



JOIN THE FIGHT FOR CIVIL RIGHTS IN COLORADO.

LEGAL DEPARTMENT – VOLUNTEER FORM

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Please check one:

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<input type="checkbox"/>	Denver Metro (Denver-Aurora-Lakewood area)
<input type="checkbox"/>	Northern Colorado (Fort Collins, Greeley area)
<input type="checkbox"/>	Southern Colorado (Colorado Springs, Pueblo, San Luis Valley area)
<input type="checkbox"/>	Western Slope (Grand Junction, Durango, Aspen area)
<input type="checkbox"/>	Eastern Plains (Sterling, La Junta, Limon area)

<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Paralegal/Legal Assistant
<input type="checkbox"/>	Non-legal professional
<input type="checkbox"/>	Data Analyst
<input type="checkbox"/>	Journalist/Investigator
<input type="checkbox"/>	Other: _____

For Attorneys:

Date of law school graduation (month/year): _____

Are you admitted to practice law in Colorado? YES NO

If YES, please provide your bar number and the month & year admitted to the Colorado bar:

What days and times are you available? (Please check all that apply.)

***Note most substantive legal volunteering requires a commitment of at least 15 hours per week for 6 months or, for legal intake processing, 4 hours per week for 6 months.**

	Monday	Tuesday	Wednesday	Thursday	Friday
AM (9am-12pm)					
PM (12pm – 5pm)					
Evenings (after 5pm)					

How would you like to get involved? (Check as many that interest you.)

Legal research & writing	<i>Legal research for small projects, produce legal memoranda, draft letters to the news editors. If you wish to do substantive legal work, please submit your resume and a writing sample (no longer than five pages).</i>
Data analysis	<i>Review documents received from records requests and compile data and information from those documents.</i>
Investigations	<i>Assist in conducting factual investigations regarding legal issues, conduct phone interviews, draft and follow up on records requests, and write memoranda on findings.</i>
Court watching	<i>Attend or listen to audio of court sessions and write fact summaries on what occurred.</i>
Administrative	<i>Assist the Legal Assistant with filing, envelope stuffing, and other general tasks.</i>
Intake processing	<i>Summarize requests from the public for legal assistance; produce cover sheets for staff attorneys to review. Requires two-hour training.</i>

What are your skills? (Check as many that apply to you.)

Legal research and writing	Written communication
Data analysis	Knowledge of substantive law and legal procedure
Microsoft Word	Organization
Adobe Acrobat	Attention to detail
Legal research software (LexisNexis, Westlaw)	Internet research
Analytical and logical reasoning	Communication technology: email, voice messaging, videoconferencing, etc.
Microsoft Excel, other data organization and analysis tools	Other: _____

Other talents, professional experience, or anything else we should know about you:

Do you speak any languages other than English? If so, please list the languages and proficiency level:

Thank you for your interest in volunteering with the ACLU of Colorado's Legal Department. We truly appreciate your commitment to civil liberties and your patience as we process a significantly increased number of requests to volunteer. Please note that, because of the small size of our Legal Department, we have an extremely limited capacity to supervise volunteers. Accordingly, we will not be able to accommodate some requests to volunteer. However, there are volunteer opportunities outside the Legal Department for every volunteer who wishes to get involved with the ACLU. Please visit our website at <http://aclu-co.org/volunteer/> for other volunteer opportunities to support our mission to protect, defend and extend the civil rights and civil liberties to all people in Colorado. Thank you!