



1200 Fifth Avenue, Suite 600 | Seattle, WA 98101

## KCBA Pro Bono Services Self Help Plus Program

**Volunteer Position:** Attorney

**Program Description:** The Self Help Plus Program (SHP) assists pro se clients with non-contested marriage dissolutions, legal separations and petitions to establish parenting plans and child support in non-contested cases when the father has already been determined. SHP staff assists clients from the beginning to the end of their cases, by drafting all of their legal documents and walking clients through the court process from filing to finalization. The SHP program focuses on assisting clients who face barrier issues in maneuvering their way through a complicated legal system.

**General Duties:**

- Review legal documents drafted by SHP Program staff and law student volunteers
- Provide feedback regarding any changes or legal suggestions related to reviewed cases

**Time Commitment:**

- Reviewing legal documents and providing written feedback – approximately 1-2 hours per case
- Approximately 6-10 cases referred for review during your volunteer month
- Rotational basis - volunteers review documents quarterly (approximately every 3 months)

**Qualifications:**

- Must be licensed to practice law in Washington State
- Must be an experienced family law attorney
- Must be available on a rotational, quarterly basis to review cases

**Benefits:**

- Ability to set your own hours to review documents
- Work may be done from any location, approximately two weeks to review case files
- Documents and review forms are all sent electronically – no paper files to manage
- No in-person client appointments – no contact with clients
- Attend free or low-cost CLEs, receive CLE credits for pro bono service
- Professional Liability Insurance provided by the KCBA

**Training and Support:**

- SHP “Get Acquainted” Training
- Binder with information about working with domestic violence survivors
- Ability to attend family law lunch hour trainings
- The Program Manager is available to answer any questions or help address any issues which may arise.

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