

PRO BONO @ SJC

Overview of the Clinic Model # Work Permits Pro Bono Clinic

LEGAL TEAM SIGNS UP

- At least 10 members of your legal team
- Lawyers, summer associates, paralegals, legal secretaries
- No prior experience is required
- No second language is required
- Legal team will pay a \$3,000 administrative fee
- Clinic lasts around 3-4 hours

SJC ARRANGES CLIENTS

- SJC hand-picks clients to participate
- Clinic participants are all SJC clients

LEGAL TEAM GETS TRAINED!

- Volunteers are given 1-hour self-guided online training to complete
- CLE credit provided

TRAINING

- Self-guided online training covers the basics of the forms to apply for Work Authorization Documents and interviewing skills
- California attorneys get CLE credit

CLINIC BEGINS!

- Clients join and are matched with volunteers and SJC interpreters
- Volunteers complete Employment Authorization form

TECHNICAL ASSISTANCE

- SJC attorneys provide technical assistance during clinic
- SJC reviews and approves all applications before they are signed

REVIEW AND SIGN

- Volunteers review applications with clients & SJC supervisor before clinic closes

FILING PROCESS

- SJC supervisors do final review and files forms
- SJC remains attorney of record

\$ 1,000 of free legal services for each client
All applicants get financial stability