

Pro Bono Service Program
 Nunn Hall Room 205
 Highland Heights, KY 41099
 859-572-6485 (phone) 859-572-6529 (fax)

PLACEMENT OPPORTUNITY

Date: _____

Sponsoring Organization/Agency/Firm _____

Type of Organization (please check)

- | | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> Bar Association | <input type="checkbox"/> Government | <input type="checkbox"/> Public Interest |
| <input type="checkbox"/> Community Legal Education | <input type="checkbox"/> Legal Aid | <input type="checkbox"/> Faculty Project |
| <input type="checkbox"/> Public Defenders | <input type="checkbox"/> Legislator | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Firm/Private Attorney (Pro Bono Work) | <input type="checkbox"/> Non-Profit | |

Contact Person and Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Supervisor Name and Title (if different from above): _____

Phone: _____ Fax: _____ Email: _____

DESCRIPTION OF PLACEMENT

Briefly describe the work of your organization

Briefly describe the pro bono assignment (include substantive area and tasks, if known in advance)

Subject Area (please check all applicable categories)

- | | | |
|---|--|---|
| <input type="checkbox"/> AIDS/HIV | <input type="checkbox"/> Death Penalty | <input type="checkbox"/> Immigration |
| <input type="checkbox"/> Bankruptcy | <input type="checkbox"/> Disability Rights | <input type="checkbox"/> International Law |
| <input type="checkbox"/> Children's Rights | <input type="checkbox"/> Education Law | <input type="checkbox"/> Labor Law |
| <input type="checkbox"/> Civil Rights/Civil Liberties | <input type="checkbox"/> Elder Law | <input type="checkbox"/> Legislative or Policy Analysis |
| <input type="checkbox"/> Community Economic Development | <input type="checkbox"/> Employment Law | <input type="checkbox"/> Non-Profit |
| <input type="checkbox"/> Constitutional Law | <input type="checkbox"/> Environmental Law | <input type="checkbox"/> Poverty Law/Public Benefit |
| <input type="checkbox"/> Consumer | <input type="checkbox"/> Family Law | <input type="checkbox"/> Prisoners' Rights |
| <input type="checkbox"/> Criminal Law | <input type="checkbox"/> Health | <input type="checkbox"/> Tax |
| | <input type="checkbox"/> Housing/Homeless | <input type="checkbox"/> Women |
| | <input type="checkbox"/> Human Rights | <input type="checkbox"/> Other: _____ |

Type of Work (please check all applicable types)

- | | | |
|--|---|--|
| <input type="checkbox"/> Administrative Hearing | <input type="checkbox"/> Factual Investigation | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> General Case Preparation | <input type="checkbox"/> Training |
| <input type="checkbox"/> Community Legal Education | <input type="checkbox"/> Interviewing | <input type="checkbox"/> Legal Writing |
| <input type="checkbox"/> Client Intake/Counseling | <input type="checkbox"/> Legislative | <input type="checkbox"/> Other |
| <input type="checkbox"/> Court Experience | <input type="checkbox"/> Mediation | _____ |
| <input type="checkbox"/> Discovery | <input type="checkbox"/> Negotiation | |
| <input type="checkbox"/> Drafting Documents | <input type="checkbox"/> Legal Research | |

Is this a one-time placement opportunity or will it be an ongoing opportunity? _____

If a one-time opportunity, number of students needed? _____

If this is an ongoing opportunity, number of student placements available per semester? _____
Per summer? _____

What level of students are appropriate for this work? (check all that apply) 1L 2L 3L/4L

Any special qualifications needed to do this assignment? (e.g., courses taken, languages, previous work experience)

Will special training be provided?

How many hours of training are involved? _____

Minimum number of hours (excluding training) students must commit to the assignment? _____

Preferred allocation of hours: flexible _____ minimum hours: per week _____ per day _____

Are evening or weekend hours possible? _____

Any application process that student should follow? (phone call, email resume, letter of interest, interview)

Any deadline for applying? _____

Comments: _____

Please mail, fax or email this form to Jane Underwood at 859-572-6529 or underwoodj2@nku.edu

FOR OFFICE USE ONLY

Date approved: _____ Approval Letter Sent: _____