



### **CALLING ALL LANDLORD/TENANT ATTORNEYS**

Dear Landlord/Tenant Attorneys,

New Mexico Legal Aid's Volunteer Attorney Program (VAP) provides pro bono resources and representation to low income New Mexicans. We work with the 13 Judicial District Pro Bono Committees, as well as the State Bar, UNM School of Law, the Access to Justice Committee, Veteran Programs, NM Cancer Services, and many others to ensure that low-income New Mexicans have access to pro bono representation.

The Volunteer Attorney Program of New Mexico Legal Aid actively recruits private attorneys to provide direct representation to low-income New Mexicans pro bono. Providing pro bono services to the clients of the Volunteer Attorney Program is a great way to impart relief for those that cannot afford representation and are navigating through the court system pro se.

The direct representation process follows these steps:

- The client is referred by one of several referral resources, including internal referrals from NMLA departments.
- The client is screened for eligibility
- Once the client is confirmed eligible for our program, VAP gathers supporting documentation from the client and conducts research to more clearly understand the clients legal issue
- VAP then drafts an attorney blast with the statement of facts to send out to Volunteer Attorneys
- VAP sends the attorney blast to Volunteer Attorneys based on their area of practice
- A conflict check is conducted upon acceptance of the case
- Once conflicts are clear, the Volunteer Attorney is emailed a malpractice insurance form in order to be added to NMLA's malpractice insurance.
- The Volunteer Attorney is also emailed all relevant documents and research conducted by VAP
- The Volunteer Attorney decides on the scope of representation they provide to the client ranging from:
  - Advice and counsel to the client as they navigate pro se
  - Help filling out forms, drafting pleadings/motions
  - Limited Entry of Appearance
  - Full representation

If you are interested in signing up to be a volunteer for landlord/tenant direct representation services, please click the link below; thank you for all that you do for our community. If you have any questions, please do not hesitate to contact Meryl Sutton (VAP Paralegal) at [MerylS@nmlegalaid.org](mailto:MerylS@nmlegalaid.org).

Sincerely,

Judge Jane C. Levy & Judge Erin O'Connell  
Co-Chairs, Second Judicial District Pro Bono Committee