

### PART I. WHAT to WEAR

Please wear whatever you are comfortable in, but you will go through a metal detector and possibly a pat down. For that reason, we would advise against a lot of accessories/jewelry, etc. There is some walking, mostly outside on sidewalks. **Do not wear open-toed shoes and/or sandals.** Our advice is to be comfortable in what you're wearing so you can focus on the clients.

Aim for low-key business casual (e.g., pants or dark jeans with an office sweater) or other attire respectful of clients. That said, if it's a jeans and sneakers day, so be it. Wear what you want; it's just great that you're going!

### PART II. WHAT to BRING

#### Drivers license, ARDC card, and Sheriff's ID.

It doesn't matter what you last heard. ALWAYS bring all 3 IDs. HOWEVER, if you have a Sheriff's ID, start with showing that ONLY. The Sheriff Officers differ wildly and have been known not to let attorneys in because they didn't have one of three IDs. Just know, every time you visit, you may be asked/required to do something different.

#### Note taking.

PBN Folder, pen, and pad of paper. Do not bring spiral notebooks. It's best to have a legal pad or papers loose leaf in a folder. Clipboards and paperclips are confiscated. Avoid staples if you do not need them. If you bring a bag, CGLA suggests a clear bag. Historically, we have carried a redweld-type legal folder and not been stopped but, you never know. For your first visit especially, I would bring a folder of the materials and a legal pad. That's all you'll need.

### PART III. WHAT to LEAVE in the CAR

- cell phone
- wallet (essential id can be placed in a business card folder or pocket)
- gum

#### ***A word on purses and/or other bags.***

Be on the safe side and just have your essentials. Alexis has not had a problem with leaving her purse in her car in the employee lot, where many police officers park.

Some volunteers have carried a clear plastic tote bag with a folder, some case files, keys and a few pens just to get through security quickly. Just know that whatever a particular officer doesn't want in the jail, she will not hold it for your return. You may need to use a locker or, perhaps easier, go back to the car - and you will and it will be no big deal!

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<sup>1</sup> Originally authored by Donna Peel at or near project outset, for which we are very grateful. Later revisions by lbh, PBN.

## PART IV. JAIL LOGISTICS

### *Getting TO Jail for YOUR First Visit:*

You typically will be travelling with a PBN Volunteer Attorney who has been to the Jail before.

### Getting TO Jail for Subsequent Visits:

Divisions 5 and 8 (RTU) are accessed by the front of CCDOC.

Park in the Parking Lot (says Employee Parking) directly across the jail entrance. Or park in the Parking Garage directly across from the Courthouse (2650 South California Avenue). Show your sheriff's id as you park in the garage and you can park free of charge. If it is nice out, the best place to park is in the outside lot, to the far right. There is a side exit there that is closest to the jail entrance across the street.

### Entering the Jail Facilities

We will all be going into the facility together, even if we arrive separately.

We call or text one another once we are "in the area," whether in parking lot or on back street.

Texting is great (although give your name on it so we know whose number goes with whom).

Please share which number you want to use in advance.

### Bathrooms - There is a bathroom in the "reception" area of Division 5.

## PART V. CLIENTS

The Lead PBN Volunteer Attorney will bring all client information and forms, and will also take the lead on the interviews, but feel free to jump in with questions, especially if you know the law in some area. **Do not be worried about not having a clue.** Most of this work is simple problem solving that can be taken care of afterward. Most legal issues are not particularly complex. Your Lead PBN Volunteer Attorney will walk you through all of it afterwards.

### GENERAL PREPARATION FOR CLIENT VISIT

(There are more detailed instructions once you are officially assigned a case. This is just a "what to expect" overview. Remember, for your first visit, you are just taking it all in and won't need this.)

1. First check the Cook County Sheriff's website to make sure the client is still in Jail.  
<http://www2.cookcountysheriff.org/search2/> (you may just Google it).

2. Check the client e-file on CGLA Legal Server (which you don't have access to yet) and read all the case notes.

Sometimes you will get a completely different story from the client. When they make their initial requests, it is often shortly after getting arrested. After time goes by, they have time to narrow down the issue. The point is, don't worry if you don't have a chance to see the case file!

3. Prepare a list for the Jail Guards with Client Names, Jail IDs, and Jail Locations.

This helps to expedite the Guards finding the clients. You MAY want to prepare for yourself a client "cheat sheet" with basic questions each client has. This helps to keep on track and to focus on main issues if the intake interviews go off on tangents (which they often do).

4. Meeting the Client

Lately, the clients have been brought to us in handcuffs. You may ask for their removal.

The client is often baffled as to who we are so the very first introduction is - my name is Laura Hardwicke and I am a volunteer attorney with CGLA's Family Law Jail Clinic. Do you remember folks coming around the tiers talking and handing out intake forms? (Or perhaps: do you remember going to a family law or criminal records class with Alexis from CGLA?) Be clear that you are not a criminal defense attorney, and let them know that you are there to collect more information to see if CGLA can help them. You may want to get a general sense of their issue before going back and building the foundation with last address/addictions/children's DOBs, etc.

5. **PBN Volunteer Attorneys rarely have the answer in the Initial Client Intake.**

Unless it's a short-term guardianship or adoption question, PBN volunteer attorneys typically just make sure to ask questions as necessary for the intake and then come home and figure out the answer.

6. The clients are often, *if not always*, very, very grateful. We believe you will enjoy it.