



THE LEGAL AID SOCIETY'S 2011-2012 CLE PRO BONO TRAINING PROGRAM

The Legal Aid Society is proud to present its annual training series for attorneys interested in participating in The Society's Pro Bono Program.

These seminars are open to Second Acts^{®*} attorneys who are transitioning from a full-time legal practice or have retired and wish to contribute their time and expertise on behalf of low-income New Yorkers. In addition, deferred first year associates are encouraged to attend to further develop their pro bono portfolios upon return to their law firms in 2012.

The training sessions will be conducted at participating New York City law firms beginning in November of 2011 and continuing through May of 2012. They cover diverse aspects of the Society's practice: administrative hearings and appeals, community economic development, prisoners' rights, family law, and general civil practice. Outstanding faculty from The Legal Aid Society and the private bar are experts in their fields of practice.

Participating Attorneys may attend every session of interest. Training is without charge, but attorneys who attend one or more of the sessions are expected to undertake the pro bono representation of one or more Legal Aid Society clients over the course of the next year. Additional information about The Legal Aid Society and its Pro Bono Practice can be found on our website, www.legal-aid.org.

Please complete the Registration Form included in this brochure and return by email to Rosemary Hare-Bey, Pro Bono Coordinator, at rharebey@legal-aid.org. Electronic training materials and applicable legal forms will be provided at each program. Unless specifically noted, each training session listed below generally provides two hours of Mandatory Continuing Legal Education Credit ("CLE"), including Bridge the Gap. Additionally, unless we are informed otherwise, all participants will be enrolled as members of the NYC Pro Bono Center. This site provides pro bono attorneys online access to training materials, news, case opportunities, and other valuable pro bono resources across a wide range of substantive areas.

Registration for each session will be between 6:00 - 6:30 p.m., unless otherwise noted. The program immediately will follow, concluding at 8:30 p.m. **Security procedures at participating law firms mandate pre-registration.** Space is limited at each session, so please RSVP as early as possible to ensure participation.

We look forward to an exciting and valuable Pro Bono Training Program that will enhance the Legal Aid Society's partnership with your firm.

* Second Acts[®] is a registered trademark of the Pro Bono Institute in Washington, D.C.

CRIMINAL LAW LITIGATION

Criminal Appeals

Tuesday, December 6, 2011

Hosted by Davis Polk & Wardwell LLP

450 Lexington Avenue, New York, NY 10017

Acquire the knowledge to represent criminal defendants in the Appellate Division. This seminar will focus on the procedural and substantive law underlying criminal appeals. Attendance will enable volunteers to represent Legal Aid's clients under the supervision of the Criminal Appeals Bureau.

Faculty Chair: David Crow, Esq., Criminal Appeals Bureau

CLE Credit: 2 credits total: 2 hours of professional practice/practice management. This program provides transitional credit for newly admitted attorneys

PRISONERS' RIGHTS

The Law of Prisoners' Rights

Tuesday, March 6, 2012

Hosted by Dechert LLP

1095 Avenue of the Americas, New York, NY 10036

Learn the substantive law applied in prisoners' civil rights litigation, including claims of cruel and unusual punishment, denial of due process, violation of other substantive constitutional rights, the Americans with Disabilities Act and the Religious Land Use and Institutionalized Persons Act.

Faculty Chairs: John Boston, Esq., Prisoners' Rights Project, and Betsy Ginsberg, Esq., NYU Law School.

CLE Credit: 2 credits total: 2 hours of professional practice/practice management. This program provides transitional credit for newly admitted attorneys.

Prisoners' Civil Litigation in Federal Court

Tuesday, March 13, 2012

Hosted by Dechert LLP

1095 Avenue of the Americas, New York, NY 10036

Learn the basics of representing prisoners in civil rights litigation in Federal Court, including proper defendants, immunity issues, relationship of § 1983 and habeas corpus, and navigating the Prison Litigation Reform Act.

Faculty Chairs: John Boston, Esq., Prisoners' Rights Project, and Betsy Ginsberg, Esq., NYU Law School.

CLE Credit: 2 credits total: 1 hour of professional practice/practice management and 1 hour skills. This program provides transitional credit for newly admitted attorneys.



Representation of Abused Prisoners

Tuesday, March 20, 2012

Hosted by Mayer Brown LLP

1675 Broadway New York, NY 10019

Acquire the knowledge to represent inmates in prison brutality litigation. This seminar will focus on identifying and obtaining relevant government documents; analyzing factual and relevant legal issues; and taking and defending depositions.

Faculty Chairs: Jonathan Chasan, Esq. and Mary Lynne Werlwas, Esq., Prisoners' Rights Project

CLE Credit: 2 credits total: 2 hours of skills. This program provides transitional credit for newly admitted attorneys.

ADMINISTRATIVE HEARINGS AND APPEALS

New York City Housing Authority
Tuesday, February 7, 2012
Hosted by Skadden, Arps, Slate, Meagher & Flom LLP
Four Times Square, New York, NY 10036

Learn to represent public housing residents where the New York City Housing Authority is seeking to terminate tenancy due to alleged breach of lease or the Housing Authority's rules and regulations. This session will give an overview of the substantive and procedural law, and train participants to engage in fact-finding and document discovery, prepare witnesses, and conduct direct and cross examination.

Faculty Chair: Robert Desir, Esq., Civil Practice

CLE Credit: 2 credits total: .75 hour of professional practice/practice management, .75 hour skills and .5 ethics. This program provides transitional credit for newly admitted attorneys.

Article 78 Proceedings
Tuesday, February 28, 2012
Hosted by Fitzpatrick, Cella, Harper & Scinto
1290 Avenue of the Americas, New York, NY 10104

Gain the knowledge to litigate an appeal of an administrative decision in State Supreme Court and the Appellate Division. Participants will learn to draft legal pleadings, memoranda, conduct oral argument, and perfect an appeal. These proceedings are the last avenues of redress for many of Legal Aid's clients who have lost government benefits or public housing.

Faculty Chair: Ellen Davidson, Esq., Civil Practice

CLE Credit: 2 credits total: 1 hour of professional practice/practice management and 1 hour skills. This program provides transitional credit for newly admitted attorneys.

Social Security Disability
Wednesday, February 15, 2012
Hosted by Kaye Scholer LLP
425 Park Avenue New York, NY 10022

Learn how to represent disabled children and adults at administrative hearings before the Social Security Administration. Successful clients receive higher monthly income and are entitled to Medicaid or Medicare benefits to cover the cost of medical treatment. The session will cover Social Security law and practice including how to gather and analyze medical evidence, the examination of parties and witnesses, drafting effective pre-hearing memoranda, and oral argument.

Faculty Chair: Jocelyne Martinez, Esq., Civil Practice

CLE Credit: 2 credits total: 1 hour of professional practice/practice management and 1 hour skills. This program provides transitional credit for newly admitted attorneys.

HOUSING LAW

Housing Preservation Actions
Tuesday, January 10, 2012
Hosted by Cahill Gordon & Reindel LLP
80 Pine Street, New York, NY 10005

Learn to initiate and litigate proceedings on behalf of tenants whose landlords willfully refuse to provide the most basic of services, including heat and hot water during the winter. The session will address the drafting of pleadings, pre-litigation research, how to obtain evidence, and strategies for effectively litigating the action to a successful conclusion. Cases provide an excellent opportunity to engage in settlement conferences and hearings.

Faculty Chairs: April Newbauer, Esq., Magda Rosa-Rios, Esq. and Brooke Drew, Esq., Civil Practice

CLE Credit: 2 credits total: 1 hour of professional practice/practice management and 1 hour skills. This program provides transitional credit for newly admitted attorneys.

COMMUNITY ECONOMIC DEVELOPMENT

Not-For-Profit Incorporation

Wednesday, November 30, 2011

Hosted by Debevoise & Plimpton LLP

919 Third Avenue, New York, NY 10022

Acquire expertise in incorporating not-for-profit entities and securing their federal tax-exempt status. The faculty will cover basic due diligence by attorneys to learn about an organization prior to drafting any documents, preparation of the not-for-profit charter and bylaws, and application to the IRS for tax exempt recognition.

Faculty Chairs: Seth L. Rosen, Esq., Debevoise & Plimpton LLP; Rhea F. Gordon, Esq., Rutgers University Office of Senior Vice President and General Counsel; David A. Stein, Esq., Withers Bergman LLP; Jonathan A. Small, Esq., Non-Profit Coordinating Committee of New York; Stephen Falla Riff, Esq., Civil Practice

CLE Credit: 2 credits total: .5 hour of professional practice/practice management, .5 hour skills, and 1 hour ethics. This program provides transitional credit for newly admitted attorneys.

Advising Micro-Entrepreneurs

Thursday, December 8, 2011

Hosted by Paul, Weiss, Rifkind, Wharton & Garrison LLP

1285 Avenue of the Americas, New York, NY 10019

Attain an overview of the available business structures for the formation of a micro business, including the advantages and disadvantages of using a corporation, partnership, limited liability company, or sole proprietorship. The session will include a role-playing exercise highlighting the legal issues surrounding business structures as well as the shareholder, employment, and other similar agreements involved in the formation of a business.

Faculty Chairs: Mark A. Underberg, Esq. and Frank Steinherr, Esq., Paul, Weiss, Rifkind, Wharton & Garrison LLP; Rolando Gonzalez, Esq., Civil Practice

CLE Credit: 2 credits total: 1 hour of professional practice/practice management and 1 hour skills. This program provides transitional credit for newly admitted attorneys.



Members of the Arcoiris Worker Cooperative with Legal Aid Society Community Development Project staff attorneys and a Simpson Thacher & Bartlett LLP attorney-extern at the opening of the cooperative and its new warehouse facility in East Harlem.

COMMUNITY ECONOMIC DEVELOPMENT

Counseling the Small Nonprofit Organization

Thursday, February 2, 2012

**Hosted by Simpson Thacher & Bartlett LLP
425 Lexington Avenue, New York, NY 10017**

Counsel for an existing nonprofit organization must be aware of the wide variety of legal and business compliance obligations confronted by its clients. This program will cover the essentials of counseling the small to medium-sized nonprofit organization, including: good governance best practices; fiduciary duties of the board of directors; annual reporting to the IRS and the Charities Bureau; and legally-compliant fundraising. In addition, participants will learn to use a nonprofit compliance checklist, a tool that helps nonprofits and their attorneys to keep track of the sometimes bewildering range of nonprofit organization compliance obligations.

This seminar is well-suited to anyone who has completed the Not-for-Profit Incorporation CLE or who has equivalent experience.

Faculty Chairs: Victoria B. Bjorklund, Esq., David A. Shevlin, Esq., Simpson Thacher & Bartlett LLP; Stephen Falla Riff, Esq., Civil Practice

CLE Credit: 2 credits total: 1.5 hours practice/practice management and .5 hours skills. This program provides transitional credit for newly admitted attorneys

Corporate Bankruptcy for Small Businesses in Distress

Thursday, January 26, 2012

**Hosted by Weil, Gotshal & Manges LLP
767 Fifth Avenue, New York, NY 10153**

Obtain the knowledge to assist low-income small businesses - corporations, partnerships, or sole proprietorships - faced with financial distress due to loss of a lease, sustained business slowdown, financing issues, or an unforeseen disaster, by analyzing the relevant circumstances and weighing the potential courses of action. While the session is focused predominantly on filing for bankruptcy relief and using the protections afforded under the Bankruptcy Code, the session also includes a discussion of other key actions by which low-income business owners might salvage or, if necessary, wind down their companies. These include out-of-court workouts, assignments for the benefit of creditors, winding up under state law, and obtaining financing from the Small Business Administration.

Faculty Chairs: Marcia Goldstein, Esq., Alfredo Perez, Esq., Ronit Berkovich, Esq., Abigail Zigman, Esq., and Candace Arthur, Esq., Weil, Gotshal & Manges LLP; Peter Laurinaitis, Managing Director, Blackstone Restructuring Group.

CLE Credit: 2 credits total: 2 hours of professional practice/practice management. This program provides transitional credit for newly admitted attorneys.

Employment Law for Nonprofits and Small Businesses

Thursday, March 8, 2012

**Hosted by O'Melveny & Myers LLP
7 Times Square, New York, NY 10036**

This seminar provides an overview of best practices in employment law for counsel representing nonprofit organizations and low-income small businesses. These nonprofits and small businesses must adopt employment policies that are fair, understood by all employees, and that minimize disputes and litigation. Topics covered will include: hiring and termination; employee evaluation and discipline; the proper classification of employees and independent contractors; wage and hour laws; and exempt versus nonexempt employees. Special issues involving nonprofit organizations will also be examined, including the proper use of volunteers and the payment of stipends.

Faculty Chairs: Mark Robertson, Esq., Tony Dilello, Esq., and Sloane Giddon, Esq., O'Melveny & Myers LLP; Stephen Falla-Riff, Esq., Civil Practice

CLE Credit- 2 credits total: 1.5 hours of professional practice/practice management and .5 hour skills. This program provides transitional credit for newly admitted attorneys.

COMMUNITY ECONOMIC DEVELOPMENT

Negotiating a Commercial Lease

Thursday, February 16, 2012

Hosted by Nixon Peabody LLP

437 Madison Avenue, New York, NY 10022

Acquire knowledge to negotiate and draft commercial leases. This seminar will focus on basic terms and conditions of a model commercial lease.

Faculty Chairs: Arthur Rosner, Esq., David Portal, Esq. and William Lang, Esq. Nixon Peabody LLP; Susan Chase, Esq., Civil Practice

CLE Credit: 2 credits total: 1 hour of professional practice/practice management and 1 hour skills. This program provides transitional credit for newly admitted attorneys.

Intellectual Property for the Micro-Entrepreneur

Thursday, January 12, 2012

Hosted by Fitzpatrick, Cella, Harper & Scinto

1290 Avenue of the Americas, New York, NY 10104

Learn basic principles of copyright, trademark, trade secret, and patent law, with emphasis on how micro-entrepreneurs should be advised as they develop their business ideas and confront the need to protect their own intellectual property assets and avoid infringing the intellectual property rights of others. The session will include discussion of the advantages of timely registration, practicalities of various search options, strategies for obtaining federal registration, and issues raised when the micro-entrepreneur's business includes an online presence.

Faculty Chairs: To be Announced

CLE Credit: 2 credits total: 1 hour of professional practice/practice management and 1 hour skills. This program provides transitional credit for newly admitted attorneys.

TRAFFICKING

Identifying & Representing Victims of Human Trafficking in the Criminal Justice System.

Tuesday, January 24, 2012

Hosted by Cleary Gottlieb & Reindel LLP

One Liberty Plaza, New York, NY 10006

Learn the extent to which victims of sex trafficking are arrested and criminalized under current police and prosecution practice. This session will provide a basic overview of relevant federal and New York State anti-trafficking law, an examination of how those arrested and prosecuted for prostitution are overwhelmingly victims of trafficking, and how to develop advocacy tools and engage in motion practice to serve this marginalized population. The session will specifically address New York's new innovative law that allows survivors of trafficking to vacate convictions.

Faculty Chairs: Kate Mogulescu, Esq., Criminal Defense Practice and Nancy Rosenbloom, Esq., Special Litigation Practice.

CLE Credit: 2 Credits Total: 1 Hour of professional practice/practice management and 1 hour skills. This program provides transitional credit for newly admitted attorneys.



TRUSTS AND ESTATES

How to Draft a Will for Low-Income Elderly
Thursday, February 9, 2012
Hosted by Cleary Gottlieb Steen & Hamilton LLP
One Liberty Plaza, New York, NY 10006

Learn how to draft a will for seniors with small estates. Attendance at this session will prepare you to interview the client, assess the information collected, and draft the appropriate documents.

Faculty Chairs: Mark Nadeau, Esq., Naura Keiser, Esq., Elana Feuer, Esq., and Christy Garg, Law Clerk Cleary Gottlieb Steen & Hamilton LLP

CLE Credit: 2 credits total: 1 hour of professional practice/practice management and 1 hour skills. This program provides transitional credit for newly admitted attorneys.

LOW-INCOME TAXPAYERS

Innocent Spouse Relief for Low Income Taxpayers
Thursday, March 1, 2012
Hosted by Cooley LLP
1114 Avenue of the Americas, New York, NY 10036

This training will provide the legal authority and criteria for seeking relief from joint and several liability and how to advocate for such relief for low income taxpayers.

Faculty Chair: Elizabeth Hay, Esq.

CLE Credit: 2 credits total: 1.5 hours of professional practice/practice management and .5 hours of ethics. This program provides transitional credit for newly admitted attorneys.

ETHICS

Ethical Issues in Pro Bono Representations
Thursday, March 22, 2012
Hosted by Baker & McKenzie LLP
1114 Avenue of the Americas, New York, NY 10036

Participate in a dialogue about ethical issues relating to pro bono representations. Attendees will discuss hypothetical scenarios highlighting such issues as engagements, short-term limited legal services, conflicts-of-interest, and competency issues, in both New York-based and cross-border pro bono service.

Faculty Chairs: Madeleine Schachter, Partner/Global Director of Corporate Social Responsibility, Baker & McKenzie LLP

CLE Credit: 2 credits total: 2 hours of ethics. This program provides transitional credit for newly admitted attorneys.

FAIR HEARINGS

Administrative Fair Hearings
Thursday, March 15, 2012
Hosted by Shearman & Sterling LLP
599 Lexington Avenue, New York, NY 10022

Learn how to represent public assistance recipients and applicants at administrative fair hearings before the New York State Office of Temporary and Disability Assistance. This session will give an overview of the substantive and procedural law, train participants to analyze relevant documents, make document requests, prepare witnesses, and conduct direct and cross examination.

Faculty Chair: Anne Callagy, Esq., Civil Practice

CLE Credit: 2 credits total: 1 hour of professional practice/practice management and 1 hour skills. This program provides transitional credit for newly admitted attorneys.



REGISTRATION FORM

NAME _____
LAW FIRM/AFFILIATION _____
ADDRESS _____
EMAIL _____
TELEPHONE _____

Please enroll me in the following training sessions:

CRIMINAL LAW LITIGATION

◇ Criminal Appeals

PRISONERS' RIGHTS

◇ Prisoners' Civil Litigation in Federal Court
◇ The Law of Prisoners' Rights
◇ Representation of Abused Prisoners

ADMINISTRATIVE HEARINGS & APPEALS

◇ New York City Housing Authority
◇ Social Security Disability
◇ Article 78 Proceedings

HOUSING LAW

◇ Housing Preservation Actions

FAIR HEARINGS

◇ Administrative Fair Hearings

ETHICS

◇ Ethical Issues in Pro Bono Representations

COMMUNITY ECONOMIC DEVELOPMENT

◇ Not-for-Profit Incorporation
◇ Advising Micro-Entrepreneurs
◇ Negotiating a Commercial Lease
◇ Intellectual Property for the Micro-Entrepreneur
◇ Corporate Bankruptcy for Small Businesses in Distress
◇ Employment Law for Non-Profits and Small Businesses
◇ Counseling the Small Nonprofit Organization

TRUSTS AND ESTATES

◇ How to Draft a Will for Low-Income Elderly

REPRESENTING LOW-INCOME TAX PAYERS

◇ Innocent Spouse Relief

TRAFFICKING

◇ Identifying & Representing Victims of Human Trafficking in the Criminal Justice System

Signature _____ **Date** _____

Please complete and email to Rosemary Hare-Bey, Pro Bono Coordinator, at RHarebey@legal-aid.org.

The Legal Aid Society has been certified by the New York State Continuing Legal Education Board as an Accredited Provider of continuing legal education and of pro bono CLE in the State of New York.

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