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Attorneys at Law & Mediation Services

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TO: VOLUNTEER ATTORNEYS

RE: WILLS FOR HEROES PROGRAM – March 25 & April 1, 2017

Dear Colleagues,

Thank you for volunteering for the Wills for Heroes Program to be held on the Saturdays of March 25th and April 1, 2017. Through this memorandum and the attachments, I am providing you with details on the event and instructions for scheduling your time.

All attorneys must be at Rutgers Law School on the Clark Commons Bridge by 9:30 a.m. for training until 10:30 a.m. on March 25th (if volunteering for both dates) or on April 1st (if volunteering only on that date). Bagels, donuts, coffee, tea and juices will be available in the morning. Lunch will be available from noon to 2 p.m. for all attorneys, students and other volunteers. You need not bring your laptop as laptops, with software loaded thereon, are provided through the program.

There are four (4) sessions following the training, with at least 10 “client” stations in each session. The sessions are 10:30 a.m. to noon, noon to 1:30 p.m., 1:30 p.m. to 3:00 p.m. and 3:00 p.m. to 4:30 p.m. For optimum efficiency, it is desirable to have at least four attorneys experienced in estate planning for each session (“EA” for experienced attorneys). There will be ten (10) “client” stations in each session, with the stations being manned by both experienced and non-experienced attorneys who have taken the training that day (“SA” for station attorneys). Rutgers law students will also be assigned to stations to assist the SA’s. At past programs, the law students were of great assistance in inputting the data into the document software, thus freeing up the SA’s time to speak with the clients and discuss matters with EA’s, as needed. Students also assist with copying and collating the final documents prior to execution.

An EA will be assigned to stations during sessions. An EA will review the completed client questionnaire (client will bring completed questionnaire), provide advice to SA in drafting of the documents, review the drafts of the estate planning documents and give “go ahead” to SA for execution of the documents. The EA will also execute the closing client letter.

The process runs relatively smoothly but you can expect some bumps along the way. However, be not afraid – the WFHS training attorney and I will be available throughout the entire day to assist in anyway necessary. The law students soak up the practical experience and appreciate the time you spend chatting with them during down time about the practice of law and your experiences. It also gives us the opportunity to mentor law students to recognize the importance and rewards of community service.

Please promote the event among your family members and friends who may be first responders. The flier with first responder registration can be found on the CCBA website.

All attorneys will receive 2.4 NJ CLE credits, without fee. Please have your NJ Attorney number with you. The CLE certificates are usually issued the day of the event.

To schedule your session time, please go to the following site: <http://tinyurl.com/WFH2017>.

Once in the scheduler, you will notice there are two tabs at the bottom “March 25, 2017” and “April 1, 2017.” Click on the tab for the date(s) on which you are volunteering. Place cursor on one of the lines in the desired session time (a blue box will appear in that slot), enter your name and then with right arrow key, move to email address box, enter information and then close program or you may enter your information in another session time, if you desire, and then close. You may (and are encouraged to) sign up for more than one session and one day. If you have any problems with scheduling your time, please let me know. Should you need to change your session time, you would go back into the scheduler and remove your information from where it appears and input where desired, if an opening remains.

Please be careful not to remove information other than your own. Please take your time within the scheduler. I strongly recommend you review the scheduler on Friday before your designated date to confirm our slot(s) and time.

On behalf of the Camden County Bar Association, I again thank you for giving of your Saturday(s) for this very worthwhile program.

Sincerely,

Brenda Lee Eutsler, Esquire