Clinic Coordinator

1. Set up work stations.

- Plug in surge protectors plug laptops in and turn them on.
- Connect printer to laptop and plug into surge protector. (Be sure to use the same laptop and printer together (they are numbered to help you match them up) each day if not then the laptop will not recognize the printer and you will have to go into printer setup and set the new printer as the default printer.)
- Run a test page on the printer.
- Bring up the HotDocs screen

2. Put out supplies at each work station.

- Several blue pens
- Fill printer with paper
- Client folders
- Supplies from box (stapler, post it notes)
- HotDocs Instructions
- Attorney checklist

3. As volunteers arrive review HotDocs Software with them.

4. When volunteer witnesses and Notary arrive have them complete witness forms and place one at each work station. Give them a copy of Witness instructions. Explain the most important thing is to get a questionnaire from each client and that the 1st page is complete and the Disclaimer form, last page, is signed.

5. Establish a location for all client questionnaires to be placed.

6. As clients arrive check them off the sign-up sheet and send them to an open volunteer.

7. As clients and volunteers leave ask them to complete a survey.

8. At the end of the clinic. Shut down the computers. If there is a clinic the next day and the location is secure take only the laptops with you. Be sure you remember the order they are set up so you can match them up with their printer the next day.

9. Packing the computers: Place the laptop between the black folders and put it at the back of the crate (the back is where the handle is). Place the printer in front of the folders and laptop sloping toward the front of the crate. If there is extra toner, place the toner on top of the printer in the front of the crate. Wrap all the cords and place them in the clear box. All the supplies should also fit in this box. Place the box between the toner and the laptop on top of the printer. Everything is number so please keep each laptop printer and supply box together.

10. Pack up extra supplies in the Administrative box.

11. Be sure to pack up all the client questionnaires and send them to Linda Lund at the Alabama State Bar Volunteer Lawyers Program, P. O. Box 671, Montgomery, AL 36101