



## Pro Bono Coordination: A Quick Guide

Based on Best Practices from:  
Catholic Charities of Eastern Oklahoma

### Role of Resettlement Agency and Volunteers:

Resettlement Agency will provide:	Law Firm / Pro Bono Attorneys will provide:
<ul style="list-style-type: none"> <li>• Training for pro bono attorneys</li> <li>• Resource bank</li> <li>• Mentors</li> <li>• Interpreters</li> <li>• Transportation for Afghan clients</li> </ul>	<ul style="list-style-type: none"> <li>• Limited scope representation of Afghan clients</li> <li>• Preparation and filing of the I-589, with client declaration and evidence packet</li> <li>• Interview preparation for Afghan clients</li> <li>• Interview accompaniment if possible</li> </ul>

### 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:
  - Background of the crisis
  - Culturally-relevant client representation
  - Asylum 101: Overview, available resources and support, feasibility
  - Clear Ask: Expectations of time and application process, scope of representation

### All-Day Training Workshop – CLE Credit:

- Sample Training Outline:
  - History of Afghanistan
  - Cultural Orientation
  - Asylum 101
  - Afghan-Specific Asylum Claims
  - Trauma-Informed Lawyering
  - How To Use An Interpreter
  - 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:
  - Expectations from attorneys
  - Expectations from resettlement agency
  - Case management system
  - How to schedule an interpreter
  - Mentorship & office hours with mentor in a cohort setting
  - Training materials
  - 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.