

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
ADMINISTRATIVE ORDER 16-06**

DC Affordable Law Firm

**Attorneys Providing *Low Bono* and *Pro Bono* Representation in the
Domestic Relations Branch, Landlord and Tenant Branch, and Domestic Violence Unit**

WHEREAS, the Superior Court has the authority to approve special programs to allow individuals who are not members of the District of Columbia Bar to provide legal services to the public, pursuant to D.C. Court of Appeals Rule 49(c)(10); and

WHEREAS, the DC Affordable Law Firm (DCALF) is a tax-exempt non-profit organization providing legal services to individuals with incomes between 200% and 400% of the Federal Poverty Level at costs substantially below prevailing market rates; and

WHEREAS, each attorney at DCALF provides said *low bono* representation, as well as fifty (50) hours of *pro bono* representation annually, in the Superior Court of the District of Columbia Domestic Relations Branch, Landlord and Tenant Branch, and Domestic Violence Unit, as well as in federal Immigration Courts; and

WHEREAS, DCALF will provide representation to clients who are ineligible for free legal aid but who also cannot afford market rates charged by private attorneys, through the use of lawyers who are not active members of the District of Columbia Bar, with disclosure to the individual client of the bar status of the attorney; and

WHEREAS, DCALF trains and supervises attorneys in partnership with the Georgetown University Law Center, Arent Fox, and DLA Piper; and

WHEREAS, the Superior Court has reviewed DCALF's request to be designated as a specifically authorized court program pursuant to D.C. Court of Appeals Rule 49(c)(10) and the District of Columbia Court of Appeals Committee on Unauthorized Practice of Law has no objection to the proposal under certain conditions;

NOW, THEREFORE, it is by the Superior Court,

ORDERED, that individuals employed by the DC Affordable Law Firm who are not members of the District of Columbia Bar may provide *low bono* and *pro bono* representation to clients in the Domestic Relations Branch, the Landlord and Tenant Branch, and the Domestic Violence Unit, consistent with the supervision and oversight provisions outlined in this proposal, until further order of the Superior Court changing or terminating its designation; and it is further

ORDERED, that individuals practicing under this Order must provide the following disclosure after their name when it appears on pleadings, court filings, or

discovery documents as well as business cards, letters, e-mails, webpages, or other business documents used in their practice under this Order:

“Not admitted to practice in the District of Columbia. Admitted to practice in (name of jurisdiction). Authorized to practice law in the District of Columbia in certain Superior Court divisions as an employee of the DC Affordable Law Firm, a specifically authorized court program under D.C. Court of Appeals Rule 49(c)(10).”

And it is further,

ORDERED, that individuals practicing under this Order will be supervised by an enrolled, active member of the District of Columbia Bar who is affiliated with the DC Affordable Law Firm, and who takes responsibility for the quality of the work and complaints concerning the services; and it is further

ORDERED, that no individual shall be permitted to practice under this Order for a period exceeding eighteen (18) months from commencement of such practice; and it is further

ORDERED, that individuals practicing under this Order are subject to the District of Columbia Rules of Professional Conduct and the Rules of the Superior Court of the District of Columbia relating to Domestic Relations Branch, Landlord and Tenant Branch, and Domestic Violence Unit proceedings, and are subject to the applicable enforcement procedures to the same extent as if he or she were an enrolled, active member of the District of Columbia Bar; and it is further

ORDERED, that DCALF must submit a report to the Superior Court and to the D.C. Court of Appeals Committee on Unauthorized Practice of Law on the anniversary date of this Order or the anniversary date of any extension of this Order stating the names of all individuals who practiced under this Order at any time during the preceding year, the start date and any end date of each individual’s practice under this Order, the jurisdictions where each individual is admitted to practice law, and the date (if any) that each individual applied to the District of Columbia bar; and it is further

ORDERED, that individuals participating under this Order will be exempt from Superior Court Rule 101(a)’s *pro hac vice* requirements.

ORDERED, that the number of attorneys practicing under this Order shall not exceed the number of attorneys affiliated with DCALF who are enrolled, active members of the District of Columbia Bar.

ORDERED, that the status of DCALF as a specifically authorized court program shall terminate 18 months from the date of this order unless its designation is extended by the Court.

SO ORDERED.

BY THE COURT

Date: May 10, 2016

/s/

Lee F. Satterfield
Chief Judge

Copies to:

All Judicial Officers
Executive Officer
Clerk of the Court
Division Directors
Library
Daily Washington Law Reporter
Sheldon Krantz, DC Affordable Law Firm