Criminal Record Expungement Project Board Application

Thank you for your interest and participation in C-REP this year! Please find our application questions below. Applications are due March 18. We may be contacting applicants to conduct interviews once all applications are submitted. If you have any questions, feel free to reach out to current board members. Note that our board members do more than the standard 40 hours per semester, and average ~ 50-60 hours per position each semester. We are especially interested in picking board members who have a specific interest in this area of the law, and who can devote a significant amount of time to this project. Applications are due March 18 in the C-REP folder in the TPIC office.

Name _____

Email _____

Year _____

In 400 words or less, describe your involvement in C-REP this year and your interest in serving on C-REP's board for the 2013-2014 term. Feel free to include any and all ideas, suggestions, etc. you might have to improve and expand the project. Previous experience is not necessary to apply for a board position.

Please rank the board positions in which you are interested. If you are not interested in a board position, leave blank. In your application essay, explain why you are more interested in your top one or two positions.

_____ Litigation Coordinator

_____ Intake Coordinator

_____ Case Manager

_____ Outreach/Policy Coordinator

_____ Pardon Me Clinic Coordinator

C-REP Board Positions 2012-13

Litigation Coordinator - Will Moine (will.moine@gmail.com)

- Gauge interest/demand for second semester 2L and 3L C-REP volunteers to become court certified and represent C-REP clients in court.
    - Email court certification applications to interested C-REP volunteers during first month of semester.
    - Complete necessary court certification paperwork and mail applications to PA Prothonotary office.
    - Scheduled initial litigation training meeting during first month of semester.
    - Check Mike Lee's "Courtdates folders" for active cases, which cases are likely to be opposed, and assign courtdates to certified legal interns.
    - Schedule follow up training/mooting session approximately 1 or 2 weeks prior to first student court hearing.
- Attend court hearings and help certified legal interns and the attorneys prepare to argue petitions. Each petition goes through a "case prep" process.
    - Be "on call" for student questions about their clients, cases, etc.
- Conduct legal research when appropriate and keep C-REP updated on any new developments in the law (locally and nationwide).
- Contribute to social media efforts/client stories (essentially, help us tell litigation success stories).
- Attend C-REP intakes and assist new volunteers. Be available to answer client/volunteer questions. Attend monthly board meetings with the student board and C-REP attorneys.
    - Coordinate with Intake Coordinator to scan and save IFP forms to Google Drive the week after intake.
- Review petitions after petition-drafting fellows upload them to Google Drive.
    - Send comments/revisions to fellows to help them improve their petition drafting.
    - Conduct final review and print petitions for filing, in coordination with Executive Director.
- Argue petitions in the spring semester.
- Attend monthly board meetings with C-REP board and attorneys.

Litigation Coordinator Breakdown

- 40% petition review/ general post-intake work
- 15% intake work
- 45% litigation tasks

Intake Coordinator - Catherine Henderson (cath@law.upenn.edu)

- Maintain relationship with the People's Emergency Center (PEC).
- Recruit and train volunteers (in coordination with C-REP attorneys).
- Coordinate the intake session dates with PEC and attorneys; facilitate scheduling of all volunteers.
- Maintain Google Group listserv and communicate with volunteers.
- Attend all intakes and facilitate the session.
- Draft expungement petitions.
- Attend monthly board meetings with C-REP board and attorneys.

Intake Coordinator Breakdown

- 45% email communication (this includes responding to student inquiries, communicating with the PEC and attorneys, sending out pre and post intake instructions)
- 30% intake sessions

- 25% volunteer management (maintaining the Google Group, evaluating applications and pro bono logs, scheduling volunteers)

Case Manager - Lauren-Kelly Devine (laurenkelly.devine@gmail.com)

- Attend intake sessions. Provide support to the Intake Coordinator and speak to the clients in the waiting area about criminal record law.
- Manage client contact. This involves checking the C-REP voicemail and responding to client inquiries about intakes and ongoing matters. There would also be other administrative tasks related to each case.
- Oversee and facilitate client management. For example, after an expungement is granted, we need to send a letter to law enforcement agencies instructing them to destroy their files. After the C-REP attorneys have made case acceptance decisions, assign clients to volunteers.
- Serve as point of contact for petition-drafting fellows and answer questions about expungement generators and client contract.
- Oversee the case management system and answer questions related to the expungement generator (the tool which allows us to quickly create expungement petitions).
- Attend monthly board meetings with C-REP board and attorneys.

Case Manager Breakdown

- 75% case management (mailing communications to clients, uploading orders and documents to case management system, providing copies of orders to Philadelphia and Pennsylvania police, and notifying clients of court dates)
- 10% client contact (responding to voicemails and emails)
- 10% attending intakes
- 5% responding to volunteer questions about client contact and petition drafting

Outreach/Policy Coordinator - Molly Kenney (molly.kenney@law.upenn.edu)

- Conduct presentations on the expungement process at intakes
- Conduct policy research and keep the C-REP board updated on trends/changes in national criminal record policy.
- Increase and maintain C-REP's profile through social media (Facebook/Twitter/Website Blog). Advertise relevant events and share relevant policy information with followers.
- Coordinate events at Penn Law and in the broader community.
- Attend events/symposiums and help C-REP connect to other agencies that provide similar services or refer clients to C-REP.
- Coordinate student researchers to conduct policy research and keep the C-REP board updated on trends/changes in national criminal record policy.
- Analyze C-REP's client data and determine ways that it could be used to promote policy initiatives.
- Collect additional client data. For example, call clients who received an expungement to find out if they are now employed.
- Assist with grant writing and other fundraising tasks.
- Attend monthly board meetings with C-REP board and attorneys.

Outreach Coordinator Breakdown

- 70% social media outreach (via Facebook, Twitter, and blog), website updates
- 15% attending intakes, making presentation about expungement process and advocacy
- 10% support of other boar members' work
- 5% event planning

Pardon Me Clinic Coordinator - Elizabeth (Liz) Freed (elizabeth.freed@gmail.com)

- Recruit volunteers for the Pardon Me Clinic in fall and spring.
- Organize training sessions.
- Coordinate transportation to and attend the Pardon Clinic on the 2nd and 3rd Mondays of each month, including those clinics that happen during winter and spring breaks
- Set up clinic procedures for summer break
- Liaise with Wayne Jacobs, Executive Director of X-Offenders for Community Empowerment, Kim Payton, and Matthew Wiegner, Board Members of X-Offenders, which hosts the monthly Pardon Me Clinic.
- Liaise with CLS attorney Brendan Lynch, who conducts the volunteer trainings and provides ongoing support to the Clinic.
- Organize volunteer follow-up efforts after clinic.
- Maintain records of all student-client interaction at Pardon Me Clinic and save client data.
- Set up laptop and printer at every clinic and maintain paper, ink, and other supplies as appropriate.
- Help integrate C-REP and Pardon Me so that both programs can be more efficient.
- Assist with monthly Expungement Clinics, as needed.
- Attend monthly board meetings with C-REP board and attorneys.

Pardon Me Coordinator Breakdown

- 30% clinic volunteering
- 30% emailing/responding to client volunteer and client questions/liaising with X-Offenders
- 25% pre/post clinic work/updating docs/maintaining client database
- 10% client follow-up
- 5% board meetings

Toll Public Interest Center Pro Bono Project Leader Compact[1]
2013 – 2014

The Toll Public Interest Center's Pro Bono Projects have a longstanding tradition of providing crucial services and resources to individuals and organizations of limited means. As you join this proud tradition of Penn Law Students at the vanguard of public interest and pro bono work, you are an ambassador for your project, TPIC, and the Law School at the local, national, and at times international levels.
We recognize that as leaders you engage in a wide array of tasks that may be hard to track. Therefore, we offer 80 blanket hours of pro bono credit for your work as a project leader.[2] What TPIC offers to project leaders is in part contingent on completion of certain administrative requirements.

To support you in leading pro bono projects, TPIC will do the following:

- **Hours:** Offer 80 hours of pro bono credit as long as you meet the requirements listed, below;
- **Resources:** Supply a budget (approved by TPIC by the beginning of fall semester classes) to help with costs associated with your project's service and provide you with designated workspace, which includes access to printing, photocopying, materials storage, and phone;
- **Guidance:** Provide training, support and assistance to help you develop and manage your project (e.g., volunteer recruitment, volunteer training and supervision, connecting with potential project partners, project planning, and checking and approving pro bono hours logs);
- **Troubleshooting:** Help with any issues that arise for your project once it is underway (e.g., need for additional volunteers or projects for existing volunteers, unresponsive volunteers, challenges with supervisors or partner organizations, and any other difficulties around decision making, leadership and management);
- **Formal Acknowledgment:** Recognition for leading a project at the end of the year and recognition for exceeding the pro bono requirement in the year you graduate.

The Toll Public Interest Center requires you to:

- **Plan & Budget:**
  - Submit a budget request to jvisser@law.upen.edu by **June 1, 2013** (see budget template on the leader-only section of TPIC's website);
  - Complete or revise a Project Operations Manual and submit it to jvisser@law.upenn.edu by **August 1, 2013**, including a volunteer compact to be signed by your members;
- **Evaluate Project:**
  - Engage in ongoing evaluation of your project, its goals and objectives, and its ability to achieve those goals and objectives (see TPIC for assistance in crafting evaluation materials);
- **Provide Feedback (via three (3) individual surveys/responses):**
  - (1) in Spring 2013 after you are elected to a leadership position laying out your goals and expectations for the semester; (2) at the end of the Fall 2013 semester describing your leadership role and accomplishments and providing feedback on the success to date for the project; and (3) at the end of the Spring 2014 semester evaluating whether you have met your goals and expectations set out in your Spring 2013 survey, and providing feedback on the success to date for the project, feedback on the support and help provided by TPIC, and general feedback on all other matters related to your leadership and your pro bono project.

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[1] All of the policies and expectations listed in this document are described in greater detail in the "TPIC Policies for Student Leaders of Pro Bono Groups" document that will be provided to you during leader orientation and available on the leader-only section of TPIC's website (https://www.law.upenn.edu/publicservice/pro-bono/lawonly/student-project-leaders.php).

[2] We recognize that some leaders may go well above the 80 blanket hours. Leaders who exceed 80 hours may submit a log form for **only the hours they worked above 80**. If you intend to submit additional hours it is particularly important that you keep accurate time records.

- **Attend Meetings:**
    - Attend pro bono project leader general meetings (one in the spring and one in the fall) and at least one meeting per semester specifically between your project leaders and representatives from the Toll Public Interest Center. Please provide advance notice if you will not attend a meeting or an event for any reason;
    - Meet with fellow board members once per month at a designated meeting time mutually agreed upon by all members and shared with TPIC.
- **Communicate & Collaborate:**
    - Notify the Toll Public Interest Center immediately and in advance if any issue or event of any kind will prevent you from fulfilling your responsibilities in full and/or in a timely fashion;
    - Keep open lines of communication with fellow board members, TPIC, volunteers and organizational partners and communicate regularly and promptly with all project volunteers and supervisors;
    - Assign one member of your project to maintain the project's webpage and ensure regular updates to website and social media.
- **Support Volunteers' Compliance with Pro Bono Requirement:**
    - Run all advertisements and/or announcements offering pro bono credit through TPIC;
    - Work with TPIC to ensure all pro bono policies are being met (see TPIC website for full description of policies);
    - Offer volunteers pro bono credit only for pro bono service as defined by Penn Law. (If you are unsure whether something qualifies as pro bono service, please contact the Toll Public Interest Center BEFORE you offer credit);
    - Approve and sign pro bono log forms only upon careful review of responsible hours logging and after bringing any issues to TPIC;
- **Transition & Train Future Leaders:**
    - Plan and execute an effective transition process for the next board and comprehensively train incoming leaders.

By my signature I affirm that I have read and understand the above information and I agree to take on the responsibilities of being a pro bono project leader. I also understand that failure to comply with any of these expectations may lead to forfeiture of leader privileges such as blanket hours, recognition, and ability to log hours for work other than pro bono legal service.

_____
Project Leader Printed Name

_____
Project Leader Signature

_____
Project Name

_____
Date