

## **PRO BONO OREGON LIST SERVE CASE POSTING FORMAT AND EXAMPLES**

### **WHY DO WE HAVE A STANDARD CASE POSTING FORMAT?**

Cases posted to the list serve must be in the format provided. Announcements about general volunteer opportunities, educational opportunities, etc. may be in any format that the agency finds appropriate but may not be in an attachment format as the system suppresses attachments.

Cases may be posted on any Thursday. All agency cases must be included in the same posting. Multiple postings are not allowed as it loads the system with emails and the attorneys have indicated they will not read them. A single, inclusive posting also is more efficient for anyone passing along information to other attorneys. The case posting format was designed with feedback from pro bono attorneys and addresses their needs in terms of efficient review of the cases.

### **WHAT IS THE REQUIRED FORMAT?**

\* Subject line of email: Pro Bono Referrals from .....agency...location... (Example: Pro Bono Referrals and/or announcements from LASO Multnomah Office )

\* Body of message

The information contained in the following pro bono services referral should be considered confidential and should not be disseminated other than for the purposes of seeking to provide legal representation for the person who is the subject of the referral. (Confidentiality statement must be included at top of each message)

AREA OF LAW ( housing, landlord/tenant, contract, social security, etc)

SUBJECT MATTER ( what subject under the area of law, i.e. Foreclosure if housing is area of law or will if area of law is estates)

EXPECTED ASSISTANCE (what level of assistance do you expect from the pro bono attorney, such as phone consultation, limited assistance, full representation, etc)

BRIEF DISCUSSION OF PROBLEM (include pertinent information that will draw attorney into the matter but do not release identifying confidential information or any conflict information)

CONTACT (who does the attorney contact for full information and conflict data)

**SOME EXAMPLES OF THE POSTING FORMAT IN USE:**

**\* A single posting**

Subject Line: Pro Bono Referral From Oregon Law Center Portland Metro

Confidentialty statement first then posting

AREA OF LAW: CRIMINAL

SUBJECT MATTER: EXPUNGEMENT

EXPECTED ASSISTANCE: CONSULTATION AND ASSISTANCE WITH FILING

BRIEF DESCRIPTION OF PROBLEM: Applicant in the Portland metro area is in a jobs program and has an opportunity to be employed. He requires assistance in expunging his criminal record to allow for employment.

CONTACT: Lori Alton, OLC Pro Bono Manager, 503.473.8326

**\* A multiple postings in one message**

Subject Line: Pro Bono Referrals From Oregon Law Center Portland Metro

Confidentiality statement first then postings

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AREA OF LAW: ESTATE

SUBJECT MATTER: WILL

EXPECTED ASSISTANCE: CONSULTATION AND WILL DRAFTING

BRIEF DESCRIPTION OF PROBLEM: Homeless applicant in the Portland area would like help in drawing up a will.

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AREA OF LAW: INSURANCE

SUBJECT MATTER: DEFENSE OF SUIT

EXPECTED ASSISTANCE: CONSULTATION, NEGOTIATION, POSSIBLE REPRESENTATION

BRIEF DESCRIPTION OF PROBLEM: Uninsured driver needs assistance defending a suit in Multnomah Circuit Court for property damages. Applicant was involved in multiple car accident with police report indicating no fault in the accident. Only asset of applicant is their home.

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