Baton Rouge Chapter of the Federal Bar Association

MAKE AN IMPACT

in your legal community by supporting access to justice

PRO SE HELP DESK DIRECTOR

Manage administrative coordination of the Pro Se Help Desk, which connects self-represented litigants with volunteer attorneys for limited-scope legal guidance

MANAGE SCHEDULING

Recruit and coordinate volunteer attorneys to staff the Pro Se Help Desk on the second and fourth Tuesday of each month

MONITOR APPOINTMENTS

Receive appointment notifications automatically added to the calender through the MDLA website online appointment booking system

SUBMIT REIMBURSEMENT REQUESTS

Receive pay/reimbursement appolications from attorneys ($100 per hour) and submit to the Baton Rouge FBA Chapter Tresasurer for payment issued directly to the attorney

PREPARE SUMMARY REPORT

Collect reports from volunteer attorneys on the outcome of appointments and compile a summary report

BACK UP WHEN NEEDED

At your discretion, serve as a back up at the Help Desk in the event of a scheduling conflict or emergency

ABOUT THE PRO SE HELP DESK

The Pro Se Help Desk provides free, limited legal information to self-represented litigants in civil cases

HELP DESK HOURS

Open from 11:30 A.M. to 1:00 P.M. on the second and fourth Tuesday of each month

TIME COMMITMENT

Approxinately 2 hours per month on average. If you substtute at the Help Desk in the event of an emergency, the commitment could be ip to 8 hours a month, but this happens only occasionally

COMPENSATION

At your discretion, this position can be:

- Purely voluntary
- Paid at the rate of $100 per hour

INTERESTED?

To learn more or express your interest, please contact:

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