

GLS Summer Legal Services Fellowship

2025 Legal Aid Summer Fellowship Host Organization Application

Gulfcoast Legal Services, Inc

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Application Form

Program Overview

Project Name*

Name of Project.

GLS Summer Legal Services Fellowship

Program Overview

This program seeks Florida non-profit legal services organizations to host Florida law students for a 2025 Summer Fellowship. The organization and the summer fellow will be matched using the preferences outlined by each in their application. The goal of this fellowship is twofold:

1. to foster a desire within each participating student to continue to assist low-income families with civil legal needs after they graduate, whether it be through employment at a legal services organization or through pro bono work; and
2. for the organization to utilize the summer fellow in support of their goal to provide civil legal assistance to clients.

For more information about the summer fellowship program, please review the **Host Organization Guidelines** and the **Summer Fellowship Program Description**.

Fellowship Purposes

- To involve fellowship recipients in the provision of high-quality, significant civil legal assistance to low-income Floridians, the indigent, and the working poor in critical areas of need.
- To provide an in-depth educational experience in representing low-income Floridians while working with individual clients and client groups in civil matters.
- To increase law student interest in and awareness of the legal problems of low-income Floridians, and the challenges and satisfaction of representing those who need legal representation but cannot otherwise afford it.
- To promote commitment to pro bono representation of low-income Floridians.

Eligibility

Qualified host organizations must:

- Be a non-profit entity, tax-exempt and qualified to receive charitable donations within the meaning of the Internal Revenue Code;
- Operate within the State of Florida;
- Have a primary mission to provide, or facilitate the provision of, qualified legal services by qualified legal services providers to low-income Floridians;
- Be able to demonstrate at least five full years of experience in providing qualified legal services;

- Agree to adhere to FFLA policies, grant assurances, procedures, and performance requirements;
- Show upon request
 - o Satisfactory proof of financial stability and independence apart from FFLA funding;
 - o Satisfactory proof of proper governance and internal controls; and
 - o Satisfactory proof of subject matter expertise and competency required for a particular grant, award or project.
- Offer opportunities for the summer fellow to gain practical legal experience such as having client contact, drafting legal documents, attending court or administrative hearings, and conducting community education; and
- Have the ability to host a summer fellow from May 2025 to August 2025 and provide supervision, a work space, technology, and other resources necessary for the student to be successful.

Fellowship Stipend

FFLA-sponsored summer fellows will receive a financial stipend during the 10-week fellowship. The stipend will be disbursed to the host organization, who will then pay the summer fellow according to their regular employment practices. FFLA will provide the host organization with funding to cover the cost of payroll taxes for the fellow, with the understanding that the organization will not deduct these taxes from the student's stipend. **The stipend for the 2025 program is \$9,000.**

The amount listed above is what the fellows will receive. The 10% payroll tax will be on top of this amount.

Fellowship Term

Students will begin work at their assigned legal service organization on **Tuesday, May 27, 2025** and will end their Fellowship on **Friday, August 1, 2025**.

Deadline and Submission

Host organization applications are due to FFLA by **11:59 pm EST on September 30, 2024**. Fellowship placements will be confirmed by late January 2025.

Questions

If you have any questions, please feel free to contact the Grants Administrator, Jordan Hopkins-Goldstein, at jhopkins@fundingfla.org.

Organization Information

1. Full name of contact person for your organization regarding this application.*

Theresa L. Prichard, Esq.

2. Email of contact person.*

theresap@gulfcoastlegal.org

3. Phone number of contact person.*

7278210726 ext. 271

4. Orientation Session at Host Organization*

Past fellows have indicated on their summer evaluations that they would have appreciated an **orientation session at their program placement**. This would be separate from the orientation the Foundation provides.

An orientation should include, at a minimum:

- Introduction to staff,
- Information on the types of cases that the program handles, and
- Specifics on what is expected of the fellow during their summer placement.

In the space below, please briefly describe the orientation that will be provided to the Summer Fellow upon arrival at the program.

Fellowship orientation begins with administrative staff on the first day, wherein fellows discuss basic operations of the organization, including services and programming, and training on LegalServer. On this day, they will also receive their laptop and office assignment. They also receive information on office logistics, such as parking. Following basic orientation, the fellows will be oriented to GLS intake procedures (available as a recording or guided by client services specialist) and receive copies of the GLS Advocacy Manual for review.

The Fellows will orient with their respective supervisors (Bao Le, Esq., for LITC, and Aimee Trinoskey, Esq., for Family Law). The supervisors, assisted by GLS leadership, will introduce the fellows to other members of the team, the substantive areas of law in which we provide services, and describe expectations around schedules and trauma-informed, compassionate representation.

Student Recommendation

5.

Please list the name and contact information for any Florida law student you wish to recommend for the 2025 Summer Fellowship Program, if any.

*Any student that wishes to be considered for this Fellowship must fill out the student portion of the application, which will be available on October 1, 2024 and is due on October 31, 2024.

None identified at this time.

6.

Has your office already provided the recommended student with information about the Summer Fellowship Program?

N/A

Past Experience with the Summer Fellowship

7.

Please list any attorneys hired by your organization that were past Foundation/FFLA Legal Aid Summer Fellows, if any. (Please skip this question if there are no former Foundation/FFLA Legal Aid Summer Fellows at your organization).

Name of Attorney	Theresa L. Prichard, Esq. (LSNF 2007)
Name of Attorney	
Name of Attorney	

Student Preferences

8. Please complete the information below by placing an X in the appropriate box.

For example, if the program prefers a Rising 3L, place an X in the Preferred box that corresponds to Rising 3L; if Spanish is Preferred, type Spanish in the Preferred box that corresponds to Bilingual.

- Rising 2L = When the Fellowship commences, the student will have successfully completed their 1st year of law school.
- Rising 3L = When the Fellowship commences, the student will have successfully completed their 2nd year of law school.
- Certified Legal Intern pursuant to Rule 11 of the Rules Regulating the Florida Bar.
- Type in the language (Spanish, Haitian, Creole, etc.)

Student Qualifications

	Preferred	No Preference
Rising 2L	X (LITC only)	
Rising 3L	X (Family Law or LITC)	
CLI	X (Family Law)	
Bilingual (list language)	X - Spanish (either fellowship)	

9. Office Placement for Student*

Please list the following:

- **Proposed Office Location Address (Expectation is Fellow will work full-time in office)**
- **Phone Number of Office Location**
- **Number of staff occupying this office location**
- **Name of Supervisor**
- **Supervisor's Email Address**

501 1st Avenue North

Suite 420

St. Petersburg, Florida 33701

(727) 821-0726

Aimee Trinoskey, Esq., Family Law (aimeet@gulfcoastlegal.org)

Bao Le, Esq., LITC (baol@gulfcoastlegal.org)

10. Has the attorney listed above been notified that they will be supervising a Summer Fellow?*

Yes

11.*

In 500 words or less, please describe the project or department the student will be working on over the summer. Please include some detail as to how the project will increase access to the justice system, either locally or statewide, and how this assignment will educate the law student about legal aid.

GLS seeks to host up to two FFLA Summer Legal Aid Fellows for Domestic Violence Family Law (DVFL) and our Low Income Tax-Payer Clinic (LITC). Fellows will engage directly with clients and provide legal advocacy to address the life-changing challenges clients face. This experience will provide a profound appreciation of how legal aid organizations like GLS improve access to the justice system, locally and statewide, by providing essential support to underserved communities and individuals in need.

The DVFL Fellow will work alongside GLS team members to provide victims with full-scope trauma-informed and client-centered legal assistance. The Fellow (CLI) will conduct client intakes and interviews, discuss case strategy with family law team members, draft pleadings, facilitate and conduct discovery, and provide supervised representation in court proceedings. In cases with a corresponding criminal proceeding, Fellows may also advocate for survivors in asserting their rights, and facilitate communications with prosecutors. As other GLS staff, Fellows may participate in outreach and educational events.

Since 2023, state funding for victim services has reduced by 50%, limiting the assistance available. A critical gap exists between services and access in the community, impacting local access to the court system. Our DVFL Fellow will address this gap by expanding availability of services to victims, educating them about their rights, and offering victims a clear pathway to seek legal remedies and protection.

The LITC Fellow will work with our LITC Director to advocate on behalf of low-income clients facing IRS cases in controversy, including responses to IRS letters, substantiating income tax credits and deductions, aiding with audits and examinations and much more. These matters directly impact our clients' financial well-being, making the Fellow's role significant. Through their work in the LITC, the Fellow will experience the real-world implications of tax law on individuals and low-income taxpayers. GLS' LITC program has recovered

and/or saved clients hundreds of thousands of dollars over the course of a single given year. This hands-on experience will deepen the fellow's understanding of how legal aid impacts individuals' financial stability and overall well-being. By assisting clients facing tax issues, the Fellow will become familiar with the complex dynamics of the justice system and gain practical skills relevant to tax law.

12.*

In the space below, please specifically describe the variety of job duties and activities of the student, such as:

- client interviews during intake,
- drafting pleadings,
- research,
- correspondence,
- attending court and/or administrative hearings,
- outreach/community education,
- other community work, etc.

Legal aid fellows will be involved in every aspect of client representation and awareness events. The fellows will conduct intakes and interviews, outreach events at local community partner sites. During representation, depending on the remedies available and agreed-upon by the client, the students will be fully in charge of managing the case progress, including collaborating with community partners to ensure wrap-around services, drafting correspondence and legal pleadings, negotiating on behalf of clients, attending hearings (and, for CLIs, advocating directly under supervision), developing outreach and informational materials.

13.*

In the space below, please specifically describe the supervision plan and other support mechanisms for the student.

Each Fellow will be scheduled for regular supervision meetings with their respective supervisor, as determined during the orientation meeting. Projects will be pre-identified ahead of orientation to prepare the Fellows to hit the ground running and maximize their summer experience. However, the Fellows will be supported to work autonomously and bring their own experiences and skills to the program while also enjoying ongoing feedback from their supervisors; aside from their direct supervisors, all GLS team members work together to provide support and information on various legal issues our clientele face. Supervisors will provide regular updates on their expectations for the workload on a weekly basis. GLS employs principles of trauma-sensitive supervision; in addition to providing supervision and requesting updates on projects and cases, supervisors also counsel team members on the impact of the work on them personally and support self-care practices to sustain their well-being.

14. Will the Summer Fellow have regular access to a computer?*

Yes

15. Will the Summer Fellow have access to a desk or office space?*

Yes

16. If funding allows, would your organization be interested in hosting up to 2 Summer Fellows?*

Yes

Other

17.*

What topics should be included in FFLA's Orientation for Summer Fellows? (i.e. courtroom etiquette, time keeping, etc.)

Expectations for working in a law firm - basics of professionalism

Ethical expectations and duties

History of legal aid (overview)

Theories of economic oppression

Trauma-informed lawyering

Professional communication expectations (email grammar, letter-writing skills, etc.)

Legal document drafting

18.*

Please list the names and email addresses of any staff attorneys who may be interested in presenting at FFLA's Orientation for Summer Fellows.

Theresa L. Prichard, Esq. theresap@gulfcoastlegal.org

Jerica Johnson, Esq., jericaj@gulfcoastlegal.org

Agreement & Certification of Accurate Information

Agreement*

The undersigned, with the authority to bind the applicant organization, certifies that the information in this document is true and correct.

I agree

Signature of Certification*

Certified by Name and Title

Theresa L. Prichard, Esq., Chief Executive Officer

Date of Certification*

09/30/2024

File Attachment Summary

Applicant File Uploads

No files were uploaded