

DISASTER LEGAL SERVICES ON-SITE ASSISTANCE

Directions for Volunteer Attorneys

1. *Attorneys whose names are designated with an asterisk on schedule:* Before leaving for the DRC, print off the tally report form sent to you and make at least 20 copies of the Intake Form, and bring them to the DRC.
2. Arrive at and leave the DRC at your scheduled time. (FEMA is part of the Department of Homeland Security, and it is important to be on time and not hang around the premises after your scheduled shift ends.)
3. On tally report, keep track of number of persons that visit your table.
4. Provide advice and counsel regarding disaster-related issues as you are able.
5. If you are unable to assist that visitor on-site, fill on an Intake Form for that visitor.
6. *Attorneys whose names are designated with an asterisk on schedule:* After your shift, please e-mail all completed Intake Forms to Brett Toresdahl (Executive Director, ISBA Public Service Project) at ISBAVLP@dwx.com or fax to _____. (Fax and copy machines are available at the DRCs. Wireless Internet access is available at the Coralville DRC.)
7. *Attorneys whose names are designated with an asterisk on schedule:* E-mail the completed tally form to Tracy Deutmeyer at tdeutmeyer@mcgrathnorth.com or fax to 402-952-6870.