**CBA CIVIL APPEALS CLINIC FAQS**

1. What types of cases does the Clinic take?
* Our volunteers help self-represented litigants navigate the appellate process in civil cases reviewable in the Colorado Court of Appeals or Colorado Supreme Court. We do not assist in cases involving criminal law, post-conviction relief, prison discipline, or habeas corpus relief. Nor do we assist with ballot title or election appeals.

1. Where do Clinic sessions take place?
	* + The Clinic is held at the Ralph Carr Judicial Center (2 East 14th Avenue, Denver, Colorado), in Room 1D.
		+ You may also participate in the Clinic via Zoom.
2. How often do Clinic sessions take place?
	* + The Clinic is held on the third Thursday of every month, between 1:00 p.m. – 4:30 p.m.
3. How far in advance should I sign up to volunteer?
	* + You may sign up for any session this calendar year as soon as you’d like. We encourage volunteers to sign up well in advance.
4. When will my volunteer session take place?
	* + Volunteers will be scheduled for sessions on a first-come, first-served basis. To ensure you secure the session date(s) you want, please sign up as soon as possible.
5. When will the Clinic assign me specific clients for my volunteer session?
	* + You will receive your client assignments one week before your Clinic session. (The Clinic stops accepting client registrations one week prior to each Clinic session, to ensure our volunteers have time to prepare for their meetings.)
6. What should I do to prepare for my Clinic session?
	* + As soon as possible, please request access to the RPAT system (for instructions, see FAQ no. 10, below). Once you have access, please review any final orders appealed from and familiarize yourself with upcoming deadlines.
		+ Review the client’s application.
		+ To the extent you are able, please consider appealable issues, including any the client identified in his/her application.
		+ If the client is attending the Clinic for the first time, please review the document titled “Orienting Clients to the Appellate Process.”
		+ If the client is attending the Clinic for a follow-up session, Clinic’s administrator, will provide you notes from the client’s first Clinic session. Please review the notes at your earliest convenience.
7. I am not familiar with the substantive area of law my client’s appeal involves. Does the Clinic offer relevant training or other resources?
	* + The Clinic anticipates a high volume of cases will involve family law. For your convenience, the Clinic has created a “Domestic Relations Outline” for your review. Additionally, several family law attorneys provide our volunteers support via phone, upon request. Please refer to the “Consultation List – Family Law Subject Matter Experts” to find a family law attorney whom you can contact with questions.
8. I don’t practice regularly in the appellate courts; can I still volunteer?
* Yes! For general information on the appellate process, please see our handout entitled “Orienting Clients to the Appellate Process.” Additionally, you can sign up to shadow another attorney during the clinic until you feel ready to advice a client yourself.
1. How do I access court filings in my client’s case(s) (in the trial court and/or appellate court)?
	* + Clinic volunteers access client dockets via Colorado’s Remote Public Access Terminal (“RPAT”), which the Colorado Supreme Court Library administers. Prior to your scheduled session, you will receive a letter from the Clinic describing RPAT and directing you to submit the “Request to Obtain Access to the Remote Public Access Terminal” and the “Privacy Policy and Terms of Use.” Once you submit your paperwork, it will take up to 48 hours for you to be granted RPAT access. Your RPAT access will last for 90 days, and you can renew you access by submitting a new Request to Obtain Remote Access.
2. May I ghostwrite court submissions for my client?
	* + The Clinic does not expect you to draft anything for clients and does not advertise ghostwriting services. However, to the extent you would like to draft anything for a client, please familiarize yourself with Colorado Rule of Professional Conduct 1.2(c).
3. Do I need to do anything immediately after my client meetings?
* Yes. Immediately following each meeting, please complete (1) our “Case Notes” form; and (2) our “Volunteer Evaluation” form.
1. What free legal research resources exist for my clients?
	* <http://scholar.google.com> (access caselaw)
	* <http://www.coloradolegalhelpcenter.us/topics/70/resources/737> (includes links to the CRCP and CAR)