



Harriett Buhai Center for Family Law Volunteer Program Descriptions

Pro Per Program

As our largest volunteer program, the Pro Per Program offers volunteers flexibility in both scheduling and types of client appointments. The two appointment options are listed below.

- **COAS:** In the Client Orientation and Assessment System (COAS) , volunteers interview and provide initial advice to prospective clients in consultation with staff. COAS days are held both in the Harriett Buhai Center offices and at various outreach sites across Los Angeles County.
- **Individual Appointments:** Volunteers prepare pleadings, declarations and a variety of other assistance and instruction to help individuals prepare for court. This may include individual advice, meetings, and interviews with clients. Individual appointments take place at the Center.

Volunteers schedule themselves based on their availability using the Center's online volunteer calendar and scheduling system. Completion of the Harriett Buhai Center's New Volunteer Training and on-boarding process is required for this program. [Click here to inquire.](#)

Pro Bono Panel

Our Pro Bono Panel consists of volunteer attorneys with varying levels of experience who provide limited scope representation and/or full representation to clients. Volunteers become the client's attorney of record, either for the whole case through Judgment or for a limited purpose (e.g., the initial RFO for temporary support and custody). Membership on the Pro Bono Panel is selective and at the discretion of the Harriett Buhai Center. Active members of the Pro Bono Panel are invited to a bimonthly Study Group at the Harriett Buhai Center's office where they can network with other Pro Bono Panel volunteer attorneys and participate in CLE presentations from guest speakers, including sitting judicial officers of the Los Angeles Superior Court Family Law Division.

Interested CA attorneys may inquire about this program by contacting Carrie Holmes, Pro Bono Attorney Manager, at cholmes@hbcfl.org or (213) 388-7505 ext. 307. Participation in the New Volunteer Training program is **not** required for Pro Bono Panel attorneys.

Family Law Intensive Program (FLIP)

The Harriett Buhai Center's Family Law Intensive Program (FLIP) is designed for law school graduates and attorneys who seek an immersive educational experience with the goal of learning the basics of family law. In this innovative new program, volunteers are paired with a supervising Staff Attorney to maximize exposure to family law forms, procedures, and clients.

The program is designed for individuals who are:

- Graduating law school
- Awaiting bar results
- Starting a new practice
- Transitioning practice areas
- Re-entering the workforce
- Retiring from private practice or other employment
- Moving from another state

The time commitment for this volunteer program is a minimum of two days of service per week for a minimum of ten weeks. Completion of the Harriett Buhai Center's New Volunteer Training is required for this program. [Click here to inquire.](#)

Pro Bono Practice Program

The Pro Bono Practice Program ("PBP Program"), previously known as the Emeritus Attorney Pro Bono Program, is designed to take advantage of the legal skills, training and experience of attorneys taking a temporary or permanent break from the active practice of law, and offer them the opportunity to contribute their valuable legal expertise to assist low income Californians. Eligible participants will receive a waiver of the active State Bar membership fee. They have access to free and reduced rates to attend MCLE programs sponsored by the State Bar.

To read more about the requirements of the Pro Bono Practice Program, [click here.](#)

Completion of the Harriett Buhai Center's New Volunteer Training and on-boarding process may be required for this program on a case-by-case basis. [Click here to inquire.](#)

Law Student Internships

The Harriett Buhai Center for Family Law offers additional programs for current law students through our Law Student Internship Program. Students may receive school credit and/or pro bono hours as permitted by their school.

Students work closely with Staff Attorneys in order to:

- Gain valuable interviewing and writing skills
- Learn a wide range of family law-related topics, including domestic violence, child support, custody and visitation
- Help analyze legal issues in a wide variety of cases
- Provide legal advice (at the direction of their supervisor) to low-income individuals about their legal remedies and available community resources

Opportunities include part-time school year positions and full-time summer positions. Interested students may apply by submitting a cover letter, resume, and writing sample to lawstudent@hbcfl.org.

[Click here to see what our former law students have to say!](#)

Other Volunteer Opportunities

The Harriett Buhai Center offers many non-legal opportunities for community members who want to be part of the team. The opportunities to help advance the Harriett Buhai Center's mission range from public relations, marketing, advertising, communications, and social media to general administrative tasks (for example: filing, word processing, research, data processing). Retired individuals, students, and stay-at-home parents are encouraged to apply. The minimum time commitment is 8 hours per week. Where there is a commitment and a willingness to work, there is a place for you. Interested individuals may apply by sending a cover letter and resume to volunteer@hbcfl.org.

Interpretation Program

Get real-world interpreting experience and provide crucial help to the community at the same time! The Harriett Buhai Center offers Spanish speakers and interpretation students the following volunteer opportunities and internships:

- Assist with client interviews and fact gathering
- Translate legal documents and client letters
- Help attorneys communicate with their clients in court and in their offices

To find out more about the interpretation program, please contact us at volunteer@hbcfl.org.