

**Project Homeless Connect**

**Volunteer Attorney and Law Student Instructions**

**7:30 a.m. to 3 p.m.**

First Shift: 7:30 to 11:30 a.m.

Second Shift: 11 a.m. to 3 p.m.

*Please arrive for your shift on time or earlier. This is especially important for the first shift as the majority of clients come early. Thank You!*

**Saturday, July 23**

**Boutwell Auditorium**

1930 Reverend Abraham Woods Jr. Boulevard

**Parking**

Street parking is available there is also free parking across the street.

**Entering Boutwell**

All attorneys, law students, and other legal area volunteers enter Boutwell through the alley on the left side of the building. Go to the first door on the left with the sign “Legal Entrance.”

Once inside, you will receive a red wristband to wear indicating you are a service provider. You will then walk to the front of the auditorium to the legal area which is under the sign: “Legal.”

At the legal area, check in with BBVLP Attorneys Nancy Yarbrough, Katrina Brown, or Heather Bussey who will help you get started!

**Volunteer Attorneys:**

Many homeless clients are at Project Homeless Connect to clear their records so they can get identification cards from the Department of Public Safety, which is onsite. Identification cards are key to do most anything, and you need one to get a job, which will help clients obtain safe residences!

You will help clients ascertain what is on their records and will either direct them to the right legal agency for help, or you will help the clients personally. We do not want to send any client to the Department of Public Safety without first clearing their record.

Homeless clients also have other legal issues, which you will help them resolve or put them on the path to resolving.

All clients should be wearing green wristbands. If they do not have a wristband, please send them to the Project Homeless Connect registration area so they can register.

To provide legal assistance, you will be seated at tables and we will direct clients to sit across from you so you can provide them counsel and advice.

BBVLP Staff Attorneys will be standing behind the attorney consultation tables to help you answer questions. (Nancy Yarbrough, Katrina Brown, and Heather Bussey). We will have forms available and other materials to assist you.

Specifically, you will:

1. **Assist with completing intake forms:** Help clients identify their legal issues by interviewing them and by helping them complete their client information forms, which we will provide. Many clients are unsure what are their legal problems and need the help of attorneys.

1. **Direct clients to the agency with which they have had previous contact:** If clients received prior services from an agency, that agency is best suited to help them resolve their legal issues.

* Community Law Office (Jefferson County Public Defender)
* Legal Aid Society of Birmingham
* Legal Services of Alabama/BBVLP

1. **Direct clients to correct agency/judge**: Many times the client can get his/her legal issue solved on the spot. If a client has the following issues please direct them to that agency as instructed:

**City of Birmingham Case/Charge/Warrant**: If client has a City of Birmingham legal issue, please tell a BBVLP Staff Attorney so we can get them on the list to have their case heard in front of Birmingham Judge Andra Sparks. (One BBVLP Staff Member will be running these names to the City so they can pull files.)

**Jefferson County Felony Case/Charge/Warrant**: If client has a Jefferson County legal issue, please direct them to the Community Law Office (public defender’s office). The Community Law Office also helps clients with contempt charges for failure to pay child support. The Community Law Office will direct clients to Jefferson County Judge Shanta Owens and Judge Stephen Wallace as appropriate. Social workers will also be available. Ask a BBVLP Staff Attorney if you do not see the Community Law Office table.

**Bessemer City Case/Charge/Warrant**: If client has a City of Bessemer legal issue, please let a BBVLP Staff Attorney know as we will have a special order from Judge Scott Roebuck.

**Jefferson County Bessemer Cut-Off Case/Charge/Warrant:** If client has a Jefferson County Bessemer Cut-Off legal issue, please direct them to Bessemer Cut-Off Judge David Carpenter. Ask a BBVLP Staff Attorney if you do not see the judge’s table.

**City of Fairfield/Midfield Case/Charge/Warrant:** If client has a City of Fairfield or Midfield legal issue, please let a BBVLP Staff Attorney know as we have a special order from Judge Deborah Winston.

**Other Case/Charge/Warrants outside of Birmingham, Fairfield, Bessemer, Jefferson County, and the Bessemer Cut-off:** We will handle these clients on a case-by-case basis. Please let a BBVLP Staff Attorney know if you have a client with one of these cases and please let us know if you are willing to follow-up and help this client after Project Homeless Connect is over.

**Any civil issues including family law issues (divorce, child support, visitation) and other issues (bankruptcy, credit issues, small claims, etc.):** If client has an issue that is civil in nature, please direct them to the Legal Services of Alabama/BBVLP table. As a BBVLP Staff Attorney if you do not see the LSA/BBVLP table.

1. **Look up cases in Alacourt**: Let a BBVLP Staff Attorney know if you need to look up a case in Alacourt. We will have student law school interns available to help. Remember that Alacourt does not usually contain municipal charges. Also, if a client thinks they have a Jefferson County charge, you can send them to the Community Law Office as they will have the capability to check client’s records.
2. **Check with the Department of Safety** If you cannot ascertain if the client has an outstanding warrant, please let a BBVLP Staff Attorney know. We will have a special runner to check on names with the Department of Safety.
3. **Closing forms**: All organizations are being asked to complete closing forms that we will provide on clients so we can follow-up appropriately. If you are personally helping a client, please complete a closing form before they leave Project Homeless Connect.

**Law Student Volunteers:**

Law students are greatly needed to help.

Specifically you will:

1. **Direct clients to the waiting area and direct them to area where attorneys will meet with them.**
2. **Help clients in the waiting area begin their client intake forms.**
3. **Help attorneys meeting with clients as needed.**
4. **Scan client intake forms using cell phones and email forms to BBVLP. (kbrown@vlpbirmingham.org.)**
5. **Help look up cases for clients on Alacourt.**
6. **Help the legal agencies as needed.**

BBVLP Staff Attorney Katrina Brown will be your contact throughout the event.

**You are appreciated:** Expect approximately 100 to 200 clients! Thank you in advance for your help!