



LSFN Public Interest Law Bar Fellowship Memorandum of Understanding (MOU)

I. Introduction:

This Memorandum of Understanding (MOU) establishes a basis for mutual understanding between _____ (*Fellow*), _____ (Legal Services Organization Host (*LSO Host*)), and the Legal Services Funders Network (*LSFN*) in the implementation of the LSFN Post-Graduate Law Fellowship, recognizing its benefits to the *Fellow* and the *LSO Host*.

II. Objective of LSFN Post-Graduate Legal Fellowship (*LSFN Fellowship*):

This hands-on experience at an *LSO Host* is designed to strengthen a *Fellow's* learning experience by integrating their law school studies with closely related work experience, and to provide extra capacity and support to the *LSO Host*.

III. Goals and Responsibilities:

The goal of the *LSFN Fellowship* is to ensure that the experience is of mutual benefit and satisfaction to all participants. As such, the participants agree as follows:

A. The *LSFN* agrees to:

1. Screen and help match qualified 2022 law school graduates for referral to fellowship experience opportunities identified by the *LSO Hosts*.
2. Provide *LSO Hosts* and *Fellows* applicants with copies of each other's applications prior to their virtual interviews.
3. Provide *LSO Hosts* and *Fellows* applicants the opportunity to confirm or decline the recommended fellowship match after their virtual interviews.
4. Provide the *LSO Host* and *Fellow* applicant confirmation of the match, when it has been agreed to by both.
5. Provide to the *Fellow* a stipend in the total amount of \$13,000 for the LSFN Fellow's commitment to the *LSO Host* for a period of 5 months, from June through November of 2022, where the Fellow will contribute 400hrs of capacity. Included in the 400hrs is approximately 25-30hrs that *Fellows* spend in Learning Sessions and other LSFN programs.
6. Provide to the *LSO Host* a \$2,600 grant to cover costs associated with supervising and training the *Fellow*, and to provide the *Fellow* with the tools necessary to allow the *Fellow* to actively and productively complete the fellowship.
7. Organize and lead *Fellowship* virtual convening once a month.

B. The *LSO Host* agrees to:

1. Complete and comply with the CA Bar's Rules Governing Practical Training of Law Students. <https://www.calbar.ca.gov/Admissions/Special-Admissions/Practical-Training-of-Law-Students>

2. Collaborate with the *LSFN* in selecting their *Fellow(s)* and complete the selection process in a timely, respectful and responsible manner.
3. Provide safe and healthful working conditions for the *Fellow*.
4. Handle all personnel processing matters related to the *Fellow's* placement.
5. Provide the *Fellow* with meaningful assignments which, within the confines of the *LSO Host's* needs and time-tables, will enhance and complement the *Fellow's* legal training and understanding of poverty law.
6. Provide the *Fellow* with tools and supervision needed to be productive. We recommend check-in meetings at minimum every other week, and ideally more often.
7. Evaluate the *Fellow's* work performance at least once during the fellowship period, and discuss the evaluation with the *Fellow*.
8. Notify the *LSFN* of any personnel actions taken which may affect the *Fellow*, including but not limited to a change in the *Fellow's* supervisor or a request for the *Fellow* to no longer continue in their placement at the *LSO Host*.
9. Collaborate with the *Fellow* to plan a schedule that allows the *Fellow* to plan not to work during *Fellows* cohort programs, Bar prep course times and the July scheduled blackout period.
10. Provide the *LSFN* with a written midpoint and year-end report describing the impact of the *Fellow* in the organization and community served.

C. The *Fellow* agrees to:

1. Commit to completing the fellowship with dedication, enthusiasm, and maturity.
2. Submit all necessary forms to the *LSFN* and the California State Bar in a timely manner.
3. Complete and comply with the CA Bar's Rules Governing Practical Training of Law Students. www.calbar.ca.gov/Admissions/Special-Admissions/Practical-Training-of-Law-Students
4. Collaborate with the *LSFN* in selecting their placement and complete the selection process in a timely, respectful and responsible manner.
5. Model appropriate, professional behavior when interacting with the *Host LSO*, its staff, clients, and third parties such as the courts, governmental agencies, and opposing counsel.
6. Execute any and all documents provided by the *LSO Host* relating to the terms of the engagement with the *LSO Host*.
7. Comply with the *LSO Host's* standards of conduct and HR policies.
8. Provide the *LSO Host* with reasonable notice re: dates they will not be available. Prior to July 1st Fellows should engage with their *LSO Host* and spend a minimum 20 hours completing orientation tasks (both *LSFN* and *LSO Host*), participating in *LSFN* Learning Sessions and and completing preliminary assignments.
9. Participate in *Fellows* cohort programs.
10. Provide the *LSFN* with written midpoint and year-end reports describing the impact of the *LSFN* fellowship on you as a new attorney, your *LSO Host* and the clients served.
11. Communicate to the *LSFN* in a timely manner any issues and challenges concerning the *Host LSO*.
12. Adequately complete all tasks assigned by the *LSFN* for the duration of the Fellowship (e.g. create & publish LinkedIn profile, group projects, participate in Slack channel, etc.)

IV. Length of Agreement Term: All participants have reached this initial agreement for the term beginning May 15th, 2022 and ending no later than December 31st, 2022. Note: After the release of the Bar Exam results, historically in mid-November, Fellows that did not pass the Bar Exam should not be assigned tasks that require a bar license.

V. Permanent Employment: Neither the LSO Host nor the Fellow is bound by this agreement to offer or accept permanent employment. LSFN Fellowship placements are not intended to displace current full-time permanent employees of the Host LSO.

VI. Waiver of Liability Statement:

The *LSFN* does not provide insurance coverage for *Fellows*.

_____ (*Host*) hereby agrees to hold the Legal Services Funders Network harmless and free from any loss, claim, liability, or damage arising out of the *LSFN Fellowship* pertaining to any and all actions undertaken by _____ (*Fellow*) while participating in the *LSFN Fellowship*.

_____ (*Fellow*) hereby agrees to hold the Legal Services Funders Network harmless and free from any loss, claim, liability or damage arising out of participation in the *LSFN Fellowship*.

I certify that I have read, understood and have received a copy of this Memorandum of Understanding.

LSO Host Representative

Signature

Name

Date

Fellow

Signature

Name

Date