

probono.net/iowa

Contributing Resources to the Civil Law Practice Area

Probono.net/iowa was developed to support the provision of legal assistance to Iowans who would not otherwise have access to counsel. It is a collaborative project involving Iowa Legal Aid, Volunteer Lawyers Projects and attorneys in public and private practice throughout the state. It provides a comprehensive collection of information on legal topics, upcoming events including continuing legal education opportunities, and resources on civil law practice for members of Iowa's justice community.

Members of the site are encouraged to actively support developing and expanding the resources on the website. The calendar provides an opportunity to promote local events such as county bar association events and meetings, as well as other upcoming events like continuing legal education programs. Attorneys are also encouraged to contribute resources to the civil law practice area library. Details on how to contribute to probono.net/iowa are below.

Adding Events to the Calendar

Any law-related trainings or events of interest to legal aid and pro bono attorneys are appropriate. After clicking on the link to the calendar from the probono.net/iowa home page, you will see a box in the right corner with "Add an Event."

Required information is the event title, the start and end dates, location, and a brief description. You may also add details including the sponsoring organization, contact information, links to other websites, and CLE accreditation. You may also attach a document such as a registration form or brochure, but we recommend using a pdf file which can be read by anyone with the Acrobat® Reader.

After you have entered the information you desire, click the "Submit" button at the bottom and your event will be received, reviewed, and added to the website.

The screenshot shows a web form titled "Calendar" with a search bar and "Advanced Search" link. The form is divided into a "General" section and a "required fields" section. The "General" section includes fields for "Event Title", "Sponsoring Organization(s)", "Start Date", "End Date", "Daily Start Time", "Daily End Time", "Event Location", "City / State", "Contact Organization", "Contact First Name", "Contact Last Name", "Contact Phone", and "Contact E-mail". There are also radio buttons for "Are any of these organizations LSC Funded?" (Yes/No) and "Earn CLE Credit" (Yes/No). The "required fields" section includes "Description" and "Link". There is a "Browse" button for attachments and a "Submit" button at the bottom.

[Add an event](#)


View the Calendar by:


- [Date](#)
- [Location](#)
- [Topic](#)

[Print-friendly version](#)


Adding Resources to the Civil Law Practice Area Library

On every page of the Civil Law Practice Area library, you will see a box in the upper right area of the screen which includes a link to “Add a Resource.” Simply click on “Add a Resource” and provide the information requested on the screen printed below.

 [Add a resource](#)

 [Add a folder](#)

View the Library by:

 **Folders**

[Topic](#)

Library [Advanced Search](#)

Resource

Please redact any client identifying information, where appropriate, prior to adding a resource.

Title*

Description*

Document Type*

Creation Date*

Review Date*

Author*

Organization

LSC Funded Yes No

Author First Name

Author Last Name

Author E-mail

Attachments /* Attachments must be either a single URL or documents. (URL/Files)

Specify URL (please include http:// prefix)

Specify Files

File 1

File 2

File 3

File 4

File 5

Training materials, forms, briefs, pleadings, legal memos and other types of information may all be submitted for inclusion in the library. Required information on the submission form is identified by a red asterisk.

Please do not attach any document which is protected by the author’s copyright. If the item is available on a separate website, you can provide the title, describe the document and include the link.

After your contribution is received, it will be reviewed and placed in the appropriate folder and subfolder in the library.

Additional Information About Access To Materials In The Civil Law Practice Area Library

In addition to attorneys, the membership of probono.net/iowa’s Civil Law Practice Area may include non-attorneys working for organizations serving people who are low-income, elderly, or have a disability and the staff and volunteers of domestic abuse shelters. Access to any resource you submit can upon request be restricted to attorneys. If you wish for an item you submit to be restricted to attorneys, please include **FOR ATTORNEYS ONLY** in the description of the resource and your request will be honored when it is added to the library. Thank you.