

EMPLOYMENT LAW PROJECT

LEGAL AID OF NORTHWEST TEXAS

EQUAL JUSTICE VOLUNTEER PROGRAM

600 East Weatherford Street, Ft. Worth Texas 76102

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www.lanwt.org

This Employment Law Project was initially made possible by a one year grant from the State Bar of Texas's Employment Law Division. The clinic still continues as another pro bono project of the Equal Justice Volunteer program of Legal Aid of NorthWest Texas, and the Employment Law Section of the Tarrant County Bar Association.

SCHEDULED: 2ND Wednesday, Every Other Month

Co Sponsor: Tarrant County Bar Association Employment Law Section

(Representative from this section serves on Pro Bono Advisory Board)

APPLICANTS: Referred from Equal Employment Opportunity Commission (EEOC), Texas Workforce Commission, Private Bar, Community Agencies

CLINIC PROCEDURE:

All potential applicants are prescreened by staff member before given an appointment. Information is obtained regarding Employer, dates of employment, Union job, or any other agencies already contacted.

The applicants are given appointments as they are screened, but only through the week before the scheduled clinic.

Private attorneys recruited from the Employment Law and other Private Sector Firms to staff the clinic are faxed or emailed the list of potential applicants. This procedure normally happens a week prior to the clinic in order for him or her to check the list of employers for conflicts.

Applicants arrive at the clinic location around 5:30 pm and are given questionnaire. Upon completion of the questionnaire, applicants are screened for eligibility by Legal Aid staff or volunteer intake workers.

Volunteer attorneys then meet with applicants (unless conflict of interest exists) gather facts, and then proceed to advise them of their legal rights as applicable to the Employment Laws of Texas. Applicants are informed of any available options or immediate remedies.

This clinic only offers advice to the applicants, but occasionally the private attorney will agree to assist an applicant on a pro bono basis. In instances where litigation is needed, Legal Aid will attempt to secure a private attorney to accept the case.

As a general practice, the Equal Justice Volunteer Program ensures that each applicant receives a brochure that informs them of Employment Laws in Texas and provides lists of phone numbers to contact throughout the state, for issues ranging from wage disputes, discrimination and unemployment benefits.

Applicants, who have been issued a "Right to Sue" letter from the EEOC, are referred to the Tarrant County Bar Association Lawyer Referral Service.