Dear CBA Civil Appeals Clinic volunteer,

Thank you for volunteering with the CBA Civil Appeals Clinic! Your volunteer session is coming up on Thursday, [DATE, time]. Everything you need to know about volunteering for the Civil Appeals Clinic can be found on the volunteer webpage: [Civil Appeals Clinic Volunteer Resources (cobar.org)](https://www.cobar.org/Civil-Appeals-Clinic-Volunteer-Resources). Please familiarize yourself with the website and materials provided there.

**How to Prepare for the Clinic**

About 10 days before your session, you will receive an email with potential litigants’ names for conflicts checks. Once you clear conflicts, you will get an email with the names of the litigants you will advise, a copy of their application to the program, any materials the litigant provided, and an email address with each litigant’s unique case number. You are expected to send any documents you obtain preparing for the session to the email address provided to you (instructions are available on the volunteer website). These documents will go directly into each client's confidential CBA case for use by other attorneys during future sessions.

Before your session, review your clients’ applications and their court filings—at the trial level and, if applicable, the appellate level. Clinic volunteers may view clients’ court filings, free of charge, through Colorado’s Remote Public Access Terminal (“RPAT”), which the Colorado Supreme Court Library administers. Please complete the RPAT access request form and the RPAT Privacy Policy, which can be found on the volunteer website. It can take up to 48 hours to process your request for RPAT access. Once approved, you will have an operable RPAT account for 90 days.

You may attend the session in person or via the CBA’s Zoom account. The Clinic hosts our in-person attendees at the Ralph Carr Judicial Center (2 East 14th Avenue, Denver, Colorado), Room 1D. The room is across the hall from Justice Java (Starbucks). If you intend to attend via Zoom, you will receive the Zoom link and information the week of the clinic. Please plan to arrive 10 minutes before your session begins.

**During the Clinic**

 You will advise up to two litigants for up to an hour each. A member of the Advisory Committee and the Program Coordinator will be available throughout the clinic to provide support and answer questions. You will be asked to fill out the “Notes of Clinic Consultation” (available on the Volunteer Webpage) for each litigant you meet with. These notes will be provided to any subsequent volunteer who advises the same litigant, so that she or he is aware of what advice the litigant has already received.

**After the Clinic**

You will need to email your “Notes of Clinic Consultation” to the case email provided. Additionally, please complete the “Volunteer Evaluation” form (which you can find on the Volunteer Webpage). Send the “Volunteer Evaluation” to Appellatepb@cobar.org.

 **Contact Information**

If you have any questions or concerns, please feel free to reach out to either Melanie MacWilliams-Brooks or Mia Kontnik:

* Clinic Advisory Committee Chair:

Melanie MacWilliams-Brooks

mbrooks@fostergraham.com

303-333-9810

* CBA Program Coordinator:

Mia Kontnik

appellatepb@cobar.org

303-824-5347

We look forward to seeing you at the Clinic!

 Sincerely,

 The CBA Appeals Clinic Advisory Committee