

Form	Purpose
Outreach Email to Attorneys	Recruit attorneys to volunteer at the clinic. Can be modified to recruit non-attorney volunteers. Non-attorney volunteers can help by staffing the sign-in table, directing clients to the attorney who will be meeting with them, and restocking informational pamphlets and refreshments.
Outreach Flyer to Clients	Advertise your clinic to potential clients. You can ask court clerks and legal and social service providers to post the flyer in their offices.
Attorney Volunteer Sign in Sheet	Ask that all attorney volunteers sign in when they arrive to the clinic.
Non-Attorney Volunteer Sign in Sheet	Ask that all non-attorney volunteers sign in when they arrive to the clinic.
Instructions for Volunteers	Provides both attorney and non-attorney volunteers with instructions on how the clinic will operate.
Confidentiality Agreement	Have all volunteers sign a confidentiality agreement instructing them that all information shared at the clinic is confidential. Attorneys will know this but non-attorney volunteers may not.
Instructions for Clients	This form provides the client with instructions on what they need to do to sign in and fill out paperwork. Give this form to the clients when they arrive to the clinic.
Client Sign in Sheet	Ask that all clients sign in when they arrive to the clinic.
Client Intake Form	This form asks the client for general information and for them to give a short description of their problem. This form will help with assigning cases to an attorney who can assist the client. Give this form to each client to complete after they have signed in. You may want to provide clip boards so that clients can sit down to complete. Ask the client to return the form to the sign in table when completed.
Client Participation Agreement	This form provides the client with the clinic rules and asks that the client agree to follow the listed rules. Give this form to the client with the Client Intake Form and ask the client to complete it and return it to the sign in table when completed.
Attorney Summary Form	This form is for attorneys to summarize the client's problem and explain what, if any, advice the attorney provided to the client. Give the attorneys copies of this form when they arrive to the clinic and ask that the attorneys return the completed forms before they leave the clinic.
Client Satisfaction Survey	Ask clients to fill out the survey before they leave. The survey will help you to keep improving your clinic and will provide attorneys with feedback.
Sample Thank You Email to Attorneys	Send this out to all of the attorney volunteers after the clinic. This form can be modified for non-attorney volunteers.
How to apply for CLE credit	Volunteer attorneys can earn continuing legal education credit for volunteering at a pro bono clinic. This document provides you with instructions on how to apply CLE credit and submit attendance to the CLE Commission.