**Pro Se Petition Drafting Project**

**Please complete and return to your Sanctuary supervisor at the end of your session.**

**Please also fill out our 2-minute Petition Drafting Clinic feedback survey** [**here.**](https://docs.google.com/forms/d/e/1FAIpQLSdAUFYAl4lCzYUgTOkA9GQpodZGOb1D78j_Bg6Qltnm19XmOg/viewform?usp=sharing)

|  |  |
| --- | --- |
| Name and email of person providing pro se assistance: |  |
| Name of pro se client: |  |
| DOB of pro se client: |  |
| Date of intake: |  |

|  |  |  |
| --- | --- | --- |
| **LIMITED SCOPE ENGAGMENT** | **Provided Info to Client (Y/N)** | **Client Consents (Y/N)** |
| My name is [XX]. I am an [attorney/law graduate/law student] volunteering with Sanctuary for Families. Sanctuary for Families is the non-profit legal organization that you connected with when you called the Family Justice Center and spoke to an attorney.  I will be assisting you today in a limited scope capacity. I will assist with your [child support petition/spousal support petition/paternity petition/Financial Disclosure Affidavit]. As a volunteer, I cannot assist you with anything else and I cannot represent you. After our work together is done today my volunteer service is complete and you should direct any follow-up questions to Sanctuary for Families. All of the information you share with me today is confidential. I will only share the information you provide to me today with individuals from Sanctuary for Families, who provide me with supervision and guidance.  There is no cost for you to receive assistance today or for any of the services provided by Sanctuary for Families.  Do you have any questions about anything I’ve just explained?  Do you consent to working with me today to complete your [child support petition/spousal support petition/paternity petition/Financial Disclosure Affidavit]. |  |  |

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| **WORK COMPLETED** | **Completed**  **(Y/N)** | **Filed**  **(Y/N)** |
| Child support petition only |  |  |
| Spousal support petition only |  |  |
| Child support + Spousal support petition |  |  |
| Paternity petition (if paternity has not yet been established) |  |  |
| Financial Disclosure Affidavit |  |  |
| Provide advice on next steps/first court appearance |  |  |

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| **CLOSING** | **Completed**  **(Y/N)** |
| Make sure your pro se client knows that if they have any follow-up questions about anything at all they can call the Family Justice Center in their borough and ask to speak to the Sanctuary for Families attorney who conducted their legal screening. Please also provide your pro se client with the name, email, and phone number of the Sanctuary attorney supervising your clinic day and let them know that they can also reach out to the clinic supervising attorney for follow-up questions specific to the documents you helped them out with during the clinic day (i.e., support/paternity/Financial Disclosure Affidavit). NYC Family Justice Center, Bronx198 East 161st Street  Bronx, NY 10451 T: 718-508-1220 *Hours: 9am–5pm* NYC Family Justice Center, Brooklyn350 Jay Street  Brooklyn, NY 11201 T: 718-250-5111 *Hours: 9am–5pm* NYC Family Justice Center, Manhattan80 Centre Street  New York, NY 10013 T: 212-602-2800 *Hours: 9am–5pm* NYC Family Justice Center, Queens126-02 82nd Avenue  Kew Gardens, NY 11415 T: 718-575-4545 *Hours: 9am–5pm* NYC Family Justice Center, Staten Island126 Stuyvesant Place Staten Island, NY 10301 T: 718-697-4300 *Hours: 9am–5pm* |  |
| Make sure that clients understand about timing of filing – that once they file, it will take them several weeks to get a summons with their new court date, and their new court date will likely be at least several months out. |  |

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| **Additional Information for Sanctuary Supervisor** |  |
| Did the client express any other legal, economic, housing, immigration, or clinical needs that they would like Sanctuary to contact them about?  If yes, please list in the sections below. |  |
| Legal needs |  |
| Economic needs |  |
| Housing needs |  |
| Immigration needs |  |
| Clinical needs |  |
| Anything else you would like Sanctuary to know about the client? |  |
| Any comments, questions, or concerns about your volunteer experience that you would like Sanctuary to know about? |  |
| Please also fill out our 2-minute Petition Drafting Clinic feedback survey [here.](https://docs.google.com/forms/d/e/1FAIpQLSdAUFYAl4lCzYUgTOkA9GQpodZGOb1D78j_Bg6Qltnm19XmOg/viewform?usp=sharing) |  |