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:
   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.