Colleagues,

I ask that you take a moment out of your busy day to consider volunteering to man the Pro se Help Desk during one of our operating dates in 2027. The Help Desk is sponsored by the Baton Rouge Chapter of the Federal Bar Association. At the help desk, we provide free, limited legal information to self-represented litigants in federal civil cases.

During our sessions, we primarily screen cases for federal court jurisdiction, provide information regarding civil procedure, and explain what the litigant can reasonably expect to take place in his/her case should it move forward. Our work at the help desk serves an important function for the federal court in our district and benefits the local federal bar. In manning the help desk, you are able to help weed-out cases beyond the federal court's jurisdiction and reduce the amount of unnecessary work for litigants and the Court that is often involved in *pro se* litigation. I emphasize that our work is very much appreciated by the judicial officers in our district.

Help Desk Hours: 11:30 am - 1:30 pm on the second and fourth Tuesday of each month. Pro se litigants make appointments for ½ hour sessions, with the final session starting at 1:00. Your commitment should not last longer than two hours on a given day.

Location: The Judge John V. Parker Conference Room located on the first floor of the "new" federal courthouse adjacent to the vending machine/break room.

Compensation: At your discretion, you may man the help desk on a strictly volunteer basis or may elect be paid $100/hour for your time manning the desk, up to $200 per day.

At each session, you will have the attendee sign a waiver acknowledging that you do not, and will not, represent him/her, and will complete a short form providing me with a summary of your meeting.

I have set-out below the dates that the help desk will be in session throughout 2027. If you are interested in becoming a volunteer, please contact me directly or sign-up for as many sessions as you would like on the district court's website at:

https://forms.gle/CfYkndBUaTk4bjex5

If you sign-up for a date to work the help desk and latter learn of a scheduling conflict, do not worry. You can always make changes as conflicts arise. I will act as back-up as much as possible.

Tuesday, January 12, 2027
Tuesday, January 26, 2027
Tuesday, February 9, 2027
Tuesday, February 23, 2027
Tuesday, March 9, 2027
Tuesday, March 23, 2027
Tuesday, April 13, 2027
Tuesday, April 27, 2027
Tuesday, May 11, 2027

Tuesday, May 25, 2027
Tuesday, June 8, 2027
Tuesday, June 22, 2027
Tuesday, July 13, 2027
Tuesday, July 27, 2027
Tuesday, August 10, 2027
Tuesday, August 24, 2027
Tuesday, September 14, 2027
Tuesday, September 28, 2027
Tuesday, October 12, 2027
Tuesday, October 26, 2027
Tuesday, November 9, 2027
Tuesday, November 23, 2027
Tuesday, December 14, 2027

Thank you very much for taking the time to consider volunteering for this meaningful service. By your efforts, you put into action the FBA's core mission of serving the interests of both the federal practitioner and the federal judiciary - thereby strengthening the federal legal system. We cannot offer this meaningful service without your volunteerism.

If you would like to find out more about the Pro Se Help Desk, please feel free to contact me anytime.

Many thanks,

John Gaupp
Pro Se Help Desk Coordinator
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225-939-0129