro bono service.) This work must be unsalaried and without other compensation, and must be performed under the supervision of an attorney.

The work must be performed for a public interest organization which serves the poor or another under-served group, or for a private attorney or firm exclusively on a pro bono case which has been assigned by a pro bono or volunteer referral service for low-income clients. An example of such a referral is a domestic violence case assigned to a private attorney through the Suffolk County Bar Association Pro Bono Project or the Pro Bono program of the Nassau Supreme Court.

The work must be legal in nature and may include interviewing, factual investigation, drafting legal documents, legal research and similar duties. Clerical duties do not qualify toward the requirement. Time needed to train the student for the activity or instruction on the case will not count.

Supervising attorneys are encouraged to permit the student to have contact with the client and an opportunity to observe the legal system in action, if appropriate to the needs of the case and the work setting.

At the conclusion of the student's work, the supervisor will be asked to complete a brief evaluation form. It will be the student's responsibility to return it to the Law Center.

A supervising attorney should notify the Law Center immediately if there are any deficiencies in the student's attendance or performance. Contact Prof. Marianne Artusio in the Clinical Programs Office at (631) 761-7090 or Thomas Maligno, the Director of Public Interest in the Career Planning Office at (631) 761-7033.
INFORMATION FOR SUPERVISORS

REQUIREMENTS FOR THE PRO BONO PLACEMENT OPTION
OF THE PUBLIC INTEREST LAW PERSPECTIVE REQUIREMENT

Students may fulfill the Public Interest Law Perspective Requirement by completing forty (40) hours of pro bono service. (Students who have successfully completed certain courses may fulfill the requirement by performing 20 hours of pro bono service.) This work must be unsalaried and without other compensation, and must be performed under the supervision of an attorney.

The work must be performed for a public interest organization which serves the poor or another under-served group, or for a private attorney or firm exclusively on a pro bono case which has been assigned by a pro bono or volunteer referral service for low-income clients. An example of such a referral is a domestic violence case assigned to a private attorney through the Suffolk County Bar Association Pro Bono Project or the Pro Bono program of the Nassau Supreme Court.

The work must be legal in nature and may include interviewing, factual investigation, drafting legal documents, legal research and similar duties. Clerical duties do not qualify toward the requirement. Time needed to train the student for the activity or instruction on the case will not count.

Supervising attorneys are encouraged to permit the student to have contact with the client and an opportunity to observe the legal system in action, if appropriate to the needs of the case and the work setting.

At the conclusion of the student’s work, the supervisor will be asked to complete a brief evaluation form. It will be the student’s responsibility to return it to the Law Center.

A supervising attorney should notify the Law Center immediately if there are any deficiencies in the student’s attendance or performance. Contact Prof. Marianne Artusio in the Clinical Programs Office at (631) 761-7090 or Thomas Maligno, Director of Public Interest in the Career Planning Office at (631) 761-7033.
PRO BONO PLACEMENT FORM

Student must file this form with the Director of Public Interest before commencing pro bono hours

Date ____________________________

Student Name ____________________________________________________________

Address _________________________________________________________________

__________________________________________________________

Home Phone ___________________ Cell ___________________ Email ________________

STUDENT STATUS (CIRCLE)       Year 2 3 4 FTD PTD PTE

Proposed Placement (Name & Address of Firm/Agency)

__________________________________________________________________________

Tel: ___________________________ Email: ________________________________

Type of Work Student Will Perform __________________________________________

Name and Title of Supervising Attorney ______________________________________

Statement of Supervising Attorney - (Note: See Pro Bono Requirements)

I understand the requirements and expectations of the Touro Law Center Pro Bono Requirement as outlined on the reverse side hereof, and agree to supervise the student named above in such a program.

__________________________________________________________ Dated:

Statement of Participating Student

I understand the requirements of the Pro Bono option and agree to perform a minimum of forty (40) or twenty (20) {circle one} hours of service under the supervision of the above-named supervising attorney.

__________________________________________________________ Dated:

Approval of Director of Clinical Education/Director of Public Interest

The placement described above is approved for consideration in connection with the satisfaction of the Touro Law Center Pro Bono Requirement of the Public Interest Law Perspective Requirement.

__________________________________________________________ Dated:
TOURO LAW CENTER
PUBLIC INTEREST LAW PERSPECTIVE
REPORT OF COMPLETION

Student Name__________________________________________

Participating Firm/Agency ____________________________________________

Address________________________________________________________
Tel. No__________________________________________________________

Supervisor
Dates of Student's Participation ________________________________

Type of Case or Cases
Type of Work by Student Hours
__Legal Research______________________________________________
__Client Interview______________________________________________
__Witness Interview______________________________________________
__Preparation of Pleadings________________________________________
__Settlement Negotiations________________________________________
__Representation in Court or at Hearings____________________________
__Administrative________________________________________________

Community Education___________________________________________

How much time was needed for training and orientation? ________________

What sort of educational or other preparation would best suit a student for the work in your office?

Will you accept another Touro student for pro bono work?

If not, why not?

Comments: (use reverse side if additional space is needed)

Statement of Completion by Supervising Attorney
I certify that the student named above has satisfactorily completed a minimum of forty (40) or twenty (20) hours (circle one) of pro bono legal work under my supervision.

Signed: ___________________________ Dated: __________________
Print Name: ________________________________

Approved as Satisfying Pro Bono Requirement
The placement described above is approved as satisfying the Touro Law Center Pro Bono Requirement of the Public Interest Law Perspective Requirement

______________________________ Dated: __________________
Director of Clinical Programs/Director of Public Interest
STUDENT EVALUATION OF PRO BONO PLACEMENT

Student Name

Name and Address of Placement

Tel:

Dates of Placement

Name and Title of Supervising Attorney

What did you gain from this work experience?

Was the training adequate for the tasks you performed?

How was the supervising attorney responsive to your needs and concerns?

Would you recommend this placement to other Touro students? Why?

Do you have any suggestions for improving this placement experience?

Comments:

Dated: Student Signature