



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2013 - JUNE 30, 2014
Deadline: July 18, 2014**

COUNTY OF SAN DIEGO
2014 JUL 18 AM 8 39

CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT INFORMATION:

Department: Department of Child Support Services
Division/Unit: Legal Services Division

2. VOLUNTEER PROGRAM BENEFITS:

a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc).

No. of Vol.	8	Hours	1,852	X	\$22.55	=	\$41,762.60
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Based on 2 interns during Summer 2013 working a combined total of 50 hours per week for 10 weeks, 4 interns during Fall 2013 working a combined total of 64 hours per week for 13 weeks, and 2 interns during Spring 2014 working a combined total of 40 hours per week for 13 weeks.

Types of work performed by GENERAL VOLUNTEERS in this category:

- Phone calls to attorneys/parties
- Correspondence with attorneys/parties
- Preparation of ex parte applications
- Drafting stipulations to revoke and reinstate prior to hearing date
- Observe meet and confer and court process.
- Issue spotting/reviewing motions for responses
- Writing responses
- Drafting/filing NOM in opposition to claim of exemption
- Drafting/filing petitions to revoke probation
- Drafting/filing motions for calendar attorneys as needed
- Research/memos
- Points and authorities
- Discovery request
- Writing/filing trial briefs
- Case briefs for new case law
- Assist with appellate review preparation, as needed
- Assist with Stand Down

b. INSTITUTIONAL VOLUNTEERS (this section should include honor camp inmates, PIC/RETC, GAIN, etc.)

No. of Vol.	0	Hours	0	X	\$22.55	=	\$0.00
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2014-15:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Continue recruiting and utilizing interns for semester and summer programs to assist legal in performing duties.

9. GENERAL INFORMATION:

Name of person completing report: Robert Harris

Phone: (619) 578-6310 **Mail Stop:** C-77 **E-Mail:** Robert.Harris@sdcounty.ca.gov

Volunteer Coordinator: Mark Mandel

Phone: (619) 578-6571 **Mail Stop:** C-77 **E-Mail:** Mark.Mandel@sdcounty.ca.gov

10. DEPARTMENT CERTIFICATION:



DEPARTMENT HEAD SIGNATURE

7/15/14
DATE