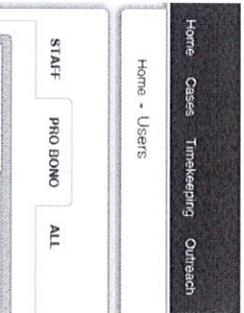


Creating Profiles for New Attorneys

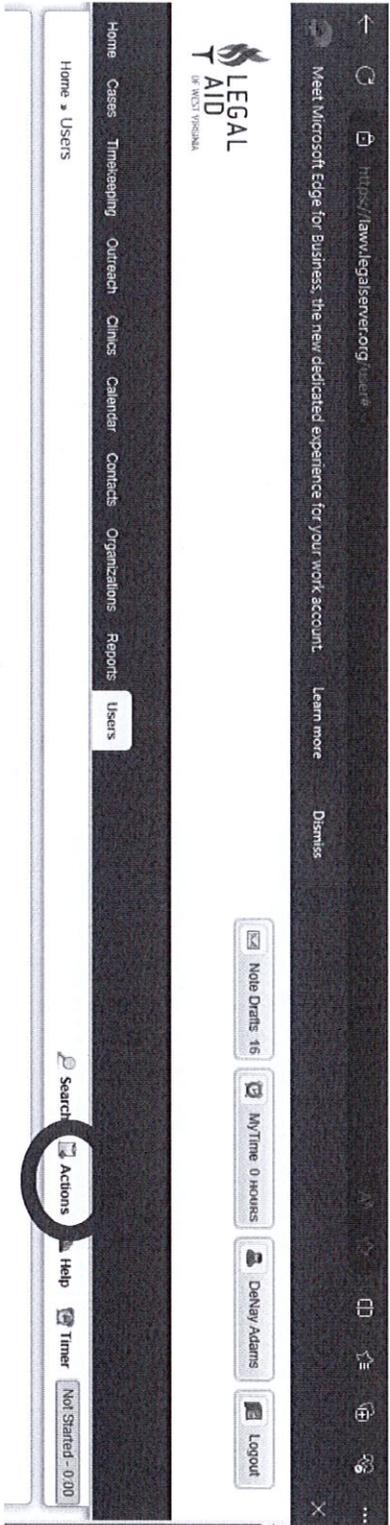
1. Go to: [LAWV: Home \(legalserver.org\)](https://lawv.legalserver.org) (link not working? Copy and paste into your browser: <https://lawv.legalserver.org/>)
2. Click “Users”



3. The page defaults to the “Staff” tab. Click on the “Pro Bono” tab.



4. Hover over  **Actions**



5. Click "Add new user"

6. You will be brought to the screen below. Complete all requested information following steps 7 through 14:

System Information	
System information for a user is that information that speaks to a user's level of access to LegalServer.	
Username *	<input type="text"/>
Login Active * ^(?)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Current * ^(?)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Contact Active * ^(?)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Advocate/User Type * ^(?)	Please Select <input type="button" value="v"/>
User Role * ^(?)	Please Select <input type="button" value="v"/>
Office * ^(?)	Please Select <input type="button" value="v"/>
Program * ^(?)	Please Select <input type="button" value="v"/>
Start Date (at ONBOARDING) ^(?)	<input type="text" value="mm/dd/yyyy"/> <input type="button" value=""/>
End Date ^(?)	<input type="text" value="mm/dd/yyyy"/> <input type="button" value=""/>

*

- 7. Type username (first initial, last name)
- 8. Do not change
 - a. Login Active
 - b. Current
 - c. Contact active
- 9. For "Advocate/User Type" select "Pro Bono Advocate"

10. For "User Role" select "Probono Restricted Access"

11. Select appropriate office that aligns with the office listed on the WV State Bar website

a. If you do not have access to the WV State Bar website, consult your Supervising Attorney

12. For "Program" select "ProBono (not staff member)"

13. Select appropriate "Start Date" and "End Date"

14. Click "Continue"

15. You will be brought to the screen below. Complete all requested information following steps 16 through 18:

Contact Information	
Name (Print, Mr, Last)	First Name <input type="text"/> Middle <input type="text"/> Last Name <input type="text"/> Suffix <input type="text"/>
Title	<input type="text"/>
Bar Number for pro bono	<input type="text"/>
Work Phone	Home Phone <input type="text"/> Work Phone <input type="text"/>
Cell Phone	Cell Phone <input type="text"/> Home <input type="text"/> Home <input type="text"/>
Current Address *	<input type="text"/>
Does your address is organization *	No <input type="checkbox"/> Yes <input type="checkbox"/>
Individual work address	
Clear the zip code and large format will automatically find the zip code	
Zip Code	<input type="text"/>
Street Address	<input type="text"/>
Apartment Number	<input type="text"/>
Street Address 2	<input type="text"/>
City, State	City <input type="text"/> State <input type="text"/>

16. Complete "Contact Information" section with the same information that is on the WV State Bar website
a. *** Include the attorney's bar number (which can be found in the Bar directory).

17. Leave "Bind Work Address to Organization" on "No"

18. Click "Save"

19. You will be brought to the screen below. If attorney is affiliated with a law firm or organization, complete all requested information following steps 20 through 27.

a. If attorney is not affiliated with a law firm or organization, click "Do Not Set Organization" and "Continue."

Organization Affiliation

Users may be affiliated to an organization in LegiServer, and agencies can track the start and end date of that organizational affiliation. A user may only be affiliated to one organization at a time; creating a new organization affiliation will automatically end the previous affiliation for that user. In order for an organization to display as an available affiliation on this page, that organization must have already been created in LegiServer.

Set an organization affiliation

Organization* ▼

Organization Position

Start Date*

End Date

Organization Contact? Yes No

Organization Contact Type* hold down the control key (CTRL) to select more than one option.

Assistant

Assistant's Phone

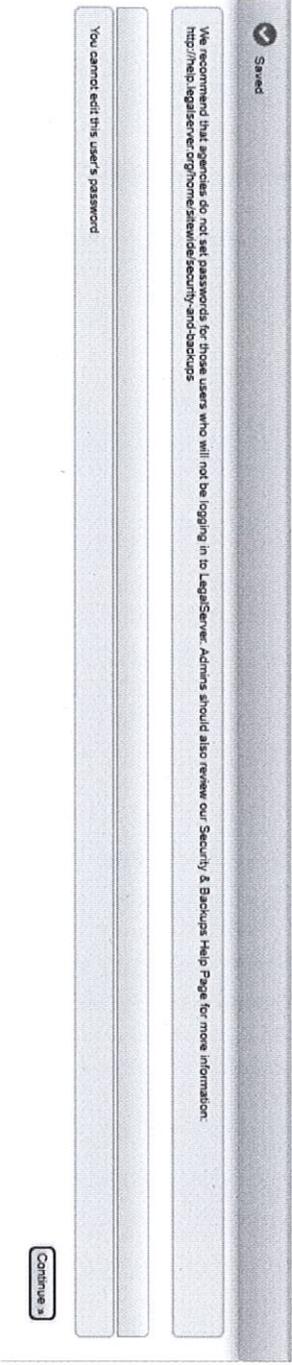
Judicial Assistant

JAT's Phone

20. Select appropriate organization individual works for

21. Enter their position within the organization

- 22. Enter start date they began working for organization – if unknown, enter 01/01/2023
- 23. If applicable, enter end date. If unknown, enter 01/01/2023
- 24. If they are the organization contact, select “Yes”
- 25. If applicable, select organization contact types but not required
- 26. If applicable, enter
 - a. Assistant Name
 - b. Assistant's Phone
 - c. Judicial Assistant (JA) Name
 - d. JA's Phone
- 27. Click “Continue”
- 28. You will be brought to the screen below. However, there is nothing to do here as you cannot set the user's password. Click “Continue.”



29. **Congratulations**, you have created a pro bono advocate profile! You can now add and edit information that would appear under the various tabs. To add or edit information, hover over  **Actions** and make your selection.

- a. When editing information (e.g., changes to employer), make a record of the change using “**Add a Note.**” Include the date you made the change/update, and include in the body of the note the old/outdated information for future reference.
- b. Use “**Add a Note**” to record other important information, such as the names and titles of support staff that we would communicate with.
- c. Under “**Edit Extra Information,**” you can add the attorney’s languages, their bar status, the pro bono clinics they will volunteer for, the legal problem codes that they will help with, and the counties they practice in.
 - i. **You can also note whether the attorney will accept Judicare (reduced rate) cases.**

Video Tutorial

- Creating a Profile 1 (Steps 1-11)
 - https://lawv-my.sharepoint.com/:v/g/personal/dadams_lawv_net1/Ef11T1074ChFnS1fxepgskBNbZ1pURZj2dxP7q6F6-Mw?e=wHeXum

LAWV Pro Bono General Information

- Basic Structure of LAWV's Pro Bono Program
 - Kate White- Access to Services Manager
 - Molly Russell – Pro Bono Supervising Attorney
 - Maria Borrer – Pro Bono/ATLAS Attorney
 - David Frercks – PAI Program Support Specialist
 - Barbara Layner – PAI Program Support Specialist
- There is a Private Attorney Involvement (PAI) Specialist who provides coverage for each office.

Your PAI Specialist is: _____

- LAWV can offer pro bono or judicare (low bono) services to clients for any case which is permissible through LSC guidelines.
- The rate for judicare is \$60/hour out of court (preparation of documents, client interviews, etc.) and \$80/hour for in court representation. This is comparable to the court appointed rate.
- The maximum amount payable per case (with limited exceptions) is \$1000; however, we can increase the amount if the case is ongoing. A pro bono attorney would need to notify David Frercks at dfrercks@lawv.net to request permission. He is the contact person for all judicare payment processing questions.
- Some types of cases have a flat rate fee structure. If you would like to know more, ask your PAI Specialist to provide you with a copy of LAWV's Compensation Schedule.
- Benefits available to pro bono attorneys (also listed on back of pro bono business card):

Malpractice insurance	Free CLE Credit
Training/forms	Mentors
Reduced fee cases	Limited scope cases
Litigation expense coverage	Other
- The paperwork to become a judicare attorney is simple.
 - Agreement of Attorneys Participating in Judicare Program
 - LAWV Compensation Schedule
 - W-9
- Questions? Contact Molly Russell at mrussell@lawv.net

Staff Pro Bono Placement Criteria Checklist

This list is just meant to give you some general guidance regarding pro bono placement.

Please talk to your pro bono staff person about the case even if it doesn't meet all the criteria below. If you feel like it might make for a good pro bono case, we want to talk with you!

1) Sympathetic Situation

- Client has seemingly been wronged.
- Opposing party is very difficult to deal with.
- Client losing case would do great harm to them or their family (i.e., loss of income, homelessness, etc.)

2) Sympathetic Client

- Clearly couldn't handle matter pro se for various reasons.
- Has been going through a lot in life, etc.

3) Responsive Client

- Returns forms, calls, emails promptly.

4) Opposing Party Represented

- Attorney on other side not pro se litigant friendly.

5) No Urgent Deadlines

- Ideally, not less than 2 business weeks.

6) Legal Issue Not Too Complex

7) Legal Issue Falls Under Pro Bono Protocol*

*Local office:

NOTE:

Suggestions on volunteer placement/assignment and offers to mentor are always welcome.

TIMEKEEPING REMINDER: When spending time thinking through the criteria above and/or when you speak to a pro bono staff person, be sure to keep track of your time and record it in LegalServer (see one-page instruction sheet).

Pro Bono Business Card FAQ

Q: Who should I give a business card to?

A: Any attorney that you respect, expresses an interest in pro bono service, and/or would be a great advocate for our clients.

Q: Am I expected to make some sort of “pitch” when handing someone the card?

A: No. The whole idea behind the business card is that you can simply hand it to someone and move on. You can briefly explain that we’re always looking for volunteers and would be happy to talk to them about opportunities.

Q: What if I get questions after handing someone the card?

A: You should have a general understanding about the benefits we offer volunteers. (See one-page document for more details.) Answer what you can and encourage the person to reach out to pro bono staff.

Q: What do I do after I give someone a card?

A: Please send a quick email to the pro bono staff person in your office to let them know who you gave the card to. We will track the outreach and may follow up with the attorney.

Q: If I run out of cards, can I get more?

A: Yes! You can get more from the pro bono staff person in your office.

Q: Why is this recruitment tool important?

A: During our assessment, it became clear to us that many folks in the private bar were unaware of what we offer our volunteers. The business card idea came from a Legal Aid staff attorney, and we believe it is a strong peer-to-peer tool to use in volunteer recruitment.

Q: What is the goal of this effort?

A: When it comes to pro bono, the goal is always to help lessen the load of staff attorneys and to provide clients with a higher level of assistance.

What Counts as Pro Bono Time- Quick Reference Guide for LAWV Staff

STAFF ACTIVITIES

Consults with Pro Bono Staff about cases:

- Talking to pro bono staff about whether a case might be good for a pro bono referral.
- Completing a pro bono checklist/referral form for possible pro bono referral.
- Work done to prepare a case for pro bono referral (for example, drafting a memo about the case to help pro bono staff place the case.)

Recruiting volunteers to help low-income clients:

- Law Students
- Private Attorneys
- Other Professionals (CPAs, accountants, paralegals, etc.)

Supervision/Mentoring of:

- Law Students (includes work with PIA Fellows from WVU College of Law)
- Private Attorneys (answering questions, reviewing pleadings, etc).
- Other Professionals (CPAs, accountants, paralegals, etc.)

Conducting training (including time spent developing materials/trainings) for:

- Private Attorneys - to help further the Pro Bono program. Must be an effort to recruit private attorneys to accept a case or participate in a clinic.

Conducting or providing support for Legal education workshops or clinics

- (Example: a LAWV staff member helps private attorneys prepare for a clinic or make copies and process clients at a legal clinic or education workshop).

Involvement with Bar Association or Bar Groups for Recruitment:

- Attendance at Bar events where the purpose of event and attendance is to recruit pro bono attorneys (can be evidenced by agenda item). Does not include simply attending bar association events or CLEs.

HOW TO ENTER PRO BONO TIME IN LEGALSERVER:

Note: Please use your normal Funding Code. There is not a Funding Code for pro bono work.

Activity Type	Code	Meaning	Samples of when to Use
Matters	MPB	Pro Bono Legal Support	Prepping a case for a pro bono attorney, mentoring a pro bono attorney, etc.
Matters	MPR	PAI (Pro Bono) Recruitment	Recruiting a pro bono attorney, attending an event with the intention of recruitment, etc.
Supporting Activity	SPB	Pro Bono/PAI Work	Any pro bono activity including mentoring a law student intern. This is a catch-all.
Case Activity (within a case)	PBI	Pro Bono/PAI Work	Discussing a specific case with a law student intern, talking with a PAI specialist about the case to see if it is eligible for pro bono, etc.

Client Name: _____ Interview Date: _____

- PBA
- ATLAS

ADOPTION INTAKE FOR PRO BONO ATTORNEY

Analysis for when ATLAS advice cases, Beckley (Tara), Martinsburg (Jenny), or Charleston (David) AND LSC (not TANF, LIS, DV, etc.):

Is it a case where both parents (or non-spousal parent in a step-parent adoption) a) consent or b) have had their parental rights terminated?

- NO → Keep as ATLAS/staff case but can ask follow-up questions
- YES → Proceed with interview

Child(ren)'s name(s) and age(s): _____

When did the parent(s) last have contact with child(ren): _____

Is other parent incarcerated?

Does court order prohibit/restrict visitation?

Financial support by parent(s) of child(ren): _____

Notes on consent/termination: _____

Relationship (including length, length resided together) of adopting party and child(ren): _____

- Does adopting party have legal custody (e.g., through legal guardianship)?
- For step-parent adoption:
 - Length of marriage: _____
 - Shared children: _____

History with CPS, guardianships, etc. (guardianship of the subject child by another party may indicate concerns with consenting parent and/or adopting party)

Urgency? (e.g., loss of or need to obtain benefits)

Criminal history of adopting party?

PRIOR COURT ORDERS/RECORDS → ASK TO SEND FOR REVIEW.

**If good for pro bono, contact local office to get assigned to PBA. MAB can assist with recruitment.
If not good for pro bono, send back to ATLAS paralegal.**

Welcome, welcome to the 1st Annual Pro Bono Games.

The purpose of this contest is to increase LAWV's pro bono efforts statewide.

The contest runs from Wednesday, October 11, 2023, through Friday October 11, 2024.

If you have any questions about this contest, rules, the categories, or pro bono in general, reach out to your local PAI Specialist.

TEAMS

Each of the twelve offices is a team. If you are with Behavioral Health, the Ombudsman Program, IT, etc., your home office is your team.

Due to the great variance of staff in each office, we have decided to break teams up into divisions as follows:

Class A (7 employees or fewer)

Elkins
Lewisburg
Logan
Parkersburg
Princeton

Class AA (Fewer than 15, but more than 7 employees)

Beckley
Clarksburg
Huntington
Martinsburg
Wheeling

Class AAA (More than 15)

Charleston
Morgantown

For the purposes of this contest, PAI Staff **are not** included for scoring.

There will be a Pro Bono Champion in each division. There will also be an individual award for an MVP in each division. Winners will be announced at the 2024 Statewide. Final prizes* are TBD, but Adrienne has made clear that she wants the prizes to be worth it.

*Void where prohibited. Pepsi Points cannot be redeemed for a Harrier jet.

CATEGORIES & SCORING

We have created five (5) separate categories, focusing on different areas of pro bono integration. There will be a 1st, 2nd, 3rd and 4th place in each category. The winner of each category will be awarded points based on placement.

1st Place	25 points
2nd Place	20 points
3rd Place	15 points
4th Place	10 points

The overall champions will be determined by the total team score. In the event of a tie, the tiebreaker will be determined by the highest number of 1st place finishes, followed by the highest number of 2nd, 3rd, and 4th place finishes, as necessary.

Updates on scoring will be provided quarterly by the Pro Bono Supervising Attorney. The first update shall be provided in December during the Pro Bono Weekly Update.

Category 1 – Billing Hours

Each office will have a running total for time billed under one of the pro bono timekeeping codes. Additional information about pro bono billing hours is available [here](#) on page 4.

As a reminder, the codes are:

Activity Type	Code	Meaning	Samples of when to use
Matters	MPB	Pro Bono Legal Support	Prepping a case for a pro bono attorney, mentoring a pro bono attorney, etc.
Matters	MPR	PAI (Pro Bono) Recruitment	Recruiting a pro bono attorney, attending an event with the intention of recruitment, etc.
Supporting Activity	SPB	Pro Bono/PAI Work	Any pro bono activity including mentoring a law student intern. This is a catch-all.
Case Activity (within a case)	PBI	Pro Bono/PAI Work	Discussing a specific case with a law student intern, talking with a PAI specialist about the case to see if it is eligible for pro bono, etc.

Note: Please use your normal Funding Code. There is not a Funding Code for pro bono work.

Category 2 – Number of Attorneys Recruited

Each office will have a running total for **new** attorneys recruited for pro bono involvement. Examples include Tuesday Legal Connect (TLC), custody/divorce clinics, direct representation in pro bono or low bono (judicare) cases, etc.

The number of new attorneys will be counted through the creation of a pro bono attorney profile on LegalServer. Your local PAI Specialist shall be the one to create the new pro bono attorney profile. **DO NOT** create one yourself.

Category 3 – Number of Attorneys Engaged

Each office will have a running total of attorneys that have an active profile in Legal Server who have provided pro bono or low bono services. For purposes of this contest, an active profile is defined as an attorney providing pro bono or low bono assistance through LAWV within the last five (5) years. This category is for the purpose of retaining and reengaging current pro bono attorneys.

Note: Attorneys who were counted in Category 2 are not counted in Category 3, and vice versa.

Category 4 – Number of Cases Referred to the Pro Bono Unit

Each office will keep a running total of cases that have been *referred* to the Pro Bono Unit. All staff is expected to utilize the Staff Pro Bono Placement Criteria Checklist (located on page 2) prior to discussing the case with your local PAI Specialist.

Please talk to your PAI Specialist if a case does not meet all the criteria listed or if you already have a pro bono attorney in mind for placement. The PAI Specialists, Pro Bono Supervising Attorney, and Access to Services Manager are the final decisionmakers on whether a case is appropriate for pro bono placement. There is no appeals process.

Category 5 – Number of Pro Bono Cases Placed

Each office will have a running total of pro bono or low bono cases *placed* with a pro bono attorney. Cases will be counted per LSC Compliance regulations. Example: If a pro bono attorney represents a client in a DVPO hearing and then provides custody/divorce advice, this counts as one (1) case placed.

SPORTSMANSHIP

The Pro Bono Unit encourages all offices to maintain the highest level of civility and grace during the contest; however, taunting, trash-talking, etc. are all part of the contest. Embrace it, and may the odds be ever in your favor.