



**COUNCIL ON AGING**  
SERVICES FOR SENIORS

SENIOR LEGAL SERVICES: **ATTORNEY**

Our mission is to provide our senior clients timely legal services and advice that contribute to their sense of well being and support their independence and security. We will accomplish this mission by assuring that those who are in social or financial need receive priority and always have a qualified legal advocate; that contributions to the Council are generated, and that education regarding elder law issues is ongoing. We will conduct our practice with integrity, professionalism and a dedication to excellence.

**VOLUNTEER ELIGIBILITY REQUIREMENTS**

1. Member in good standing of the State Bar of California
2. Enjoys working with the senior client
3. Can devote two to three hours a week meeting clients in the legal office.
4. Malpractice Insurance through COA

**DUTIES & RESPONSIBILITIES**

1. Follows office procedures
2. Keeps office appointments
3. Follows through with the client
4. Keeps the client fully informed
5. Keeps the project director informed of any special circumstances.
6. Makes referral to Council on Aging's Lawyer Referral Service (COALRS), if needed.
7. Keeps office manager informed of the status of file.

For further information contact Michele Leonard, Volunteer Coordinator  
525-0143 x 147

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