

## Volunteers will be responsible for reaching out to potential plaintiffs and documenting their stories.

Here, we provide details on how the intake process will work and the role intake volunteers will play:

- » Volunteers will participate in the ACLU of Louisiana's unconscious bias and content training.
- » After a volunteer completes the training course, the ACLU of Louisiana will put the volunteer on its intake list. When a prospective plaintiff is identified, that individual's information will be forwarded to the volunteer, who will then have 7 days to schedule a meeting with the potential plaintiff. If no contact can be made with the potential plaintiff within 7 days, the volunteer attorney will let the ACLU know. Thereafter, if requested, another potential plaintiff will be provided for contact with a new 7-day period kicking in on the date that new individual's information is provided.
- » A script will be provided for the volunteer to follow during the call with the potential plaintiff. Of course, volunteers will have the ability to go off script and add their own follow-up questions. We're planning to prepare a video demo of a mock Q&A for volunteers as well. If applicable, the volunteer will also talk to any witnesses to the incident the potential plaintiff identifies, as well as review any physical evidence, such as photos or videos.
- » Following these conversations, the volunteer will have roughly 7 days to prepare a 5-10 page intake memo based on a sample that the ACLU of Louisiana will provide. The memo will outline whether the case is a good candidate for litigation or better suited to other restorative justice outcomes—such as the publishing of their stories on our website or participation in any legislative hearings we organize. The ACLU of Louisiana will provide questions in the script regarding the plaintiff's openness to the kind of restorative justice initiatives that we are considering.
- » Once the ACLU of Louisiana receives the memo, it will make a determination about whether the case is suited for litigation. If it is suited for litigation, the memo will be forwarded to a partner law firm. We are asking that a memo be returned to the ACLU of Louisiana 14 days after a name is shared with the volunteer—*i.e.*, a two-week turnaround time.
- » Altogether, we expect a volunteer to spend approximately 10-15 hours on a given case.