Volunteer Contract

Welcome to Legal Aid Society of Salt Lake Pro Se Family Law Clinic

We are pleased that you have decided to volunteer at the Family Law Clinic. You will assist the Legal Aid Society paralegal by checking in clinic patrons, obtaining initial information, and assisting patron’s access to forms on computers located in the clinic. You may also be asked to prepare the form pleading packets for distribution to pro se litigants.

As a volunteer, we have certain expectations and guidelines that are crucial to your work here at the Legal Aid Society Pro Se Family Law Clinic. In addition, due to concerns about having access to private personal information and LAS liability the following policies will govern volunteer services at LAS:

1. Dress appropriately and professionally.
2. Do not give legal advice to patrons. If they want legal advice, they can speak with an attorney at the evening Family Law Legal Clinic held every 1st and 3rd Wednesday at the Matheson Courthouse, W19.
3. Do not attempt to counsel patrons. If they need counseling, we have a list of resource agencies that can provide any help they may need.
4. Do not become romantically or socially involved with a patron until you are no longer a volunteer with Legal Aid Society.
5. No person shall be denied the benefits of, or be subjected to discrimination in any services or activities of the Legal Aid Society Family Law Clinic solely on the basis of race, color, religion, national origin, ancestry, age, gender, height, marital status, sexual orientation, physical or mental disability, political belief, or ability to pay for services.
6. Keep track of your hours in the volunteer logbooks. This is very important for our record keeping and funding.
7. Show up on time. If you cannot make your regularly scheduled time, please, email, call, or text one of the clinic paralegals. We are depending on you to come in when you say you will.
8. Patrons’ personal information is deemed confidential and is not to be shared. If you have questions about what is confidential, please consult John Kunkler III, Supervising Attorney or Stewart Ralphs, LAS Executive Director.
9. Volunteers will accept no money or gifts of value from patrons.
10. Ask questions of fellow Legal Aid staff! An important part of volunteering is for you to gain knowledge about the legal system and the services provided by Legal Aid Society of Salt Lake. Especially if you do not know the answer to a patron’s question, ask another LAS staff member, whether at the clinic, the Domestic Violence Victim Assistance office next door in W17, or the main LAS office. This way you are providing CORRECT information to visiting patrons and you are gaining accurate knowledge about the legal system.

By signing below you are agreeing to abide by the above guidelines and policies of the Legal Aid Society.

Date:       Signature: /s/