SMALL CLAIMS COURT CLINIC

A Joint Project of Legal Services of Greater Miami, Inc. and Put Something Back

Clinic Volunteer Information:

Thank you for volunteering for the Small Claims Court Clinic at Legal Services of Greater Miami! This clinic is designed to provide quality, individualized legal advice to low-income people who wish to bring or defend a case in Small Claims Court. Every two weeks, 25 people sign up for the clinic to speak with a volunteer attorney about their small claims legal issue.

- The clinic takes place at: Legal Services of Greater Miami, Inc.
  3000 Biscayne Blvd., Suite 500
  Miami, Florida 33137
  (*Free parking in the rear of the building*)
- The clinic begins at 5:00 p.m. when a Legal Services of Greater Miami attorney gives a brief training to the volunteers on Small Claims Court procedures, what to cover and document during the client meeting, and typical legal issues seen during the clinic.
- There are pizza and refreshments for the volunteers.
- 25 clients are signed up for the clinic beforehand. Typically, about 14-20 clients come on the night of the clinic and speak with a volunteer attorney.
- Each client meets one-on-one with a volunteer attorney to discuss his or her legal issue; volunteers will have internet and printer access to assist with the meeting.
- All legal services are provided on the night of the clinic. Clients are told the attorneys do not represent them in court.
- A Legal Services of Greater Miami attorney will be there the night of the clinic to answer any questions that may arise, and Spanish and Creole translators will be available to you.

Enclosed with this information page is an orientation packet which describes Small Claims Court and what to expect during your consultation with clients during the clinic. Also enclosed are forms to be used during the consultation process.

Additionally, you will find useful information about the clinic on our website at www.lsgmi.org. Scroll down and click “Volunteer Protected Page.” The password is: vol2013. Click on the links related to the Small Claims Court Clinic and watch the orientation video.

We really appreciate your time and commitment in volunteering for the clinic. Thank you!