

J. REUBEN CLARK LAW SOCIETY

Additional Guidelines for Service Coordinators

1. *Screen matters only to determine the legal specialty required to assist the member and not to comment on the strength of the member's case.*
2. *Whenever practicable, refer or re-refer matters, particularly criminal matters, to community legal resources.*
3. *Assist the Service and Outreach Committee:*
 - a. Maintain a list of local community resources and their targeted constituencies;
 - b. Periodically assess the ability of community legal resources to reasonably service referrals.
 - c. Develop and periodically update a broad-based list of Volunteer Attorneys with skills in the most common matters referred through the Law Society referral process.
 - d. Confirm that each person on the list of Volunteer Attorneys in 3(c) above is a properly licensed attorney with active status.
 - e. Obtain the consent of Volunteer Attorneys willing to participate in the Law Society referral process.
4. *Reject matters beyond the scope of the referral process including the following:*
 - a. Out-of-state matters.
 - b. Personal injury and products liability claims
 - c. Antitrust, business formation, commercial disputes.
5. *Normally reject matters involving the following subject matters:*
 - a. Civil rights.
 - b. Employment discrimination or harassment.
6. *Upon request, advise Priesthood leaders regarding the amount of fees and expenses to be expected in a particular matter.*