

Shepard Broad College of Law  
NOVA SOUTHEASTERN UNIVERSITY



**SERVICE HANDBOOK**  
**MANDATORY SERVICE GRADUATION REQUIREMENT**  
**AND**  
**VAN HORN LAW GROUP PRO BONO HONOR PROGRAM**

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Public Interest Programs  
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# SERVICE HANDBOOK

## INTRODUCTION

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NSU Shepard Broad College of Law's mission is to ensure that students develop the knowledge, skills, and values that are at the heart of becoming trusted, highly adept, professional lawyers who are respected for serving clients, their communities, and justice. NSU Law is committed to instilling an ethic of pro bono service, community engagement, and public service in its graduates, and it is our hope that by giving back to the community, our graduates will develop a lifelong commitment to using their education and skills to contribute to the public good.

## SERVICE REQUIREMENT

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### Requirement

Each J.D. candidate entering NSU Law is required to perform a minimum of thirty (30) hours of qualifying service while enrolled in an accredited law school earning a J.D. degree as a requirement for graduation. Eligible service options include both pro bono (legal) and community (nonlegal) related placements. Students may not receive payment nor academic credit for their service. Students are required to complete the minimum of thirty hours (30) hours of qualifying service prior to the start of their final semester.

## THE VAN HORN LAW GROUP PRO BONO HONOR PROGRAM

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The Van Horn Law Group Pro Bono Honor Program is named after Chad Van Horn, Esq., a Nova Southeastern University Shepard Broad College of Law Alumni who believes equal access to the legal system serves as a steppingstone for the community's future accomplishments, opening doors to success and strengthening the fabric of our society. Van Horn is a founding partner of Van Horn Law Group, P.A., whose mission is to restore peace of mind to individuals in financial distress by providing affordable legal services with compassion, understanding, and respect. Helping people, especially those facing hardship, is a way of life for Van Horn that extends far beyond his law practice into all of his community and civic efforts. He applies his resources and networking to help others through a combination of spirited entrepreneurship, dedicated philanthropy, and legal expertise. The Van Horn Law Group Pro Bono Honor Program develops a variety of programs and opportunities where students can fulfill pro bono hours and maintains records of students' pro bono work. The Van Horn Law Group Pro Bono Honor Program recognizes students who are committed to serving the community and engages in the belief that overall improvement of our community starts with giving their citizens—people who make up the foundation of the community—equal access to the legal system.

### Additional Service Recognition

All law students are encouraged to participate in the Van Horn Law Group Pro Bono Honor Program. The Van Horn Law Group Pro Bono Honor Program is a voluntary program that provides recognition to students who have completed a minimum of fifty (50) hours of pro bono service to

the community while enrolled in an accredited law school earning a J.D. degree. Students are recognized in three levels of distinction:

- Bronze – 50 to 124 hours;
- Silver – 125 to 299 hours; and
- Gold – 300+ hours.

The Van Horn Law Group Pro Bono Honor Program students are recognized for their commitment to pro bono with an awards certificate issued by the College of Law, by wearing a gold cord at graduation, and being recognized at an honors program. Any pro bono (legal) service hours earned under NSU Law's Mandatory Service Graduation Requirement may be credited towards meeting the recognition level for the voluntary Van Horn Law Group Pro Bono Honor Program.

## **QUALIFYING SERVICE**

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### **Pro Bono**

Pro bono (legal) comes from the Latin term *pro bono publico* which means 'for the public good'. Pro Bono work is done in the public sector, on a volunteer basis, to provide legal assistance to low-income and/or underrepresented individuals and communities.

Legal pro bono service at NSU Law is defined as:

1. Legal or law-related in nature;
2. Unpaid, not part of the clinic/field placement program, or receiving a stipend;
3. With a non-profit organization, governmental agency, or licensed attorney doing pro bono work on behalf of the disenfranchised and/or under-represented and that is approved by the Director of Public Interest Programs prior to the beginning of any work;
4. Under the supervision of a licensed attorney which can include a member of the law school faculty/administration/staff; and
5. Designed in some way to directly or indirectly address the legal needs of low income clients, the traditionally under-represented groups, or organizations devoted to universal issues such as the preservation of the environment and the elimination of all forms of discrimination.

#### **1. Legal or law-related in nature**

Work for an organization, program, or individual that as a substantial part of its activities delivers legal services or performs other law-related work is considered legal pro bono work.

#### **2. Unpaid, not part of the clinic/field placement program, or receiving a stipend**

To qualify as legal pro bono students cannot be receiving credit in the clinic/field placement program, receiving a stipend, or getting paid. Students who wish to complete service hours at a qualifying clinic/field placement can use those hours towards the Mandatory Service Graduation Requirement and/or the Van Horn Law Group Pro Bono Honor Program only after the clinical/field placement semester has ended, which is after the last day of classes for that particular semester.

**3. With a non-profit organization, governmental agency, or licensed attorney doing pro bono work on behalf of the disenfranchised and/or under-represented and that is approved by the Director of Public Interest Programs prior to the beginning of any work;**

Work in a private law firm, even if unpaid, will not qualify unless the work is performed exclusively on behalf of an indigent client or a public interest organization and is represented on a pro bono basis by the licensed attorney. Prior approval by the Director of Public Interest is necessary before working with a private attorney on a pro bono case. Students must fill out the Service Project Request Form for pre-approval, see Appendix.

**4. Under the supervision of a licensed attorney or a member of the law school faculty/administration/staff**

All students' work must be supervised by a licensed attorney at the legal non-profit organization, governmental agency, law firm, or law school.

**5. Designed in some way to directly or indirectly address the legal needs of low income clients, the traditionally under-represented groups, or organizations devoted to universal issues such as the preservation of the environment and the elimination of all forms of discrimination.**

### **Community Service**

Community (nonlegal) service at NSU Law is defined as active participation in service addressing the needs of the community through face-to-face and/or hands on volunteering that addresses a specific social need with a nonprofit organization.

**\*\*\*Note:** Time spent commuting to and from a placement site does not qualify for service.

However, time spent in training at a placement site may be counted toward the service, as long as it does not exceed twenty percent (20%) of the hours spent at that particular placement. For example, if a student spends ten (10) hours working at a particular organization the student will only be given credit for two (2) hours of time spent in training.

### **SERVICE PLACEMENT APPROVAL**

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The Appendix section lists all pre-approved pro bono (legal) placements where students may complete hours for the Mandatory Service Graduation Requirement or the Van Horn Law Group Pro Bono Honor Program. Individual availability to earn hours at these placements will vary each semester, but no additional approval is needed. Additionally, one-time opportunities for service will be posted in the Service Calendar online. A student may satisfy the requirement threshold by completing thirty (30) hours at a single placement site OR by combining different projects at multiple placement sites.

In addition to participating at pre-approved placement sites and/or one-time opportunities for service advertised, students are encouraged to investigate and submit for approval opportunities which meet their own interests. Students must submit the Project Request Form and the opportunity must be approved by the Director of Public Interest Programs prior to the student beginning the work in order for that service to count toward either the Mandatory Service Graduation Requirement or the Van Horn Law Group Pro Bono Honor Program, if eligible. This

includes work for a private attorney doing pro bono work, any non-profit organization, or any governmental agency not listed in the Appendix section.

## HOW TO PARTICIPATE

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To participate, students must:

1. Review and secure a position with an approved placement see Appendix, or complete the Service Project Request Form and receive approval from the Director of Public Interest Programs prior to the start of the project; and
2. Complete and turn in the Service Timesheet and Evaluation Form no later than the semester after completing the service (unless the semester will be the student's final semester).

## REPORTING HOURS

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Students must submit all completed forms and substantiating documentation regarding the completion of their service hours no later than the semester after completing the service, unless the semester will be the student's final semester. Students are required to complete the minimum thirty (30) hours of qualifying service and submit all required forms **prior to the start of their final semester** at the College of Law. All forms should be submitted to the Public Interest Program. Students should also keep a copy of all submitted forms for their own record.

## STUDENT RESPONSIBILITIES / CONDUCT AT PLACEMENT

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If a pro bono opportunity has accepted the student's offer of volunteer services, the student must fulfill their obligation. The student is expected to perform all assigned tasks in a professional and competent manner. That includes, but is not limited to: dressing in an appropriate manner; meeting assigned deadlines; showing up to work on time; keeping the supervisor informed of whereabouts and progress of assignment(s); producing a quality work product; and treating all individuals with courtesy and respect. In addition, while working for a legal organization, you are bound by the Florida Rules of Professional Conduct, or by those in the state in which you are serving.

Students may not give legal advice, make formal appearances in court, or otherwise engage in the practice of law. Students should take all possible precautions to avoid the unauthorized practice of law and ensure that it is known at all times that they are law students and not licensed attorneys. Students should not disclose information they learn about regarding a case or a client. Florida's Rules of Professional Conduct expressly states that a lawyer and those working for the lawyer may not reveal information relating to representation of a client unless the client consents or the disclosure is otherwise permitted. This confidentiality includes not disclosing or discussing the legal research and drafting a student might be performing for a client. Additionally, students may not subsequently use any material drafted for a client without first obtaining consent. The risks to you and the attorney of revealing confidential information of a client are great. An attorney violating this Disciplinary Rule risks revocation of their license to practice law. A law student violating this rule risks not being licensed. For Florida's complete Rules of Professional Conduct please visit: <https://www.floridabar.org/rules/rtrfb/>.

Furthermore, students should not be working or providing services to more than one non-profit organization, governmental agency, or licensed attorney doing pro bono work at the same time, unless disclosure is given to both parties in writing, and consent is given by both parties in writing.

## **QUESTIONS**

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If you have any questions, please contact Jennifer Gordon, Esq., Director of Public Interest Programs, at Direct Line: 954-262-6126, or email: [jgordon@nova.edu](mailto:jgordon@nova.edu).

# APPENDIX

## ***Pre-Approved Pro Bono Placements***

**Include but are not limited to:**

### **ABA Young Lawyers Division - ABA/FEMA Disaster Legal Assistance Program**

Contact Name: Thomas V. Miller  
Program Administrator  
651 E. Jefferon St.  
Tallahassee FL 32399  
tmiller@floridabar.org  
Area of Practice: Disaster Relief

### **Administrative Office of the Courts, 11<sup>th</sup> Judicial District**

Contact Name: Monique Estinvil  
Human Resources Recruiter  
175 NW 1<sup>st</sup> Avenue, Suite 2700  
Miami, FL 33128  
mestinvil@jud11.flcourts.org  
Area of Practice: Criminal/Civil

Contact Name: Priya Narinesingh  
Volunteer Coordinator  
175 NW 1<sup>st</sup> Avenue, Suite 2700  
Miami, FL 33128  
pnarinesingh@jud11.flcourts.org  
Area of Practice: Criminal/Civil

### **Agency for People with Disabilities - Southeast Region**

Contact Name: Rita Castor  
Southeast Region Manager  
111 South Sapodilla Avenue, Suite 204  
West Palm Beach, FL 33401  
rita.castor@apdcares.org  
Area of Practice: Persons w/ Disabilities

### **Agency for People with Disabilities - Southern Region**

Contact Name: Hillary Jackson  
Acting Southern Region Manager  
401 NW 2nd Avenue, Suite South 811  
Miami, FL 33128  
hillary.jackson@apdcares.org  
Area of Practice: Persons w/ Disabilities

### **Americans for Immigrant Justice**

Contact Name: A.J. Hernandez Anderson,  
Esq.  
Pro Bono Program Director  
6355 NW 36th Street, Suite 309  
Miami, FL 33166  
ajhernandez@aijustice.org  
Area of Practice: Immigration

### **Aleph Institute**

Contact Name: Menachem M. Katz  
Director of Prison and Military Outreach  
9540 Collins Avenue  
Surfside, FL 33154  
mmk@aleph-institute.org  
Area of Practice: Prison/Military Advocacy

### **American Civil Liberties Union of Florida**

Contact Name: Daniel Tilley, Esq.  
Director of Legal Operations  
4343 W. Flagler Street, Suite 400  
Miami, FL 33134  
dtalley@aclufl.org  
Area of Practice: Civil Rights

**American Friends Service Committee - Immigration**

Contact Name: Guadalupe De la Cruz  
AFSC Florida Program Director  
12000 Biscayne Blvd., Suite 202  
Miami, FL 33181  
Lalvarado@afsc.org  
Area of Practice: Immigration

**Anti-Defamation League**

Contact Name: David Barkey, Esq.  
Southeastern Area Counsel  
621 NW 53rd Street, Suite 450  
Boca Raton, FL 33487  
dbarkey@adl.org  
Area of Practice: Civil Rights

**Arts & Business Council of Miami**

Contact Name: Heaven Jones  
Outreach Manager  
1637 SW 8th St., Suite 212  
Miami, FL 33101  
heaven@artsbizmiami.org  
Area of Practice: Art

**Broward County Office of the Attorney General**

Contact Name: Kathleen Savor, Esq.  
Assistant AG Forfeiture Practice Manager  
110 S.E. 6th Street, 10<sup>th</sup> Floor  
Fort Lauderdale, FL 33302  
kathleen.savor@myfloridalegal.com  
Area of Practice: Civil

**Broward County Staff Attorney Program, 17th Judicial Circuit Court**

Contact Name: Joseph D'Amico, Esq.  
Trial Court Administrator  
201 SE 6<sup>th</sup> Street, Suite 20160  
Fort Lauderdale, FL 33301  
jdamico@17th.flcourts.org  
Area of Practice: Criminal/Civil

**Broward County Public Defender's Office, 17th Judicial Circuit**

Contact Name: Cyril Guerra  
Director of Human Resources  
201 SE 6th Street  
Fort Lauderdale, FL 33301  
cguerra@browarddefender.org  
Area of Practice: Criminal

**Broward County State Attorney's Office, 17th Judicial Circuit**

Contact Name: Kerrie Harper, Esq.  
Human Resources Director  
201 SE 6th St., Suite 655  
Fort Lauderdale, FL 33301  
kharper@sao17.state.fl.us  
Area of Practice: Criminal

**Broward County Teen Court**

Contact Name: Maureen Hoefner  
Volunteer Coordinator  
201 SE 6<sup>th</sup> Street  
Fort Lauderdale, FL 33301  
mhoefner@17th.flcourts.org  
Area of Practice: Juvenile Justice

**Broward Department of Juvenile Justice**

Contact Name: Cassandra Evans  
Chief Probation Officer  
5070 Coconut Creek Parkway  
Margate, FL 33063  
Cassandra.evans2@djj.state.fl.us  
Area of Practice: Juvenile Justice

**Catholic Charities Legal Services of Broward**

Contact Name: Mariela Rossel Pritikin  
Volunteer Coordinator  
6565 Taft Street  
Hollywood, FL 33024  
mrosselpritikin@cclsmiami.org  
Area of Practice: Immigration/Refugee



**Catholic Charities Legal Services of Miami**

Contact Name: Mariela Rossel Pritikin  
Volunteer Coordinator  
Courthouse Plaza, 28 W Flagler St  
Miami, FL 33131  
mrosselpritikin@cclsmiami.org  
Area of Practice: Immigration/Refugee

**Center for Independent Living of South Florida**

Contact Name: Maria Rodriguez  
Associate Director  
4770 Biscayne Boulevard, Suite 150  
Miami, FL 33137  
maria@cilsf.org  
Area of Practice: People w/ Disabilities

**ChildNet**

Contact Name: Julie DeMar  
Chief Program Officer  
1100 W McNab Road  
Fort Lauderdale, FL 33309  
jdemar@childnet.us  
Area of Practice: Child Welfare

**Chrysalis Center**

Contact Name: Jennifer Blue  
Chief Human Resources Officer  
3800 West Broward Blvd., Suite 100  
Fort Lauderdale, FL 33312  
socialmedia@chrysalishealth.com  
Area of Practice: Health/Wellness

**Church World Service Immigration and Refugee Program**

Contact Name: Renata Bresciani-Ruiz  
Community Engagement  
1924 NW 84th Avenue, Bldg 10,  
Beacon Centre  
Doral, FL 33127  
rbresciani@cwsglobal.org  
Area of Practice: Immigration

**City of Boca Raton, City Attorney's Office**

Contact Name: Joshua Koehler  
City Attorney  
201 West Palmetto Park Road  
Boca Raton, FL 33432  
jkoehler@myboca.us  
Area of Practice: City Council/Civil

**City of Boynton Beach, City Attorney's Office**

Contact Name: James Cherof, Esq.  
City Attorney  
100 E. Boynton Beach Blvd  
Boynton Beach, FL 33425  
jcherof@cityatty.com  
Area of Practice: Arbitration/Civil

**City of Cooper City, City Attorney's Office**

Contact Name: Jacob G. Horowitz, Esq.  
City Attorney  
9090 SW 50th Place  
Cooper City, FL 33328  
jhorowitz@GorenCherof.com  
Area of Practice: City Council/Civil

**City of Coral Gables, City Attorney's Office**

Contact Name: Miriam Ramos, Esq.  
City Attorney  
405 Biltmore Way  
Coral Gables, FL 33134  
mramos@coralgables.com  
Area of Practice: City Council/Civil

**City of Coral Springs, City Attorney's Office**

Contact Name: John Hearn, Esq.  
City Attorney  
9551 W Sample Road  
Coral Springs, FL 33065  
jhearn@coralsprings.org  
jhearn@coralsprings.gov  
Area of Practice: City Council/Civil

**City of Dania Beach, City Attorney's Office**

Contact Name: Eve Boutsis, Esq.  
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100 W. Dania Beach Blvd.  
Dania Beach, FL 33004  
eboutsis@daniabeachfl.gov  
Area of Practice: City Council/Civil

**City of Deerfield Beach, City Attorney's Office**

Contact Name: Andrew Maurodis, Esq.  
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Deerfield Beach, FL 33441  
amaurodis@wsh-law.com  
Area of Practice: City Council/Civil

**City of Delray Beach, City Attorney's Office**

Contact Name: Lynn Gelin., Esq.  
City Attorney  
200 N.W. 1st Avenue  
Delray Beach, FL 33444  
gelinl@mydelraybeach.com  
Area of Practice: City Council/Civil

**City of Fort Lauderdale, City Prosecutor's Office**

Contact Name: Dina Kaizen, Esq.  
Assistant City Attorney  
600 S Andrews Avenue, Suite 503  
Fort Lauderdale, FL 33301  
dkaizen@fortlauderdale.gov  
Area of Practice: City Council/Civil

**City of Hallandale Beach, City Attorney's Office**

Contact Name: Jennifer Merino, Esq.  
Assistant City Attorney  
400 S Federal Hwy  
Hallandale Beach, FL 33009  
jmerino@cohb.org  
Area of Practice: City Council/Civil

**City of Hialeah City Attorney's Office**

Contact Name: Aimee Llauro  
City Attorney's Office Manager  
501 Palm Ave. 4th Floor  
Hialeah, FL 33010  
allauro@hialeahfl.gov  
Area of Practice: City Council/Civil

**City of Hollywood, City Attorney's Office**

Contact Name: Douglas Gonzalez, Esq.  
City Attorney  
2600 Hollywood Blvd # 407  
Hollywood, FL 33020  
dgonzales@hollywoodfl.org  
Area of Practice: City Council/Civil

**City of Key West, City Attorney's Office**

Contact Name: Shawn D. Smith, Esq.  
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525 Angela St  
Key West, FL 33040  
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Area of Practice: City Council/Civil

**City of Lauderhill, City Attorney's Office**

Contact Name: Angel Rosenberg, Esq.  
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8850 West Oakland Park Blvd., Suite 101  
Sunrise, FL 33351  
angel@hallrosenberg.com  
Area of Practice: City Council/Civil

**City of Margate, City Attorney's Office**

Contact Name: Jeff Sheffel, Esq.  
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5790 Margate Blvd.  
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cityatty@margatefl.com  
Area of Practice: City Council/Civil

**City of Miami, City Attorney's Office**

Contact Name: Victoria Mendez, Esq.  
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444 SW 2nd Avenue, Suite 945  
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Area of Practice: City Council/Civil

**City of Miami Beach, City Attorney's Office**

Contact Name: Rafael Paz, Esq.  
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1700 Convention Center Drive, 4<sup>th</sup> Floor  
Miami Beach, FL 33139  
Area of Practice: City Council/Civil

**City of Miami Beach Office of the Inspector General**

Contact Name: Joseph Centorino  
Inspector General  
1130 Washington Ave Fl 6  
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Area of Practice: Ethics

**City of Miami Gardens, City Attorney's Office**

Contact Name: Sonja K. Dickens, Esq.  
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**City of North Miami, City Attorney's Office**

Contact Name: Jeff P.H. Cazeau, Esq.  
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Area of Practice: City Council/Civil

**City of North Miami Beach, City Attorney's Office**

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North Miami Beach, FL 33162  
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Area of Practice: City Council/Civil

**City of Oakland Park, City Attorney's Office**

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**City of Plantation, City Attorney's Office**

Contact Name: Kerry Ezrol, Jr., Esq.  
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**City of Pompano Beach, City Attorney's Office**

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**City of South Miami, City Attorney's Office**

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**City of Sunny Isles Beach, City Attorney's Office**

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Area of Practice: City Council/Civil

**City of Sunrise, City Attorney's Office**

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**City of West Palm Beach, City Attorney's Office**

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krothenburg@wpb.org  
Area of Practice: City Council/Civil

**City of Weston**

Contact Name: Jaime A. Cole, Esq.  
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Fort Lauderdale, FL 33301  
jcole@wsh-law.com  
Area of Practice: City Council

**Clerk & Comptroller's Office, Palm Beach County**

Contact Name: Sherry Moser  
Senior Training Specialist  
301 N Olive Ave Fl 9  
West Palm Beach, FL 33401  
SMoser@mypalmbeachclerk.com  
Area of Practice: City Council/Civil

**Coalition of Immokalee Workers**

Contact Name: Greg Asbed  
Co-Founder  
110 South 2nd Street  
Immokalee, FL 34142  
workers@ciw-online.org  
Area of Practice: Immigration/Low-wage/  
Agriculture

**Coast-to-Coast Legal Aid Service of South Florida**

Contact Name: Sarah Barker, Esq.  
Director of Senior Citizen Law Project  
491 North State Road 7  
Plantation, FL 33317  
sbarker@legalaid.org  
Area of Practice: Elder/Family/Economic/  
Health

**Colombian-American Services Association**

Contact Name: Luisa Fortou  
Executive Director  
10300 SW 72 Street, Suite 387  
Miami, FL 33173  
lfortou@casa-us.org  
Area of Practice: Immigration Advocacy

**Community Justice Project, Inc.**

Contact Name: Meena Jagannath, Esq.  
Co-Founder  
3000 Biscayne Blvd. #106  
Miami, FL 33137  
meena@communityjusticeproject.com  
Area of Practice: Civil Rights/Social Justice

**Council on American-Islamic Relations**

Contact Name: Thania Diaz Clevenger, Esq.  
Chief Operating Officer  
9000 NW 44<sup>th</sup> St. Suite #200  
Sunrise, FL 33351  
tclevenger@cair.com  
Area of Practice: Civil Rights

**Cuban American Bar Association**

Contact Name: Lesley S. Mendoza, Esq.  
Pro Bono Executive Director  
2400 S Dixie Highway, 2<sup>nd</sup> Floor  
Miami, FL 33133  
lesley@cabaprobono.com  
Area of Practice: Civil/Domestic Violence/  
Immigration

**Dade County - Florida Department of Health**

Contact Name: Tracie L. Dickerson, Esq.  
Legal Department  
8323 NW 12 St., Suite 214  
Miami, FL 33126  
tracie.dickerson@flhealth.gov  
Area of Practice: Health

**Dade County Bar Lawyer Referral Service**

Contact Name: Livia N. Blaquier  
LRS Assistant Coordinator  
123 NW 1st Ave., Suite 214  
Miami, FL 33128  
lblaquier@dadecountybar.org  
Area of Practice: Intake for Civil

**Dade County Office of Criminal Conflict and Civil Regional Counsel**

Contact Name: Eugene F. Zenobi, Esq.  
Regional Counsel Third District  
401 NW 2nd Ave, Suite S-310  
Miami, FL 33128  
ezenobi@rc3fl.com  
Area of Practice: Criminal/Civil Dependency

**Dade Legal Aid/Put Something Back**

Contact Name: Lotoya Brown, Esq.  
Director  
123 NW 1st Ave., Suite 117  
Miami, FL 33128  
lbrown@dadelegalaid.org  
Area of Practice: Family/Foster Youth/Human  
Trafficking/Guardianship/Foreclosure/  
Housing/Bankruptcy/Domestic Violence/  
Children

**Department of Children and Families - Children's Legal Services - Statewide**

Contact Name: Jennifer Maes  
Director of Recruiting  
1301 6th Ave West, Suite 101  
Brandenton, FL 34205  
Jennifer.Maes@myflfamilies.com  
Area of Practice: Child Welfare

**Department of Homeland Security - Immigration and Customs Enforcement**

Contact Name: Janelle C. Cruz, Esq.  
Assistant Chief Counsel/Intern Coordinator  
333 South Miami Avenue, Suite 200  
Miami, FL 33130  
janelle.c.cruz@ice.dhs.gov  
Area of Practice: Immigration

**Department of Juvenile Justice- Leon**

Contact Name: Christina Ash  
Chief Probation Officer  
2020 Capital Circle SE  
Tallahassee, FL 32399  
Christina.ash@fldjj.gov  
Area of Practice: Juvenile Justice

**Department of Juvenile Justice – Miami-Dade**

Contact Name: Maria Gilhooley  
Chief Probation Officer  
155 NW 3<sup>rd</sup> Street, Room 5346  
Miami, FL 33128  
Maria.gilhooley@fldjj.gov  
Area of Practice: Juvenile Justice

**Disability Rights of Florida**

Contact Name: Ann Siegel, Esq.  
Legal Director  
2400 E Commercial Blvd., Suite 525  
Fort Lauderdale, FL 33308  
anns@disabilityrightsflorida.org  
Area of Practice: Disability Rights/Civil Rights

**Everglades Law Center**

Contact Name: Lisa Interlandi, Esq.  
Executive Director & General Counsel  
378 Northlake Blvd. #105  
North Palm Beach, FL 33408  
lisa@evergladeslaw.org  
Area of Practice: Environment

**Federal Public Defender of the Southern District of Florida**

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**Florida Health Project**

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**Florida Immigrant Coalition**

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**Florida Justice Center**

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**Florida Justice Institute**

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**Florida Justice Technology Center**

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**Florida Legal Services, Inc.**

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**Florida's Children First**

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**Guardian ad Litem Office - 11th Judicial Circuit**

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Area of Practice: Child Welfare

**Guardian ad Litem Office - 15th Judicial Circuit**

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Area of Practice: Child Welfare

**Guardian ad Litem Office - 17th Judicial Circuit**

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Area of Practice: Child Welfare

**Guardian ad Litem – Florida Statewide Office**

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Area of Practice: Pro Bono

**Guardian ad Litem Office - Statewide Appellate Level**

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**Guardianship Program of Dade County, Inc.**

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**Health Care District Palm Beach County**

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**Hillsborough County Attorney's Office**

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**Human Rights Action Network**

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**Immigrants Rights Center**

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**Institute for Justice- Florida**

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**IRS Office of Chief Counsel**

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**Lawyers for Nonprofits**

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**Lawyers to the Rescue**

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**Legal Aid Service of Broward County**

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**Legal Aid Service of Collier County**

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**Legal Aid Society of Palm Beach County, Inc.**

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Care/Government Benefits/Children/  
Veterans/ Families/Domestic  
Violence/People w/Disabilities/Foster  
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**Miami-Dade Bar Association**

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**Miami-Dade State Attorney's Office, 11th Judicial Circuit**

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**Office of Criminal Conflict and Civil Regional Counsel – Broward/Palm Beach Counties**

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**Office of Criminal Conflict and Civil Regional Counsel - Lee County**

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**Office of the Attorney General**

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**Office of the Attorney General - Florida**

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**Office of the State Attorney, 11<sup>th</sup> Judicial Circuit- Child Support Division**

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Area of Practice: Criminal

**Office of the State Attorney, 16<sup>th</sup> Judicial Circuit**

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**Palm Beach County Attorney's Office**

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**Palm Beach County Government**

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**Palm Beach Department of Juvenile Justice**

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**Palm Beach Office of General Counsel, 15th Judicial Circuit**

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**Palm Beach Public Defender's Office, 15th Judicial Circuit**

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**Palm Beach State Attorney's Office, 15th Judicial Circuit**

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Delinquency/County Traffic Court

**'Put Something Back' Pro Bono Project of the Dade County Bar Association**

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**School Board of Broward County - General Counsel's Office**

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**School Board of Palm Beach County**

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**School District of Palm Beach County - Office of General Counsel**

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**U.S. Air Force - Judge Advocate General**

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**U.S. Army - Judge Advocate General**

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**U.S. Department of Justice, Executive Office for Immigration Review**

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**U.S. Marine Corps Recruiting Command**

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**U.S. Navy - Judge Advocate General**

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**U.S. Securities and Exchange Commission**

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Area of Practice: Securities

**SERVICE PROJECT REQUEST FORM**

*Please print legibly or type all responses.*

Use this form to submit requests for service projects/organizations not already on the pre-approved list. Individual students or student organizations may apply for project approval.

Time spent on the project may count toward the Mandatory Service Graduation Requirement and/or The Van Horn Law Group Pro Bono Honor Program only if the work complies with the requirements set forth in the Service Handbook and the project is approved by the Director of Public Interest Programs *prior* to work beginning on the project.

---

Student Name / Student Organization

Today's Date

---

Email Address

Expected Date of Graduation (if individual)

---

Name of Organization / Placement Site

Location (city/state)

---

Name of Supervisor / Supervising Attorney

Supervisor's Title

---

Supervisor's Phone Number

Supervisor's Email Address

---

Expected Start Date

Expected End Date

Expected Total Hours

Please provide a brief description of the work you/the organization will be doing below:

---

---

---

---

*I hereby certify that there will be no academic credit given or payment received for this opportunity.*

---

Signature of Student

---

Date

---

Signature of Supervisor / Supervising Attorney

---

Date

*Submit completed requests to the Director of Public Interest Programs for pre-approval.*

**SERVICE TIMESHEET**

*Please print legibly or type all responses.*

**To Be Completed by the Student:**

Student Name

Expected Date of Graduation

Student Phone Number

Student Email Address

Name of Organization / Placement Site

DATE (Daily/Weekly)	DESCRIPTION OF WORK PERFORMED	NUMBER OF HOURS (Daily/Weekly)
TOTAL HOURS:		

*I hereby certify that: the information listed above is true and correct to the best of my knowledge; I received no compensation or academic credit of any kind for the hours reflected on this timesheet; I was supervised at all times (by a licensed attorney if legal pro bono); and I completed all assigned work.*

Signature of Student

Date

**To Be Completed by the Supervisor / Supervising Attorney:**

*I hereby certify that: the information listed above is true and correct to the best of my knowledge; the student received no compensation or academic credit of any kind for the hours reflected on this timesheet; he or she was supervised at all times (by a licensed attorney if legal pro bono); and he or she completed all assigned work.*

Name of Supervisor / Supervising Attorney

State & Bar License (If Legal Pro Bono)

Signature of Supervisor / Supervising Attorney

Date

*Please return this form with original signatures to the Public Interest Programs.*



**STUDENT EVALUATION FORM**

*Please print legibly or type all responses.*

Student Name

Expected Date of Graduation

Student Phone Number

Student Email Address

Name of Organization / Placement Site

Name of Supervisor / Supervising Attorney

Supervisor's Title

Total Hours Completed for this Pro Bono Service

Date(s) of Pro Bono Service

1. Please evaluate your experience:	Poor	Satisfactory	Excellent
Pro Bono Program at NSU Law	1	2	3
Quality of assignment(s)	1	2	3
Quality of training	1	2	3
Quality of supervision	1	2	3
Value or impact to the community	1	2	3
Educational or professional value to you	1	2	3

2. Was this the first time you participated in service? Yes \_\_\_\_\_ No \_\_\_\_\_

3. As a result of this pro bono project (check all that apply):

- ☐ I am more likely to do pro bono work when I am a lawyer.
- ☐ I learned substantive law.
- ☐ I improved my legal skills (including: research, writing, interviewing, negotiating).
- ☐ I was able to explore possible career paths.
- ☐ I provided legal services to an underserved population.

4. I would recommend this project to other students. Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain: \_\_\_\_\_

General comments about the strengths and weaknesses of this placement:

What was most meaningful to you about this experience?

Suggestions for improvement/other comments.

*Thank you for completing this form. Please return to the Public Interest Programs.*