

BANKRUPTCY PRO BONO PROJECT

Through the Rutgers Bankruptcy Pro Bono Project, law students receive training and are teamed with volunteer attorneys to interview clients and prepare bankruptcy petitions. You will learn about the U.S. Bankruptcy Court system, provide much needed assistance to area residents, and gain valuable experience. Participation in the Bankruptcy Pro Bono Project also counts toward eligibility for a Pro Bono Award at graduation.

Involvement with this project offers students valuable experience for a limited commitment of time - you will be scheduled for approximately two evenings of client interviews this semester (usually two clients per evening scheduled). Each case usually requires a modest amount of time beyond the initial one hour counseling interview.

- ◆ IF YOU WISH TO BE INVOLVED IN THIS PROJECT FOR THE 2003-2004 ACADEMIC YEAR
- ◆ ◆ YOU MUST ATTEND BOTH TRAINING SESSIONS SCHEDULED FOR ◆
- ◆ FRIDAY, SEPTEMBER 12TH AND FRIDAY, SEPTEMBER 19TH ◆
- ◆ 2:00 TO 5:00 PM IN ROOM 103 ◆

Client appointments will be scheduled here at the law school with a pro bono attorney and a team of two students. Appointments are scheduled at 5:00 P.M. and 6:00 P.M. Newly trained student volunteers will receive their client appointment dates at the second training session on Friday, September 19th and begin appointments the week of September 22nd.

To register, return the tear off below to Colleen McNally in the Career Services office by Monday, September 8th. We'll look forward to seeing you at the first training session on Friday, September 12th at 2:00! For more information, contact Colleen at cmcnally@camden.rutgers.edu or at 225-6406.

NAME _____ YR. _____ TEL # _____

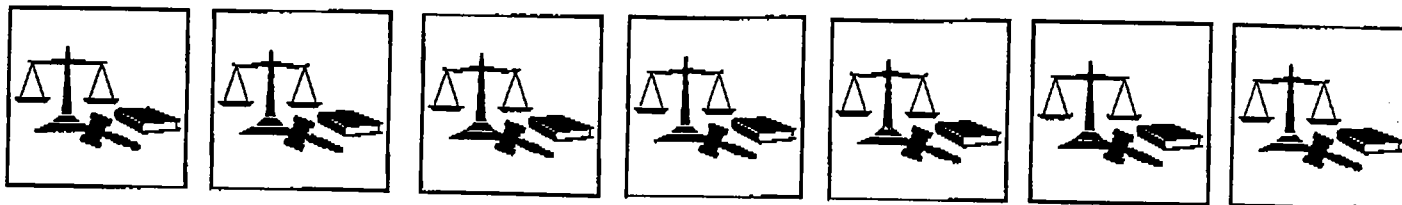
E-MAIL _____

Language I speak (other than English) _____

I will be available to participate in client interviews from 4:45 P.M. until approximately 7:15 P.M. on the following evenings:

- Monday Tuesday Wednesday Thursday

Comments:



Bankruptcy Pro Bono Project

December 9, 2003

To: Students Involved in the Bankruptcy Pro Bono Project

From: Eve Biskind Klothen, Director, Pro Bono Program and Public Interest Activities
Colleen McNally, Pro Bono Assistant

Re: Plans for Spring Semester, 2004

We realize you are very busy with finals and holiday preparations, however we ask you to please take just a few minutes now to let us know your availability for the Bankruptcy Pro Bono Project in the Spring semester.

If you were involved with the project previously, **your experience and expertise are invaluable** and we are hoping you choose to volunteer for the Spring 2004 semester. In addition, if you continue with the Project, you may be eligible for a Pro Bono Award at graduation.

We will be scheduling client interviews on alternate Monday, Tuesday, Wednesday, and Thursday evenings beginning the week of January 20, 2004. You will be scheduled for probably two (maybe three) evenings this semester (**not two evenings each week**). In order to participate, you must be available for both the 5:00 and 6:00 appointments on a given evening. Exceptions may be made only for evening students who have classes at 6:10 every evening. Please complete the tear-off slip at the bottom of this page and return it to the Career Services office, or you can reply via e-mail to cmcnally@camden.rutgers.edu. **Please reply as soon as possible so we can notify you of your scheduled dates upon your return from winter break.** Appointments resume the week of January 19th.

If you have any questions, please see Eve in the Civil Practice Clinic or Colleen in the Career Services office. We thank you for your commitment to the project and wish all of you Happy Holidays and a restful break.

NAME _____ CLASS _____ TELEPHONE # _____

EVENINGS AVAILABLE FROM 4:45 TO 7:30 PM: MON. TUES. WED. THURS.

NUMBER OF EVENINGS YOU PREFER TO BE SCHEDULED: TWO THREE FOUR

COMMENTS: _____

***** Please Return to Career Services By December 22, 2003 *****

DATE

Dear FIELD(first name) FIELD(last name):

Thank you for signing up for the Bankruptcy Pro Bono Project. By participating, you will gain valuable knowledge and experience not only in bankruptcy law, but in client interviewing skills as well - and you will have the satisfaction of assisting a client with nowhere else to turn. In addition, you will see how the volunteer attorneys with whom you will be working incorporate pro bono work into their careers. We hope you will do the same thing once you are a member of the profession yourself.

Attached to this letter is the student schedule for the Spring semester of the Project. We have scheduled you according to your stated availability. **If you are unable to keep your appointments, it is your responsibility to switch dates with another student and let our office know immediately.** For your convenience, we have also attached a list of all participating students with their e-mail addresses. While we will try to provide assistance, particularly in the case of an emergency situation, it remains your responsibility. Keep in mind that we schedule not only you, but the clients and the volunteer attorneys as well, which is why we emphasize the necessity of keeping appointments.

Please sign the extra copy of this letter and return it to our office. We look forward to working with you this semester. Please call us, e-mail us, or stop in our office in Career Services if you have any questions.

Sincerely,

Eve Biskind Klothen
Director, Pro Bono Program

Colleen M. McNally
Pro Bono Assistant

Signature: _____

Date: _____

RUTGERS BANKRUPTCY PRO BONO PROJECT TRAINING
Friday, September 12, 2003, 2:00-5:00 PM

I. Introduction to the Rutgers Bankruptcy Pro Bono Project Administration
- Eve Biskind Klothen, Director Pro Bono Program

- A. History of the Project
- B. Sources of Clients for the Project
- C. Goals of the Project
- D. Statistics
- E. Overview of this Year's Presentation
 - 1. Availability of Tapes of Session
 - 2. Availability of Training Manuals and Handouts
- F. Location of Personnel/Offices

II. Introduction to the Rutgers Bankruptcy Pro Bono Project Operations
- R.Cooper, Esq.

- A. The Training Manual
- B. The Supervising Attorney
- C. Attorney Volunteers
- D. Expectations/Requirements of the Students
 - 1. 3L or Team Leader
 - 2. 2L or Team Member
 - 3. Conducting Client Interviews
 - 4. Preparing Petition and Schedules
 - 5. Follow up Meetings
 - 6. 341 Meeting of Creditors
- E. Follow Up Training

III. Introduction to the Bankruptcy Process
- Honorable Gloria M. Burns

- A. The Purpose of the Bankruptcy Code
- B. Jurisdictional Framework
- C. The Key Players in the Bankruptcy Process
- D. Electronic Filing

IV. The Client Interview
- William Mackin, Esq.

- A. Preparation for the Interview
- B. The Questioning Process
- C. Interviewing Tips
- D. Mock Interview and Review

RUTGERS BANKRUPTCY PRO BONO PROJECT CLASSROOM TRAINING OUTLINE
Friday, September 19, 2003, 200-500PM

I. Introduction

Robert Cooper, Esq.

II. Overview of the Project/Interaction with the Bankruptcy Court

Hon. Judith H. Wizmur

III. The Bankruptcy Case

A. The Automatic Stay

Maureen Steady, Esq.

1. Actions Stayed
2. Actions Not Stayed
3. Length of the Stay
4. Relief from the Stay

B. Property of the Estate

John Hargrave, Esq.

1. Property Included
2. Property Excluded
3. Exemptions
 - a. Federal exemptions
 - b. State exemptions
4. Secured vs. Unsecured
 - a. Liens and Perfection
 - b. Equity

IV. Mock Client Interview

Andrew Altenburg, Esq.

V. Bankruptcy 2002 Computer Training Demonstration

Stephen Ball, Esq.

VI. Closing Comments

Eve Biskind Klothen, Esq.

DATE

FIELD(First Name) FIELD(MI) FIELD(Last Name), FIELD(Title)
FIELD(Company)
FIELD(Street)
FIELD(City), FIELD(State) FIELD(Zip)

Dear FIELD(First Name):

Thank you for your continuing participation in the Rutgers Bankruptcy Pro Bono Project. The Project resumes for the Spring semester on Tuesday, January 20, 2004. As in the past, we plan to schedule client appointments at 5:00 and 6:00 PM two evenings per week. Since mentoring law students is a significant part of your role in this program, please plan to arrive no later than 4:45 PM to meet with the students prior to client appointments.

Once again, we will develop an attorney schedule for the semester based on your preference for specific evenings of the week. If there are specific dates on the schedule that you would like to reserve, please note them and we will do our best to accommodate you, so long as those dates are still available.

Please complete the response form below and return it to us prior to December 22, 2003 so that we can circulate a full schedule before client appointments resume. If you prefer, you can respond via e-mail to: cmcnally@camden.rutgers.edu or by fax at 225-6276. We will schedule dates in the order that we receive them. Again, we thank you for your continued participation in the program and look forward to working with you this semester.

With best wishes for the New Year,

Colleen M. McNally
Pro Bono Assistant

✂ ----- Cut along dotted line and return form below -----
Please respond by December 22, 2003

NAME: _____ PHONE NO. _____ E-MAIL: _____

WEEK NIGHTS FROM 4:45 - 7:30 PM THAT ARE BEST FOR ME FOR CLIENT INTERVIEWS:
 MONDAY TUESDAY WEDNESDAY THURSDAY

SPECIFIC DATES I WOULD PREFER, IF AVAILABLE: _____

I AM WILLING TO SEE CLIENTS ONE TWO EVENINGS THIS SEMESTER

COMMENTS: _____

DATE

FIELD(First Name) FIELD(MI) FIELD(Last Name), FIELD(Title)
FIELD(Company)
FIELD(Street)
FIELD(City), FIELD(State) FIELD(Zip)

Dear FIELD(First Name):

Thank you for your response to our scheduling request for the Rutgers Bankruptcy Pro Bono Project. Enclosed with this letter is the client appointment schedule that we have developed based on your preferences for specific evenings. **Please review the schedule and note on your calendar the dates you have been assigned.** If you find that you need to make changes, you must switch assignments with another attorney and notify this office of the change.

We have also enclosed parking permits for your Bankruptcy Pro Bono scheduled evenings. These permits allow you to park in the Rutgers parking lots free of charge. Before hanging the tag on your rear view mirror, be sure to write in your license plate numbers. If you change your scheduled dates, be sure to change the date as well. The closest lot (#2) to the law school can be entered by making a right at the end of Fifth Street, near the Ben Franklin Bridge. There is another parking lot (#1) you can enter by making a left at the end of Fifth Street. If both of these lots are full, there is a large lot (#14) on Third Street, also near the bridge. A map is enclosed to show you the locations of these lots. We appreciate your work with this project, and hope that this small gesture will make your visit just a little more pleasant.

A few reminders, as stated in the Attorney Handbook, the primary purpose of the Project from the perspective of the Bar and Bankruptcy Court is to expand services to the community and provide representation for individuals who would otherwise be filing a petition *pro se*. Although the Law School is committed to the goal of community service, our equally important mission is to insure the quality of our students' education and expand their opportunities to develop essential lawyering skills.

With this dual mission in mind, we ask that you arrive for client appointments approximately 15 minutes early so that you can meet with students before beginning a client interview. We also hope that you will take time after seeing clients to discuss cases with students. In addition, it is important to let students know what you expect from them. Remember, a student will usually work with several attorneys involved in this project, each of whom handles a case and delegates responsibility to students differently. Therefore, it is important for you to clarify how you want students to follow-up on initial interviews and provide

them with a necessary timetable and deadlines. Finally, we ask you to be aware of time constraints on student schedules, especially prior to exams near the end of the semester.

As the client schedule often changes several times before it is finalized on a given day, we do not call the attorneys until the morning of scheduled appointments to advise of any changes and confirm participation. We try not to notify you later than 12 o'clock noon. Same day notification has caused inconvenience at times, but the nature of pro bono demands that we all be prepared for changes – even last minute changes. If you would like information on the status of a given bankruptcy evening's schedule, you are always welcome to call us before that date.

Again, thank you for your involvement with this valuable project. We are deeply grateful for your time and efforts which result in so much service to the community. We look forward to working with you this semester.

Sincerely,

Eve Biskind Klothen
Director, Pro Bono Program
and Public Interest Activities

Colleen McNally
Pro Bono Assistant

EBK:cm