



Legal Line Clinic Checklist

FOR PRO BONO ATTORNEYS

1. GETTING STARTED – PRO BONO ONBOARDING



- Complete the [Pro Bono Attorney Application](#)
- Sign Confidentiality Agreement and HIPAA Consent forms (via Box Sign)
- Complete Foundational Trainings:
 - [Navigating Power-Based Abuse: Empowerment & Trauma-Informed Legal Practice](#) (required - ≈1hr. with 1 hr. CLE credit; .5 ethics)
 - [Legal Line Clinic for Pro Bono Attorneys](#) (required - ≈35 min. with .5 hr. CLE credit, 0.25 ethics)
 - [Survivor Law and Safety Planning: Life-Changing and Life-Saving Services](#) (optional but very helpful - ≈1hr. with 1 hr. CLE credit; .25 ethics)
- Set up Legal Server and Login: [Legal Server Training](#)

2. LEGAL LINE CLINIC – PREPARATION



- Review TAP's Pro Bono Resource Page [Pro Bono Resource Page](#)
- Review TAP's [Legal Line Script & Issue Spotting Tool](#)
- Review TAP's [Family Law Guide](#)
- Shadow TAP Attorney on Legal Line Call
- Review case assignments in Legal Server (24 hours prior to clinic)

3. LEGAL LINE CLINIC – CLINIC DAY



- Review Legal Server File Prior to Client Calls
- Test the Zoom link for Access to TAP Attorney During Clinic
- Make 2 Legal Line Calls
- Record Case Description & Advice Notes in Legal Server Case Files
- Record any Follow-Up Notes (e.g., Social Work Appointment) in Legal Server
- Let Zoom attorney know when you have completed both calls
- Complete Post-Clinic Survey
- Sign Up for Your Next Shift!