

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 a recognition 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. Prior approval by the Director of Public Interest is necessary before working 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 placements 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 Service 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 the Mandatory Service Graduation

Requirement and/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.

## **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. 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, via 954-262-6126 or [jgordon@nova.edu](mailto:jgordon@nova.edu).

# APPENDIX

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

**Include but are not limited to:**

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

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: Claudia Gordon  
Southeast Region Manager  
111 South Sapodilla Avenue, Suite 204  
West Palm Beach, FL 33401  
Claudia.Gordon@apdcares.org  
Area of Practice: Disability Rights

### **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: Disability Rights

### **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: Goldie Cunin  
Volunteer Coordinator  
9540 Collins Avenue  
Surfside, FL 33154  
Volunteer@aleph-institute.org  
Area of Practice: Prison/Military Advocacy

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

Contact Name: Maya Abolde  
Legal Fellow  
4343 W. Flagler Street, Suite 400  
Miami, FL 33134  
mabolde@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  
florida@afsc.org  
Area of Practice: Immigration

### **Anti-Defamation League**

Contact Name: George Selim  
Southeastern Area Counsel  
5295 Town Center Rd #300,  
Boca Raton, FL 33486  
gselim@adl.org  
Area of Practice: Civil Rights

**Arts & Business Council of Miami**

Contact Name: Renee Pesci  
Executive Director  
1637 SW 8th St., Suite 201,  
Miami, FL 33135  
renee@artsbizmiami.org  
Area of Practice: Art

**Brevard County Legal Aid**

Contact Name: Valeta Cameron  
Pro Bono Director  
1038 Harvin Way, Ste 100  
Rockledge, FL 32955  
valetac@brevardlegalaids.org  
Area of Practice: Housing/Family/Domestic  
Violence

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

Contact Name: Eric Weisberg  
Senior Judicial Staff Attorney  
201 SE 6<sup>th</sup> Street, Suite 20160  
Fort Lauderdale, FL 33301  
eweisberg@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  
Chief Program Advisor  
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: Elke Jaidane  
Administrative Assistant  
5070 Coconut Creek Parkway  
Margate, FL 33063  
Elke.Jaidane@fldjj.gov  
Area of Practice: Juvenile Justice

**CABA Pro Bono**

Contact Name: Nicole Mestre  
Director of Pro Bono  
2400 South Dixie Highway, #2  
Miami, FL 33133  
nicole@cabaprobono.com  
Area of Practice: Family/Domestic  
Violence/Housing/Immigration/Military/  
Persons w/ Disabilities

**Catholic Charities Legal Services of Broward**

Contact Name: Paola Bichara Torres  
Volunteer Coordinator  
6565 Taft Street #401  
Hollywood, FL 33024  
pbicharatorres@cclsmiami.org  
Area of Practice: Immigration/Refugee

**Catholic Charities Legal Services of Miami**

Contact Name: Sarah Hanners, Esq.  
Pro Bono Coordinator  
1469 NW 13<sup>th</sup> Terr, Suite 100  
Miami, FL 33125  
probono@cclsmiami.org  
Area of Practice: Immigration/Refugee

**Center for Independent Living of South Florida**

Contact Name: Lili C. Portman  
Associate Director  
4770 Biscayne Boulevard, Suite 150  
Miami, FL 33137  
lili@cilsf.org  
Area of Practice: Disability Rights

**ChildNet**

Contact Name: Shatoria Means  
Legal Counsel  
1100 W McNab Road  
Fort Lauderdale, FL 33309  
s.means@childnet.us  
Area of Practice: Child Welfare

**Chrysalis Health**

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

**Church World Service Immigration and Refugee Program**

Contact Name: Giuliana Valcarce  
Administrative Assistant  
1924 NW 84th Avenue, Bldg 10,  
Beacon Centre  
Doral, FL 33127  
Gvalcarce@cwsglobal.org  
Area of Practice: Immigration

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

Contact Name: Joshua Koehler, Esq.  
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: Shawna G. Lamb, Esq.  
City Attorney  
100 E. Boynton Beach Blvd  
Boynton Beach, FL 33425  
lambs@bbfl.us  
Area of Practice: City Council/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: Enga Paulk  
Pro Bono Director  
405 Biltmore Way  
Coral Gables, FL 33134  
epaulk@coralgables.com  
Area of Practice: City Council/Civil

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

Contact Name: Andrea Racz Rejon-Dominguez  
Executive Assistant to the City Attorney  
9551 W Sample Road  
Coral Springs, FL 33065  
arejondominguez@coralsprings.gov  
Area of Practice: City Council/Civil

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

Contact Name: Eve Boutsis, Esq.  
City Attorney  
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: Anthony C. Soroka, Esq.  
City Attorney  
710 E. Hillsboro Blvd. Suite 200  
Deerfield Beach, FL 33441  
asoroka@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: Shari McCartney  
Assistant City Attorney  
600 S Andrews Avenue, Suite 503  
Fort Lauderdale, FL 33301  
smccartney@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: Rafael E. Suarez-Rivas  
City Attorney  
501 Palm Ave. 4th Floor  
Hialeah, FL 33010  
rsuarezrivas@hialeahfl.gov  
Area of Practice: City Council/Civil

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

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

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

Contact Name: Ryan Waterhouse  
Assistant City Attorney  
1300 White Street  
Key West, FL 33040  
rwaterhouse@cityofkeywest-fl.gov  
Area of Practice: City Council/Civil

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

Contact Name: Hans Ottinot  
City Attorney  
5581 W. Oakland Park Blvd.,  
Lauderhill, FL 33313  
(954) 717-1513  
Area of Practice: City Council/Civil

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

Contact Name: David Tolces  
City Attorney  
5790 Margate Blvd.  
Margate, FL 33063  
dtolces@wsh-law.com  
Area of Practice: City Council/Civil

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

Contact Name: Domini Gibbs-Sorey  
Assistant City Attorney – Recruitment &  
Internship Coordinator  
444 SW 2nd Avenue, Suite 945  
Miami, FL 33130  
DGibbs@miamigov.com  
Area of Practice: City Council/Civil

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

Contact Name: Ricardo J. Dopico  
City Attorney  
1700 Convention Center Drive, 4<sup>th</sup> Floor  
Miami Beach, FL 33139  
ricardodopico@miamibeachfl.gov  
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  
Miami, FL 33139  
josephcentorino@miamibeachfl.gov  
Area of Practice: Ethics

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

Contact Name: Sonja K. Dickens, Esq.  
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18605 NW 27<sup>th</sup> Avenue  
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sdickens@miamigardens-fl.gov  
Area of Practice: City Council/Civil

**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**

Contact Name: Andrew Plotkin  
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Area of Practice: City Council/Civil

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

Contact Name: Donald J. Doody, Esq.  
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Oakland Park, FL 33334  
ddoody@cityatty.com  
Area of Practice: City Council/Civil

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

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

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Area of Practice: City Council/Civil

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

Contact Name: Anthony L. Recio  
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Area of Practice: City Council/Civil

**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**

Contact Name: Thomas P. Moss  
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**City of Tamarac, City Attorney's Office**

Contact Name: John Herin Jr, Esq.  
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Tamarac, FL 33321  
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**City of West Palm Beach, City Attorney's Office**

Contact Name: Kimberly L. Rothenburg, Esq.  
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krothenburg@wpb.org  
Area of Practice: City Council/Civil

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

Contact Name: Jaime A. Cole, Esq.  
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200 E Broward Blvd Suite 1900  
Fort Lauderdale, FL 33301  
jcole@wsh-law.com  
Area of Practice: City Council/Civil

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

Contact Name: Joseph Abruzzo  
Clerk of the Circuit Court & Comptroller  
301 N Olive Ave Fl 9  
West Palm Beach, FL 33401  
Jabruzzo@mypalmbeachclerk.com  
Area of Practice: City Council/Civil

**Coalition of Immokalee Workers**

Contact Name: Giselle Ramirez  
Student Coordinator  
110 South 2nd Street  
Immokalee, FL 34142  
giselle@ciw-online.org  
Area of Practice: Immigration/Low-wage/  
Agriculture

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

Contact Name: Katianna Mazard, Esq.  
Operations and Management  
PO BOX 120970,  
Fort Lauderdale, FL 33312  
kmazard@cclasfl.org  
Area of Practice: Elder/Family/Economic/  
Health

**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

**Dade County Bar Lawyer Referral Service**

Contact Name: Kiriell Marrero  
Program Coordinator  
123 NW 1st Ave., Suite 214  
Miami, FL 33128  
kiriell@miamidadebar.org  
Area of Practice: Intake for Civil

**Dade Legal Aid — Put Something Back**

Contact Name: Mark Brown  
Project Attorney  
123 NW 1st Ave., Suite 117  
Miami, FL 33128  
mbrown@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 Health – Dade County**

Contact Name: Carmen Hernandez  
Volunteer Health Services Staff  
8323 NW 12 St., Ste. 212  
Miami, FL 33126  
carmen.hernandez3@flhealth.gov  
Area of Practice: Health

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

Contact Name: Melvena Orr  
DJJ Operations Coordinator  
155 NW 3<sup>rd</sup> Street, Room 5346  
Miami, FL 33128  
melvena.orr@fldjj.gov  
Area of Practice: Juvenile Justice

**Disability Rights of Florida**

Contact Name: Robin Kocher  
Legal Director  
2400 E Commercial Blvd., Suite 525  
Fort Lauderdale, FL 33308  
robink@disabilityrightsflorida.org  
Area of Practice: Disability Rights/Civil Rights

**Everglades Law Center**

Contact Name: Lisa Interlandi, Esq.  
Policy Director  
6815 Biscayne Blvd. Suite 103 #449  
Miami, FL 33138  
lisa@evergladeslaw.org  
Area of Practice: Environment

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

Contact Name: Hector Dopico, Esq.  
Federal Public Defender  
150 W. Flagler Street, Suite 1700  
Miami, FL 33130  
hector\_dopico@fd.org  
Area of Practice: Criminal/Federal

**Florida Health Project**

Contact Name: Ronnie C. Graham, Esq.  
Pro Bono Director  
Florida Health Justice Project  
3541 Twisted Tree Ln  
Jacksonville, FL 32216  
graham@floridahealthjustice.org  
Area of Practice: Health

**Florida Immigrant Coalition**

Contact Name: Anabella Pashell  
Volunteer and Hotline Coordinator  
561 NE 79th Street,  
Miami, FL 33138  
annabella@flic.org  
Area of Practice: Immigration

**Florida Justice Center**

Contact Name: Jessica Younts, PHD, JD  
Executive Director  
3469 N Dixie Highway  
Oakland Park, FL 33334  
jessica.younts@fljc.org  
Area of Practice: Criminal Law/Social Justice  
Law

**Florida Justice Institute**

Contact Name: Bethell Forbes  
Volunteer Director  
100 SE 2nd Street, Suite 3750  
Miami, FL 33131  
bforbes@fji.law  
Area of Practice: Civil Rights/Prisoner Rights/  
Housing/Disability/Prisoner Reentry

**Florida Legal Services, Inc.**

Contact Name: Karina Flores  
Pro Bono Director  
PO Box 533986  
Orlando, FL 32853  
karina.flores@floridalegal.org  
Area of Practice: Public Benefits/Housing/  
Immigration/Health/Employment/Elder/Fami  
ly/Consumer/Domestic Violence/Legislative  
Advocacy

**Florida Rural Legal Services**

Contact Name: Britt Berg, Esq.  
Pro Bono Manager  
1321 East Memorial Blvd.,  
Lakeland, FL 33801  
britt.berg@frls.org  
Area of Practice: Pro Bono/  
Elder/Housing/Labor/Education/Public  
Benefits/Family/Migrant Farmworker

**Florida's Children First**

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Area of Practice: Child Welfare

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

Contact Name: Sara Urban  
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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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**Guardianship Program of Dade County, Inc.**

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Area of Practice: Elder Law

**Gulfcoast Legal Services**

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Area of Practice:  
Housing/Foreclosure/Elder/Family/Children/I  
mmigration/Tax/Health/Public  
Benefits/Consumer Protection/Domestic  
Violence

**Health Care District Palm Beach County**

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Area of Practice: Health

**Hillsborough County Attorney's Office**

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Area of Practice: Criminal

**IDignity**

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Area of Practice: Civil

**Immigrants Rights Center**

Contact Name: Miguel Mendizabal, Esq.  
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Area of Practice: Immigration

**Institute for Justice- Florida**

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Area of Practice: Economic Liberty/Private  
Property Rights/School Choice/First  
Amendment

**IRS Office of Chief Counsel**

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Plantation, FL 33324  
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Area of Practice: Government/Tax

**Lawyers for Nonprofits**

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Area of Practice: Transaction/Non-profit

**Lawyers to the Rescue**

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Area of Practice: Criminal/Family/  
Immigration/Personal Injury/Medical  
Malpractice/Disability/Human Rights

**Legal Aid of Manasota**

Contact Name: Melanie Bilodeau  
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Area of Practice: Bankruptcy/Consumer  
Debt/Contracts/Warranties/Disaster  
Relief/Emancipation/Evictions/Foreclosures/  
Guardianship/Loans/Name Change/Public  
Housing/Wage Claims

**Legal Aid Service of Broward County, Inc.**

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Elder/Family/Economic/Health

**Legal Aid Service of Collier County**

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Area of Practice:  
Housing/Immigration/Children/Foreclosure/Elder/Family/Public Benefit/Tax

**Legal Aid Society of the Orange County Bar Association, Inc.**

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Area of Practice:  
Housing/Immigration/Children/Foreclosure/Evictions/Family/Probate/Tax

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

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Area of Practice: Family/Domestic Violence/  
Foster Children/Juvenile Advocacy/Elder/  
Guardianship/Foreclosure/Immigration/  
Employment/Health

**LegalARTlink at Locust Projects**

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Area of Practice: Art

**Legal Services of Greater Miami, Inc.**

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Area of Practice: Housing/Low Wage  
Workers/Consumer Protection/Health  
Care/Government Benefits/Children/  
Veterans/ Families/Domestic  
Violence/People w/Disabilities/Foster  
Children/HIV/Immigration/Public Benefits

**Miami-Dade Bar Association**

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Area of Practice: Civil

**Miami-Dade County Attorney's Office**

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Area of Practice: Criminal

**Miami-Dade County Commission on Ethics & Public Trust**

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**Miami-Dade County Public Schools - Office of the School Board Attorney**

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Area of Practice: Education

**Miami-Dade Public Defender's Office, 11th Judicial Circuit**

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Area of Practice: Criminal

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

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Area of Practice: Criminal

**NAACP of Broward County**

Contact Name: Marsha A. Ellison  
President  
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Fort Lauderdale, FL 33311  
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Area of Practice: Civil Rights

**NAACP of Miami-Dade County**

Contact Name: Daniella Pierre  
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Miami, FL 33056  
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Area of Practice: Civil Rights

**Office of the Attorney General**

Contact Name: Janice Wolfe  
Office Administrator – General Civil Division  
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Area of Practice: Criminal/Civil

**Office of the Broward County Attorney**

Contact Name: Andrew J. Meyers, Esq.  
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Area of Practice: Criminal/Civil

**Office of Criminal Conflict and Civil Regional Counsel – 3<sup>rd</sup> DCA**

Contact Name: Victoria Rodriguez  
Administrative Assistant  
401 NW 2nd Ave, Suite S-310  
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Area of Practice: Criminal/Civil Dependency

**Office of Criminal Conflict and Civil Regional Counsel – 4<sup>th</sup> DCA**

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Area of Practice: Criminal/Civil Dependency

**Office of the Public Defender, 16<sup>th</sup> Judicial Circuit**

Contact Name: Kim Kocis  
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Area of Practice: Criminal

**Office of the Public Defender, 19<sup>th</sup> Judicial Circuit**

Contact Name: Renee Deschenes  
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Area of Practice: Criminal

**Office of the Public Defender, 20<sup>th</sup> Judicial Circuit**

Contact Name: Christine Tanchyk  
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Area of Practice: Criminal

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

Contact Name: Cristy Spottswood  
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Area of Practice: Criminal

**Office of the State Attorney, 19<sup>th</sup> Judicial Circuit**

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Area of Practice: Criminal

**Office of the State Attorney, 20<sup>th</sup> Judicial Circuit**

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Area of Practice: Criminal/Civil

**Palm Beach County Attorney's Office**

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Area of Practice: Criminal/Civil

**Palm Beach County Government**

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Area of Practice: Government/Legislative

**Palm Beach Department of Juvenile Justice**

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**Palm Beach Office of General Counsel, 15<sup>th</sup> Judicial Circuit**

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Area of Practice: Criminal/Civil

**Palm Beach Public Defender's Office, 15<sup>th</sup> Judicial Circuit**

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

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Delinquency/County Traffic Court

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

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**School Board of Palm Beach County**

Contact Name: Angel Edwards  
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**School District of Palm Beach County - Office of General Counsel**

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**Southern Legal Counsel, Inc.**

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**Southern Poverty Law Center**

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**Spanish American League Against Discrimination**

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Area of Practice: Public Interest/Hispanics

**Three Rivers Legal Services, Inc.**

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**Town of Davie, Town Attorney's Office**

Contact Name: Allan Weinthal, Esq.  
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Area of Practice: City Council/Civil

**Town of Surfside, Town Attorney's Office**

Contact Name: Yenis Menegazzo  
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Area of Practice: City Council/Civil

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

Contact Name: Sarah Urie  
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**U.S. Air Force - Space Force Base**

Contact Name: Trevor Sorbo  
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Area of Practice: Military/JAG

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

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**U.S. Attorney's Office, Southern District of Florida**

Contact Name: Juan Antonio "Tony"  
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**U.S. Coast Guard – Judge Advocate General**

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**U.S. Customs and Border Protection, Office of the Associate Chief Counsel**

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Area of Practice: Government/Customs

**U.S. Department of Homeland Security - Immigration and Customs Enforcement**

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**U.S. Department of Housing and Urban Development, Office of General Counsel**

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

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**U.S. Department of Justice, Office of Attorney Recruitment and Management**

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**U.S. Department of State**

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**U.S. Equal Employment Opportunity Commission**

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**U.S. Federal Bureau of Investigation**

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

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Area of Practice: Military/JAG

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

Contact Name: Conor Sullivan  
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Area of Practice: Military/JAG

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

Contact Name: Lisa T. Roberts, Esq.  
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RobertsL@sec.gov  
Area of Practice: Government/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:

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*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.*

**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)
<b>TOTAL HOURS:</b>		

*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 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:

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What was most meaningful to you about this experience?

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Suggestions for improvement/other comments.

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