

PSLS instructions: This form should be completed by volunteers/interns who work in a PSLS office, including attorneys, paralegals, students, etc. This form need not be completed by one-time volunteers.



Prairie State Legal Services, Inc.
PRO BONO NETWORK In-House Volunteer Information Form

Thank you for volunteering with us!

Prairie State branch office: _____ Start date: _____

Your name: _____

Your address: _____

Phone: _____ Email: _____

Prairie State may not add my personal email address to its mailing list.

Name and contact information for someone who can reach you in an emergency, or whom we can call if an emergency occurs while you are in the office:

1. Attorney Information

ARDC number: _____

Are you a retired, inactive, or out-of-state attorney practicing under S. Ct. Rule 756(k)?

Yes No

Other states in which you are licensed: _____

Do you have a law practice outside your work with us?

Yes No

If yes, please note firm and area of practice:

2. Languages in which you are fluent, other than English: _____

3. We receive funding from several governmental sources which requires us to certify that our staff and volunteers have not been convicted of a felony offense. Have you ever been convicted of a felony?

Yes No (*If yes, please speak to our executive director.*)

**PRAIRIE STATE LEGAL SERVICES
ATTORNEY VOLUNTEER CONFIDENTIALITY AGREEMENT**

I understand that my work with Prairie State Legal Services, Inc. is bound by Illinois Rule of Professional Conduct 1.6, Confidentiality of Information. I agree to participate in Prairie State's confidentiality and LSC compliance trainings within 2 weeks.

Volunteer Attorney Signature

Date

TO BE COMPLETED BY PSLS

Volunteer name: _____

For all volunteers:

1. Does the volunteer need a Prairie State **email**/Google account?
 Yes No

2. Does the volunteer need **Lexis** access? (*Law students generally have access through their school accounts.*)
 Yes No

3. Does the volunteer need **Legal Server** access? (*Only volunteers who do not have an outside practice may have Legal Server access. If the volunteer has an outside practice and you think the volunteer needs Legal Server access, talk to Linda.*)
 Yes No

4. Check here if the volunteer needs a User Profile in Legal Server but does NOT need access to Legal Server:
 User Profile only

5. Does the volunteer need **RDP** access? (*Only volunteers who do not have an outside practice may have RDP access. If the volunteer has an outside practice and you think the volunteer needs RDP access, talk to Linda.*)
 Yes No

For attorney volunteers only:

6. Is the attorney a Pro Bono Network volunteer?
 Yes No

7. Is the attorney's ARDC status "active?" (*Check on the ARDC website.*)
 Yes No

8. Is the attorney a retired, inactive, or out-of-state attorney who needs *pro bono* authorization under Rule 756(k)? (*If yes, discuss with Linda ASAP.*)
 Yes No

9. Has the attorney been disciplined by the ARDC? (*Check on the ARDC website. If yes, talk to Linda ASAP.*)
 Yes No

PSLS staff person completing this form

Date

**Keep the original and email a copy of this packet to:
Jenn Luczkowiak, Linda Rothnagel, Julie Thompson, Kelly Tripp, Chris Weygand**