

UPDATED

2026

---

# LAWYERS IN LIBRARIES

---

*Guide for  
Attorneys*

---

October 26th - 31st

Louisiana State  
Bar Association



*Access to Justice*



Louisiana<sup>®</sup>  
State Bar  
Association

*Serving the Public. Serving the Profession.*



# **TABLE OF CONTENTS**

<b>I. Introduction &amp; Why Volunteer .....</b>	<b>4</b>
<b>II. Volunteer Opportunities at a Glance .....</b>	<b>5</b>
<b>III. Checklists for Attorneys .....</b>	<b>6</b>
<b>IV. FAQs about Volunteering .....</b>	<b>8</b>
<b>V. Trainings &amp; Resources for Volunteer Attorneys ....</b>	<b>9</b>
<b>VI. Frequently Asked Topics by Patrons .....</b>	<b>10</b>
<b>VII. Materials for the Day-Of Event(s) .....</b>	<b>11</b>
A. Sign-Up Sheet .....	13
B. Intake Waiver .....	15
C. Resources & Referrals List .....	17
D. Pro Bono CLE Form .....	19

The LSBA's motto, "***Serving the Public. Serving the Profession,***" reflects its commitment to enhancing legal access.

# INTRODUCTION & WHY VOLUNTEER

The Louisiana State Bar Association, in collaboration with the Law Library of Louisiana, the State Library of Louisiana, and the Louisiana Library Association, presents the **13th annual Lawyers in Libraries events**. Volunteer attorneys, aided by Louisiana librarians and LSBA's Access to Justice staff, offer free, brief legal services and resources to library patrons across the state during **National Celebrate Pro Bono Week (October 26 - 31, 2026)**.

**The need is real:** despite overwhelming legal need in Louisiana, the ratio of **eligible individuals to legal aid staff attorneys is 22,500 to 1**. Nearly 20% of Louisianans live in poverty, and over 74% of low-income U.S. households face at least one civil legal problem annually. Since its launch, LiL attorneys have helped over 15,000 residents in every parish in the state. Your participation—even for a few hours—makes a real difference.



The program offers multiple ways to get involved: *in-person Ask-A-Lawyer sessions, phone consultations, estate planning clinics, and presentations on legal topics*. No matter how much time you have, there is a volunteer role that fits.

Volunteers also receive:



### CLE Credit

Under Louisiana Supreme Court Reg. 3.21, attorneys earn 1 hour of CLE credit per 5 hours of pro bono work, up to 3 hours per year.



### Malpractice Coverage

Louisiana-licensed volunteer attorneys are covered under the LSBA's malpractice insurance when they are volunteering at LSBA events in Louisiana.



### Pro Bono Award

Each year, one outstanding volunteer attorney is recognized with the Lawyers in Libraries Pro Bono Award.

**\*The last day to register is:**  
**Friday,**  
**September 25, 2026**

**Contact & Links**  
**Email:** [lawyersinlibraries@lsba.org](mailto:lawyersinlibraries@lsba.org)  
**Website:** [LouisianaLawyersinLibraries.org](http://LouisianaLawyersinLibraries.org)  
**Register:** [lil.ivolunteer.com/2026](http://lil.ivolunteer.com/2026)

# VOLUNTEER OPPORTUNITIES AT A GLANCE

There are six ways to participate in Lawyers in Libraries 2026.  
Choose one or more that fit your schedule and practice.

## 1 ASK-A-LAWYER SESSION: IN-PERSON

Two-hour session at a library branch. Meet one-on-one with patrons for 15–20 minutes each to address civil legal questions. You provide as much guidance as you feel comfortable sharing.

*Week of Oct. 26–31, 2026 | Sign up at [lil.ivolunteer.com/2026](http://lil.ivolunteer.com/2026)*



## 2 ASK-A-LAWYER SESSION: BY PHONE

Two-hour session by phone. Call assigned patrons during your time slot for 15–20 min. consultations. You provide as much guidance as you feel comfortable sharing. Patron list emailed the Friday before.

*Week of Oct. 26–31, 2026 | Sign up at [lil.ivolunteer.com/2026](http://lil.ivolunteer.com/2026) | Select “Virtual Calendar” when registering*

## 3 ON-CALL VOLUNTEERS

In addition to an Ask-a-Lawyer session, you can opt in to be backup coverage for last-minute cancellations. May cover in-person or phone sessions during LiL week (Oct. 26–31, 2026).

*Week of Oct. 26–31, 2026 | Sign up at [lil.ivolunteer.com/2026](http://lil.ivolunteer.com/2026) | Indicate “On-Call” at registration*

## 4 WILLS & LEGACY PLANNING CLINICS

Three-hour session at a library branch. Using the Will Generator software, you will assist patrons with completing their will and/or other legacy planning documents.

*Week of Oct. 26–31, 2026 | Sign up at [lil.ivolunteer.com/2026](http://lil.ivolunteer.com/2026)*

## 5 VIRTUAL LEGAL PRESENTATIONS

Present a 60-minute Zoom webinar on a popular legal topic, which will be broadcasted on the [“LSBA Louisiana Lawyers in Libraries” Facebook page](https://www.facebook.com/LSBALouisianaLawyersinLibraries). Brief Q&A taken at the end.

*Held monthly | Email [lawyersinlibraries@lsba.org](mailto:lawyersinlibraries@lsba.org) to express interest | more info at [www.LouisianaLawyersinLibraries.org](http://www.LouisianaLawyersinLibraries.org)*

## 6 FREE LEGAL ANSWERS

Louisiana’s Free Legal Answers ([LA.FreeLegalAnswers.org](http://LA.FreeLegalAnswers.org)) is an online pro bono platform where income-eligible Louisianans post civil legal questions and volunteer attorneys respond in writing.

*Any time—entirely at your own pace. Not limited to LiL week. | [LA.FreeLegalAnswers.org](http://LA.FreeLegalAnswers.org)*



# CHECKLISTS FOR ATTORNEYS

## 1 SIGN UP & CONNECT

- Register at [lil.volunteer.com/2026](https://lil.volunteer.com/2026) before Friday, **September 25, 2026**.
- Choose how you want to volunteer:



1. In-Person Ask-a-Lawyer or Wills Clinic — Select your preferred participating library branch from the listings on iVolunteer and then select from the available dates/times.
2. Ask-A-Lawyer Session by phone — Select in the Virtual Calendar
3. On-Call — When registering for a library branch or the Virtual Calendar slot, indicate “On-Call” to serve as backup coverage for last-minute cancellations.
4. Virtual Legal Presentation — Email [lawyersinlibraries@lsba.org](mailto:lawyersinlibraries@lsba.org) to express interest; held monthly via Zoom, not limited to LiL week.
5. Free Legal Answers — Sign up directly at [LA.FreeLegalAnswers.org](https://LA.FreeLegalAnswers.org); self-paced and available any time.

**!** **Click the confirmation link in the email you receive**—your slot is not reserved until confirmed.

- For events in a library space, LSBA staff will email-introduce you to your assigned library contact. You may want to confirm event logistics: space, WiFi, who will greet you, whether patrons sign up in advance, and who shall print required forms.

## 2 PREPARE

- Read the FAQs and Trainings & Resources sections of this Guide.
- In-person events: Confirm the library will print Sign-Up Sheets, Intake Waivers, and the Resources & Referrals list. Bring extras if possible.
- Phone Events: Watch for LSBA’s email (sent ~1 week before) with your patron list and phone numbers.
- Free Legal Answers: Register and log in to [LA.FreeLegalAnswers.org](https://LA.FreeLegalAnswers.org). Select any available questions you want to answer and add them to your queue.
- Wills Clinic: Watch the Will Generator CLE by going here: <https://bit.ly/4aUmEnE>, sign in to your InReach account (or create one). Volunteers registered will receive a promo code.
- Optional*: attend the Zoom Q&A for volunteers on Wed., October 14, 2026, 12–1 PM.
  - Register for the Orientation here: <https://bit.ly/4eMekbZ>.





# CHECKLISTS FOR ATTORNEYS

## 3 DAY OF

- Preparation will depend on the type of event you are volunteering for.

### ***Ask-a-Lawyer In-Person***

- Arrive 15 minutes early to set up.
- Have each patron sign an Intake Waiver before the consultation begins.
- Plan 15–20 minutes per patron. Provide as much guidance as you feel comfortable giving; direct others to the Resources & Referrals list.
- Take photos of yourself and library staff (not patrons).

### ***Wills Clinic***

- Arrive about 30 minutes early to familiarize yourself with the computers & printers provided.
- Have each patron sign an Intake Waiver before you begin.
- Using the Will Generator software, you will assist patrons with completing their will and/or other legacy planning documents.
- Please bring any stamps or seals you use for notarizing documents.

### ***Ask-a-Lawyer by Phone & On Call***

- Work through your assigned patron list during your two-hour time slot.
- Leave a voicemail for anyone who does not answer directing them to [LA.FreeLegalAnswers.org](http://LA.FreeLegalAnswers.org) or [www.lsba.org](http://www.lsba.org).
- Update spreadsheet and email completed copy to [lawyersinlibraries@lsba.org](mailto:lawyersinlibraries@lsba.org).

### ***Virtual Legal Presentation***

- Join the scheduled Zoom link at least 10 minutes before your webinar start time.
- Present your 60-minute legal topic; allow time for a Q&A at the end.
- LSBA will manage the Facebook Live broadcast and coordinate any tech needs in advance.

### ***Free Legal Answers***

- Log in to [LA.FreeLegalAnswers.org](http://LA.FreeLegalAnswers.org) at a time convenient to you.
- Respond in writing to questions; no real-time commitment required.

*Note: FLA is not limited to LiL week—you may respond at any pace, year-round.*

## 4 AFTER

- Submit the following to: [lawyersinlibraries@lsba.org](mailto:lawyersinlibraries@lsba.org)
  - Completed Intake Waivers.
  - Event photos.
  - Completed Pro Bono CLE Credit Form.
- Complete the follow-up survey emailed after LiL week.



---

# FREQUENTLY ASKED QUESTIONS ABOUT VOLUNTEERING

---

## ☑ **WHAT IF SOMEONE ASKS A QUESTION OUTSIDE OF MY PRACTICE AREA?**

Library patrons will come with all kinds of questions – about divorce, custody, successions, housing issues, and more. As a volunteer, you are *not* expected to be an expert in every area or to give more than basic information. Feel free to give patrons as much guidance as you feel comfortable sharing and direct them to the resources we have in this guide. Many times, people are simply looking for a place to start, and finding out about a local resource or program can be invaluable.

## ☑ **WHAT DO I DO WITH THE INTAKE WAIVERS?**

In an Ask-A-Lawyer session, patrons must sign an intake waiver stating that getting a lawyer's help isn't guaranteed. Attorneys fill out a form at the session's end, detailing the discussed issue and assistance level. This data helps local legal aid groups and future events. Completed waivers should be handed to library staff afterward.

*NOTE: If you are volunteering by phone, all the patrons participating by phone were asked to agree to the waiver before signing up.*

## ☑ **WHO WILL PROMOTE MY EVENT?**

We encourage libraries to contact local media outlets to promote their upcoming event. Attorneys should advise the participating library whether they want their name & firm acknowledged.

## ☑ **CAN I GET CLE CREDIT FOR VOLUNTEERING?**

Yes! Attorneys can obtain CLE credit for the pro bono work at a rate of 1 hour of CLE per 5 hours of pro bono representation, up to a maximum of 3 CLE credits per year. If an attorney provides 2 hours of pro bono assistance with 'Lawyers in Libraries,' they can apply for 2/5 of CLE credit . To apply for CLE credit, complete the form in this guide and email it to [lawyersinlibraries@lsba.org](mailto:lawyersinlibraries@lsba.org).

---

## LAWYERS IN LIBRARIES

---

# TRAININGS & RESOURCES FOR VOLUNTEER ATTORNEYS

## 1) ProBono.net/LA Volunteer Hub

ProBono.net/LA is the central hub for attorney volunteers in Louisiana where users can connect with volunteer opportunities and access free resources. Sign up for a free account at [www.probono.net/la/join/](http://www.probono.net/la/join/) and click the “Use the Library” tab to access a host of training videos, case law, sample pleadings, briefs, forms, and more in a wide variety of practice areas.



## 2) Pro Bono Desk Manual

The [Louisiana Legal Services & Pro Bono Desk Manual](#) is a concise resource designed to help legal aid attorneys respond to questions about frequent issues from low income communities. The following topics are included in the Desk Manual: bankruptcy, consumer law, employment law, family law, federally subsidized housing, foreclosure, landlord-tenant, Medicaid, social security/disability, and successions.

It is available at: <https://probonodeskmanual.loyno.edu/>.



## 3) LouisianaLawHelp.org

[LouisianaLawHelp.org](http://LouisianaLawHelp.org) is a free site designed to offer clear, concise legal information to members of the public in a variety of areas. The site also provides self-help tools for pro se litigants and links to local legal aid providers. The site is regularly updated and may be helpful in discussing issues with patrons legal issues which fall outside your practice area.



## 4) Emergency/Disaster Training Manual for Volunteer Attorneys

[This manual](#) contains information for attorney volunteers on common legal issues that arise after a disaster, such as FEMA Assistance; insurance issues; rental and housing issues; medical, food, income, and childcare assistance programs; banking issues; immigrant eligibility for benefits; lost document issues; heirship property; and more.



# 2025'S TOPICS FREQUENTLY ASKED BY LIBRARY PATRONS

Based on survey responses from participating attorneys, the following are the **topics most frequently asked about by library patrons** during Lawyers in Libraries Week in 2025:

- Wills & Successions
- Heirs Property
- Divorce
- Child Custody/Visitation
- Property & Community Property
- Public Benefits (SSDI, VA, etc.)
- Bankruptcy & Debt Collections
- Expungements
- Child Support
- Power of Attorney & Healthcare POA

According to the survey responses, other topics asked about by library patrons, although less frequently, during Lawyers in Libraries Week in 2025 also included:

- Other Housing Law Issues (non-evictions)
- Renters' Rights
- Evictions
- Interdictions or Guardianships
- Worker's Compensation
- Adoption
- Contractor Fraud
- Wrongful Death

# MATERIALS FOR THE DAY-OF

- Sign-Up Sheets - use to organize patrons for in-person and phone consultations.
- Intake Waiver - each patron meeting in person with an attorney must complete this waiver.
- Resources & Referrals - print copies to provide to patrons if needed.







---

**LOUISIANA STATE BAR ASSOCIATION**  
**"LAWYERS IN LIBRARIES"**  
OCTOBER 2026  
**INTAKE WAIVER**  
(REQUIRED FOR ALL PARTICIPANTS)

Name: \_\_\_\_\_

Legal Issue: \_\_\_\_\_

I am requesting assistance with my legal issue from a volunteer attorney at the Louisiana State Bar Association (LSBA) "Lawyers in Libraries" event. I understand that an attorney may provide me with information or advice based on the information I provide, but does not represent me in this matter. Enrollment of counsel is neither expressed nor implied. I further understand that the volunteer attorney may assist both sides in cases. I do not have any expectation of confidentiality concerning any matter discussed, and understand that if I wish to have a confidential consultation, I should consult with or retain a private attorney. I have read and understand the disclosure statement written above.

**Signature:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Volunteer Name: \_\_\_\_\_

Legal Issue Discussed: \_\_\_\_\_

(Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Brief Q&A (0-5min)         | <input type="checkbox"/> Provided Form(s)               |
| <input type="checkbox"/> Extended Q&A (5-15min)     | <input type="checkbox"/> Assisted w/Form(s) Preparation |
| <input type="checkbox"/> Analyzed Court Document(s) | <input type="checkbox"/> Referral to _____              |
| <input type="checkbox"/> Analyzed Other Document(s) | <input type="checkbox"/> Other _____                    |

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# RESOURCES & REFERRALS

*Below are free and low-cost legal services and resources for Louisianans.*

---

## 1) Louisiana Legal Navigator:

The Legal Navigator, available at [www.LouisianaLegalNavigator.org](http://www.LouisianaLegalNavigator.org), is a FREE online resource that provides customized legal information, local court forms, referrals to legal aid, and more for a limited number of civil legal topics.



## 2) 'Find Legal Help' Online Portal: [www.LSBA.org/goto/FindLegalHelp](http://www.LSBA.org/goto/FindLegalHelp)

The Find Legal Help Portal found on the Louisiana State Bar Association's page provides information on the spectrum of legal resources available throughout the state. This page includes information on: legal aid organizations, online resources, forms, self-represented litigant resources, and other organizations that provide legal information.



## 3) Louisiana's Legal Service Providers

Legal service organizations are non-profit legal aid programs that provide civil legal help to those who meet certain income qualifications. Refer patrons to a legal aid office in their area:

### Acadiana Legal Service Corporation: [www.la-law.org](http://www.la-law.org) Toll Free (866) 275-2572

- Alexandria Office (d.b.a. Legal Services of Central Louisiana)
- Franklin Office
- Lafayette Office
- Lake Charles Office
- Monroe Office (d.b.a. Legal Aid of North Louisiana)
- Natchitoches Office (d.b.a. Legal Aid of North Louisiana)
- Shreveport Office (d.b.a. Legal Aid of North Louisiana)



### Southeast Louisiana Legal Services: [www.slls.org](http://www.slls.org)

- Baton Rouge Office: (855) 512-3980
- Covington Office: (800) 891-0076
- Gretna Office: (800) 624-4771
- Hahnville Office: (985) 331-3034
- Hammond Office: (800) 349-0886
- Houma Office: (800) 256-1660
- New Orleans Office: (877) 521-6242



## 4) Modest Means Directory: [www.LSBA.org/public/FindLegalHelp/ModestMeans.aspx](http://www.LSBA.org/public/FindLegalHelp/ModestMeans.aspx)

The Modest Means Online Directory provides a list of attorneys who charge reduced fees to people who earn up to 400% of the Federal Poverty Line.



## 5) Free Legal Answers: <https://LA.FreeLegalAnswers.org>

LA.FreeLegalAnswers.org is an online pro bono program that allows people to ask civil legal questions that are answered by attorney volunteers. Financial Eligibility Requirements apply.



# RESOURCES & REFERRALS

*Below are free and low-cost legal services and resources for Louisianans.*

## 6) Guides for Self-Represented Litigants & Court Forms

- A variety of approved forms for self-represented litigants are available at: [www.lsba.org/Public/FindLegalHelp/Forms.aspx](http://www.lsba.org/Public/FindLegalHelp/Forms.aspx).
- The Law Library of Louisiana's Guide for Self-Represented Litigants ([lasc.libguides.com/SRL](http://lasc.libguides.com/SRL)) also includes help finding legal information, resources, forms, and referrals.
- The Legal Education & Assistance Program (LEAP) has published LibGuides, which provide basic information about various legal issues and connect people with attorneys and services in their area.



## 7) Louisiana Law Help: [www.louisianalawhelp.org](http://www.louisianalawhelp.org)

Louisiana Law Help is a free site designed to offer clear, concise legal information to members of the public in a variety of areas. The site also provides self-help tools for people representing themselves and links to local legal aid providers.



## 8) Lawyer Referral Programs

If patrons don't know the name of an attorney, some cities have local bar associations that provide contact for a referral to attorneys in their area. These referral programs are listed below:

- Lafayette Bar Association: (337) 237-4700 - [www.lafayettebar.org](http://www.lafayettebar.org)



## 9) LSBA Disaster Hotline: 1-800-310-7029

The Hotline is activated only during declared disaster events. When active, individuals affected by a disaster can call to speak with a volunteer attorney for disaster-related legal assistance. Post-disaster tips for recovery, tips for filing insurance & FEMA claims, information on legal aid, fraud, and key contacts are available at anytime here:

[www.lsba.org/documents/News/LSBANews/DisasterTipsWorksheet.pdf](http://www.lsba.org/documents/News/LSBANews/DisasterTipsWorksheet.pdf).



## 10) Domestic Violence Resources

- Louisiana Coalition Against Domestic Violence Confidential 24/7 Hotline - (888) 411-1333 or visit <https://lcadv.org>
  - For parish-specific domestic violence organizations and programs, please visit <https://lcadv.org/programs-resources/>
- National Domestic Violence Hotline - (800) 799-SAFE (7233) or [www.ndvh.org](http://www.ndvh.org)
- National Sexual Assault Hotline - (800) 656-HOPE (4673)



## 11) Other State Resources

- Governor's Office of Elderly Affairs: (225) 342-7100 or <http://goea.louisiana.gov/>
- Louisiana Child Abuse Hotline: 1-855-4LA-KIDS, (1-855-452-5437)



# APPLICATION FOR CLE CREDIT FOR PRO BONO REPRESENTATION

1. The lawyer who performed the representation must complete Part I of this form, and then provide the original to the assigning court, program, entity, or law school.
2. The assigning court, program, entity or law school must complete Part II of this form, and then submit the original to the MCLE Department at the following address:

LSBA MCLE Department  
601 St. Charles Ave.  
New Orleans, LA 70130-3404

Form 7  
Rev. 10/2018

<b>PART I</b>	<b>PRO BONO REPRESENTATION</b>
---------------	--------------------------------

**Regulation / Rule 3.21.** Credit may also be earned through providing uncompensated pro bono legal representation to an indigent or near-indigent client or clients. To be eligible for credit, the matter must have been assigned to the Member by a court, a bar association, or a legal services or pro bono organization that has as its primary purpose the furnishing of such pro bono legal services and that has filed a statement with the Louisiana State Bar Association MCLE Department. A Member providing such pro bono legal representation shall receive one (1) hour of CLE credit for each five (5) hours of pro bono representation, up to a maximum of three (3) hours of CLE credit for each calendar year.

A. Attorney: \_\_\_\_\_

Client Case Number: \_\_\_\_\_  
(Do Not Include Confidential Client Information)

Lawyers in Libraries Program

Assigning Organization: \_\_\_\_\_

Access to Justice - Louisiana State Bar Association

B. Type of Representation Provided:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Consumer          | <input type="checkbox"/> Economic Assistance | <input type="checkbox"/> Education           |
| <input type="checkbox"/> Employment        | <input type="checkbox"/> Expungement         | <input type="checkbox"/> Family Law          |
| <input type="checkbox"/> Health            | <input type="checkbox"/> Housing             | <input type="checkbox"/> Immigration/Refugee |
| <input type="checkbox"/> Individual Rights | <input type="checkbox"/> Juvenile            | <input type="checkbox"/> Seniors             |
| <input type="checkbox"/> Social Security   | <input type="checkbox"/> Wills or Probate    | <input type="checkbox"/> Other _____         |

Date range of representation: \_\_\_\_\_

Number of Hours of Pro Bono legal representation \_\_\_\_\_ Number of CLE credit hours claimed: \_\_\_\_\_

I hereby affirm that I have performed the above stated number of hours of pro bono legal services.

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bar Roll Number

**See Part II for verification by assigning authority.  
This must be completed to qualify for CLE credit.**

**PART II**

**VERIFICATION BY ASSIGNING ORGANIZATION**

The assigning organization's representative *must* verify the information provided by the attorney in Part I.

A. Information Regarding Assigning Party:

Name of Organization (judge, court, \_\_\_\_\_  
etc.): \_\_\_\_\_

Name and title of person completing this form: \_\_\_\_\_

B. Confirmation of Assignment: Did your organization assign the above listed matter to the reporting attorney for pro bono legal services?

Yes       No

C. Determination of Financial Eligibility: Prior to assigning the matter to the reporting attorney, did your organization determine that the client was eligible for pro bono legal services?

Yes       No

D. Verification of Legal Services Performed: Has the attorney provided the legal services assigned?

Yes       No

I hereby certify that the above information concerning pro bono services is correct.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



# THANK YOU!

---



Louisiana State  
Bar Association



Louisiana<sup>®</sup>  
State Bar  
Association

*Serving the Public. Serving the Profession.*