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Calvin Pang, Esq.  
President, Board of Directors

M. Nalani Fujimori Kaina, Esq.  
Executive Director

Legal Aid Society of Hawai'i

LETTER OF TRANSMITTAL

TO: State Senate  
Senate Committee on Ways and Means  
State Capitol Room 210  
Honolulu HI 96813  
Attn: Rod Becker

Date: January 31, 2013

RE. Legal Aid Society of Hawai'i's application for GIA funding, FY 2013-2014

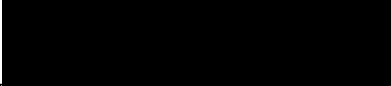
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<input type="checkbox"/>	For Signature	<input type="checkbox"/>	Per Your Request
<input type="checkbox"/>	Returned To You	<input type="checkbox"/>	For Filing
<input checked="" type="checkbox"/>	See Remarks Below	<input type="checkbox"/>	Please Call For Pick-up

REMARKS: Enclosed is a copy of our application.

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Please do not hesitate to contact me if you have any questions at 527-8076.

  
Elise von Dohlen  
Director of Grants Management  
Legal Aid Society of Hawai'i

Enclosures

# Legal Aid Society of Hawai'i

Grants-in-Aid Application

Fiscal Year 2014

House District \_\_\_\_\_

Senate District \_\_\_\_\_

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: \_\_\_\_\_

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Legal Aid Society of Hawaii

Db/a:

Street Address:  
924 Bethel Street, Honolulu, HI 96813

Mailing Address:  
924 Bethel Street, Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name M. NALANI FUJIMORI KAINA, ESQ.

Title Executive Director

Phone # 808-527-8014

Fax # 808-527-8088

e-mail nafuljim@lashaw.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION  
 FOR PROFIT CORPORATION  
 LIMITED LIABILITY COMPANY  
 SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

CIVIL LEGAL SERVICES TO THE POOR AND LOW INCOME THROUGHOUT THE STATE OF HAWAII

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2013-2014 \$ 800,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)  
 EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$1,940,000.00  
FEDERAL \$3,242,000.00  
COUNTY \$0  
PRIVATE/OTHER \$857,000.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

M. NALANI FUJIMORI KAINA, EXECUTIVE DIRECTOR  
NAME & TITLE

JANUARY 30, 2013  
DATE SIGNED

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO  
CHAPTER 42F, HAWAII REVISED STATUTES**


The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Legal Aid Society of Hawaii  
(Typed Name of Individual or Organization)

  
(Signature)

January 30, 2013

(Date)

M. Nalani Fujimori Kaina  
(Typed Name)

Executive Director  
(Title)

## **I. BACKGROUND AND SUMMARY**

### **1. Brief description of the applicant's background.**

The **Legal Aid Society of Hawai'i** (Legal Aid), a community-based, nonprofit law firm, has empowered low-income and disadvantaged people throughout our state for over 60 years. It is the only civil legal service provider in the state, and one of the few non-profits, with statewide coverage through ten offices, from Lana'i to urban Honolulu. It provides assistance to clients facing family, housing, consumer, public benefits, tax, child welfare, elder law, and immigration issues.

Legal Aid continues to be guided by its original mission—to provide access to justice for all low-income citizens of Hawai'i. In January 2010, due to major cuts in funding for legal services, the Hawai'i Immigrant Justice Center became a part of Legal Aid, expanding Legal Aid's practice areas to include immigration legal assistance.

Legal Aid's primary clients are individuals and families with incomes up to 125% of the federal poverty level. Legal Aid also helps working low-income families and individuals whose incomes are below 250% of the federal poverty level.

Annually, Legal Aid receives over 20,000 requests for services. In FY 12, Legal Aid provided legal advice and counsel, brief services, and full representation in approximately 9,400 cases, impacting over 20,000 children, adults and seniors in critical civil legal matters. Legal Aid is the only provider in the state with the ability to handle this significant volume of requests.

### **2. The goals and objectives related to the request.**

This year, Legal Aid is requesting funding for civil legal services through an \$800,000 grant from the legislature to continue to provide services statewide.<sup>1</sup> Funding under this grant would continue the state's over thirty-six year commitment to funding civil legal services to the poor.<sup>2</sup> While the legislature passed significant legislation in 2011 to increase funding for legal services through an increase in the indigent legal assistance surcharge, full benefit from this legislation will not occur until FY16, leaving a gap in funding for the organization. The end of Stimulus funding, reductions by Congress to LSC funding, and the lowest federal funds interest rates which affect funding from Interest on Lawyer Trust Account, have compounded the financial need for Legal Aid. Realizing the seriousness of this potential crisis, Legal Aid continues to take steps to reassess its service delivery systems and be strategic in the level of services that can be provided to the community with

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<sup>1</sup> In FY 1992, funding for this grant to the Legal Aid Society of Hawai'i was at \$1.47 million. Between FY 1993 – FY 1997 the grant slowly decreased to \$1 million. In FY00 the award decreased to \$810,000 for four years, and in FY04 dropped to \$647,000. In both FY06 and FY07, funding was \$649,000. Funding increased to \$810,000 for FY08, dropped to \$800,000 for FY09 and while TANF funds were allocated for FY10, no funds were released. Rainy Day funds in the amount of \$720,000 were allocated for FY11, but not released until May 2011 and were used in FY12. The \$800,000 allocation from the legislature in 2012 were released in December 2012 and are being used for this fiscal year.

<sup>2</sup> State funding for general civil legal services has been provided since 1975. Civil legal service funding was provided through the Department of Labor's Office of Community Service under a purchase of service contract, but was moved to the Judiciary in 2004 by the legislature as a grant-in-aid. While a critical needed service in the community, civil legal service funding currently does not have a funding home and as such has had to seek funding through the grant-in-aid process.

limited funding. Failure to receive this funding will result in the severe reduction of services, possible office closures, and staff layoffs. It will also mean that members of the client population who seek Legal Aid for assistance will not be helped.

With the support of this grant, legal services will continue to be provided statewide through Legal Aid's ten offices (Oahu – Honolulu,<sup>3</sup> Windward and Leeward; Maui; Big Island - Hilo, Kona; Kauai; Lana'i and Moloka'i) and satellite sites. Through this grant, Legal Aid will be able to continue its mission and provide critically-needed legal services to 10,000 families and individuals and positively affect the lives of over 20,000 people. This grant-in-aid would provide approximately, 10.7% of Legal Aid's funding which will fund approximately 1,070 cases at an average rate of \$747 per case.

Legal Aid will provide critical legal assistance, community education and outreach services to:

- **Maintain or secure affordable housing**
- **Help families become safe and stable with family law services, including protection from domestic violence, child custody and support**
- **Protect families and individuals from a consumer problem such as mortgage “rescue” scams or illegal debt collection practices Obtain public benefits such as disability benefits from the Social Security Administration or Medicaid**
- **Eliminate barriers to being homeless**
- **Secure appropriate placement and services for abused and neglected children**
- **Provide critical legal services to assist immigrants and those in need of language access.**

### 3. State the public purpose and need to be served.

The Preamble of the United States Constitution states, “We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.” The Constitution establishes Justice as a citizen’s fundamental right to secure prosperity, however low income and working poor citizens are often unable to access a just legal system. Author Deborah L. Rhode says, “No issue presents a more dispiriting distance between America’s core principles and actual practices than access to justice. We embrace equal justice as a social ideal, but fail to make even minimal access a social priority.”<sup>4</sup>

In a 2007 report, Achieving Access to Justice for Hawai'i's People: The 2007 Assessment of Civil Legal Needs and Barriers of Low and Moderate-Income People in Hawai'i,<sup>5</sup> key findings discovered that:

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<sup>3</sup> In addition to its main branch at 924 Bethel Street, Legal Aid has an office in Chinatown for the Hawai'i Immigrant Justice Center at the Legal Aid Society of Hawai'i.

<sup>4</sup> Rhode, Deborah, L. *Access to Justice*. New York; Oxford University Press, 2004. Print.

<sup>5</sup> [http://www.legalaidhawaii.org/HUI\\_Access\\_to\\_Justice.pdf](http://www.legalaidhawaii.org/HUI_Access_to_Justice.pdf).

- Only 1 in 5 low and moderate-income Hawai'i residents have their legal needs met. Legal service providers are able to help only 1 in 3 of those who contact them for assistance.
- The areas with the greatest unmet civil legal needs are housing (24%), family (23%), domestic violence (8%), and consumer (7%).
- Significant barriers to obtaining legal assistance in addition to inability to afford an attorney includes language and cultural barriers, lack of knowledge of one's legal rights, lack of knowledge of available legal services, and difficulty in accessing legal services programs.
- There is one legal service attorney for every 2,291 persons living below 125% of the federal poverty guideline.
- There is one legal service attorney for every 4,402 persons living below 200% of the federal poverty guideline.
- There is one private attorney for every 361 persons in the general population.

However, currently, Legal Aid cannot meet the demand for services. We are only able to assign an attorney or paralegal in 15.7% of all cases. As such, we must triage our assistance and work to maximize services in an effort to meet the demand with our limited resources. All eligible clients receive a full interview to understand the client's legal challenges and priorities followed by an explanation of the law, and a discussion of the client's legal options for all those eligible for services. Approximately, 25.5% of clients receive brief services which goes one step further by providing additional, but limited, assistance such as writing a simple letter or making a telephone call on behalf of a client, teaching a class to multiple clients with similar legal issues or assisting a client in completing their own court forms.

For those who are most vulnerable in our society, legal advocacy from a trusted community resource can mean the difference between receiving food and shelter, being able to visit and ensure the safety of their children and be protected from fraud and predatory consumer practices. Legal Aid's services act as a safety net to ensure that those most disenfranchised have access to the legal system and help to achieve access to justice for Hawai'i's low-income individuals and families.

#### **4. Describe the target population to be served.**

Legal Aid will provide free legal services to the low-income population with incomes less than 200% of the poverty level. Since the 2007 Assessment, the number of people living below 200% of the federal poverty guidelines has increased by 21.39% according to the 2011 American Community Survey's 1 year estimates.

**Hawai'i Poverty and Low-Income Population**

	2007	2011	2011 % Change from 2007
Below 125%	156,321	206,863	32.33%
125-150%	38,499	52,973	37.60%
151-200%	105,378	104,581	-0.76%
<b>Total</b>	<b>300,198</b>	<b>364,417</b>	<b>21.39%</b>

These statistics show that the number of people living below 125% of the federal poverty guidelines has increased dramatically and according to the most recent American Community Survey, more than 15.45% of Hawai'i's population lives below 125% of the federal poverty guidelines. The survey also estimates that more than 27.22% of Hawai'i's population lives below 200% of the federal poverty guidelines. As the population of low-income individuals and families increases, so too does the need and demand for civil legal services.

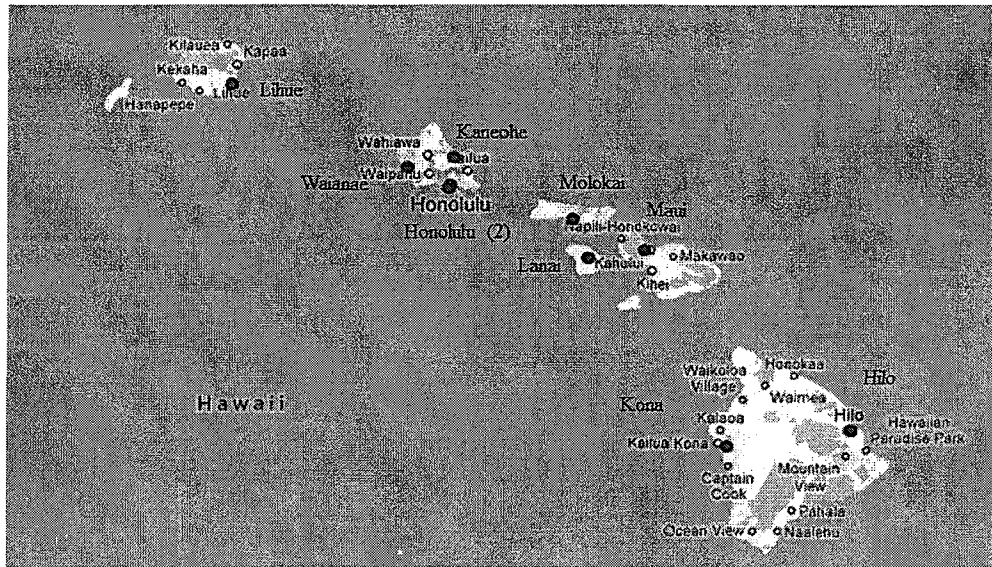
Legal Aid intends to provide civil legal services to those in need of assistance in the areas of housing, family (including protective orders), consumer, public benefit, child welfare, tax, elder, and immigration cases.

In addition, there are thousands of underserved residents in special populations (geographically and culturally isolated, immigrants with limited English proficiency, the physically and mentally disabled, seniors) that Legal Aid intends to assist with this grant. The growing needs of these groups makes an efficient and effective delivery of legal services even more critical for the people of Hawai'i living in poverty.

**5. Describe the geographic coverage.**

Legal Aid will provide services throughout the state. Legal Aid has offices in each of the major Hawaiian Islands (Oahu – two offices in Honolulu, Windward and Waianae; Maui; Big Island - Hilo, Kona; Kauai; Lana'i and Moloka'i). We also have outreach sites at the Waimanalo Health Center in Waimanalo, Haleiwa Resource Clinic, US Vets, Next Step Shelter in Kakaako, and regularly visit the homeless at an additional sixteen locations on Oahu, six on Maui and four on Kauai. Legal Aid continues to be dedicated to these communities. The map shows the extensive reach of Legal Aid's services illustrating the locations of Legal Aid's 10 offices statewide:





## II. Service Summary and Outcomes

### 1. Describe the scope of work, tasks and responsibilities.

Under this grant, in each island and branch office, Legal Aid staff can provide civil legal services in the following priority case areas:

- **Support for families:** This area includes child custody, child support, domestic violence, visitation, divorce, property division and in some cases ex-military spouse issues. A domestic violence victim may require assistance in obtaining a temporary restraining order or establishing temporary custody, visitation, and support. Paternity cases are accepted to determine custody, visitation, and child support rights and obligations. This work is approximately 35% of the cases Legal Aid handles.
- **Keeping children safe and secure:** Provide guardians ad litem services for abused and neglected children; assist with guardianships and adoptions; and advise family members and others about their rights and responsibilities in caring for abused and neglected children. Services also include assistance in educational matters. Children's work represents 5% of the cases handled.
- **Preserving the home (non-foreclosure):** Issues include private landlord eviction defense or negotiation; housing discrimination; public housing applications, evictions, grievances, rent issues, and security deposits; and, habitability, repairs, illegal lockouts, or illegal utility shutoff. Thirteen (15%) percent of cases are in this area.
- **Foreclosure prevention:** This area includes foreclosure assistance and prevention; and mortgage predatory lending practices. Five (5%) of cases are handled in this area.
- **Maintaining economic stability:** Public benefits may be the only source of income for an individual or family. Assistance with denials, appeals and terminations of SSI, General Assistance, Temporary Assistance for Needy Families (TANF), SNAP (fka Food Stamps) and other public benefit programs. Unemployment and Veteran's benefits are also areas in which assistance is provided. Cases in this area represent 24% of Legal Aid's work.

- **Protecting consumers:** Consumer issues include predatory lending, debt collection, bankruptcy, consumer credit matters, repossession, tax, and unfair or deceptive practices. Of the total number of cases, 6% of Legal Aid's work is in this area.
- **Promoting safety, stability and health:** These include program denials of services or eligibility as well as terminations from the health insurance programs, district court restraining orders, individual rights, immigration, powers of attorney and advance health care directives. This work is approximately 10% of the cases Legal Aid handles.
- **Assisting culturally and linguistically isolated populations:** With the addition of the Hawai'i Immigrant Justice Center in 2010, Legal Aid expanded its services to culturally and linguistically isolated populations. These services include assistance to immigrant crime victims, family reunification, human trafficking cases, and language access. This work is equal to approximately 8% of Legal Aid's total cases.
- **Assisting populations with special vulnerabilities:** Legal Aid focuses many of its services toward populations with special vulnerabilities, including the homeless, immigrants and seniors.

Under this grant, Legal Aid will provide screening; referrals; intake; legal assessment and legal advice; brief services; full representation; and outreach. Each of Legal Aid's offices is prepared to carryout these activities.

- **Screening** an applicant for services begins with our streamlined intake hotline which provides accurate information and advice to the greatest number of clients possible. Legal Aid opens over 34 dockets per day on the hotline. The hotline, Legal Aid's primary entry point for clients, receives calls from applicants on Oahu, Maui, Kauai, and the Big Island.<sup>6</sup> There are between 4-6 intake advocates on each of the two shifts per day (9 am to 11:30 am and 1 pm to 3:30pm). Screening occurs through a quick four-step process.
  - First, an intake worker checks for a legal conflict of interest. This means that if an opposing party was assisted by Legal Aid in the past, the applicant can be disqualified from services.
  - Second, the applicant is screened for income and asset eligibility. The applicant is asked for information about his/her household size and household income. If an applicant's income is either over 200% of the current federal poverty guideline<sup>7</sup> or if their assets<sup>8</sup> exceed Legal Aid guidelines, he/she is considered to be over income or to have excess assets and not qualify for free Legal Aid services. The intake worker further accesses if the applicant is over-income but may be qualified for assistance

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<sup>6</sup> On Molokai and Lanai, Legal Aid offices continue to operate their own intake process. Applicants there apply for services directly at their local offices. This intake process differs from other islands because of cultural issues, the relatively small populations and the close association between the island population and our office staff.

<sup>7</sup> For example currently an applicant's monthly income must be under \$2,901 for a household of two, \$4,418 for a household of four, and \$5,935 for a household of six.

<sup>8</sup> Assets must be under \$8,000 for an individual with an additional \$3,000 added for each household member. Subject to some exclusions, for example one car and a home used as a primary residence are not counted as assets.

through our Affordable Lawyers Program<sup>9</sup> or another program which may have higher income qualifications like our Fair Housing Enforcement Program.

- Third, applicants are screened for their citizenship. Legal Aid can only provide services to citizens of the United States, legal resident aliens or immigrant victims of crime. If an applicant does not fall into either of these categories, they are disqualified from services.
- Fourth, the applicant is screened by the type of legal issue. For example, if an applicant indicates the applicant is calling for a criminal case or personal injury case, they are informed that Legal Aid is not able to assist with criminal matters or on personal injury cases. Other examples include if an applicant is calling about a legal issue in another state, or calling for another party which would preclude the intake advocate from rendering services.

In any of the above scenarios, if an applicant is not qualified for services, the intake worker attempts to find an appropriate referral for an organization or agency that can help the applicant further.

- **Referrals** are frequently made to applicants in order to assist them receive the necessary services from the most appropriate agency. In 2012, 4,420 referrals to other agencies were made. Common referrals include partner agencies including:
  - Domestic Violence Action Center
  - Volunteer Legal Services Hawai'i
  - UH Elder Law Project
  - Hawai'i Disability Rights Center
  - Native Hawaiian Legal Corporation
  - Judiciary Ho'okele Project
  - Lawyers Referral Service

Applicants who receive services from Legal Aid may also be given referrals to other agencies if such additional assistance would benefit the applicants in seeking a solution to their legal or other problems.

- **Intake, Legal Assessment, and Legal Advice.** After screening an applicant for eligibility, the client and advocate discuss the legal issue in question (case assessment). The advocate uses questionnaires designed by Legal Aid staff in order to issue-spot about an applicant's legal issue and provides information about the options available to the applicant and the ramifications of choosing each option (legal advice).<sup>10</sup> After appropriate legal advice is given, the intake advocate follows up by mailing legal brochures to the client. These brochures are selected based on the nature of the client's legal issue, and serve to reiterate the advice

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<sup>9</sup> To be qualified for the Affordable Lawyers Program which is a reduced fee program, an applicant must have income below 250% of the Federal Poverty Guidelines. For example currently an applicant's monthly income must be under \$2,679 for a household of two, \$5,523 for a household of four, and \$7,418 for a household of six.

<sup>10</sup> Over 61 sections on various legal issues are available to intake advocates along with checklists and a resource binder with referral information.

provided by the intake advocate. Over 150 legal brochures created by Legal Aid staff are available for distribution to clients. In 2012, over 8,500 brochures were distributed to individuals seeking more information about their legal and non-legal issues. All information generated during this intake is documented in a computer "docket."

- **Limited Action** is extended to those clients who need some extra assistance in solving their legal problems. These services include, assisting in the preparation of documents and court forms, making telephone calls or writing letters on behalf of a client or conducting self-help clinics that teach clients how to file their own legal papers. Each Legal Aid office offers these brief services; in addition, the Center for Equal Justice (in Honolulu and Kauai) and the recently expanded Court Assistance Project at the Family Court of the First Circuit provide additional assistance to clients.
- **Extended Legal Representation.** Not everyone can be his or her own advocate. In these situations, Legal Aid provides one-on-one assistance for those low-income families and individuals who are unable to help themselves. Legal Aid most often represents disadvantaged families and individuals, victims of domestic abuse, public housing tenants facing eviction, slumlord practices, welfare families, disabled individuals, families without health care, and those subject to fraud and harassment. Legal Aid provides direct representation in family, consumer, housing, health, and income maintenance issues.
- **Outreach** efforts include a variety of activities. Each year, Legal Aid participates in over 200 outreach activities serving all the islands. Some examples include:
  - Community fairs
  - Outreach presentations
  - Trainings to Community
  - Brown Bags presentations held monthly at Legal Aid to which social service agencies are invited.
  - Annual Public Benefits training, a 2-day overview of public benefits law, to which social service agencies are invited to attend.

With the assistance of this grant, Legal Aid intends to provide critically-needed legal services to approximately 9,400 families and individuals and positively affect the lives of over 20,000 people. This grant subsidy request would provide approximately, 10.7% of Legal Aid's funding which will fund approximately 1,070 cases at an average rate of \$747 per case.

In FY12, we closed the following number of cases, listed by office and type of case:

	Support for Families	Keeping Children Safe and Secure	Preserving the Home	Foreclosure Prevention	Maintaining Economic Security	Protecting Consumers	Promoting Safety, Stability and Health	Services to Culturally & Linguistically Isolated Populations	Misc.	Total
Honolulu	1,512	291	973	452	1,159	479	163	214	20	5,263
Leeward	269	13	114	0	188	0	13	1	0	598
Windward	206	17	41	0	189	3	8	0	0	464
Kauai	307	12	57	0	137	12	27	1	16	569
Maui	426	29	117	5	152	43	215	2	0	989
Molokai	60	39	17	1	42	13	106	0	4	282
Lanai	19	0	1	0	6	2	22	0	0	50
Hilo	221	16	62	1	259	28	189	3	4	783
Kona	225	16	29	3	81	16	20	2	0	392
<b>Total</b>	<b>3,245</b>	<b>433</b>	<b>1,411</b>	<b>462</b>	<b>2,213</b>	<b>596</b>	<b>763</b>	<b>223</b>	<b>44</b>	<b>9,390</b>

**2. Timeline.**

Services shall be provided during the next fiscal year from July 1, 2013 to June 30, 2014.

**3. Quality Assurance and Evaluation**

Legal Aid is dedicated to providing high quality legal services. Legal Aid's manuals and policies set forth the organization's rules and protocols to establish the standards of quality assurance. There are evaluation procedures to assure that Legal Aid's high standards are met and problems and client grievances are addressed by due process. These manuals present protocols and standards in compliance with all federal, state, and county requirements.

They are:

**The Legal Aid Case Management Manual.** Revised in December 2007 and most recently amended in September 2012, to ensure the most up-to-date compliance, this manual establishes the protocols for intake; case acceptance and handling protocols; closing cases; appeals; and timekeeping and reporting. This manual also presents established evaluation procedures that include:

- Case review with the attorney's manager before a case is accepted,
- Monthly reviews of open cases between the manager and attorney,

- Periodic review of open cases at each office location by Legal Aid attorneys from outside that location,
- Comprehensive annual reviews of each staff person's performance culminating in a dialog of the staff person's strengths and weaknesses and a written evaluation report,
- Clear protocols on intake, case assessment, file maintenance, etc., and

**Client Grievance Process.** This procedure identifies how a client can have any grievance addressed regarding services by Legal Aid. The policy provides for the progressive review of any client grievance by the managing attorney of the office where the action took place, the executive director, and the Client Grievance Committee of the Board, if required, to resolve the grievance.

**Employee Handbook** presents Legal Aid's expectations of its staff including all responsibilities to maintain continued employment and staff benefits and policies related to Legal Aid employment. This document also includes employee disciplinary procedures. The Employee Handbook was most recently revised in January 2012.

**The Legal Aid Accounting Manual** documents the established procedures for handling Legal Aid's finances in a prudent and fiscally sound matter that meets general accounting guidelines. This was revised in September 2012.

Copies of the above referenced manuals and polices are available for review upon request.

**Evaluation.** In addition to these manuals and protocols, Legal Aid has incorporated client feedback and evaluation of services into its structure and operations:

- A sample of clients is surveyed each quarter seeking information about their experience with Legal Aid and suggestions for how Legal Aid may improve. On average, 80% or more of the clients surveyed consistently rate Legal Aid service as "good or excellent."
- Annually, staff and managers are evaluated for their effectiveness, efficiency, case handling and overall job performance.
- Client representatives compose 1/3 of Legal Aid's Board of Directors. These grassroots directors are appointed by individual social service agencies, from across the state, which provide services to the low income community.
- The Board has a standing Client Grievance Committee that addresses client complaints.
- The full board receives these quarterly client evaluations, discusses how Legal Aid can improve, adopts and monitors agreed upon course of action.
- The Legal Aid Board periodically conducts a complete periodic evaluation of the Executive Director and program performance. To complete its most recent

comprehensive evaluation, the Committee aggressively sought feedback from many funders, staff, current and former directors, partner agencies, judges, and bar leaders.

- An annual financial audit by the accounting firm N&K CPAs, Inc. evaluates all financial aspects of Legal Aid operations. Legal Aid addresses any comments or observations raised by the audit as soon as it is completed. The full Legal Aid Board as well as its standing Audit and Finance Committee review this audit.
- In the last decade, Legal Aid has been monitored and audited extensively by the State’s Office of Community Services, the Federal Housing and Urban Development Department (HUD), the Federal Internal Revenue Service (IRS), and the Federal Legal Services Corporation (LSC). Legal Aid has always met and often exceeded the standards set for its operation by these agencies and organizations.

**4. Measures of Effectiveness to be Reported to the State Agency Through Which Funds Are Appropriated**

Legal Aid will report the number of cases opened and number of cases closed during FY14. Demographics for each client will also be reported. In addition, we will report the outcome of each case, utilizing closing case codes that we use for other funders, including the federal government.

**III. FINANCIAL**

Legal Aid is seeking \$800,000 from the legislature to support general civil legal services. General civil legal services funding has been provided by the state for over thirty-six years and is a critical need to ensure justice in our community. Legal Aid’s funding will support not only the infrastructure of the organization, but will ensure that Legal Aid can continue its services on every island in the state.

**1. Budget Forms**

The budget forms detailing the cost of the request are attached as Attachment “A.”

**2. Quarterly Funding Requests**

The anticipated quarter funding requirements are as follows:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$200,000	\$200,000	\$200,000	\$200,000	\$800,000

**3. Funding Sought for Fiscal Year 2013-2014**

Legal Aid receives funding from a variety of sources, including federal, state, county, foundations and through private fundraising. Various agencies and organizations specifically contract with Legal Aid to provide a particular type of legal service (social security advocacy, representation of families with children, mortgage foreclosure counseling, assisting the homeless population, etc.). Because of

these limitations not all critical legal needs can be met without general funds provided under this grant.

Legal Aid has received funding notification for FY14 from the following sources:

Source	Amount	Period During FY 14
AmeriCorps, Corporation for National & Community Service	\$29,1667.00	07/13 – 08/13
Aloha United Way - Emergency and Crisis Services	\$8,914.00	07/13 - 12/13
Foreclosure Assistance Program – Attorney General	\$263,200.00	07/13 – 06/14
Department of Housing and Urban Development - Fair Housing Enforcement Program	\$325,000.00	07/13 – 06/14
Department of Housing and Urban Development – Continuum of Care	\$29,497.50	07/13 – 11/13
Department of Justice - Legal Assistance to Victims	\$105,172.67	07/13 – 06/14
Department of the Attorney General - STOP Violence Against Women	\$90,551.00	07/13 – 06/14
Hawaii Justice Foundation - IOLTA	\$17,500.00	07/13 - 12/13
Hawaii Teamsters & Allied Workers Local 996 - Teamsters Legal Services Project	Fee for Service	07/13 – 06/14
Judiciary - Guardian ad Litem/Legal Counsel Services, Maui	Fee for Service	07/13 – 06/14
Legal Services Corporation - General	\$658,620.00	07/13 - 12/13
Legal Services Corporation - Native American	\$108,531.00	07/13 - 12/13
Legal Services Corporation – Technology Grant	\$20,000.00	07/13 - 12/13
Low Income Taxpayer Clinic	\$24,000.00	07/13 - 12/13
Department of Housing and Human Concerns - Holistic Legal Services for Maui County's Most Vulnerable	\$75,000.00	07/13 – 06/14
Hawaii County Office of Aging - Title III-E, Big Island	\$22,592.50	07/13 – 09/13



Legal Aid will also be seeking funding from the following sources for FY14.

Source	Amount	Period During FY 14
AmeriCorps, Corporation for National & Community Service	\$149,550.00	09/13 – 6/14
City and County of Honolulu, Community Development Building Grant	\$100,000.00	07/13 - 06/14
Department of Human Services - DV Grant	\$110,000.00	07/13 - 06/14
Department of Human Services - Social Security Advocacy Project Services	\$750,000.00	07/13 - 06/14
Department of Housing and Urban Development – Continuum of Care	\$37,096.50	12/13 – 06/14
Judiciary - ILAF	\$254,566	07/13 - 06/14
Hawaii Justice Foundation - IOLTA	\$17,500.00	01/14 – 06/14
Judiciary - Guardian ad Litem/Legal Counsel Services	Fee for Service	07/13 - 06/14
Judiciary - Guardian ad Litem/Legal Counsel Services, Big Island	Fee for Service	07/13 - 06/14
Legal Services Corporation - General	\$658,620.00	12/13 – 06/14
Legal Services Corporation - Native American	\$108,531.00	12/13 – 06/14
Low Income Taxpayer Clinic	\$24,000.00	12/13 – 06/14
Office of Community Services - OCS Child and Family	\$332,000.00	07/13 - 06/14
Office of Community Services – Legal Services for Immigrants	\$400,000.00	07/13 - 06/14
Hawaii Island United Way	\$18,000.00	07/13 – 06/14
Hawaii County Office of Aging - Title III-E, Big Island	\$67,777.50	10/13 – 06/14
Hawaii County Nonprofit Grant	\$40,000.00	07/13 - 06/14
Maui County Office of Aging - Title III and Kupuna Care	\$57,200.00	07/13 - 06/14
Kauai County Office of Aging - Title III	\$69,050.00	07/13 – 06/14

4. State and Federal Tax Credits

Legal Aid has not received any state or federal tax credits in the past three years. Legal Aid has not applied for and does not anticipate applying for tax credits pertaining to any capital project.

#### IV. EXPERIENCE AND CAPABILITY

##### **A. Necessary Skills and Experience**

**The Skill, Ability and Knowledge.** Legal Aid, a community-based, nonprofit law firm has empowered low-income and disadvantaged people throughout the state of Hawai'i for over 60 years. Legal Aid is the only legal service provider in the state, and one of the few non-profits, with statewide coverage through ten offices on each of the islands, from rural Lana'i to urban Honolulu. Since its founding Legal Aid has utilized its skill, ability and knowledge to bring high quality legal services to children and families throughout the state. Legal Aid is known for its advocacy skills and its ability to empower low-income and disadvantaged people.

Legal Aid is nationally recognized as an innovative, high quality legal services provider. Legal Aid brings its services to the aid of thousands of Hawai'i residents using its extensive network of partnerships and its dedicated staff to assist Hawai'i's low income community with their critical legal needs. In addition, Legal Aid's statewide toll-free hotline makes its experience and assistance just a phone call away for residents in need of its services. The hotline allows callers to contact an attorney or paralegal by phone and obtain immediate legal advice.

Legal Aid continues to be guided by its original mission—to provide access to justice for all low-income citizens of Hawai'i. Annually, Legal Aid receives over 20,000 requests for services. In FY 12, Legal Aid provided legal advice and counsel, brief services, and full representation in approximately 9,400 cases, impacting over 20,000 children, adults and seniors in critical civil legal matters. Legal Aid is the only provider in the state with the ability to handle this significant volume of requests.

Legal Aid has an experienced and dedicated staff that is committed to serving the legal needs of Hawai'i's disadvantaged:

- Legal Aid's staff is knowledgeable and experienced in addressing each and every area of civil law challenges that affect low-income residents, including housing, public assistance, health, consumer transactions, taxes, family matters, immigration, and other civil matters.
- Legal Aid staff generally come from and live within the communities they serve. This community presence lends credibility and builds trust, making residents in need of assistance more receptive to using their local Legal Aid services. It also makes Legal Aid staff more attune to the unique needs of the area that they serve.
- Currently Legal Aid has over 52 paralegals and 36 attorneys that specialize in providing high quality legal services to meet the needs of low income children and families throughout Hawai'i. Legal Aid has a high retention rate of staff at an average of 8.95

years. Legal Aid's managing attorneys have over 150 years of combined experience at Legal Aid providing legal services to low-income children and families.

Legal services provided through this grant-in-aid grant are completed statewide by Legal Aid paralegals and attorneys in a range of civil litigation areas. Resumes for all staff members are held in the Honolulu Office and can be made available upon request. All staff members provide integral assistance on this grant and their bios are provided as an example to reflect the high proficiency of staff who provide assistance to families throughout Hawai'i (see Section V.A. Proposed Staffing, Staff Qualifications, Supervision and Training).

As a result of the extensive skills, ability and knowledge of Legal Aid staff it is able to:

- Provide legal services to meet the specific needs of this target population with the goal of stabilizing families, ensuring the safety and stability of children and ensuring children's access to education. The highest demand for services by the target population for this project is within family law. Family legal services provided include assistance with restraining orders, guardianships and adoptions and child support. In FY12, Legal Aid staff assisted in more than 3,859 cases and impacted over 9,323 children and adults with family law issues throughout Hawai'i.
- Provide quality general legal services to children and families experiencing dysfunction who are having difficulty becoming self-sufficient, in the civil areas of housing, public assistance, health, consumer transactions, employment, taxes, special education, family matters, immigration, and other civil matters.
- Serve this community through outreach, screening, referral, intake, case assessment, legal advice, legal advocacy, and legal representation activities.
- Reach families and children throughout the state via its ten offices statewide, its hotline, partnerships, and technology capabilities. Through our advanced use of technology, our substantive law experts in each substantive area are available statewide, no matter where a client lives.
- Record and report in an accurate and timely manner the services that it provides over the life of this contract.

Legal Aid's experience and impact within the community are best measured in the words of Legal Aid's clients from 2012:

- Thanks for the advice. Your concern was appreciated. Your help gave me confidence in Court and my case was dismissed. Aloha and mahalo.
- I believe that this organization is perfect in all the services that people need. I am so thankful that Legal Aid Society assisted and helps me with everything.
- Your services are so excellent and I thank Madeleine Young for the excellent help she provided on my behalf. Thank you so much Ms. Young.

- Great job. I am very happy with your work 100%. Thank you very much.
- I am very happy! Mahalo nui loa. Awesome service & wonderful help. Charles is continuously helpful.
- My experience was great! Lots of knowledgeable staff. Donna is excellent to work with and helped me a lot. Thank you.
- Miranda (child support) and (custody) and Chesley (Social Security) were not only professional and knowledgeable, they were very patient. They seemed to understand what I am going through. Thank you.

**Verifiable Experience with Providing Advocacy Services.** Legal Aid's long history, statewide presence, and reputation make it among the most well known organizations working toward achieving justice in Hawaii. In the "Access to Justice Hui" Report published in November 2007, it was reported that out of 17 non-profit legal service organizations in the state, Legal Aid was the agency which social service providers, legal service providers and judges were most familiar.

In a letter of support in 2011 Stuart Okumura the Acting Administrator of the Crime Prevention and Justice Assistance Division of the Department of Attorney General wrote, "I have worked with this agency for more than 30 years. HIJC at Legal Aid is an active member of the Hawaii State Coalition Against Domestic Violence, which plays a large role in developing policies relating to domestic violence in Hawaii. Its staff is qualified, professional, knowledgeable and dedicated to effectively serving the needs of crime victims."

One of the Legal Aid's most pertinent and relevant grants is from the **Legal Services Corporation**. The additional support that we receive from the state of Hawaii has allowed Legal Aid to outperform the national median among Legal Services Corporation funding recipient in services to the low- for the last six years. In 2011, Legal Aid closed 395 cases for every 10,000 poor people which was above the national median of 235 cases closed per 10,000 poor people.

Since 2000, Legal Aid has provided anti-housing discrimination advocacy for people in Hawaii under a grant from the federal Department of Housing and Urban Development. The **Fair Housing Enforcement Project** conducts discrimination testing, advocacy and representation to those who have been discriminated in housing. The program has resulted in numerous accommodations being made for those living with disabilities and settlements for families with children who have been discriminated against. For the last 13 years, Legal Aid has received a perfect score on the program evaluation conducted by HUD.

Through the **Domestic Violence Legal Services for TANF Recipients grant** from the State of Hawaii, Legal Aid provides legal services to individuals receiving TANF and TAONF, who are qualified victims of domestic abuse (victims), in order to assist these individuals to move towards employability and self sufficiency. Legal Aid has received this grant since 2002 and the continued receipt of this grant exemplifies Legal Aid's provision of high quality services that meet the needs of low-income families in Hawaii.

Legal Aid is the only agency in the state providing **Guardian ad Litem** services in each of the judicial circuits. Over the last fourteen years, Legal Aid increased its capacity to provide

representation to children in need and has provided guardian ad litem services to over 2,800 children on every island in the state. Legal Aid guardian ad litem are known for their high quality work, effective advocacy and dedication and commitment to representing children in need. Legal Aid guardian ad litem go beyond their primary responsibility and ensure that public benefits or other financial assistance is being provided to the child, advocate for special education services through an administrative hearing, or file for an adoption if it is in the best interest of the child. Thus Legal Aid has extensive experience in providing services that ensure safety and stability of children.

**Housing Outreach, Housing and Urban Development (HUD).** In December 2011, Legal Aid was awarded one of six national grants from HUD to perform bilingual, bicultural outreach to Chinese and Chuukese populations about housing issues on Oahu. HIJC at Legal Aid is guiding and monitoring this project. Under the HUD grant, written material about housing availability and rights in Chinese and Chuukese has been developed and distributed. Bilingual, bicultural consultants have spread out into the immigrant community to provide regular presentations, trainings and clinics in either Mandarin or Cantonese or Chuukese. The consultants also recruited community members to educate them about housing issues and be the leaders in their communities on these issues. Under the grant, Legal Aid conducted 16 training sessions, 8 clinics, and distributing of 2000 translated outreach brochures. This grant ended on November 30, 2012. The success of this project was acknowledged when a HUD manager stated that HUD was looking to replicate the program nationwide.

Furthermore, Legal Aid has a history of success with the programs it delivers and seeks to provide the best representation to all those who apply and qualify for services. Its reputation for delivering high quality services and achieving measurable outcomes in our partnerships is well documented through its on-going receipt of over 30 grants from various federal, state, county and private sources on an annual basis. Attachment "B" contains a list of projects or contracts for the most recent three years that are pertinent to the proposed services.

## **B. Facilities**

Legal Aid maintains a total of ten offices, located in Honolulu,<sup>11</sup> Wai'anae, Kaneohe, Hilo, Kona, Kaunakakai, Lana'i City, Lihue, and Wailuku staffed by experienced attorneys and paralegals. Given the natural isolation barriers presented by an island community, maintaining offices on all islands is the only effective way to comprehensively respond to client needs. A list of each office by location is included as Attachment "C."

All of our offices are ADA compliant and Legal Aid makes reasonable accommodations to ensure services for those with disabilities, including conducting home visits when needed.

Each of Legal Aid's ten (10) offices has access to an electronic legal library through Lexis-Nexis and a computer system which is integrated statewide. Legal Aid will be acquiring a new case management system in March 2013. This new system will increase the efficiency of Legal Aid's operations and provision of services by decreasing administrative time.

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<sup>11</sup> Legal Aid has two offices in Honolulu, the main branch at 924 Bethel Street and Legal Aid's Hawaii Immigrant Justice Center in Chinatown.

**V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING**

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

**Proposed Staffing and Proposed Service Capacity.** This grant will allow Legal Aid to continue to bring its broad range of civil legal services to the people of Hawaii on every major island in the state. In 2012, Legal Aid’s attorneys and paralegals closed almost 9,400 cases and served over 20,000 children, adults and seniors.

The state funding provided under this grant in aid will ensure the following staffing:

Office	Attys	Paras	Admin	Clerical	Total	Cases Closed in FY12	Cases Opened in FY12
Honolulu	16.9	25.75	10.6	3	56.25	5,263	5,237
Leeward	2.6	2	0	0	4.6	598	606
Windward	2	2	0	0	4	464	535
Kauai	2	2.85	0	0	4.85	569	613
Molokai	0	1.27	0	0	1.27	989	288
Lanai	0	0.5	0	0	0.5	282	43
Maui	3	2.25	0	1	6.25	50	953
Kona	2	2	0	0	4	783	482
Hilo	2.1	4.45	0	0	6.55	392	805
Total	30.6	43.07	10.6	4	88.27	9,390	9,562

Cases shall be assigned to attorneys and paralegals according to the caseload guidelines as established by the Board of Directors and dictated in the Case Management & Litigation Manual. That manual presents these recommendations:

- **Attorneys with more than three years of experience:** The caseload should range from 40-80 simple cases which are open and active, and five significant cases that have been certified as significant advocacy, or activities such as impact litigation, management of a Legal Aid program or project, or outreach and community legal education.
- **Attorneys with two to three years of experience:** Caseloads should range from 40-60 simple cases which are open and active, and two to three significant cases that have been certified as significant advocacy or activities such as management of a Legal Aid program or project, outreach and community legal education.
- **Attorneys with less than two years of experience:** Caseloads should range from 30-40 simple cases which are open and active, and two to three significant cases that have been certified as significant advocacy or activities. For new attorneys, the simple caseload can include activities such as outreach and community legal education; and the significant litigation may include co-counseling with other attorneys.

- **Paralegal with more than three years experience:** Caseloads should range from 40 - 60 open and active cases. Paralegals focusing solely in the GA-SSI or Title III program should have a caseload of 90 - 110. Paralegals are encouraged to participate in significant cases and activities, but are not required to do so.
- **Paralegal with less than three years experience:** Caseload should average 25 open and active cases. Paralegals focusing solely in the GA-SSI or Title III program should have a caseload of 90 - 110. Paralegals are encouraged to participate in significant cases and activities, but are not required to do so.

**Staff Qualifications and Experience.** Legal Aid has an experienced and dedicated staff that are committed to serving the legal needs of Hawai'i's disadvantaged. Legal Aid shall utilize attorneys and paralegals currently employed by the organization to provide high quality legal services to eligible clients. Legal Aid attorneys are required to be duly licensed and remain in good standing with the Hawai'i State Bar. Legal Aid attorneys and paralegals are either generalists or specialists in the areas of family, housing, fair housing, consumer, public assistance and immigration law. For example, a generalist attorney in the housing and consumer unit will practice both housing law and consumer law while an attorney specialist focuses on one specific area. All paralegals are required by Hawai'i Rules of Professional Conduct to be closely supervised by Legal Aid attorneys.

A large majority of staff at Legal Aid provide assistance through this grant. The resumes for all staff members are held in the Honolulu Office and can be made available upon request. The sixteen staff members described below are an example of the high caliber of attorneys and paralegals that provide assistance with the assistance of this grant-in-aid. Their resumes are included as Attachment "D":

**Russ Awakuni**, Managing Attorney of the Leeward Office, joined Legal Aid in 2008 as a Staff Attorney in the Housing Unit. He currently supervises Legal Aid's staff that provides services on the Leeward Coast and most recently worked on a high profile case involved mortgage foreclosure fraud.

**Calleen Ching**, Managing Attorney for the Immigration and Public Benefits Unit in the Honolulu Office brings over 30 years of legal services experience. Ms. Ching's concentration over the last ten years has been on immigration and immigration-related matters and is well-known throughout the state as an expert in these issues. Ms. Ching also brings past experience in working on foreclosure, domestic violence, civil rights, and disability to Legal Aid.

**Bow Mun Chin**, Staff Attorney Specialist for Immigration brings close to 30 years of immigration experience to Legal Aid. Mr. Chin has worked closely with immigrant trafficking victims in the past and currently teaches immigration law at the University of Hawai'i's Richardson School of Law.

**Nicole Forelli**, Managing Attorney of the Maui, Molokai and Lanai Offices, joined Legal Aid in 2004 and has practice law for twenty-one (21) years. Before coming to Legal Aid, Ms. Forelli was the Supervising Attorney and the Domestic Violence Clearinghouse and Legal Hotline.

Thus Ms. Forelli has extensive knowledge and experience working with victims of domestic violence and has extensive experience with the *Legal Advocacy for Children and Families* project.

**Valerie Grab**, Staff Attorney at the Hilo office, provides legal services to indigent clients in matters involving domestic violence, child custody, visitation, child support, public benefits and housing. Ms. Grab also conducts legal clinics for *pro se* litigants with respect to divorce and child custody matters. Ms. Grab was previously a senior staff attorney with the Legal Aid Society of the District of Columbia in Washington, D.C.

**Charlie Hite**, Managing Attorney for the Hilo office, returned to Legal Aid in 2010 after fifteen years with the Office of Disciplinary Counsel. Previously, Mr. Hite focused primarily on public benefits at Legal Aid for eighteen years. Mr. Hite practices in a variety of areas for Legal Aid, including housing, consumer, public benefits, and family law.

**Shelia Lippolt**, Staff Attorney Specializing in Housing provides representation to those facing eviction or other housing problems. She has worked closely over the last few years in expanding Legal Aid's education and outreach efforts to COFA residents. She was previously employed as a public defender.

**Emiko Meyers**, Managing Attorney of the Kauai office, has worked at Legal Aid for over nine (9) years and practices Family Law, Landlord/Tenant, Public Benefits, Guardian ad Litem and Special Education. Ms. Meyer works closely with community stakeholders and maintains relationships with community social service providers and agencies.

**Makia Minerbi**, Staff Attorney at the Waianae office, joined Legal Aid in September 2009 as a fellow from the University of Hawai'i's Richardson School of Law. Mr. Minerbi is active within the social justice community in Hawai'i.

**Alyssa Nafarette**, a paralegal in the Honolulu Family unit, is an AmeriCorps member that oversees and leads "self-help" clinics to assist individuals to prepare and draft their family court custody and child support documents.

**Nancy O'Hara**, a paralegal in the Honolulu Family unit, oversees and leads "self-help" clinics to assist individuals to prepare and draft their uncontested divorce and divorce modification court pleadings. Ms. O'Hara has prior experience working as a Restraining Order Assistance Program Advocate where she attended court hearings to support domestic violence victims and worked with petitioners to obtain stalking orders.

**Rob Palin**, Intake Managing Attorney, supervises Legal Aid's Intake Hotline which is the gateway to all Legal Aid services. He also supervises Legal Aid's Center for Equal Justice which provides limited assistance through filling out forms, calling for information or drafting simple documents. Mr. Palin joined Legal Aid in 1996 and became the Managing Attorney in 1999. He is a graduate of the University of Cincinnati School of Law.

**Daniel Pollard**, Managing Attorney of the Honolulu Office's Family/GAL unit, has extensive family law experience and has worked at Legal Aid for over 11 years. Mr. Pollard has served as



an adjunct faculty member for Chaminade University's Criminal Justice Program since 2000. Prior to working at Legal Aid, Mr. Pollard worked as a Deputy Prosecuting Attorney with the City and County of Honolulu.

**Tara Shibuya**, Staff Attorney at the Honolulu office, has worked at Legal Aid over 6 years. Ms. Shibuya represents clients in Family Court proceedings including divorces, paternities, restraining orders, adoptions, and guardianships and serves as a Court appointed GAL. Ms. Shibuya currently teaches a family law clinic at the University of Hawai'i's Richardson School of Law and has extensive domestic violence training.

**Stacia Silva**, Managing Attorney of the Windward office, joined Legal Aid in 1997 and practices family, public benefits, housing, and consumer law. She previously supervised Legal Aid's Social Security Advocacy Project. She is a graduate of the University of Hawai'i's Richardson School of Law.

**Joanna Sokolow**, Managing Attorney of the Kona office, provides direct civil legal services to indigent clients in the areas of family, housing, consumer, and public benefits law. Prior to working at Legal Aid Ms. Sokolow represented juvenile clients in delinquency cases in Washington D.C.'s Superior Court.

**Ryker Wada**, Managing Attorney of the Honolulu Office's Housing/Consumer unit has worked with Legal Aid for nine years. He specializes in consumer protection issues and has extensive experience in housing discrimination.

Job descriptions of proposed administrative and program staff, including minimum qualifications necessary for the positions, can be found in Attachment "E".<sup>12</sup> Please note that the qualifications and minimum requirements noted in these job descriptions ensure that Legal Aid staff members are dedicated advocates, who are highly self-motivated and talented, with appropriate legal and paralegal training to meet the needs of low-income families and individuals in a timely and cost-effective manner. Many, if not most of our staff who work on this project exceed these minimum requirements.

**Supervision and Training.** Legal Aid has established a clear line of supervision throughout the program to ensure high quality of client services. Legal Aid's Executive Director directly supervises all managers. Legal Aid's Honolulu Office has four Managing Attorneys who are responsible for the Intake/Center for Equal Justice, Family/Guardian Ad Litem, Consumer/Housing and Immigration/Public Benefits. The Windward and Leeward offices each have a Managing Attorney. The Neighbor Island Offices in Hilo, Kona, Lihue, Kailua-Kona and Wailuku are each supervised by a Managing Attorney with the Managing Attorney in Wailuku supervising staff in Legal Aid's offices in Kaunakakai and Lana'i City.

The Managing Attorney at each office location is responsible for all supervision, case maintenance, community outreach, and compliance with all contract requirements. As required by the Hawai'i

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<sup>12</sup> The job descriptions attached are currently in the process of being revised and finalized.

Rules of Professional Conduct, all paralegals are closely supervised by Legal Aid attorneys. The ratio of attorneys to paralegals throughout Legal Aid averages about 1.5 lawyers for each paralegal.

Close supervision is provided to all staff to ensure that high quality services are provided:

- Staff are evaluated on a regular basis and all staff has development plans. Staff are expected to meet with their supervisors on a bi-monthly basis to review their progress on their development plans and to discuss any issues that may have arisen in their performance.
- Managing Attorneys conduct regular case reviews and case conferences to discuss cases. Monthly case reviews are ongoing learning opportunities for Legal Aid staff. The periodic review of each offices open cases also gives staff an opportunity to learn from peers in other offices. Staff also has an annual evaluation that includes creating and revising staff's development plans.

Legal Aid has an internal system of training staff on issues for which they must provide assistance. This system is a combination of internal training and retreats, external training opportunities within Hawaii, participation in selected mainland trainings and events, and mentors:

- All advocates go through a comprehensive orientation process within the first week of employment. This orientation process includes a day-long orientation session in the Honolulu office as well as substantive law lectures and intake observation. Lectures are supplemented with extensive materials and address every area of poverty law.
- All new staff members are also assigned a managing attorney to provide initial guidance on program etiquettes, policies and internal program back-up capabilities.
- On an annual basis, Legal Aid provides in-house training on all substantive priority areas including family law, consumer issues, administrative benefits, and housing. In addition, each year at least one additional significant event is presented in-house on an important substantive law topic.
- Legal Aid takes advantage of local training events by sending individual staff members to attend as appropriate. These include legal seminars offered by the Bar Association, the courts, private training providers, and others. In 2012, Legal Aid staff attended over 25 family law related trainings including Institute on Violence Abuse and Trauma training, Dynamics of Child Sex Abuse, Difficult Clients and DV Survivors, and Symposium on Public Policy Implications of Poverty.
- Legal Aid uses national opportunities to train staff. Each year, an average of 12 to 14 individuals is sent to national training and conferences. Legal Aid also brings national leaders to train staff on a variety of issues. In September 2012, Christopher Brancart, a leading expert on fair housing law provided training to Legal Aid staff attorneys and

paralegals in the Housing, Fair Housing and Consumer Units as well as members of the community.

- Brown bag workshops are offered in the Honolulu Office to continue to educate Legal Aid staff and pro bono attorneys about legal issues and to keep Legal Aid and partner social service agencies abreast of developing legal issues. These training workshops are available to staff and pro bono attorneys throughout the state using Legal Aid's teleconferencing system. In 2012, several leading Family Law attorneys practicing in Hawaii provided trainings in the areas of Divorce, Paternity, Child Support and Adoptions/Guardianships of a Minor.
- Each year Legal Aid staff attends external training and almost all Legal Aid staff attends internal training and conferences such as public benefits training, internal task force training, management training, etc. On a regular basis, Legal Aid holds a statewide staff training to bring the staff together in one place and to provide opportunities for training and networking. In 2011, training tracks included: litigation, substantive law, and client services. Volunteer attorney trainers from around the community assist with this annual training.

Legal Aid's clear established line of supervision and extensive training requirements for staff create an internal infrastructure system that ensures efficient and effective staff performance and staff development. These systems are in place to ensure the provision of high quality legal services to our client populations.

## **B. Organizational Chart**

An organizational chart is attached as Attachment "F".

## **VI. OTHER**

### **A. Litigation**

There is no pending litigation against Legal Aid.

### **B. Licensure or Accreditation**

Any attorneys providing services under this contract shall be licensed to practice law in the State of Hawaii. Specific licensure or accreditation for the agency is not required to provide services.

# Attachment “A”

## Proposed Budget Forms

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2013 to June 30, 2014)

Applicant: LEGAL AID SOCIETY OF HAWAII

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	433,824			
2. Payroll Taxes & Assessments	50,584			
3. Fringe Benefits	73,750			
<b>TOTAL PERSONNEL COST</b>	<b>558,158</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	18,000			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	86,842			
5. Staff Training				
6. Supplies	18,000			
7. Telecommunication	48,000			
8. Utilities				
9. Audit Services	14,000			
10. Postage, Freight and Delivery	12,000			
11. Repair and Maintenance	12,000			
12. Litigation	18,000			
13. Subscriptions	15,000			
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>241,842</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>800,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By: Wayne Keawe 527-8060		
(a) Total State Funds Requested	800,000	Phone		
(b)		[Redacted] 1/30/13		
(c)		Date		
(d)		M. Nalani Fujimori Kaina, Executive Director		
<b>TOTAL BUDGET</b>	<b>800,000</b>	Name and Title (Please type or print)		

**BUDGET JUSTIFICATION  
PERSONNEL - SALARIES AND WAGES**

Applicant: LEGAL AID SOCIETY OF HAWAII

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
EXECUTIVE DIRECTOR	1	\$100,000.00	30.00%	\$ 30,000.00
COMPTROLLER	1	\$73,300.00	30.00%	\$ 21,990.00
BOOKKEEPER	1	\$53,500.00	30.00%	\$ 16,050.00
GRANTS MANAGER	1	\$40,000.00	30.00%	\$ 12,000.00
IT MANAGER	1	\$42,000.00	30.00%	\$ 12,600.00
DIRECTOR OF EXTERNAL RELATIONS, FUNDRAISING, PAI	1	\$25,000.00	30.00%	\$ 7,500.00
DIRECTOR OF TRAINING AND DEVELOPMENT	1	\$60,200.00	30.00%	\$ 18,060.00
OFFICE MANAGER	1	\$36,400.00	30.00%	\$ 10,920.00
OFFICE CLERKS	3	\$69,680.00	30.00%	\$ 20,904.00
HIJC ATTORNEY	1	\$73,500.00	30.00%	\$ 22,050.00
HIJC PARALEGAL	1	\$39,800.00	30.00%	\$ 11,940.00
HILO ATTORNEY	1	\$84,800.00	30.00%	\$ 25,440.00
HILO PARALEGAL	1	\$33,600.00	30.00%	\$ 10,080.00
HONOLULU HOUSING ATTORNEY	1	\$58,600.00	30.00%	\$ 17,580.00
HONOLULU CONSUMER ATTORNEY	1	\$55,100.00	30.00%	\$ 16,530.00
HONOLULU FAMILY ATTORNEY	1	\$48,900.00	30.00%	\$ 14,670.00
HONOLULU PUBLIC BENEFITS ATTORNEY	1	\$51,000.00	30.00%	\$ 15,300.00
HONOLULU ADOPTIONS PARALEGAL	1	\$39,400.00	30.00%	\$ 11,820.00
HONOLULU FAMILY PARALEGAL	1	\$23,900.00	30.00%	\$ 7,170.00
KAUAI ATTORNEY	1	\$52,500.00	30.00%	\$ 15,750.00
KAUAI PARALEGAL	1	\$22,000.00	30.00%	\$ 6,600.00
KONA ATTORNEY	1	\$51,000.00	30.00%	\$ 15,300.00
LANAI PARALEGAL	1	\$22,900.00	30.00%	\$ 6,870.00
WAIANAЕ ATTORNEY	1	\$71,700.00	30.00%	\$ 21,510.00
MAUI ATTORNEY	1	\$73,800.00	30.00%	\$ 22,140.00
MAUI CLERK	1	\$30,100.00	30.00%	\$ 9,030.00
MOLOKAI PARALEGAL	1	\$42,400.00	30.00%	\$ 12,720.00
WINDWARD ATTORNEY	1	\$71,000.00	30.00%	\$ 21,300.00
				\$ -
<b>TOTAL:</b>				<b>433,824.00</b>

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Legal Aid Society of Hawaii

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Legal Aid Society of Hawaii

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2008-2009	FY: 2009-2010	FY:2010-2011	FY:2010-2011	FY:2011-2012	FY:2012-2013
PLANS						None
LAND ACQUISITION						None
DESIGN						None
CONSTRUCTION						None
EQUIPMENT						None
<b>TOTAL:</b>						0
<b>JUSTIFICATION/COMMENTS:</b>						



# Attachment “B”

## Contracts and Projects

Legal Aid Society of Hawaii  
Grants and Contracts

Grant Title	Sub-Grant Title	Administering Agency	Funding Source	Award Period	Grant Amount	Contact	Telephone	E-Mail
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Statewide

Americorps, Project Laulima		Research Corporation at UH	Corporation for National & Community Service	9/1/2012 - 8/30/2013	\$175,000.00	Gerry Yahata	808-956-7071	gyahata@hawaii.edu
DHS - DV Grant	Domestic Violence Legal Services for TANF Recipients	DHS-BESSD	State	7/1/2011 - 6/30/2012 and 7/1/2012 - 6/30/2013	\$110,000.00	U'ilani Hayes	808-586-7088	GHayes@dhs.hawaii.gov
DHS - GA-SSI	Social Security Advocacy Project Services	Department of Human Services	State	2/28/2013 - 2/28/2014 (ext. 1 year)	\$1,500,000.00	Sandy Morishige	808-586-5729	smorishige@dhs.hawaii.gov
Foreclosure Assistance Program		Hawaii Department of the Attorney General	State	10/1/2012 - 9/30/2013 (2 additional years)	\$3,000,000.00 (over course of 3 years with 4 partner agencies)	David Louie	808-586-1180	
Grant-In-Aid	State	Judiciary	State	12/7/2012 - 6/30/2013	\$800,000.00	Karen Takahashi		
HUD - Fair Housing Enforcement Program	Fair Housing Enforcement Program	Department of Housing and Urban Development	Federal	12/1/2011 - 11/30/2012, ext. 12/1/2012 - 11/30/2013	\$325,000.00	Vicki A. Gums		
HUD - Homeless Assistance Program	Continuum of Care	Department of Housing and Urban Development	Federal	12/1/2012 - 11/30/2013	\$64,669.00	Rebecca Borja	808-522-8180 x265	Rebecca.C.Borja@hud.gov
Indigent Legal Assistance Fund	ILAF	Hawaii Justice Foundation	Judiciary	7/1/2012 - 6/30/2013	\$254,566.31	Karen Takahashi	808-539-4896	
IOLTA	IOLTA	Hawaii Justice Foundation		1/1/2013-12/31/2013	\$35,000.00	Bob LeClair	808-537-3886	bjlf@hawaii.rr.com
Legal Assistance for Victims	Legal Assistance to Victims	Office of Violence Against Women	Federal	10/1/2010 - 9/30/2015	500000 (Legal Aid share \$315,518)	Neelam Patel	202.353.4338	Neelam.J.Patel@usdoj.gov
Legal Services - HI-1	HI-1	Legal Services Corporation	Federal	1/1/2013 - 12/31/2013	\$1,317,240	John Meyer	202-295-1505	meyeri@lsc.gov
Legal Services - NH-1	Native Hawaiian	Legal Services Corporation	Federal	1/1/2013 - 12/31/2013	\$217,062	John Meyer	202-295-1505	meyeri@lsc.gov
Legal Services - TIG	A2J	Legal Services Corporation	Federal	1/1/2013 - 12/31/2013	\$41,500.00	Glenn Rawdon	202-295-1552	gawdon@lsc.gov
Low Income Tax Assistance Program	Low-Income Taxpayer Clinic	Internal Revenue Service	Federal	1/1/2013 - 12/31/2013	\$48,000.00	Jan Alexander	503-415-7025	Jan.Alexander@irs.gov
OCS Child and Family	Legal Advocacy, Outreach, & Referral Services to Protect the Rights of Children & Their Families	Office of Community Services	State	7/1/2011 - 6/30/2012 (ext. to 6/30/2013)	\$282,000.00	Lola Salimova	586-8675	lola.k.salimova@hawaii.gov
SOH - STOP VAWA	Victim Services for Adult Female Victims of Domestic Violence	Department of the Attorney General	State	05/1/2012 - 04/30/2013	\$84,780.00	Helena Manzano	808-586-1164	Helena.Y.Manzano@hawaii.gov
SOH - STOP VAWA	Outreach to, Legal Services for and Training about Immigrant Victims	Department of the Attorney General	State	10/1/2012-6/30/2013	\$90,511.00	Helena Manzano	808-586-1164	Helena.Y.Manzano@hawaii.gov

Legal Aid Society of Hawaii  
Grants and Contracts

Grant Title	Sub-Grant Title	Administering Agency	Funding Source	Award Period	Grant Amount	Contact	Telephone	E-Mail
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Oahu

AUW - Combined Federal Campaign		Aloha United Way	Foundation	2013	varies	Norm Baker	808-543-2202	<a href="mailto:norm@auw.org">norm@auw.org</a>
AUW - Donor Choice		Aloha United Way	Foundation	1/1/2013-12/31/2013	varies	Norm Baker	808-543-2202	<a href="mailto:norm@auw.org">norm@auw.org</a>
AUW - Emergency and Crisis Services	Impact Funding	Aloha United Way	Foundation	1/1/2013-12/31/2013	\$17,828.00	Norm Baker	808-543-2201	<a href="mailto:norm@auw.org">norm@auw.org</a>
Catholic Charities	MOA	Catholic Charities	Nonprofit	2013	Fee for Service	Stella MQ Wong		
JUD - GAL	Guardian ad Litem/Legal Counsel Services	Judiciary	Judiciary	07/01/2012 - 06/30/2013	\$105,304.63	Sandra Kato	808-539-4429	<a href="mailto:Sandie.H.Kato@courts.state.hi.us">Sandie.H.Kato@courts.state.hi.us</a>
Teamsters Legal Services Project		Hawaii Teamsters & Allied Workers Local 996	Contract	ongoing	Fee for Service	Lisa Otsuka	808-672-2010	<a href="mailto:Lisa.Otsuka@brmsonline.com">Lisa.Otsuka@brmsonline.com</a>

Maui

GAL and Legal Counsel Services, Maui	Guardian ad Litem/Legal Counsel Services	Judiciary	Judiciary	7/1/2011 - 6/30/2013 (poss. 2 more year renewal)	Fee for Service	Kim Cuadro	808-244-2779	<a href="mailto:Kim.S.Cuadro@courts.state.hi.us">Kim.S.Cuadro@courts.state.hi.us</a>
Holistic Legal Services for Maui County's Most Vulnerable		Department of Housing and Human Concerns	County	7/1/2012 - 6/30/2013 (plus 1 more year)	\$75,000.00	Sue Fukushima	808-270-7178	<a href="mailto:sue.fukushima@co.maui.hi.us">sue.fukushima@co.maui.hi.us</a>
Title III and Kupuna Care Home and Community Based Services		Maui County Office of Aging	State	10/1/2011 - 6/30/2013	\$57,200.00	Norma Circle	808-270-7774	<a href="mailto:norma.circle@co.maui.hi.us">norma.circle@co.maui.hi.us</a>

Big Island

GAL and Legal Counsel Services, Big Island	Guardian ad Litem/Legal Counsel Services	Judiciary, Circuit Court of the Third Circuit	Judiciary	7/1/2012 - 6/30/2013	Fee for Service	Christin Kefford, Program Specialist	961-7624	<a href="mailto:christine.m.kefford@courts.state.hi.us">christine.m.kefford@courts.state.hi.us</a>
Grants-In-Aid, Hawaii County Nonprofit Grant	State	Hawaii County	State	7/1/2012 - 6/30/2013	\$30,000.00			
Hawaii Island United Way		Aloha United Way	Foundation	7/1/2011 - 6/30/2013	\$18,000.00	Darla DeVille	935-6393	
Title III-E, Big Island	The Hawaii County Senior Citizen Program (SCP)	Hawaii County Office of Aging	County	7/1/2011 - 9/30/2012 ext. 10/1/2012 - 9/30/2013	\$90,370.00	Vicki Belluomini	808-961-8597	<a href="mailto:vicki.hcoa@hawaiiantel.net">vicki.hcoa@hawaiiantel.net</a>



# Attachment “C”

## Legal Aid Office Locations

## Legal Aid's Office Locations Statewide

### **HONOLULU**

924 Bethel Street  
Honolulu HI 96813  
PH: 536-4302  
FAX: 527-8088

### **LEEWARD**

85-670 Farrington Hwy  
Waianae HI 96792-2354  
PH: 696-6322  
FAX: 696-5809

### **WINDWARD**

45-773 Kamehameha Hwy, Unit 2  
Kaneohe HI 96744  
PH: 235-5343  
FAX: 235-5292

### **HAWAII IMMIGRANT JUSTICE CENTER at LEGAL AID (HIJC)**

245 N. Kukui St., Ste. 104  
Honolulu, HI 96817  
PH: 536-8826  
FAX: 537-4644

### **HILO**

305 Wailuku Drive  
Hilo HI 96720-2488  
PH: 961-2851  
FAX 969-3983

### **KONA**

75-5656 Kuakini Hwy, Ste. 202  
Kailua-Kona HI 96740  
PH: 329-3910/  
FAX: 334-9650

### **KAUAI**

3016 Umi St., Ste. 208  
Lihue HI 96766  
PH: 245-4728  
FAX: 246-8824

### **MAUI**

24 N. Church St., Suite 401  
Wailuku HI 96793  
PH: 244-3731  
FAX 244-5856

### **LANAI**

730 Lanai Ave #129  
Lanai City HI 96763  
PH: 565-6089  
FAX: 565-6089

### **MOLOKAI**

40 Ala Malama Ave  
Kaunakakai HI 96748-0427  
PH: 553-3251  
FAX: 553-5809



# Attachment “D”

## Staff Resumes

# RUSS S. AWAKUNI

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## EDUCATION:

1990 - 1993

**Loyola Law School:** Los Angeles, California

- Juris Doctor
- Recipient, Faculty Minority Scholarship (1992-93)
- Member, Asian Pacific American Law Student Association

1986 - 1990

**University of Hawaii at Manoa:** Honolulu, Hawaii

- College of Business Administration
- Bachelor of Business Administration (Finance)
- Senator, Associated Students of the University of Hawaii (1988-90)

## WORK EXPERIENCE:

Jun.2008 – Present

**Legal Aid Society of Hawaii, Leeward office**

- Managing Attorney/Staff Attorney  
Represent low income individuals in matters regarding summary possession defense, foreclosure defense, public housing/section 8 administrative hearings, home equity theft claims, divorce, and other family court matters. As of April 2009, supervise staff, manage branch office, and minor grant mgt.

Jul.2005 – Jun.2008

**Emblazon Hawaii**

- Chairman & CEO  
Manage a wholesale/retail business in Honolulu that specialized in products and apparel designs that change color in sunlight. Closed its retail operation at Ward Warehouse and Maui.

Feb.2004 - Jul.2005

**Oliver, Lau, Lawhn, Ogawa & Nakamura**

- Associate Attorney  
Litigation practice with an emphasis on collection and commercial litigation matters representing lending institutions, associations of apartment owners, and property management companies.

Jan.2002 - Jan.2003

**Honolulu City Council, Council Member Jon C. Yoshimura**

- Senior Advisor  
Supervise staff and advise the Council member regarding constituent requests and inquiries, legislation formation, and community relations.

Mar.2000 - Jan.2004

**The Law Office of Russ S. Awakuni**

- Collection Attorney  
Collection practice with an emphasis on assumpsit collection, foreclosure and bankruptcy matters representing lending institutions and property management companies.

Jul.1997 - Feb.2000

**Tam, O'Connor, Henderson, Taira & Yamauchi**

- Associate Attorney  
Litigation practice with an emphasis on collection, foreclosure and bankruptcy matters representing lending institutions and union trust funds. Assisted partners on other litigation matters.

Sep.1996 - Jul.1997

**Dwyer Imanaka Schraff Kudo Meyer & Fujimoto**

- Associate Attorney  
Commercial litigation practice with an emphasis on bankruptcy and foreclosure representing financial creditors. Assisted partners on arbitration, construction, contract, and securities tasks.

Aug.1994 - Sep.1996

**Department of the Prosecuting Attorney**

- Deputy Prosecuting Attorney  
Individually tried scores of criminal and traffic bench trials in the District and Family Courts of the First Circuit and twelve felony and misdemeanor jury trials in the First Circuit Courts.

Dec.1993 - Aug.1994

**First Circuit Court, Twelfth and Nineteenth Divisions**

- Law Clerk, Criminal Motions  
Drafted judicial determinations, decisions, letters, and memoranda, recommended action on matters taken under advisement and reviewed in-camera, and advised the Court on motions to be heard.

## PRO BONO/ COMMUNITY SERVICE:

Arbitrator, Court Annexed Arbitration Program (1998 - present)  
President (2001), VP (2000), Director (1999), Young Lawyers Div., HI State Bar Assoc.  
Vice-Chair, Nuuanu/Punchbowl Neighborhood Board, C&C of Hon. (2003 - 2005)

*Resume of CALLEEN J. CHING*

Hawaii Immigrant Justice  
Center at Legal Aid Society  
of Hawaii  
P. O. Box 3950  
Honolulu, Hawaii 96812  
January 2010 – present

Supervising Attorney: Represent abused  
Immigrants in immigration and related  
civil legal issues; supervise staff

Hawaii Immigrant Justice  
Center  
(formerly Na Loio)  
P. O. Box 3950  
Honolulu, Hawaii 96812  
  
January 2001 – December 2009

Senior Attorney; Projects Director  
Duties: Represent abused immigrants  
in immigration and related civil legal issues;  
conduct community education and  
training on abused immigrant issues;  
advocate for public policy reform for abused  
immigrants; collaborate with other  
community agencies to improve services to  
improve services to abused immigrants;  
manage abused immigrant projects and  
supervise staff; perform fundraising  
activities

*OTHER LEGAL EXPERIENCE:*

Corporation Counsel, City & County  
of Honolulu

Deputy Corporation Counsel  
Personnel Division

AmeriCorps Students &  
Advocates for Victims of  
Domestic Violence, Volunteer  
Legal Services

Program Director, Supervising Attorney

Hawaii Civil Rights Commission

Enforcement Attorney

Disability Rights Project  
Legal Aid Society of Hawaii

Supervising Attorney

Legal Aid Society of Hawaii

Supervising Attorney; Managing Attorney

Family Court

Per Diem Judge

Senate Judiciary Committee  
Hawaii Legislature

Chief Attorney

*Other Legal and Community Activities*

Co-editor, Our Right, Our Lives,  
Hawaii Women Lawyers 2001



## RESUME FOR BOW MUN CHIN

### LEGAL EXPERIENCE

Staff Attorney  
Hawaii Immigrant Justice Center (“HIJC”) at LASH  
(Formerly HIJC; Na Loio-IRPILC)  
10/2007 – Present

Attorney (Self-Employed)  
Bow Mun Chin, AAL  
07/2006 – present (To complete pre-HIJC cases)

Staff Attorney (Emergency Hire)  
Na Loio-Immigrant Rights and Public Interest Legal Center  
10/2006 – 02/2007

Adjunct Professor for Immigration Law  
William S. Richardson School of Law  
2001 - Present

Associate Attorney  
Law Offices of Alan W.C. Ma  
2005 - 2005

Attorney (Partner)  
Hawaii Immigrant Lawyers  
2000 - 2005

Associate Attorney  
Law Offices of Benjamin V. Chen  
1999 - 2000

Staff Attorney  
Na Loio-Immigrant Rights and Public Interest Legal Center  
1989 – 1999

Associate Attorney  
Law Offices of David W. Lo  
1988 - 1989

Attorney  
Self-employed  
June 1987 - October 1987

Law Clerk  
Lee Henderson Chipchase & Wong  
January 1987 - May 1987

### LICENSES

Hawaii State Bar Association - October 1986  
Attorney No.: 4208-0

### LEGAL EDUCATION

William S. Richardson School of Law  
Juris Doctor - May 1986

*Updated March 4, 2010*

**NICOLE C. FORELLI**  
295 Lauala Street  
Wailuku, HI 96793  
(808) 205-5205 (H) (808) 244-3731 (W)  
e-mail: niforel@lashaw.org

Admitted: Hawaii State Bar, California State Bar and Commonwealth of the Northern Mariana Islands Bar

## **EXPERIENCE**

- |  |  |
|--|--|
| June 2004-present                          | <p>Managing Attorney<br/>Legal Aid Society of Hawaii<br/>Wailuku, Maui, Hawaii</p> <ul style="list-style-type: none"><li>▪ Manage Maui County offices (Maui, Molokai and Lanai)</li><li>▪ Supervise staff attorneys and paralegal</li><li>▪ Write and monitor grants and oversee budget</li><li>▪ Represent clients in various matters, including family law, public benefits, housing law, consumer law and elder law</li><li>▪ Provide Guardian Ad Litem (GAL) and Parent Counsel services in Child Protective Service (CPS) cases</li><li>▪ Work with community service providers to help clients</li><li>▪ Conduct trainings and outreach to the community and other service providers</li></ul>                 |
| Mar. 2003-June 2004<br>Mar. 2002-Mar. 2003 | <p>Supervising Attorney<br/>Staff Attorney<br/>Domestic Violence Clearinghouse and Legal Hotline<br/>Wailuku, Maui, Hawaii</p> <ul style="list-style-type: none"><li>▪ Supervised staff attorney, paralegal and legal secretary</li><li>▪ Represented victims of domestic violence in family law matters (divorce, paternity and restraining order hearings)</li><li>▪ Handled hotline calls from victims of domestic violence</li><li>▪ Educated police officers/community on issues of domestic violence</li></ul>   |
| Nov. 2000-March 2002                       | <p>Deputy Prosecuting Attorney<br/>Department of the Prosecuting Attorney<br/>County of Maui<br/>Wailuku, Maui, Hawaii</p> <ul style="list-style-type: none"><li>▪ Prosecuted domestic violence and juvenile case</li><li>▪ Trained police officers on investigation of domestic violence cases</li></ul>  |
| Oct. 1993-Nov. 2000                        | <p>Assistant Attorney General, Criminal Division<br/>Office of the Attorney General<br/>Saipan, Commonwealth of the Northern Mariana Islands</p> <ul style="list-style-type: none"><li>▪ Prosecuted felonies and misdemeanors, focusing primarily on domestic violence and child abuse/neglect (vertical prosecution)</li><li>▪ Member of the Family Violence Task Force (FVTF)</li><li>▪ Member of the Multi-Disciplinary Response Team (MDRT)</li><li>▪ Trained police officers on investigation of domestic violence cases</li><li>▪ Handled appeals to the CNMI Supreme Court and Ninth Circuit Court of Appeals</li><li>▪ Testified before the Legislature regarding legality of proposed legislation</li></ul> |

- Oct. 1992-Oct. 1993      Assistant Attorney General, Civil Division  
Office of the Attorney General  
Saipan, Commonwealth of the Northern Mariana Islands
- Served as legal counsel for numerous government agencies, including the Division of Youth Services, the Commonwealth Health Center, the Department of Public Safety, the Board of Parole, the Office of Personnel Management and the Coastal Resources Management Office
  - Wrote legal opinions
- Oct. 1990-Sept. 1992      Attorney (Environmental Group)  
Oct. 1988-Oct. 1989      Pillsbury, Madison & Sutro  
San Francisco, California
- Advised clients on all aspects of compliance with local, state and federal environmental laws
  - Created environmental compliance manuals for clients
  - Assisted in environmental litigation and conducted audits
- Oct. 1989-Oct. 1990      Staff Attorney  
United States Court of Appeals for the Ninth Circuit  
San Francisco, California
- Researched criminal motions filed by prisoners
  - Presented recommendations on motions to panel of judges
  - Wrote memorandums of disposition for the Court
- June 1987-Sept. 1987      Summer Associate  
Sonnenschein Carlin Nath & Rosenthal  
Chicago, Illinois
- Legal research, writing and document production
- Aug. 1986-Mar. 1987      Law Clerk  
Tanick and Heins  
Minneapolis, Minnesota
- Legal research and brief writing for small civil litigation firm

## EDUCATION

- Law School:              University of Minnesota, J.D., Cum Laude, 1988  
Minneapolis, Minnesota  
Honors: Dean's List  
Activities: Managing Director of ABA Moot Court, Moot Court Board, Legal Writing Instructor, International Law Society, Minnesota Justice Foundation
- Institute on International and Comparative Law, Summer 1986  
Paris, France  
International Law Classes
- Undergraduate:          University of Minnesota, B.A. 1985  
Minneapolis, Minnesota  
Majors: Journalism and French Literature  
Honors: Phi Beta Kappa, Phi Kappa Phi, Golden Key National Honor Society
- Universite de Haute Bretagne, 1984  
Rennes, France  
French Classes

## Valerie J. Grab

305 Wailuku Drive  
Hilo, HI 96720  
808/961-2851  
vagrab@lashaw.org

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### EDUCATION

#### UCLA School of Law, Los Angeles, California

J.D., May 2003

Enrolled in Program in Public Interest Law and Policy

*Journals:* *Women's Law Journal*, Articles Editor

*Activities:* Moot Court Honors Program, Member

El Centro Legal, Board Member, Treasurer

El Centro Legal, Special Education Clinic, Founder/Supervisor

El Centro Legal, Juvenile Hall Advocacy Clinic, Supervisor

El Centro Legal, Landlord/Tenant Clinic, Volunteer

Program in Public Interest Law and Policy, Admissions Committee Member

*Awards:* Volunteer of the Year, Public Counsel Law Center's Children's Rights Project

#### Reed College, Portland, Oregon

B.A., History, May 1997

### EXPERIENCE

#### Legal Aid Society of Hawaii, Hilo, Hawaii.

February 2011 –Present

##### *Staff Attorney*

Provide legal services to indigent clients in matters involving domestic violence, child custody, visitation, child support, public benefits and housing. Responsible for drafting pleadings and motions, participating in settlement negotiations, and once admitted to the State Bar of Hawaii, will regularly appear in court on status hearings, motions hearings and trials. Review applications for legal assistance and provide legal counsel and advice. Conduct legal clinics for *pro se* litigants with respect to divorce and child custody matters.

#### Legal Aid Society of the District of Columbia, Washington, D.C.

February 2007 –September 2010

##### *Senior Staff Attorney, Family Law Unit*

Provided representation to indigent clients in all phases of litigation involving domestic violence, child custody, visitation and child support matters. Such representation included preparing initial filings, participating in mediation sessions and other alternative dispute resolution meetings, drafting motions and pleadings, and regularly appearing before the family court on status hearings, motions hearings and trials. Conducted weekly intake sessions for low-income persons in need of legal advice and representation. Collaborated with other Legal Aid staff in regards to policy and court reform efforts. Represented Legal Aid in numerous case handlers and family court reform committees, including a Council for Court Excellence committee charged with developing and implementing standards for attorneys assigned to minors as Guardians *ad litem* in domestic relations proceedings. Supervised junior attorneys and law clerks as well as deferred and loaned associates.

#### Superior Court of California, County of Los Angeles, Los Angeles, California

April 2005 – February 2007

##### *Research Attorney, Juvenile Division*

Researched and wrote memoranda regarding a variety of juvenile law issues as requested by dependency and delinquency judicial officers. Analyzed, made recommendations and prepared orders for petitions filed with the Presiding Judge of the Juvenile Court. These included research petitions, media requests and petitions for juvenile case file disclosures. Compiled case summaries and developed legislative updates on current juvenile law. Contributed to the Juvenile Court newsletter "Partners." Organized MCLE trainings for Juvenile Court attorneys. Trained and supervised judicial externs. Administered the Los Angeles Juvenile Court Special Education Referral process. Such administration included reviewing special education referrals from delinquency and dependency attorneys, referring to and placing cases with special education panel attorneys and monitoring and tracking case progress. Participated in numerous Juvenile Court committees, including, but not limited to: Education Committee, Visitation Committee, Resource Guidelines Work Groups

(Dependency and Delinquency), Grief and Mourning Committee, and the Coordinating Health Services Committee. Drafted Juvenile Court protocols and policies.

**Public Counsel Law Center, Los Angeles, California**

August 2003 – April 2005

*Staff Attorney, Homelessness Prevention Law Project*

Represented and advocated for individuals, youths and families who were homeless or who were at risk of homelessness with respect to their mental health, health care, housing, educational and public benefits needs. Supervised attorneys, law students and graduate students in Public Counsel's emergency food and shelter advocacy project, a legal advocacy program wherein volunteers assist public benefit recipients in multiple offices of the Los Angeles County Department of Social Services ("DPSS"). Crafted policy affecting the homeless and other impoverished populations through participation in dialogue with DPSS officials and collaboration with community service providers and governmental entities. Directed walk-in legal clinics for homeless, runaway and at-risk youth at community-based youth services organizations. Participated in legal clinics for youth detained in juvenile hall. Conducted legal education workshops for homeless youth case management staff. Directed legal clinics for homeless families residing in homeless shelters.

**National Center for Youth Law, Oakland, California**

June 2002 – August 2002

*Summer Law Clerk*

Provided legal support to a team of attorneys engaged in impact litigation on behalf of indigent youth and children in foster care. Researched and wrote memoranda on a variety of substantive issues, including issues regarding social security benefits afforded foster care children with disabilities, minor consent health program access for impoverished minors with mental health needs, and confidentiality standards required of foster care parents.

**Lozano Smith, Los Angeles, California**

April 2002 – June 2002

*Summer Law Clerk*

Researched and wrote memoranda on a variety of education issues. Drafted opening statements and briefs for school district employee termination hearings. Prepared and organized supporting documentation, drafted timelines, prepared witnesses and witness examinations, wrote memoranda evaluating viability of claims and recommending courses of action for special education cases.

**Edmund D. Edelman Children's Court, Monterey Park, California**

January 2002 – April 2002

Chambers of the Honorable Judge Nash, Presiding Judge of the Juvenile Court

*Judicial Extern*

Researched and wrote memoranda regarding a variety of issues, including appropriate tort tolling standards pursuant to the *Crystal B.* decision and confidentiality standards governing release of a dependent minor's health records. Reviewed delinquency and dependency case files, drafted brief memoranda, and discussed relevant issues with research attorneys.

**University of California, Los Angeles, Los Angeles, California**

August 2001 – December 2001

*Educational Justice Research Assistant (for Professor Gary Blasi)*

Evaluated models of school accountability with respect to district and state provision of equal educational opportunities.

**Public Counsel Law Center, Los Angeles, California**

October 2000 - August 2001

*Intern / Summer Law Clerk, Children's Rights Project*

Researched variety of legal issues, including issues regarding special education rights, sibling visitation, school zero-tolerance policies and foster care tort policy. Conducted fact investigation for pending cases, communicated with clients, and advocated for special education students and youths detained in juvenile hall.

**Long Beach Unified School District, Long Beach, California**

September 1997 - June 2000

*Bilingual Teacher*

Facilitated and managed self-contained third-grade bilingual classroom; developed curriculum; assessed student progress.

*Teacher Coach*

Assisted and mentored new teachers in curriculum implementation and classroom management.

## **SPECIALIZED TRAINING**

Mediator Training  
Ku'ihaki Mediation Center  
Training Period – 1 day  
November 2010

Representing Parents in Interstate Child Custody Cases  
Training Period – 1 day  
April 2010

National Institute for Trial Advocacy  
Training Period – 7 days  
June 2008

Representing Survivors of Domestic Violence in Civil Protection Order Cases  
Training Period – 2 days  
April 2007

Washington Council of Lawyers Advocacy Training  
Training Period – 4 days  
May 2007

Beyond the Bench  
Training Period – 2 days  
Attended seminars focusing on providing services for and  
representing children in abuse/neglect and delinquency  
proceedings.  
October 2006

Representing Children with Fetal Alcohol Syndrome  
Training Period – 1 day  
July 2005

## **COMMITTEES AND ORGANIZATIONS**

Council for Court Excellence, Children in the Courts, *Member*  
Washington, D.C.  
January 2009 – September 2011

Family Law Case Handlers, *Member*  
Washington, D.C.  
April 2009 – September 2011

Juvenile Court Committees, *Member*  
Los Angeles, CA  
Education Committee  
Visitation Committee  
Resource Guidelines Work Groups (Dependency and Delinquency)  
Grief and Mourning Committee  
Coordinating Health Services Committee  
April 2005 – February 2007

## **PROFESSIONAL AFFILIATIONS**

State Bar of California, Member  
Admitted April 2004

District of Columbia Bar, Member  
Admitted July 2007

## **LANGUAGE**

Conversant in Spanish

RESUME

Charles H. Hite  
(808) 536-4302 (W)

CURRENT EMPLOYMENT

Legal Aid Society of Hawaii  
Managing Attorney - Hilo office  
(August 2010 - Present)

PAST EMPLOYMENT

(Hawai'i)

Office of Disciplinary Counsel  
Assistant Disciplinary Counsel; Deputy Chief Disciplinary Counsel  
(July 1995 - June 2010)

Staff Attorney, Legal Aid Society of Hawai'i  
(December 1987 - July 1995)

Associate - Ikazaki, Devens, Lo, Youth, and Nakano  
(February 1985 - December 1987)

Associate - Hoddick, Reinwald, O'Connor, and Marrack  
(May 1981 - February 1985)

(New York)

Staff attorney, Bronx Legal Aid Society, Criminal Division  
(October 1976 - December 1980)

LAW-RELATED EDUCATION

J.D. - New York Law School, New York, New York  
(September 1972 - May 1976)

LICENSES TO PRACTICE LAW

State of New York (1977 - Present)

State of Hawai'i (1981 - Present)

United States District Court, District of Hawai'i (1981 - Present)

Court of Appeals, Ninth Circuit (1985 - Present)

SHEILA P. LIPPOT  
999 WILDER AVE #403  
HONOLULU, HAWAII 96822  
(808) 277-2125

The Legal Aid Society of Hawaii, Honolulu, Hawaii March 2008 – present  
Supervising Attorney, Housing Unit: assist low-income tenants to achieve housing justice. Provide a variety of services to include legal representation, advocacy, outreach, self-help and community participation. Services include: prevent eviction from public housing through administrative hearings and judicial appeals; prevent eviction from private housing through the judicial and mediation process; seek money damages for tenants who have encountered illegal lockouts and illegal utility shut offs; assist clients attain and keep Section 8 benefits. Provide other services as requested by LASH. Supervise three attorneys in Housing Unit. Provide legal services to the LASH Fair Housing Enforcement Program to include administrative hearings, Chapter 91 appeals and civil suits.

Mediation Center of Hawaii, Honolulu, Hawaii March 2005 – June 2008  
Mediating various forms of disputes: landlord/tenant, consumer/merchant, divorce/custody/child support, civil rights, temporary restraining orders and Small Claims Court. Facilitator in mediation training. Mediation Center uses facilitative mediation which focuses on the parties themselves working out an agreement. This is a volunteer position.

Honolulu Art Academy: Sept. 2006 – June 2007  
Trained to become a docent. Led Nativity tours at Christmas. This is a volunteer position.

Office of the Public Defender: Honolulu Hawaii. February 2001 – April 2005  
Public Defender I, II and III: Managed large case load with full service defense work. Assigned to various departments. In the Appeal Section I wrote briefs after analyzing trial transcripts for possible issues. These included, in part, rules of evidence, search and seizure, and jury instructions. Also did civil commitment hearings, probation and parole/parole violation hearings. Practiced in Family Court Division (both juvenile and criminal), District Court, DUI Court, Traffic Court and Felonies. The work included defendant interviews, locating and interviewing witnesses, visiting the crime scene, taking photographs and other investigation needed for my cases. Main focus was preparing and trying cases.

Whiteman Air Force Base Thrift Shop: Warrensburg MO. June 1998 – August 2000  
Recruited, supervised and trained 30 volunteer and 2 employees, wrote policies and procedures, solicited donations, wrote monthly report and newsletter. Volunteer position.

American Red Cross: Kansas City MO. January 1999 – August 2000  
Evaluated programs receiving United Way funds. Visited the facilities, questioned the leaders and made recommendations for improvement. Volunteer position

South Bay Literacy Society: Torrance CA. September 1991 – June 1998  
Tutored private students and trained volunteers in the Laubach Method for teaching reading to adults. Volunteer position.



Office of the Public Defender: Honolulu, Hawaii October 1986 -- June 1990

EDUCATION:

Radford high School, Honolulu, Hawaii

University of Hawaii at Manoa, Bachelor of Science with Distinction

William S. Richards School of Law, University of Hawaii at Manoa

TRAINING

Hawaii State Bar Association sponsored Landlord-Tenant Code Training October 2008

Fair Housing School, Fundamentals of Fair Housing, November 2008

National Housing Law Project Conference and Training, December 2008

# EMIKO L. MEYERS

2776 Kapa Street  
Lihue, Hawaii 96766  
(808) 639-2190  
emmeyer@lashaw.org

## EDUCATION

### *Seattle University School of Law*, Seattle, WA

Juris Doctor, May 2003 – *Cum laude*; Criminal Law Focus  
Public Interest Law Foundation Summer Grant Recipient - 2002  
Law Practice Clinic - Youth Advocacy Project – Juvenile Justice/Special Education  
Member Access to Justice – Immigrant Child Advocacy Program

### *University of San Diego School of Law*, San Diego, CA

First Year, August 2000-May 2001  
Member Criminal Law Society

### *Western Washington University*, Bellingham, WA

BA in American Cultural Studies, June 1998

## BAR MEMBERSHIP

*Washington State Bar Association*, Admitted November 2004

*Hawaii State Bar Association*, Admitted January 2005

## PUBLICATION

Emiko L.T. Ryan, *Reaching Out to Hawaii's Homeless*, in *LAWYERS WORKING TO END HOMELESSNESS*, 219 (ABA Commission on Homelessness and Poverty 2006).

## EXPERIENCE

### *Legal Aid Society of Hawaii*, Lihue, HI

#### **Managing Attorney**, August 2006-Present

Provide direct civil legal services to indigent clients. Areas of experience: Family Law, Landlord/Tenant, Public Benefits, Guardian ad Litem and Special Education. Work closely with community stakeholders. Forge and maintain relationships with other social service providers and agencies. Develop new projects and funding sources through grant writing and management. Supervise staff and assign cases. Manage office operations, complete and maintain a budget, and ensure compliance with LSC and Legal Aid policies.

#### **AmeriCorps Attorney**, September 2004-August 2006

Represent low income persons in the areas of Public Benefits: State and Federal; and Family Law: Custody, Guardianships, Adoptions, and CSEA hearings. Develop Homeless Project: outreach and representation of the homeless population on Kauai. Prepare for administrative agency hearings and Family, District, and Circuit Court hearings through collaboration with colleagues, research, investigation, and client meetings. Supply basic legal information to the general public.

#### **Legal Advocate**, October 2003-August 2004

Provide assistance to indigent clientele in the areas of Public Benefits: General Assistance, Food Stamps, Medicaid, and Social Security Benefits. Represent clients at Fair Hearings and draft follow up memorandums. Maintain current records for each client. Initiate contact with treating physicians and psychiatrists. Assist with guardianships, adoptions, and landlord/tenant matters. Educational outreach to local agencies and service providers. Develop and present training material on Representing Teenagers for staff training.

### *Youth Advocacy Clinic*, Seattle, WA

#### **Rule 9 Legal Intern**, January 2003-May 2003

Handled a juvenile defense case and a special education case through Seattle University School of Law. Attended IEP meetings and met with education and child psychology professionals to develop comprehensive plans to submit to the school district. Ensured that the district and school were in compliance with IDEA. Provided representation for a juvenile accused of committing a crime. Interviewed witnesses and police officers. Wrote a trial brief, compiled evidence and prepared for trial. Based on evidence we provided the case was dismissed.

# EMIKO L. MEYERS

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## COMMUNITY INVOLVEMENT AND MEMBERSHIP

*Young Women's Christian Association (YWCA)*, Lihue, HI  
Vice President – Board of Directors, August 2007-present  
Secretary - Board of Directors, March 2004-August 2007

*Niumalu Canoe Club*, Lihue, HI  
Club Vice President, February 2006-present  
Member, April 2004-present

*Kauai Economic Opportunity, Inc.*, Lihue, HI  
Mediation Advisory Board, Member 2006-present

*Kauai Community Alliance*, Lihue, HI  
Chairperson, October 2007-Present

# MAKIA MINERBI

## EDUCATION

**JD**, University of Hawaii, William S. Richardson School of Law, 2008

- Writer, University of Hawaii Law Review
- Certificate, Environmental Law Program

**MA**, Italian, Middlebury College, 2002

- Study abroad, Università di Firenze, Florence, Italy, 2001-2002

**BA**, Spanish (with Distinction), University of Hawaii at Manoa, 2000

- Study abroad, Universidad de Sevilla, Seville, Spain, 1998
- Honors: Phi Beta Kappa, Golden Key International, and Sigma Delta Pi (National Collegiate Hispanic)
- Scholarships: Tuition-Waiver, 2000; Associated Students University of Hawaii Scholarship, 2000

## PROFESSIONAL EXPERIENCE

**Staff Attorney**, Legal Aid Society of Hawai'i, Honolulu, HI, September 2009 – **Present**

- Advised and represented clients, researched legal and factual issues, drafted memoranda and court documents.

**Law Clerk**, Honorable Michael Wilson, Circuit Court, State of Hawai'i, Honolulu, HI, August 2008 – August 2009

- Researched legal issues, drafted memoranda, orders, and letters, briefed Judge Wilson on cases, served as bailiff, scheduled hearings, and served as intermediary between the court and attorneys and the public.

**Summer Clerk and Extern**, Earthjustice, Honolulu, HI, June 2007 – Dec 2007

- Researched legal issues regarding water law and standards of review, researched water needs of clients and crops, drafted memoranda, interviewed clients, and drafted witness declarations.

**Extern**, Honorable Richard Clifton, US Court of Appeals for the Ninth Circuit, Honolulu, HI, Jan 2007 – May 2007

- Analyzed trial court records, analyzed legal issues relating to immigration and criminal appeals, drafted bench memoranda, and discussed cases with Judge Clifton and law clerks.

**Research Assistant**, Debi Tulang-De Silva, Esq., Hawaii State Judiciary, Honolulu, HI, June 2006 – May 2007

- Drafted memoranda, researched statutes and case law, attended Supreme Court committee meetings, and compiled materials in the Office on Equality and Access to the Courts.

## TEACHING EXPERIENCE

**Lecturer**, Department of Lang. Lit. & Ling. University of Hawaii at Manoa, HI, Aug. 2002 – Dec. 2003

- Developed curriculum and taught introductory Italian classes at the undergraduate level. Advised Italian club.

**Lecturer**, Department of Continuing Education, Kapi'olani Community College, HI, Feb 2000 – Dec 2006

- Developed curriculum and taught introductory Italian classes and introductory Spanish class.

**Lecturer**, Kaimuki School for Adults, HI, Oct 2000 – Dec 2002

- Developed curriculum and taught introductory Italian classes.

## TRANSLATING AND INTERPRETING

Honorary Italian Consulate, Honolulu, HI, Jan. 2003 – Dec. 2003

- Interpreted and translated for the Consul and Foreign Nationals; drafted legal documents in Italian

Rezents & Crowley, LLP, Honolulu, HI, Dec. 2004

- Interpreted Italian for witness in the Family Court, Second Circuit

Ethnomathematics Digital Library, Honolulu, HI, Aug. 2004

- Translated scholarly articles from Italian to English and created synopses for online publication.

Lynch Ichida Thompson & Kim, Honolulu, HI, Oct. 1999

- Translated legal and consular documents from Italian to English.

## LANGUAGE SKILLS

**Italian**: "Near-native" fluency in comprehension, speaking, reading, and writing

**Spanish**: "Advanced" fluency in comprehension, speaking, reading, and writing

## SERVICE

Board Member, secretary, treasurer, Advocates for Public Interest Law, Honolulu, HI, Sept. 2006 – Present

# Alyssa Nafarrete

alyssamn@hawaii.edu

## *Mailing Address*

P.O. Box 61154  
Honolulu, HI 96839  
562-505-0091

## *Permanent Address*

4165 Ironwood Avenue  
Seal Beach, CA 90740  
562-594-6200

## **EDUCATION**

**University of Hawaii at Manoa**, College of Arts and Sciences  
Bachelor of Arts in Political Science & Communicology (Speech)  
Cumulative GPA: 3.53/4.0

Honolulu, HI  
05/12

### **HONORS & AFFILIATIONS**

Selected Studies Honors Program: Sophomore Honors Recipient 05/10  
College of Arts and Sciences Dean's List 08/10 – 05/12  
Scholar Athlete: Women's Tennis 08/08 – 05/11  
Student-Athlete Advisory Committee: Club Member 08/10 – 05/11  
Manoa Undergraduate Political Internship: Scholarship Recipient 01/12 – 05/12  
Manoa Pre-Law Association: Club Member 08/11 – 5/12  
Graduated Cum Laude 05/12

## **PROFESSIONAL EXPERIENCE**

### **Legal Aid Society of Hawai'i**

Honolulu, HI

#### *AmeriCorps Paralegal in the Family Unit*

09/12 - present

- Assist Pro Se clients through the documents and court process who are seeking to establish paternity, custody, child support or divorce.
- Attend Family Court paternity hearings and draft the judge's orders for parties that are both Pro Se.
- Screen hotline callers to determine their eligibility for our services, spot issues, give advice to answer their legal problem, and route their cases to the appropriate attorney.
- Operate Outreach events and educate the community on what legal services are available for low-income people at Legal Aid.

#### *Intern in the Public Benefits Unit*

09/11 - 12/11

- Prepared legal documents and client files for the supervising attorney.
- Shadowed and build rapport with attorneys and paralegals.
- Assisted clients applying for public benefits by helping them fill out the necessary documents.

### **Department of the Prosecuting Attorney, City & County of Honolulu**

Honolulu, HI

#### *Intern in the Domestic Violence Felony Division*

01/12 - 05/12

- Accompanied attorneys to jury trials to take notes and provide feedback.
- Prepared Domestic Violence manuals for attorneys to bring with them to court.
- Used Lexis Nexis and Westlaw to research case law in preparation for trial for the attorneys.

## **EXTRACURRICULAR ACTIVITIES**

### **University of Hawaii Women's Tennis**

Honolulu, HI

#### *Full-scholarship athlete*

08/08 - 05/11

- Competed all three years on the starting lineup.
- Helped the coaches recruit new players that would positively contribute to our team.

- Guided international teammates to become accustomed to living in Hawai'i.
- Communicated effectively with my teammates and coaches to plan team events, travel plans and fundraisers.

**Ace to Success**

Honolulu, HI

*Tennis instructor and Tutor*

10/09 - 03/11

- Helped children ages 8 - 13 from needy families with their homework.
- Taught the children the basics of tennis after their homework was finished.
- Talked to the children to advocate the importance of balancing sports and academics.

**SKILLS**

**Language:** Took six years of Spanish language classes in high school and in college. I am able to read, write, and speak adequately.

**PC and Mac:** Lexis Nexis, Westlaw, Microsoft Word, Excel, PowerPoint, Adobe Reader

**Other:** Enjoy working individually but primarily as a team; good organizational skills; self-motivated; good communication and presentation skills; goal oriented.

Nancy O'Hara  
140 Kailuana Loop  
Kailua, HI 96734  
(808) 262-1236  
njara@aol.com

### Education

**Paralegal**, Portland Community College, Portland, Oregon (9/06-12/08)

**English Literature** (B.A.), University of South Florida, Tampa, Florida (8/91-5/93)

**Journalism** (Graduate Studies), University of South Florida, Tampa, Florida (8/93-5/95)

**Accomplishments:** Honor Society (University of South Florida)  
President's List (Portland Community College)

### Experience

**Family Unit Paralegal**, Legal Aid Society of Hawaii, Honolulu, Hawaii (1/13 – present)

- Assists petitioners with completing divorce paperwork and filing process as part of bi-monthly uncontested divorce clinics offered to pro se participants.

**Intake Paralegal**, Legal Aid Society of Hawaii, Honolulu, Hawaii (8/12 – 1/13)

- Assists callers through centralized hotline.
- Screens applicants for eligibility.
- Provides information and referrals.
- Completes client applications and dockets.

**Legal Advocate**, Clackamas Women's Services, Milwaukie, Oregon (10/09 - 7/10 - volunteer)

- As part of the Courtwatch program, I observed FAPA and Stalking hearings in Clackamas County and documented the details and outcome of each hearing.

**Restraining Order Assistance Program Advocate**, (11/05-1/06 - volunteer)

- Worked with petitioners on obtaining FAPA and stalking orders.
- Provided information and referrals to social services and other agencies.
- Attended court hearings in support of victims.

**Support Group Facilitator**, (9/01-9/03 - volunteer)

- Facilitated weekly support group for domestic violence victims.
- Provided information and referrals.
- Assisted women in developing safety plans.
- Encouraged open discussions between group members and worked together to determine appropriate options for victims.

**Violence Protection Advocate and SafeCall Coordinator**, Manatee County Clerk's Office, Bradenton, Florida (3/95-3/96 -volunteer, 3/96-5/98, full time employment)

- Assisted clients with restraining order and repeat violence (non-domestic) petitions.
- Attended hearings and assisted parties with copies of final orders.
- Organized and maintained both original and online court files.
- Offered information and referrals to clients.
- Established and coordinated emergency cell phone program for eligible victims of domestic violence.

- Worked in tandem with law enforcement, judges, advocates, attorneys and social service agencies to enhance victim's services.
- Attended conferences and trainings relevant to domestic violence.

**Crisis Team Member, SPARCC (Safe Place and Rape Crisis Center), Sarasota, Florida (10/90 - 2/96 - volunteer)**

- Answered crisis calls for victims of domestic violence.
- Provided callers with support, information, referrals, safety plan development and screened for admittance to shelter.

**Restraining Order Advocate**

- Assisted SPARCC clients on completing restraining order petitions.
- Attended final restraining order hearings with petitioners.



Robert D. Palin  
2029 Ala Wai Blvd. #303  
Honolulu, HI 96815  
(808) 955-9559

## Education

**1973** Juris Doctorate  
University of Cincinnati, Cincinnati, OH  
**1970** Bachelor of Science, psychology  
University of Pittsburgh, Pittsburgh, PA

## Professional

**1988** Admitted to the Hawaii State Bar Association  
**1976** Passed the Hawaii State Bar examination  
**1973** Admitted to the Ohio State Bar Association

## Experience

### **2004-present Legal Aid Society of Hawaii, Honolulu Hawaii**

Managing attorney for brief services unit.

Duties include: supervising a staff of approximately 6 paralegals and attorneys. The brief services unit is responsible for making phone calls or writing on behalf of the client, teaching the client how to fill out and file his/her own legal papers, interpretation of legal documents and any other services that would help a client negotiate the legal system without full representation.

### **1999-present Legal Aid Society of Hawaii, Honolulu, Hawaii**

Managing attorney for intake unit.

Duties consist of: supervising a staff of approximately 20 attorneys and paralegals that determine if applicants are eligible for service, evaluate the applicant's legal situation and give immediate counsel and advice. Additional responsibilities include compliance with rules and regulations of the Legal Services Corporation, the largest source of funding to the Legal Aid Society of Hawaii.

### **1996-1999 Legal Aid Society of Hawaii, Honolulu, Hawaii** Contract attorney for intake unit

### **1988-1998 Down Under, Honolulu, Hawaii** Owner of specialty retail shop

### **1986-1988 Surf Line Hawaii, Ltd. Honolulu, Hawaii** Vice President of Sales and Marketing

- 1981-1985**      **McInerny, Honolulu, Hawaii**  
Merchandise manager for men's division of chain of clothing stores.
- 1975-1981**      **Liberty House Hawaii, Honolulu, Hawaii**  
Buyer of men's sportswear for 42 stores.
- 1973-1975**      **Belmont County, Ohio**  
Public Defender, concurrent with private practice in probate and real estate law, with J.C.Heinlein, Jr.

# DANIEL E. POLLARD

2601 Myrtle Street, Honolulu, Hawaii 96816 (808) 735-8539 (H) or (808) 527-8018 (W)

## EXPERIENCE

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July 2012 to the present

*Co Managing Attorney, Legal Aid Society of Hawaii*

- Guardian ad Litem Unit head
- Family Unit head
- Co-Manage Honolulu Office

February 2001 to July 2012

*Staff Attorney, Legal Aid Society of Hawaii*

- Guardian Ad Litem unit head.
- Divorce, Paternity, Adoption, Guardianship, Child Support.

August 2000 to the present

*Adjunct Faculty Member for Chaminade University, Criminal Justice Program*

November 1996 to February 2001

*Deputy Prosecuting Attorney, City and County of Honolulu*

## EDUCATION

---

1993-1996 *Seattle University Law School* Tacoma, WA

- Juris Doctor.
- 3<sup>rd</sup> Year at the University of Hawaii Richardson School of Law

1990 *University of Hawaii at Manoa* Honolulu, HI

- Postgraduate studies in business.

1985-1990 *University of New Mexico* Albuquerque, NM

- Dean's List.
- Athletic/Academic Honor Roll

1980-1985 *Punahou School* Honolulu, HI

## INTERESTS

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Surfing, Fishing, Boating, Biking, Organic Gardening, Family Activities

# TARA L. E. SHIBUYA

2724 KAHOALOHA LN, APT 1507 □ HONOLULU, HI 96826  
CELLULAR PHONE: (808) 375-7596 □ E-MAIL: [TASHIBU@LASHAW.ORG](mailto:TASHIBU@LASHAW.ORG)

## WORK EXPERIENCE

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**Legal Aid Society of Hawai'i, Honolulu, HI** **September 2006 - Present**

*Family Attorney, Guardian Ad Litem (GAL)*

- Represent clients in Family Court proceedings of divorces, paternities, restraining orders, adoptions, and guardianships.
- Advocate as a Court appointed GAL, which includes attending hearings and trials, quarterly home visits, Ohana conferences, Individualized Education Plan meetings, Individualized Family Service Plan meetings, and submitting reports to the Court.
- Teach and supervise pro se clinics for the filing of motions, uncontested divorces, and paternity petitions.
- Assist Family Court Judges in drafting orders for double pro se cases through CAP.
- Prepare pleadings for pro se clients as a brief service, and/or give counsel and advice to prepare them for upcoming hearings or trials.
- Provide intake services for housing, family, consumer, and public benefit units.
- Attend community education and outreaches to inform the public about services provided by the Legal Aid Society of Hawai'i.

**Langston Williams, Orange, CA**

**June 2005 – February 2006**

*Legal Assistant*

- Prepared motions and other correspondence for clients' cases.
- Conducted legal research for family and estate law cases.
- Created and maintained a database and system of archived files.

**Western State University, Fullerton, CA**

**August 2004 – December 2005**

*Study Group Leader*

- Lead weekly group sessions with entering law students, teaching them study skills, outline preparation, exam taking methods, and legal research and writing.

**Hawaii State Judiciary, Honolulu, HI**

**June – August 2004**

*Summer Clerk, Family Court, Special Division*

- Researched and drafted the Motion and Declaration to Modify Child Support and corresponding Order, now implemented within the First Circuit.
- Researched and wrote a procedural guideline for Family Court Judges when dealing with Marshallese adoptions.
- Observed trials and hearings for the purpose of helping pro se parties properly fill out and file motions and orders.

## EDUCATION

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**Western State University College of Law, Fullerton, CA**

*Juris Doctor, May 2006*

- Merit Scholar; Public Service Award Recipient; Phi Alpha Delta, Marshall; Business Law Association, Board of Directors; Asian Pacific Law Students Association; Student Bar Association Social Committee Co-Chair

**Santa Clara University, Santa Clara, CA**

*Bachelors of Science in Commerce, June 2003*

- Major in Economics; Minor in Japanese
- Cum Laude Honor Society

**STACIA MARIE SILVA**

2018 Keeaumoku Street  
Honolulu, Hawaii 96822  
(808) 232-6848

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**EDUCATION:**

**William S. Richardson School of Law, University of Hawaii at Manoa**

Honolulu, Hawaii

J.D. May 1996

- Law Alumni/Friends Golf Tournament Scholarship Award

**University of Hawaii at Manoa, Honolulu, Hawaii**

B.A. in English, May 1993

- Golden Key Honor Society
- College of Arts and Sciences Dean's List
- Phi Eta Sigma Freshman Honor Society

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**WORK EXPERIENCE:**

**Legal Aid Society of Hawaii, Kaneohe, Hawaii**

*Managing Attorney*

November 2006-Present

Practice family, public benefits, housing, and consumer law; advocate for children in foster care as a guardian ad litem, including advocacy for special education services for those children; supervise staff attorneys, paralegals, law clerks, and other personnel; daily management of a small legal office.

**Legal Aid Society of Hawaii, Honolulu, Hawaii**

*Staff Attorney/Unit Head*

January 1997 – October 2006

Practice Social Security disability law; supervise paralegals, law clerks and other personnel with regard to Social Security disability cases; manage all aspects of Advocacy Project.

**Hawaii Lawyers Care, Honolulu, Hawaii**

*Clinic Volunteer*

January 1996 – December 1996

Taught underprivileged clients how to prepare and file pro se divorce actions; advised individual clients regarding a variety of legal problems.

**Legal Aid Society of Hawaii – Windward Branch, Kahaluu, Hawaii**

*Law Clerk*

January 1995 – January 1996

Drafted memoranda, motions and conducted legal research; represented clients at Social Security disability and unemployment compensation administrative hearings (winning all cases); handled family, welfare, housing and consumer cases.

**Office of Consumer Protection, State of Hawaii, Honolulu, Hawaii**

*Law Clerk*

Summer, 1994

Drafted memoranda, motions and conducted legal research; organized an informational pamphlet and display educating consumers regarding deceptive trade practices by jewelry merchants.

**Hawaii Review, University of Hawaii at Manoa, Honolulu, Hawaii**

*Managing Editor*

May 1992 – May 1993

Handled journal subscriptions; managed journal distribution; organized literary readings;  
Answered incoming correspondence.

**Office of the Attorney General, State of Hawaii, Honolulu, Hawaii**

Executive Intern

Summer 1992

Drafted a handbook for Commerce and Economic Development Division; conducted research for antitrust legislation addressing improper practices of the local petroleum industry.

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**ORGANIZATIONS & COMMUNITY SERVICE:**

**Advocates for Public Interest Law.** *Board of Directors* 1995-1996, 2004 – 2006

Apil is the primary organization at the William S. Richardson School of Law devoted to the advancement of public interest law. The Board is the main governing body.

**Hui Po`okela Mortar Board Honor Society,** *Executive Board.* 1992 - 1993

Participated in various community service projects; organized annual alumni banquet.

# Joanna Elizabeth Sokolow

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**BAR ADMISSION:** STATE OF HAWAII

## EDUCATION

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**Georgetown University Law Center, Washington, D.C.**

*J.D.*, May 2006

*Georgetown Juvenile Justice Clinic*, 2005-2006

**University of Wisconsin–Madison, Madison, WI**

*B.A.*, August 1999

*Double Major, International Relations & French*

Honors: Honors in French Major

Distinction, School of Letters & Science

Trewartha Research Grant for senior honors thesis on Challenges to Democracy in Algeria

## WORK EXPERIENCE

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**Legal Aid Society of Hawaii, Kailua Kona, HI**

*Managing Attorney*, Oct. 2008-present

- Supervise staff., Manage office operations
- Ensure compliance with Legal Services Corporation and Legal Aid Society of Hawaii policy.
- Provide direct civil legal services to indigent clients in the areas of family, housing, consumer, and public benefits law

*Staff Attorney*, Oct. 2007-2008, *Americorps Attorney*, Oct. 2006-2007

- Provide direct civil legal services to indigent clients in the areas of family, housing, consumer, and public benefits law
- Work closely with other social service agencies to ensure a continuum of services for our clients
- Act as court-appointed Guardian Ad Litem for children in abuse/neglect or delinquency cases

**Georgetown Juvenile Justice Clinic, Washington, D.C.**

*Student Attorney*, 2005-2006

- Represent juvenile clients in delinquency cases in D.C. Superior Court
- Investigate cases, conduct probable cause hearings, prepare and defend motions, advocate at trial and disposition
- Liaise with providers to obtain variety of social services for clients including mental and physical health, mentoring, tutoring, and drug education
- Advocate in educational context for school placement and special education services; represent students at school hearings

**Georgetown University Law Center, Washington, D.C.**

*Editorial Assistant*, 2000–2006

- Research and prepare memoranda on international law subjects
- Edit manuscripts for Professor John H. Jackson and for *Journal of International Economic Law*
- Prepare student materials for courses in international law

**Justice Policy Institute, Juvenile Death Penalty Project, Washington, D.C.**

*Legal Intern*, Summer 2003

- Prepared legal memoranda on international law surrounding juvenile death penalty

- Researched scholarship and commentary on trial of sniper suspect John Lee Malvo and its potential implications on issue of juvenile death penalty
- Developed press packet about juvenile death penalty

## **VOLUNTEER AND OTHER EXPERIENCE**

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### **State Licensed Foster Parent, Hawai'i**

August 2008-present

### **YMCA Teen Court, Kailua Kona, HI**

*Judge*, 2006-present

- Preside over cases diverted from Family Court for first-time offenders. Teens are sentenced by other teens for offenses such as runaways, truancies, curfew violations, shoplifting, theft, criminal property, vandalism, certain drug violations.

### **Maya Angelou Public Charter School, Washington, D.C.**

*Tutor*, 2003-2005

- Tutored at-risk high school students in all subjects

### **St. Francis Xavier Elementary School, Washington, D.C.**

*Tutor*, 2001–2003

- Tutored at-risk elementary school children in all subjects

### **The Camp Heartland Project, Milwaukee, WI**

*Volunteer*, 1994–1999

- Coordinated student fund-raising and awareness activities for summer camp for children with HIV or AIDS
- Designed publicity materials
- Recruited private and corporate donors

### **Russell Feingold Senate Campaign, Madison, WI**

*Intern*, Fall 1998

- Coordinated University campus events
- Recruited student volunteers
- Promoted voter registration
- Traveled across state answering constituent questions about Senator Feingold's platform



# **Ryker Jonathan Wada**

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Email: [rjwada@yahoo.com](mailto:rjwada@yahoo.com)

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## **EDUCATION**

**University of California, Hastings College of the Law, San Francisco, CA**

Juris Doctor, 2000

**University of Washington, Seattle, WA**

Bachelor of Arts, Political Science Major, History Minor 1997

## **MEMBERSHIP**

**Hawaii State Bar Association**

## **EXPERIENCE**

**Legal Aid Society of Hawaii, Honolulu, HI**

Consumer Unit Head, Staff Attorney, Housing Counselor, Fair Housing consultant - March 2003 – Present

Evaluated cases and counseled individuals regarding predatory lending. Evaluated potential defenses to and counseled clients regarding foreclosures. Drafted testimony regarding predatory lending for the Hawaii State Legislature. Provide counseling and advice to home-seekers and housing providers regarding their rights and responsibilities under fair housing laws. Represented individuals and families in the areas of chapter 7 bankruptcy, debt collection defense, credit reporting violations, auto sales and other consumer issues. Supervised attorneys and paralegals in Consumer Unit. Interview all potential complainants. Draft and assist in filing complaints. Counsel victims of housing discrimination. Conduct Education and Outreach related to predatory lending, Section 8 Homeownership Voucher Program and the Fair Housing Enforcement Program.

**Department of Commerce and Consumer Affairs, Honolulu, HI**

Legislative Specialist, Business Registration Division, September 2001 – July 2002

Researched and drafted Decision and Orders for the Commissioner of Securities. Drafted Hawaii Rules and Regulations amendments after examining current Rules. Drafted legislation for the 2002 Legislative Session. Organized training manual for Securities Enforcement Branch of Department. Edited Business Registration Website.

**Wong Oshima, Attorneys at Law, Honolulu HI**

Law Clerk, 2001

Researched, analyzed and drafted memoranda of law regarding issues of insurance defense and workers compensation under the Hawaii Revised Statutes, Hawaii Administrative Rules and the Labor Appeals board decisions. Assisted Partners in preparing for trials, and depositions.

**House of Representatives, Honolulu, HI**

Staff Attorney, Consumer Protection and Commerce Committee, Legislative Session 2001

Conducted research on, and evaluated state statutes. Prepared and drafted agreements, legislation and legal briefs. Coordinated legislative research. Drafted floor speeches, interviewed lobbyists and assisted in the preparation for the legislative session.

## **INTERESTS**

Surfing, Music, Auto Mechanics, University of Washington Athletics

# Attachment “E”

## Job Descriptions

**Job Title: Executive Director**

Department: Administration  
Reports to: Board of Directors

1. General Responsibilities

The Executive Director will act as the chief executive of the Corporation and will be appointed by and be accountable to the Board of Directors, Legal Aid Society of Hawaii. The Executive Director will be specifically responsible for ensuring the economical and effective delivery of legal services and the maintenance of the highest quality of services and professional standards.

2. Duties

- a. Supervision and direction of the day-to-day affairs of the Corporation.
- b. Hiring and firing of all staff attorneys and all personnel consistent with the personnel procedures to be established by the Board of Directors. Responsible for coordinating evaluation of all employees
- c. Responsibility for the efficient management of the local offices, divisions and other components of the Corporation. This responsibility includes, but is not limited to, coordination of staff work product, training, fundraising, technical assistance, fiscal management, including but not limited to the cash receipt log unless otherwise delegated, compliance with applicable regulations of funding sources, and expansion of services, program budget and resource allocations.
- d. Responsible for maintenance of data and issuance of authorizations to payroll to effect changes to payroll.
- e. Oversees management and accounting for fiscal matters including: approval of all purchases over \$100.00; bank statements, bank reconciliation and general journal entries. These duties may be delegated when in writing.
- f. Perform and coordinate Private Bar Attorney Involvement work and assignments as appropriate.

3. Qualifications

- a. Admitted to the practice of law before the court of any state for a period of five years.

Executive Director (cont'd.)

- b. Admitted to the practice of law in the State of Hawaii or willingness to take the next bar examination.
- c. At least two years of experience as a managing attorney or director of a legal services program or similar experience.

4. Salary

Commensurate with experience and approval of the Board of Directors

## Director

Department: Grants Management, Training and Special Projects, Technology  
Reports to: Executive Director

- I. General Responsibilities. A Director is responsible for an area of administrative function for the organization and participates as a member of the Corporation's management team.
- II. Duties. Each Director is responsible for a key area of administrative function for the organization. These functions include, but are not limited to grant oversight, technology, and training.
  - A. Director of Grants Management:
    1. Have primary responsibility for developing, writing, management and reporting of locally-based or subject matter grants, including, but not limited to grants from local counties and foundations;
    2. Have implementation and reporting responsibility for statewide grants in area of responsibility
    3. Participate actively in overall program management and assist in charting program direction;
    4. Assist and ensure that information is provided in a timely basis as needed for statewide grants and reports;
    5. Attend monthly management team meetings;
    6. Participate in management retreats.
    - 7.
  - B. Director of Training and Special Projects:
    1. Ensure that all reports or referrals required by law, LSC regulations, and Corporation policies and procedures are timely submitted by staff in geographic area of responsibility, including, but not limited to semi-annual legislative and administrative representation reports required to LSC; potential class actions, appeals and significant litigation; and bar registration statements;
    2. Communicate with and establish on-going contacts and relationships with local government, community organizations and low-income groups;
    3. Conduct or cause to be conducted community outreach and education to client community in geographic area of responsibility.
    4. Participate actively in overall program management and assist in charting program direction;
    5. Assist and ensure that information is provided in a timely basis as needed for statewide grants and reports;
    6. Attend monthly management team meetings;
    7. Participate in management retreats.
  - C. Director of Technology:
    1. Participate actively in overall program management and assist in charting program direction;
    2. Assist and ensure that information is provided in a timely basis as needed for statewide grants and reports;
    3. Attend monthly management team meetings;
    4. Participate in management retreats.
    - 5.

- D. Accepts additional management responsibilities as experience grows and opportunities present themselves. Willing to expand responsibilities when the Executive Directors deem it necessary.

### III. Specifications

- A. Have a college degree or other equivalent experience.
  - B. Have specialized skills related to job responsibilities.
  - C. Demonstrate attitudes and behavior which benefit the Corporation, such as:
    - 1. Initiative, organization, cooperation, and creativity;
    - 2. Able to think strategically and create a vision for the area of administrative responsibility;
    - 3. Leadership and setting good examples for other staff to follow;
    - 4. Sensitivity to resource limitations;
    - 5. Ability to work with low-income and disadvantaged populations;
    - 6. Strong written and oral communication skills;
    - 7. Demonstrates maturity and is able to troubleshoot and resolve problems.
  - D. Have management experience.
  - E. Understands demographics, politics and culture of geographic area of services provided by the Corporation;
  - F. Have access to an automobile or other means of transportation.
- IV. Salary. Based upon the Corporation salary schedule with an additional annual Managing Attorney stipend of \$4,000.

## LEGAL AID SOCIETY OF HAWAII

### JOB DESCRIPTION

Position Title: **Managing Attorney**

Date:

FLSA Status: **Exempt**

Reports to: **Executive Director**

Department: Honolulu: Intake/Center for Equal Justice; Honolulu: Family/GAL, Honolulu: Consumer/Housing, Honolulu: Immigration/Public Benefits, Leeward, Kauai, Maui County, Kona, and Hilo

#### **Job Summary**

A Managing Attorney renders civil legal services to eligible persons and groups as well as provides supervision for staff and projects. This supervision includes: direction and manpower for projects, ensuring compliance with organization policies, implementing program changes, and overseeing day to day office or unit operations. A Managing Attorney also participates as a member of the Corporation's management team, providing input on operations when requested.

#### **Essential Functions**

The Corporation recognizes that each geographic area assigned to a Managing Attorney is unique. Demographics as well as staff size will require different levels of responsibility. It is expected that Managing Attorneys with less responsibility in particular areas will take on more responsibility and leadership in statewide efforts, including, but not limited to the development of litigation skills, administrative hearing skills, and self-help services.

##### **A. Legal Practice:**

1. Carry a caseload and conduct competent and effective practice of law in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, and all court policies, rules and procedures.
2. Has general knowledge in all areas of law with specialty in at least one field of law within the Corporation priorities.
3. Participate with other staff in conducting complex litigation and appeals when opportunities exist.
4. Identify practices and/or laws that adversely affect the rights and diminish the benefits of the poor in Hawaii and devise creative strategies for addressing these problems;
5. Acquire and disseminate to Corporation staff specialized knowledge in at least one field of poverty law. Delivery of such specialized knowledge should include leading a substantive law task force in the specialized field, as well as preparation of memoranda, handbooks, manuals, checklists, briefs, and other legal documents in the specialty area(s).

##### **B. Staff Supervision:**

1. Supervise the legal work of attorneys and paralegals in geographic area of responsibility to ensure high quality and effective representation of clients in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, and all court policies, rules and

- procedures;
2. Routinely hold office case conferences to discuss existing and emerging legal issues;
  3. Ensures staff participation in statewide training opportunities and routine subject matter case conferences;
  4. Review and recommend substantive law training for staff as necessary for skill development;
  5. Conduct annual evaluations of attorneys and paralegals aimed at providing constructive feedback, to set skill development goals and discuss working relationships;
  6. Meet regularly with attorneys and paralegals to provide feedback on performance and assistance in achieving development goals;
  7. Recommend personnel changes, including promotions, demotions, hiring, discipline, and firing.
- C. Grant Management:
1. Have primary responsibility for developing, writing, management and reporting of locally-based or subject matter grants, including, but not limited to grants from local counties and foundations;
  2. Have implementation and reporting responsibility for statewide grants in area of responsibility.
- D. Community Outreach:
1. Communicate with and establish on-going contacts and relationships with local government, community organizations and low-income groups;
  2. Conduct or cause to be conducted community outreach and education to client community in geographic area of responsibility.
- E. Administrative Compliance:
1. Ensure that all reports or referrals required by law, LSC regulations, and Corporation policies and procedures are timely submitted by staff in geographic area of responsibility, including, but not limited to semi-annual legislative and administrative representation reports required to LSC, potential class actions, appeals and significant litigation; and bar registration statements;
  2. Review closed cases to ensure compliance with LSC regulations and Corporation policies;
  3. Ensure timely submission of timesheets and reimbursement requests.
- F. Office Fiscal Management:
1. Primary responsibility for management of client trust fund;
  2. Ensure timely transfer of funds received to Honolulu office or for deposit;
  3. Approval of reimbursement requests for staff;
  4. Approval of office expenditures.
- G. Office Management:
1. Ensure upkeep and maintenance of physical office;
  2. Maintain primary conduct with landlord, if rented space, on any problems that arise with notification to Executive Director.
- H. Corporation Program Management:
1. Participate actively in overall program management and assist in charting program direction;
  2. Assist and ensure that information is provided in a timely basis as needed for statewide grants and reports;



3. Attend monthly management team meetings;
4. Participate in management retreats.

I. Regular attendance is required for the position

### **Other Functions**

- A. Accepts additional litigation and management responsibilities as experience grows and opportunities present themselves. Willing to expand responsibilities when the Executive Directors deem it necessary.

### **Knowledge, Skills and Abilities**

- A. Demonstrate attitudes and behavior which benefit the Corporation, such as:
  1. Initiative, organization, cooperation, and creativity;
  2. Leadership and setting good examples for other staff to follow;
  3. Sensitivity to resource limitations;
  4. Ability to work with low-income and disadvantaged populations;
  5. Strong written and oral communication skills;
  6. Demonstrates maturity and ability to troubleshoot and resolve problems.
- B. Have specialized experience in at least one area of law in which Legal Aid practices and a basic understanding of all of the areas of law in which Legal Aid practices or a willingness to develop this experience.
- C. Understands demographics, politics and culture of geographic area to which he/she is responsible.
- D. Must be able to type, have good knowledge of computers, including Microsoft Office.
- E. Must be people-oriented and able to work well with others.
- F. Must be prompt and dependable.
- G. Must project a professional demeanor.

### **Education, Training and/or Experience**

- A. Graduate of an ABA Accredited law school.
- B. Be a member of the Bar of the State of Hawaii in good standing or admitted to practice law in the State of Hawaii within a reasonable length of time after employment.
- C. Management and/or supervisory experience.
- D. Familiarity with basic computer programs (Excel, Outlook, Microsoft Word preferred).

### **Mental Demands**

- A. Must be able to coordinate and organize a large volume and wide variety of different operations and tasks within time limitations.

- B. Requires concentration, alertness and attention to detail.
- C. Must be able to exercise discretion and independent judgment.
- D. Must be able to perform under stressful conditions.

**Physical Demands**

Physical Demands	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of the time	Seldom or Never
1. Sitting	X				
2. Climbing				X	
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing				X	
10. Pulling: <ul style="list-style-type: none"> <li>• Less than 25 lbs.</li> <li>• 25-50 lbs.</li> <li>• More than 50 lbs.</li> </ul>			X		X X
11. Lifting: <ul style="list-style-type: none"> <li>• Less than 25 lbs.</li> <li>• 25-50 lbs.</li> <li>• More than 50 lbs.</li> </ul>	X				X X
12. Carrying: <ul style="list-style-type: none"> <li>• Less than 25 lbs.</li> <li>• 25-50 lbs.</li> <li>• More than 50 lbs.</li> </ul>	X			X	X

**Communication Demands**

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including clients)	X				
4. Talking on the telephone	X				

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
5. Written communication to coworkers		X			
6. Written communication to business associates (outside contractors, government officials, etc.)		X			
7. Written communication to the public (including clients)		X			
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			
9. Responding to written or verbal requests from coworkers	X				
10. Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)		X			
11. Responding to written or verbal requests from the public (including clients)		X			
12. Training and/or giving verbal instructions			X		
13. Training and/or giving written instructions			X		
14. Receiving verbal instructions			X		
15. Receiving written instructions			X		
16. Reading	X				
17. Visiting and/or working at other work sites		X			

**Equipment, Machines, Tool, Vehicles Used**

- A. Computer, calculator, typewriter, telephone, copy machine, fax machine, and other office equipment as required.
- B. Have access to an automobile or other means of transportation.

**Description of Work Environment**

Work is performed primarily indoors, although employees are expected to attend meetings, hearings and other events outside of the office. Employee will be in contact with chemicals and materials

normally found in office environments. Employee will be exposed to low to moderate levels of noise.

**Salary**

Based upon the Corporation salary schedule with an additional annual Managing Attorney stipend of \$4,000.

**Additional Information**

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship. The Executive Director has the authority to amend this job description to meet Legal Aid’s needs.

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## LEGAL AID SOCIETY OF HAWAII

### JOB DESCRIPTION

Position Title: **Staff Attorney**

Date:

FLSA Status: **Exempt**

Reports to: **Managing Attorney**

Department: Honolulu: Intake/Center for Equal Justice; Honolulu: Family/GAL, Honolulu: Consumer/Housing, Honolulu: Immigration/Public Benefits, Leeward, Kauai, Maui County, Kona, and Hilo

#### **Job Summary**

A Staff Attorney renders civil legal services to eligible persons and groups as a Generalist or Specialist.

#### **Essential Functions**

The Corporation recognizes that a Staff Attorney will be assigned to cover a variety of areas of law depending on his/her location. Staff Attorneys in branch offices are expected to practice as Generalists, having knowledge in all areas of law. Staff Attorneys in the Honolulu Office shall be divided into two categories, Generalists and Specialists. Generalists will be assigned to a practice area and will handle all cases in that practice area as assigned by the Managing Attorney. Specialists will be expected to develop specialized knowledge in one area of law, but will also be expected to handle all cases in that practice area as assigned by the Managing Attorney.

##### A. Legal Practice:

1. Carry a caseload and conduct competent and effective practice of law in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, and all court policies, rules and procedures.
2. Participate with other staff in conducting complex litigation and appeals when opportunities exist;
3. Identify practices and/or laws that adversely affect the rights and diminish the benefits of the poor in Hawaii and devise creative strategies for addressing these problems;
4. Practice areas and responsibilities will depend on whether the Staff Attorney is assigned as Generalist or Specialist:
  - a) Generalists shall have knowledge in all areas of law practiced by the Corporation;
  - b) Specialist shall have general knowledge in all areas of law within their practice area, but will also be specialist in at least one field of law within the Corporation priorities. Specialist will also be expected to assist their Managing Attorney with the acquisition and distribution to Corporation staff specialized knowledge in their area of specialty. Delivery of such specialized knowledge should include preparation of intake scripts, brochures, handbooks, manuals, checklists, briefs, and other legal documents in the specialty area(s).

##### B. Staff Supervision:

1. Assist Managing Attorney with the supervision of the legal work of paralegals to ensure high quality and effective representation of clients in accordance with all applicable laws,

including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, and all court policies, rules and procedures;

C. Community Outreach:

1. Communicate with and establish on-going contacts and relationships with local government, community organizations and low-income groups as assigned by Managing Attorney;
2. Conduct or cause to be conducted community outreach and education to client community in geographic area of responsibility as assigned by Managing Attorney.

D. Administrative Compliance:

1. Ensure that all reports or referrals required by law, LSC regulations, and Corporation policies and procedures are timely submitted including, but not limited to semi-annual legislative and administrative representation reports required to LSC; potential class actions, appeals and significant litigation; and bar registration statements;
2. Timely cases to ensure compliance with LSC regulations and Corporation policies;
3. Timely submit timesheets and reimbursement requests.
4. Timely respond to request for information required for grant reporting.

E. Office Fiscal Management:

1. Have understanding of client trust fund and process required for deposits and recordkeeping;
2. Assist Managing Attorney with fiscal management upon request.

F. Regular attendance is required for the position

**Other Functions**

- A. Accepts additional responsibilities as experience grows and opportunities present themselves. Willing to expand responsibilities when Managing Attorney deems it necessary.

**Knowledge, Skills and Abilities**

- A. Demonstrate attitudes and behavior which benefit the Corporation, such as:
1. Initiative, organization, cooperation, and creativity;
  2. Sensitivity to resource limitations;
  3. Ability to work with low-income and disadvantaged populations;
  4. Strong written and oral communication skills;
  5. Demonstrates maturity and is able to troubleshoot and resolve problems.
- B. Specialist should have experience in the area of law in which they would like to specialize in or at least a basic understanding of the area and a willingness to learn.
- C. Generalist should have a basic understanding of all of the areas of law in which they will practice or a willingness to develop this experience.
- D. Understands demographics, politics and culture of geographic area to which he/she is responsible.
- E. Must be able to type, have good knowledge of computers, including Microsoft Office.
- F. Must be people-oriented and able to work well with others.

- G. Must be prompt and dependable.
- H. Must project a professional demeanor.

**Education, Training and/or Experience**

- A. Graduate of an ABA Accredited law school.
- B. Be a member of the Bar of the State of Hawaii in good standing or admitted to practice law in the State of Hawaii within a reasonable length of time after employment.
- C. Familiarity with basic computer programs (Excel, Outlook, Microsoft Word preferred).

**Mental Demands**

- A. Must be able to coordinate and organize a large volume and wide variety of different operations and tasks within time limitations.
- B. Requires concentration, alertness and attention to detail.
- C. Must be able to exercise discretion and independent judgment.
- D. Must be able to perform under stressful conditions.

**Physical Demands**

Physical Demands	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of the time	Seldom or Never
1. Sitting	X				
2. Climbing				X	
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing				X	
10. Pulling: <ul style="list-style-type: none"> <li>• Less than 25 lbs.</li> <li>• 25-50 lbs.</li> <li>• More than 50 lbs.</li> </ul>			X		X X
11. Lifting: <ul style="list-style-type: none"> <li>• Less than 25 lbs.</li> <li>• 25-50 lbs.</li> <li>• More than 50 lbs.</li> </ul>	X				X X

12. Carrying:					
• Less than 25 lbs.	X			X	
• 25-50 lbs.					
• More than 50 lbs.					X

**Communication Demands**

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including clients)	X				
4. Talking on the telephone	X				
5. Written communication to coworkers		X			
6. Written communication to business associates (outside contractors, government officials, etc.)		X			
7. Written communication to the public (including clients)		X			
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			
9. Responding to written or verbal requests from coworkers	X				
10. Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)		X			
11. Responding to written or verbal requests from the public (including clients)		X			
12. Training and/or giving verbal instructions				X	
13. Training and/or giving written instructions				X	
14. Receiving verbal instructions			X		



Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
15. Receiving written instructions			X		
16. Reading	X				
17. Visiting and/or working at other work sites		X			

**Equipment, Machines, Tool, Vehicles Used**

- A. Computer, calculator, typewriter, telephone, copy machine, fax machine, and other office equipment as required.
- B. Have access to an automobile or other means of transportation.

**Description of Work Environment**

Work is performed primarily indoors, although employees are expected to attend meetings, hearings and other events outside of the office. Employee will be in contact with chemicals and materials normally found in office environments. Employee will be exposed to low to moderate levels of noise.

**Salary**

Based upon the Corporation salary schedule.

**Additional Information**

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Executive Director has the authority to amend this job description to meet Legal Aid's needs.

## LEGAL AID SOCIETY OF HAWAII

### JOB DESCRIPTION

Position Title: **Paralegal**

Date:

FLSA Status: **Non-Exempt**

Reports to: **Managing Attorney**

Department: Honolulu: Intake/Center for Equal Justice; Honolulu: Family/GAL, Honolulu: Consumer/Housing, Honolulu: Immigration/Public Benefits, Leeward, Kauai, Maui County, Kona, and Hilo

#### Job Summary

A Paralegal renders civil legal services to eligible persons and groups as a Generalist or Specialist.

#### Essential Functions

The Corporation recognizes that a Paralegal will be assigned to cover a variety of areas of law depending on his/her location. Paralegals will be assigned as either Generalists or Specialists. Generalists will handle all cases in a practice area as assigned by the Managing Attorney. Specialists will be expected to develop specialized knowledge in one area of law, but may also be expected to handle other cases as assigned by the Managing Attorney.

##### A. Legal Practice:

1. Carry a caseload and conduct competent and effective practice of law under the supervising of the Managing Attorney and in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, and all court policies, rules and procedures.
2. Practice areas and responsibilities will depend on whether the Paralegal is assigned as Generalist or Specialist:
  - a) Generalists shall have knowledge in different areas of law practiced by the Corporation as assigned by the Managing Attorney;
  - b) Specialist shall have general knowledge in all areas of law within their practice area, but will also be specialist in at least one field of law within the Corporation priorities.

##### B. Community Outreach:

1. Communicate with and establish on-going contacts and relationships with local government, community organizations and low-income groups as assigned by Managing Attorney;
2. Conduct or cause to be conducted community outreach and education to client community in geographic area of responsibility as assigned by Managing Attorney.

##### C. Administrative Compliance:

1. Ensure that all reports or referrals required by law, LSC regulations, and Corporation policies and procedures are timely submitted including, but not limited to semi-annual legislative and administrative representation reports required to LSC; potential class actions, appeals and significant litigation; and bar registration statements;
2. Timely close cases to ensure compliance with LSC regulations and Corporation policies;

3. Timely submit timesheets and reimbursement requests;
4. Timely respond to request for information required for grant reporting.

D. Regular attendance is required for the position

### **Other Functions**

- A. Accepts additional responsibilities as experience grows and opportunities present themselves. Willing to expand responsibilities when Managing Attorney deems it necessary.

### **Knowledge, Skills and Abilities**

- A. Demonstrate attitudes and behavior which benefit the Corporation, such as:
  1. Initiative, organization, cooperation, and creativity;
  2. Sensitivity to resource limitations;
  3. Ability to work with low-income and disadvantaged populations;
  4. Strong written and oral communication skills;
  5. Demonstrates maturity and is able to troubleshoot and resolve problems.
- B. Specialist should have experience in the area of law in which they would like to specialize in or at least a basic understanding of the area and a willingness to learn.
- C. Generalist should have a basic understanding of all of the areas of law in which they will work or a willingness to develop this experience.
- D. Understands demographics, politics and culture of geographic area to which he/she is responsible.
- E. Must be able to type, have good knowledge of computers, including Microsoft Office.
- F. Must be people-oriented and able to work well with others.
- G. Must be prompt and dependable.
- H. Must project a professional demeanor.

### **Education, Training and/or Experience**

- A. Have a college degree or other equivalent experience.
- B. Familiarity with basic computer programs (Excel, Outlook, Microsoft Word preferred).

### **Mental Demands**

- A. Must be able to coordinate and organize a large volume and wide variety of different operations and tasks within time limitations.
- B. Requires concentration, alertness and attention to detail.
- C. Must be able to exercise discretion and independent judgment.
- D. Must be able to perform under stressful conditions.

**Physical Demands**

Physical Demands	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of the time	Seldom or Never
1. Sitting	X				
2. Climbing				X	
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing				X	
10. Pulling: <ul style="list-style-type: none"> <li>• Less than 25 lbs.</li> <li>• 25-50 lbs.</li> <li>• More than 50 lbs.</li> </ul>			X		X X
11. Lifting: <ul style="list-style-type: none"> <li>• Less than 25 lbs.</li> <li>• 25-50 lbs.</li> <li>• More than 50 lbs.</li> </ul>	X				X X
12. Carrying: <ul style="list-style-type: none"> <li>• Less than 25 lbs.</li> <li>• 25-50 lbs.</li> <li>• More than 50 lbs.</li> </ul>	X			X	X

**Communication Demands**

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including clients)	X				
4. Talking on the telephone	X				
5. Written communication to coworkers		X			
6. Written communication to business associates (outside contractors, government officials, etc.)		X			

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
7. Written communication to the public (including clients)		X			
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			
9. Responding to written or verbal requests from coworkers	X				
10. Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)		X			
11. Responding to written or verbal requests from the public (including clients)		X			
12. Training and/or giving verbal instructions					X
13. Training and/or giving written instructions					X
14. Receiving verbal instructions		X			
15. Receiving written instructions		X			
16. Reading	X				
17. Visiting and/or working at other work sites			X		

**Equipment, Machines, Tool, Vehicles Used**

- A. Computer, calculator, typewriter, telephone, copy machine, fax machine, and other office equipment as required.
- B. Have access to an automobile or other means of transportation.

**Description of Work Environment**

Work is performed primarily indoors, although employees are expected to attend meetings, hearings and other events outside of the office. Employee will be in contact with chemicals and materials normally found in office environments. Employee will be exposed to low to moderate levels of noise.

**Salary**

Based upon the Corporation salary schedule.

### **Additional Information**

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship. The Executive Director has the authority to amend this job description to meet Legal Aid’s needs.

Attachment “F”  
Organizational Chart



# HONOLULU OFFICE SERVICE DELIVERY STAFF

M. Nalani Fujimori  
Kaina  
1.0 FTE  
Executive Director

Rob Palin  
1.0 FTE  
Managing Attorney  
Intake/CEJ

Elizabeth Gaytan  
.50 FTE  
Supervising Intake  
Attorney

Rachel Hu  
.50 FTE  
Intake Paralegal

Carmel Gabriel  
.50 FTE  
Intake Paralegal

Allison Williams  
.50 FTE  
Intake Paralegal

Kristoffer Antigua  
.50 FTE  
AmeriCorps  
Intake/CEJ

Naomi Kusachi  
.25 FTE  
AmeriCorps Self-  
Help Ctr.

Kylien Patel  
.50 FTE  
Supervising Intake  
Attorney

U'i Beard  
.50 FTE  
Intake Paralegal

Hoku Taroc  
.50 FTE  
Intake Paralegal

Sharon Lum  
1.0 FTE  
AmeriCorps Intake/CEJ

Kristina Vioria  
.50 FTE  
AmeriCorps Intake

Daniel Pollard  
1.0 FTE  
Co-Managing Attorney:  
Family/GAL

Catherine Piazza  
1.0 FTE  
Attorney Generalist

Tara Arimoto  
1.0 FTE  
Attorney Generalist

Nancy O'Hara  
1.0 FTE  
Paralegal Generalist

Lorna Blair  
1.0 FTE  
Paralegal Generalist

Leslie Hill  
1.0 FTE  
Paralegal Generalist

Alofagia Danielson  
1.0 FTE  
Paralegal Generalist

Alyssa Nafarrete  
1.0 FTE  
AmeriCorps

Ryker Wada  
1.0 FTE  
Co-Managing Attorney:  
Consu./Hous.

Delia L'Heureux  
1.0 FTE  
Fair Housing  
Specialist

Courtney Saniter  
1.0 FTE  
Consumer Specialist

Ashley Blacker  
1.0 FTE  
Fair Housing Paralegal  
Specialist

Madonna Castro-Perez  
1.0 FTE  
FH Paralegal Specialist

Ian Tapu  
1.0 FTE  
FH Paralegal  
Specialist

Carly Williamson  
1.0 FTE  
FH Paralegal  
Specialist

Hilary Nakasone  
1.0 FTE  
AmeriCorps

Sheila Lippolt  
1.0 FTE  
Housing Specialist

Nathan Gooding  
1.0 FTE  
Tax Specialist

Adam Rosenberg  
1.0 FTE  
Attorney Generalist

Joni Domingues  
1.0 FTE  
Attorney Generalist

Madeleine Young  
1.0 FTE  
Attorney Generalist

Chelsea Dukes  
1.0 FTE  
Housing Counselor

Calleen Ching  
1.0 FTE  
Co-Managing Attorney  
PB/Immig.

Bow Mun Chin  
1.0 FTE  
Immigration Specialist

Paul Luu  
1.0 FTE  
Immigration Paralegal  
Specialist

Jennifer Jung  
1.0 FTE  
Attorney Generalist

Marissa Llamido  
1.0 FTE  
Immigration Paralegal  
Specialist

Katherine Porras  
1.0 FTE  
AmeriCorps

Janet Kelly  
.90 FTE  
Homeless Specialist

Connie Liu  
1.0 FTE  
Public Benefits  
Specialist

Anne Reynolds  
1.0 FTE  
GA-SSI Paralegal  
Specialist

Rhoda Brown  
1.0 FTE  
GA-SSI Paralegal  
Specialist

Jeff Nakayama  
1.0 FTE  
GA-SSI Paralegal  
Specialist

John Kaaihue  
1.0 FTE  
GA-SSI Paralegal  
Specialist (Homeless)

Kalani de Leon  
1.0 FTE  
Homeless Paralegal  
Specialist

Wade Honma  
1.0 FTE  
Honolulu Office  
Manager

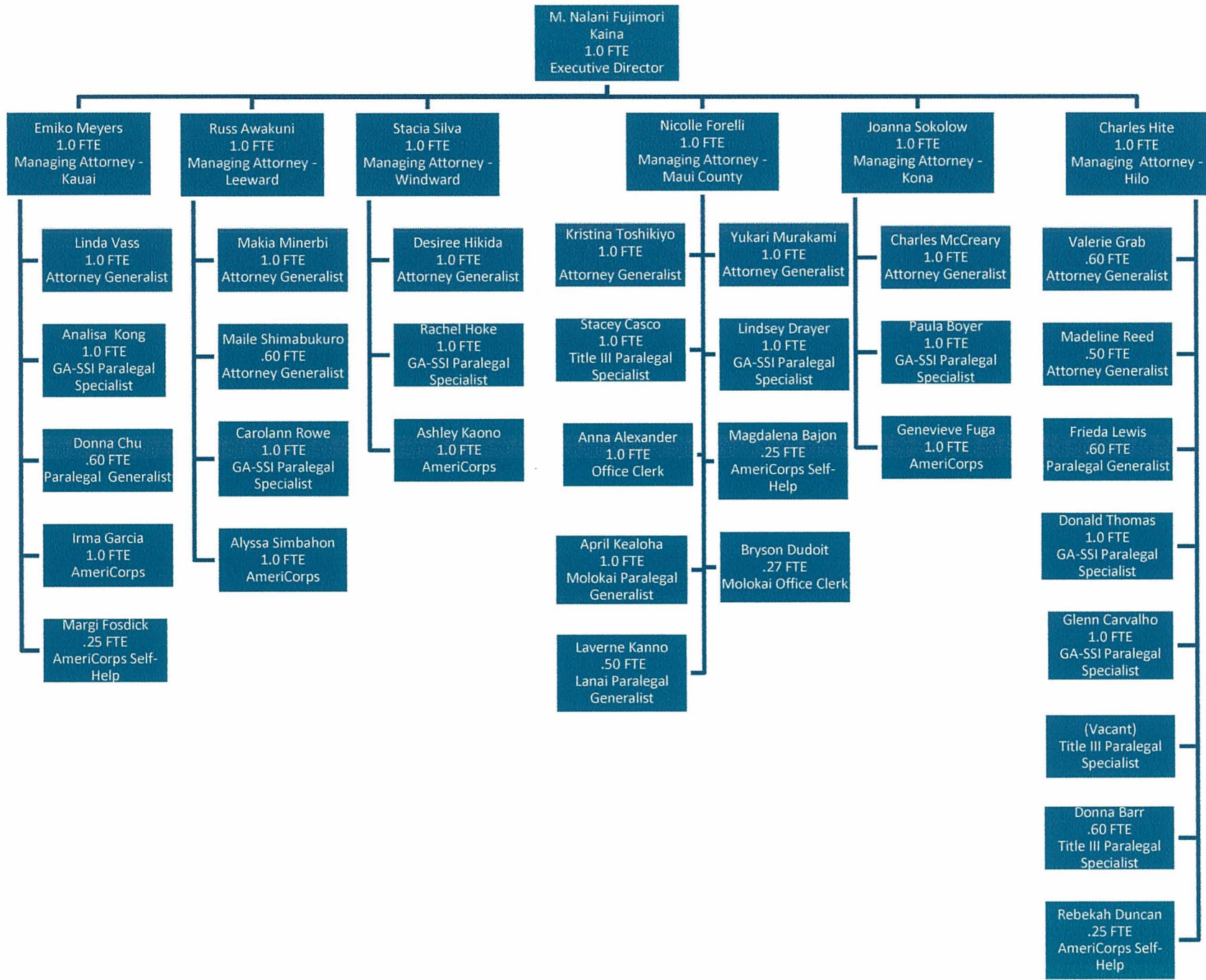
Maggie Tran  
.50 FTE  
Receptionist

(Vacant)  
Receptionist/Office  
Clerk

Angeli Esperitu  
1.0 FTE  
Office Clerk



# BRANCH OFFICE STAFF



ADMINISTRATION STAFF

