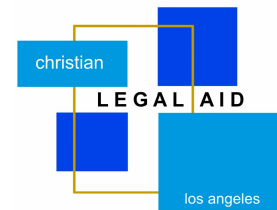


# Christian Legal Aid of Los Angeles

## Clinic Host Information



### CLINIC INFORMATION

CLA-LA utilizes a mobile clinic model, and typically hosts at least one Saturday clinic each month at the facilities of a partnering organization or church. Clinics are staffed by up to 40 volunteers, and guarantee service to the first 35 clients to arrive. We assist clients with a variety of legal issues, including criminal matters, debt & bankruptcy, employment, family, government benefits, housing, immigration, probate, small business, and small claims.

A typical clinic schedule would be:

- 9:30 am CLA-LA staff arrive at venue
- 10:00 am Setup team arrives & setup begins
- 11:00 am *Legal MCLE training for attorney volunteers (some clinics)*
- 11:30 am Intake team arrives & setup is finished
- 12:00 pm Client registration begins & lunch is served to volunteers
- 12:30 pm Legal volunteers arrive for introductions and team assignments
- 1:00pm Clinic begins
- 4:00 pm Clinic ends & tear down begins
- 4:30pm Venue is cleared and tear down is complete

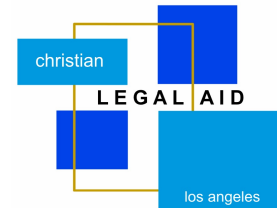
### VENUE REQUIREMENTS

As a clinic host, you would be expected to provide:

- 14 tables (either round or standard 6 ft. rectangular) with 4 chairs at each table
- Access to electrical outlets (for up to 24 laptops and 2 printers)
- A waiting area with chairs for our clients
- 2 standard 6 ft. tables (or equivalent) for volunteer refreshments
- 1 standard 6 ft. table (or equivalent) for the intake desk
- Adequate parking & security
- *Optional (but always appreciated):*
  - assistance in publicizing clinic
  - volunteers to help with set up/tear down
  - spiritual care volunteers to pray with the clients
  - attorney volunteers from your community
  - food and beverages for volunteers

CLA-LA will provide laptops, printers, extension cords, and office supplies. We will also reach out to our network to ensure that we have sufficient attorneys to staff the clinic and support staff to ensure the clinic runs smoothly.

# Christian Legal Aid of Los Angeles Clinic Host Information



## SERVING TOGETHER

Thank you again for your interest in hosting a CLA-LA clinic! We are grateful for your partnership in bringing justice to the people of Los Angeles.

If you have any questions or want to move forward with exploring the possibility of hosting a clinic at your location, please contact me via email ([susan@cla-la.org](mailto:susan@cla-la.org)) or give me a call at 323-319-3559.

In Christ,

**Susan R. Vincent**  
Clinic Director  
Christian Legal Aid of Los Angeles