

Shore Legal Access

Volunteer Attorney Registration Form

Thank you for your interest in joining Shore Legal Access (formerly Mid-Shore Pro Bono) as a volunteer attorney. Please fill out this form so that we can provide you with an appropriate volunteer opportunity.

Name: _____ Pronouns: _____

Firm: _____

Business Address: _____

State/City/Zip: _____

Work Phone: _____ Fax: _____

Email: _____

Legal Assistant: _____ Email _____

Date of Admission to Maryland Bar (mm/dd/yyyy): _____

Are you now, or have you ever been, disciplined by the Attorney Grievance Committee? ____

If yes, please list date(s) and outcome: _____

Are you fluent in any language besides English? _____

Counties available to volunteer in: _____

I can provide representation in the following area(s) (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Adoption | <input type="checkbox"/> Child Support |
| <input type="checkbox"/> Advanced Medical Directives/POA | <input type="checkbox"/> Mortgage Foreclosure/Mediation |
| <input type="checkbox"/> Bankruptcy/Consumer Debt | <input type="checkbox"/> Veteran's Benefits |
| <input type="checkbox"/> Custody and/or Visitation | <input type="checkbox"/> Wills or Probate |
| <input type="checkbox"/> Collaborative Law | <input type="checkbox"/> SSI/Disability |
| <input type="checkbox"/> Contracts/Warranties | <input type="checkbox"/> Unemployment Compensation |
| <input type="checkbox"/> Divorce/Separation | <input type="checkbox"/> Immigration/SIJS |
| <input type="checkbox"/> Elderly Family Member(s)/ Elder Law | <input type="checkbox"/> Tort Defense Small Claims |
| <input type="checkbox"/> Employment (discrimination/wage claims) | <input type="checkbox"/> LEGAL CLINICS |
| <input type="checkbox"/> Guardianship | <input type="checkbox"/> CASE REVIEW/Triage |
| <input type="checkbox"/> Landlord-Tenant /Real Property | <input type="checkbox"/> PHONE ADVICE |
| <input type="checkbox"/> Medicaid/Medicare/Other Health | <input type="checkbox"/> MENTORING |

Please let us know what we can refer to you for clients who are not eligible for *pro bono* service.

*****For other referrals that are not within Shore Legal Access Guidelines:

_____ Criminal _____ Workers Comp. _____ DUI _____ Personal Injury _____

Other (please list) _____.

PLEASE COMPLETE OTHER SIDE

**SHORE LEGAL ACCESS
VOLUNTEER ATTORNEY AGREEMENT**

Mission: Shore Legal Access connects low income individuals and families who need civil legal services with volunteer attorneys and community resources.

Vision: All people are empowered to resolve civil legal issues.

Core Values: Integrity; Service Oriented; Compassion; Professionalism; Respect; Dignity and Collaboration.

Shore Legal Access expects all volunteer attorneys to handle their cases, the clients, opposing counsel and staff with our Core Values the Mission and Vision Statements in mind.

SHORE LEGAL ACCESS PROVIDES THE FOLLOWING RESOURCES/BENEFITS TO OUR PANEL ATTORNEYS:

1. Malpractice insurance for referred cases.
2. Court Costs and Service of Process Waivers for taking cases from MLSC Funded Program.
3. Use of our office space for client meetings. Offices located in Easton, and Salisbury.
4. Flexible pro bono options – direct representation/clinics/case review/limited scope.
5. Free or reduced fee training through Pro Bono Resource Center of Maryland.
6. Mentoring: Get a mentor or be a mentor.
7. Networking opportunities throughout the year.
8. Customized Annual Pro Bono Hours Report.
9. Access to the Litigation Fund for reimbursement of administrative costs associated with Shore Legal Access cases.
10. JUDICARE FAMILY LAW PROJECT: Earn \$120.00/hr. (35 hour cap) for qualified cases. All Judicare Invoices must be received by 15th of each month for prompt payment.
11. EXTENDED REPRESENTATION Reduced-Fee Project. Earn up to \$3000 per case (\$50/hr.) for representing eligible clients in civil, non-domestic cases.
12. REDUCED-FEE PROJECT – Shore Legal Access will refer clients not eligible for pro bono representation to attorneys willing to accept a reduced fee directly from the client. Shore Legal Access will screen and provide case management when needed.
13. Recognition in our weekly and quarterly newsletters.

PANEL ATTORNEY EXPECTATIONS:

1. Volunteer Lawyers shall abide by applicable rules: MD Rules of Professional Conduct and/or Maryland Rules of Judicial Conduct.
2. Volunteer Lawyers shall submit status updates to Shore Legal Access if a case runs beyond 6 months.
3. Attorneys shall notify Shore Legal Access immediately if terminating representation of a Shore Legal Access Client.
4. Attorneys shall not carry more than 10 open cases at a time.
5. Attorneys shall provide timely Closed Case Forms at the end of the case.

*I am interested in the Judicare Program, in which attorneys accept contested family law cases for a reduced-fee. Judicare attorneys are **required** to accept one *pro bono* case/ work a Civil Clinic for every Judicare case referred. I agree that I have more than 2 years family law experience. Yes _____ No _____
(Judicare terms available by contacting Mandy Caulk at mandy@shorelegal.org)

Signature: _____

Date: _____

Shore Legal Access Code of Ethics

Adopted by MSPB Board of Directors, January 19, 2022

***Vision:** We envision a world where all Eastern Shore residents have access to civil legal representation and individuals feel respected and empowered throughout the legal system.*

***Mission:** To support and assist individuals and families who are unable to afford representation in civil matters and to provide connections to community resources.*

The Shore Legal Access (SLA) Code of Ethics has been adopted to ensure adherence to the Organization's Vision and Mission. The Code applies equally to Board Members, employees, and volunteers. Individually and collectively, we are committed to:

- Maintaining the highest ethical and professional standards in our development and delivery of programs and services for our clients.
- Honesty and transparency in our interaction with each other and with our clients, partners, and supporters.
- Ensuring the confidentiality of client information and communications related to our delivery of services.
- Responding in a forthright manner and with appropriate urgency to conflicts of interest.
- Inviting information about actions that place SLA, its employees and/or clients at risk and ensuring protections for reporters (Ref. Whistleblower Policy).
- Ensuring adherence to the highest standards of fiscal management and reporting (Ref. Fiscal Management Policies and Procedures).
- Ensuring that relationships and interactions among and between Board Members, staff, volunteers, and the people we serve are professional and respectful.

Policy and Procedure

As a Board Member, employee, or volunteer of SLA an individual agrees to abide by the Code of Ethics, and to not engage in activities that are detrimental to SLA.

Revised 01/19/2022

Final determination of violations of the Code of Ethics rests with the Board of Directors (the Board) in accordance with procedures outlined below. The responsibility to investigate and to present findings and recommendations to the Board President when employees and volunteers are the subject of alleged violations rests with the Executive Director (ED). If the ED is the subject of an alleged violation, a final determination rests with the Board.

The person or persons responsible will endeavor to execute fairly this responsibility with the procedure defined below:

1. The Board President (President), the Treasurer and the Executive Director (ED) are responsible to oversee implementation of this policy and procedure. They will maintain ongoing communications regarding new or pending potential violations, related investigations, and dispositions.
2. Board Members, staff and volunteers will be notified at the time of their election, hiring or appointment of this policy and at least annually thereafter. At the time of their notification, each individual will be asked to sign the Code of Ethics Attestation (Attachment A).
3. An individual alleging a violation of the Code of Ethics (the Complainant) must make the charge in writing, including evidentiary documentation. Documentation must include factual evidence that a violation has occurred. The Alleged Violator is entitled to see the complaint and evidence provided and may submit a written statement relating to the alleged violation with which they are charged.
4. Alleged violations may be further investigated by the responsible person(s), with legal consultation if necessary to gather additional documentation, to speak with the Complainant, and/or the individual about whom the allegation is made.
5. When an employee or volunteer is the subject of an alleged violation, the ED will initiate an investigation to include interviews with the Complainant, the accused, and witnesses when appropriate. The ED will present their findings and recommendations to the Board President. Only the board can find the Charged Party guilty of the Violation and impose disciplinary action. Disciplinary action may include but not be limited to admonishment, suspension for a specified period, or termination of employment or volunteer activity. The President will present the ED's findings and recommendations to the Board Executive Committee. If a simple majority of committee members determine that there was a violation, the President will inform the ED who will in turn inform the Violator of the disciplinary action taken by the board. If the violator refuses to accept the disciplinary action s/he may request a hearing before the Executive Committee. The President will then convene the Executive Committee at the earliest possible time. Subsequent to the hearing, The Committee's findings and recommended action will be added to the agenda of the next regular or special board meeting. The action of the Board is final with no rights of appeal or reversal. Pending action by the Board, the employee or volunteer may

be suspended. If the ED is the subject of the alleged violation, the complaint will be referred to the Board Executive Committee.

6. When a Board Member is the subject of a complaint, the Board Executive Committee will initiate an investigation to include interviews with the Complainant, the accused, and witnesses when necessary. If a member of the Executive Committee is the subject of the alleged violation, they will not participate in interviews with the Complainant or other witnesses nor in the Committee's deliberations and findings. If a simple majority of committee members determine that there was a violation, the Committee's finding and recommendations will be added to the agenda of the next regular or special Board meeting, provided that at least 30 days' notice is given to the Member prior to the board meeting. A two-thirds majority of the current Board is required to find a Charged Violator guilty of a violation or violations of the Code of Ethics or of actions that are detrimental to SLA or both. If the charged violator or the complainant is a board member, that individual may not vote. The action of the board is final with no rights of appeal or reversal. Between the time a complaint is lodged against a Board Member and final action by the Board, the Member will be excluded from all Board functions.
7. The Board Secretary with the assistance of the ED when appropriate shall keep or cause to be kept, reports, records related documents of all alleged ethics violations, investigations, and findings.

Attachment A

Shore Legal Access Code of Ethics Attestation

In my role as a member of the Board of Directors, an employee or volunteer, I will endeavor to promote the highest standards of professional conduct by:

- Practicing honesty and maintaining personal integrity, including avoidance of conflicts of interest with those of Shore Legal Access;
- Adhering to high standards of personal conduct;
- Striving for the objective and fair presentation of financial information and protection of SLA resources;
- Fostering excellence in the development and delivery of SLA programs and services by keeping abreast of pertinent issues;
- Maintaining the confidentiality of privileged information; and
- Promoting a greater understanding of our programs and services among others in the field and seeking increased public understanding through communication about the needs of the population we serve.

By signing this attestation, I certify that I have read and agree to abide by the SLA Code of Ethics Policy and Procedure.

Name

Position

Signature

Date