

# CAMP FOSTER LEGAL ASSISTANCE VOLUNTEER PROGRAM

## ABOUT LEGAL ASSISTANCE:

**Mission:** To foster the operational readiness of the armed forces through the provision of legal assistance services to eligible clients and customers in the Pacific Region through private attorney consultations regarding personal civil legal affairs and presentation of preventative law, pre-deployment, and estate planning briefs to units of III MEF and MCIPAC.

## Scope of Services:

- Family law (divorce, separation, child custody, etc.)
- Consumer, credit, and debt issues
- Servicemembers' Civil Relief Act
- Estate planning
- Limited immigration assistance

## HOW TO BECOME A VOLUNTEER:

- **Attorneys:** Must be licensed to practice law in any U.S. State or Territory and provide proof of good standing with licensing authority.
- **Paralegals:** Provide documentary evidence of training and paralegal certification.
- **Clerks:** Must have previous experience in a legal office setting or show interest in a career in the legal field.

## VOLUNTEER RESPONSIBILITIES:

- **Attorneys:**  
Volunteer attorneys can designate their areas of legal practice and take on as few or as many cases as their schedule permits. Volunteer attorneys also have the option to advise new clients during initial intake meetings and build their own independent caseload or they can work on cases in conjunction with a uniformed attorney. Additionally, attorneys have the option to volunteer their time solely to provide preventative law briefs to the public. Attorneys are authorized to perform notarial services under 10 U.S.C. §1044a.
- **Paralegals:**  
Volunteer paralegals assist with drafting legal documents, conducting legal research, client data entry, support at Family Law and Estate Planning briefs, and other projects, under supervision of the Camp Foster Legal Assistance attorneys. In addition, volunteer paralegals perform notarial services under 10 U.S.C. §1044a. Volunteer paralegals also assist with administrative tasks as needed, such as customer service at front desk, answering phone calls, scheduling client appointments, and maintaining client files.
- **Clerks:**  
Legal Clerks perform administrative tasks such as answering telephone calls, scheduling client appointments, filing cases, and data entry. Additionally, Legal Clerks may also assist with legal tasks, while under supervision, as an introduction to the legal field.

Please visit our office, call, or email Legal Assistance [legalassistMCB@usmc.mil](mailto:legalassistMCB@usmc.mil) for further information on the volunteering and approval process.

**Location:** Building 5717 Camp Foster  
(Down the hill from the Naval Hospital)

**Phone:** DSN: 645-1037  
(For off-base cell phones call 098-970-1037 or 098-970-5555 and then "0" for the operator)