Pro Bono Coordination: A Quick Guide

Based on Best Practices from:
Catholic Charities of Eastern Oklahoma

Role of Resettlement Agency and Volunteers:

<table>
<thead>
<tr>
<th>Resettlement Agency will provide:</th>
<th>Law Firm / Pro Bono Attorneys will provide:</th>
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<tbody>
<tr>
<td>• Training for pro bono attorneys</td>
<td>• Limited scope representation of Afghan clients</td>
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<td>• Resource bank</td>
<td>• Preparation and filing of the I-589, with client declaration and evidence packet</td>
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<td>• Mentors</td>
<td>• Interview preparation for Afghan clients</td>
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<td>• Interpreters</td>
<td>• Interview accompaniment if possible</td>
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<td>• Transportation for Afghan clients</td>
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Outreach:
• Begin local and build upon agency’s existing connections
• Initial contacts: Regional agencies, existing volunteer pool, agency’s Board members

Interest Meeting:
• Host meeting for interested volunteers with presentation on the background of the crisis and clear expectations for pro bono ask
• Garner law firm’s and/or other partners’ leadership to send out invitation and recruit attendees
• **Sample Interest Meeting Outline:**
  o Background of the crisis
  o Culturally-relevant client representation
  o Asylum 101: Overview, available resources and support, feasibility
  o Clear Ask: Expectations of time and application process, scope of representation

All-Day Training Workshop – CLE Credit:
• **Sample Training Outline:**
  o History of Afghanistan
  o Cultural Orientation
  o Asylum 101
  o Afghan-Specific Asylum Claims
  o Trauma-Informed Lawyering
  o How To Use An Interpreter
  o Case Management

Logistics Memo (see **Sample**):
• Provide logistics memo clearly outlining the role of the resettlement agency, mentoring attorneys, and pro bono coordinators
• **Sample Logistics Memo Outline:**
  o Expectations from attorneys
  o Expectations from resettlement agency
  o Case management system
  o How to schedule an interpreter
  o Mentorship & office hours with mentor in a cohort setting
  o Training materials
  o Resettlement Agency’s pro bono coordinator contact information
Mentorship Model:
- Mentors: Local immigration attorneys
- Cohorts: 10-15 attorneys assigned to each mentor
- Office hours: Mentors hold recurring meetings with cohorts to answer questions and provide guidance
- Establish line of communication between Resettlement agency POC and mentors

Consistent Communication with Volunteers:
- Keep volunteers engaged through regular communication (agency updates, policy announcements, resource alerts, outcomes, success stories, etc.)

Resource Bank:
- Connect volunteers with a resource library, e.g. USCCB’s APA Legal Resource Library, PALA Dropbox, etc.