PBA Lawyers Saluting Veterans Pro Bono Program Guidelines

1. Members of the Pennsylvania Bar Association (PBA) will sign up for Lawyers Saluting Veterans program (LSV).
2. Veterans with legal issues will contact the PBA Pro Bono Office either by phone or email by completing an online form.
3. Veterans and LSV volunteers will be matched, when possible, by geographic location and legal issue subject matter. However, certain matters may be shared more broadly with the LSV volunteer listserv.
4. The PBA Pro Bono Office will share veteran contact information with LSV volunteers who agree to reach out to a particular veteran. LSV volunteers will be responsible for following up with screening the veteran needing legal assistance.
5. If the LSV volunteer agrees to contact a veteran, the volunteer will let the PBA Pro Bono Office know the result of that contact, from screening and brief service to full representation.
6. If a formal representation ensures, a representation agreement (sample provided) is required to be completed.
7. If you will be seeing a client who would be required to pay filing fees or sheriff service cost but who cannot afford such, the PBA Pro Bono Office will help you find forms that may be completed and filed authorizing the litigant to proceed in forma pauperis without the need for payment of such fees and costs. The client is responsible for court costs that cannot be waived. Other costs, such as telephone and postage, should be borne by the attorney. However the attorney and client spread out these costs, the costs should be detailed in the representation agreement.
8. After interviewing the client, you will be responsible for deciding the extent to which his/her problem may be resolved by advice, negotiation, litigation or other action. You are not obligated to pursue a case that you believe has insufficient merit; nor are you expected to represent the client in any matter other than the one which is initially accepted; nor are you obligated to pursue an appeal of an unsuccessful matter that you handled although you may, with the Rules of Professional Conduct, wish to assist the client in meeting applicable appeal deadlines.
9. If you receive a case in an area in which you are not able to provide competent representation, it will be your responsibility to contact the PBA Pro Bono Office to re-refer the matter.
10. Although it does not occur frequently, you may find that a case to which you are assigned is potentially fee-producing, either because a substantial monetary recovery appears likely or because a fee-shifting stature is implicated, or both. In that event, you may discuss a fee arrangement with the client after advising the PBA Pro Bono Office in writing on the Case Tracking Form.