



Quarterly E-Newsletter

Volume 3

April 2006

Job Openings

In this section of each E-Newsletter, the Commission will provide some information about job opportunities and/or funding opportunities for attorneys interested in working with victims of domestic violence, sexual assault, and stalking.

Legal Advocacy Coordinator, Surviving Violence and Increasing Viable Employment (SURVIVE) Project, California Partnership to End Domestic Violence (Southern California)

Legal Advocate, MAITRI (San Francisco, CA)

Legal Director, Womenslaw.org (Brooklyn, NY)

Executive Director, Washington Coalition of Sexual Assault Programs (Seattle, Washington)

Staff Attorney, American Civil Liberties Union Foundation Women's Rights Project (New York, New York)

Fellowship, American Civil Liberties Union Foundation Women's Rights Project (New York, New York)

Legal Advocacy Coordinator, Surviving Violence and Increasing Viable Employment (SURVIVE) Project, California Partnership to End Domestic Violence, (Southern California)

Hours: Full-Time
Reports to: Director of Programs and Operations
Status: Exempt
Benefits: Vacation, Sick Leave, Medical, Vision and Dental Benefits
Location: Southern, CA

California Partnership to End Domestic Violence (CPEDV) is a new statewide, membership-based coalition of domestic violence service providers and others working toward ending domestic violence. Working at local, regional and national levels, the staff, board, and members:

- Provide training and advocacy to community based organizations that serve domestic violence survivors.
- Effect public policy and systems/procedural change in order to improve institutional response to domestic violence.
- Assess statewide needs to document gaps in response and prevention efforts and to organize domestic violence advocates and battered women to ensure their inclusion in program planning and evaluation.
- Educate the general public about the prevalence, individual and public health impact of domestic violence and the role the community can play to end all forms of violence against women.

California Partnership emerged from the 25-year experience of Statewide California Coalition for Battered Women and California Alliance Against Domestic Violence.

Project Description:

CPEDV recently received funding through a partnership with the Legal Aid Society-Employment Law Center (LAS-ELC) to launch the Surviving Violence and Increasing Viable Employment (SURVIVE) Project. SURVIVE will provide a critical missing link to programs that serve survivors of sexual assault, domestic violence and stalking by ensuring that legal assistance and advocacy on employment-related issues is integrated into services. As part of this effort and to ensure other safety-related needs are met, the CPEDV Legal Advocacy Coordinator will coordinate statewide technical assistance on the legal issues and concerns that arise from violence against women, including criminal, family, housing and employment law, and the relationships between these issues. Specific duties include supporting the statewide member programs and survivors by responding to requests and providing legal referrals and information through a helpline response program.

Primary Job Responsibilities:

- Determine and meet technical assistance and training needs of member programs and work with consultants, trainers, community groups and funders
- Review requests for technical assistance; provide assistance and support to service providers, advocates and attorneys
- Develop and conduct outreach to CPEDV's constituents and SURVIVE Project clients, through coalition participation and informational materials related to sexual assault, domestic violence and stalking
- Serve as Staff Liaison to the Legal Aid Society-Employment Law Center and work in tandem with LAS-ELC project attorneys to coordinate and respond to the comprehensive legal needs of survivors/survivors that call

- the helpline through screening, including for employment issues, safety planning and referral, and by tracking inquiries for legal assistance
- Coordinate the development of a statewide legal resources and services directory for domestic violence service providers in California.
 - Assist with developing written resource materials useful to advocates, member programs, service providers and survivors of VAW, including manuals and training curricula
 - Coordinate and schedule statewide outreach and trainings
 - Work with members in all seven of CPEDV's regions

Qualification/Experience:

Demonstrated organization, communication, and writing skills along with coordination and project implementation skills. Three to five years experience with sexual assault, domestic violence and stalking issues, or related experience. Bachelor's degree required. Experience in community organizing, research, writing and advocacy. Bilingual English/Spanish fluency REQUIRED and the ability to work with diverse populations. The successful candidate will demonstrate leadership ability, organizational ability, strong interpersonal skills, and advanced written and spoken communication skills. The ability to work a flexible schedule including evening work, strong administrative skills and proficiency in word processing, spreadsheet and database applications are required. A cooperative work style and commitment to the mission of the SURVIVE Project, CPEDV, and The Legal Aid Society - Employment Law Center are essential. Should enjoy and be available for frequent travel throughout the state of California.

Compensation: This position is funded until October 31, 2007. Competitive salary and generous benefits.

To Apply: Interested parties should submit a detailed cover letter with resume, writing sample and three references to the contact below. This position is available immediately.

Legal Advocacy Search Committee, California Partnership to End Domestic Violence
Email: tshabazz@cpedv.org Fax: 916-444-7165
Mailing address: 1107 9th Street, Suite 300; Sacramento, CA 95814

The California Partnership to End Domestic Violence is an equal employment opportunity employer and will not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity, (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law. The Partnership also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes of race, color, religious creed, national origin, ancestry, sex, age, mental disability, physical disability, medical condition, marital status, or sexual orientation, and further prohibits discrimination against an individual who is associated with a

person who has, or is perceived to have, any of those characteristics. CPEDV will also make reasonable accommodation for disabled applicants and employees, unless such accommodation would result in undue hardship. Applicants with disabilities may request accommodations by contacting the Executive Director or her designee.

Legal Advocate, MAITRI (San Francisco, CA)

Job Title: Legal Advocate

Hours: Full time

DESKTOP DUTIES:

- ✓ Provides information and education about DV laws and court proceedings to domestic violence victims
- ✓ Assists clients to complete paperwork and court process for obtaining TRO's and PRO's
- ✓ Provides court accompaniment, transportation and translation services
- ✓ Listens and validates feelings of clients; practices objective, reflective listening
- ✓ Empowers and supports survivor in self-advocacy and accessing information
- ✓ Provides silent support role in mediation
- ✓ Coordinates services with other advocacy programs and court
- ✓ Advocates on behalf of DV survivors within systems, institutions, agencies and at community meetings
- ✓ Builds relationships with community partners, including sister advocates, law enforcement and court personnel
- ✓ Completes client documentation including MIS and maintains statistical information
- ✓ Complies with all confidentiality requirements, ethical, and legal obligations of the program and agency.

MEETINGS:

- ✓ Legal Advocacy Project Meeting – monthly
- ✓ On-going supervision-as needed
- ✓ Domestic Violence Council Court Systems Committee Meeting
- ✓ Additional Domestic Violence Council and domestic violence related community meetings as necessary

KNOWLEDGE BASE:

- ✓ Dynamics of domestic violence, legal concerns, safety concerns
- ✓ Current California DV law
- ✓ Court Proceedings, including Family, Criminal and Juvenile Court
- ✓ Local Resources

✓ Fluent in at least one South Asian language

TO APPLY:

Mail or fax cover letter and resume to: Sarah Khan
Program Director
MAITRI
234 East Gish Road, Suite 200
San Jose, CA 95112
Program_director@maitri.org
Fax (408) 436-8381

No phone calls please

Legal Director, Womenslaw.org (Brooklyn, NY)

WomensLaw.org is a national nonprofit organization whose mission is to provide easy-to-understand legal information and resources to women living with or escaping domestic violence. By reaching out through the Internet, we empower women and girls to lead independent lives, free from abuse.

WomensLaw.org was founded in 2000 and the website launched in 2001. The organization is housed at the Blue Ridge Foundation, a foundation that supports start-up nonprofit organizations in Brooklyn.

We are pleased to announce the Legal Director position at WomensLaw.org. This full-time position is excellent for those interested in gaining experience in most aspects of nonprofit management and program implementation while serving domestic violence victims and their advocates with legal assistance and support through the Internet.

Position Overview

The Legal Director will be responsible for ensuring that we provide comprehensive and up-to-date legal information for victims of domestic violence through our website and email hotline. The position involves keeping up-to-date with domestic violence laws throughout the country, as well as working with a talented and dedicated team of colleagues, interns, and volunteers to disseminate that information directly to the victims who need it.

An important component of this position is the development of an expanded email hotline. The Legal Director will be responsible for finalizing and implementing a new plan that is currently under development. This plan addresses the significant increase in email traffic over the last year. It includes implementation of new technology, ensuring safety measures are followed, hiring of new staff, training a team of dedicated volunteer lawyers, and maintaining oversight over new staff and volunteers.

Another important component of the position is the creation of new material for the website. We are currently in the process of creating a new website with space for significantly more information. The Legal Director will be responsible for developing new materials and will work with other experts in the field to share information, develop collaborations, and create materials appropriate for WomensLaw.org users. Current plans for new material include information about sexual assault, housing, finances, disabilities, trafficking, and more.

Specific responsibilities may include, but are not limited to:

- Create and manage the addition of new legal content to the WomensLaw.org website. Requires researching statutes, connecting with local experts, and writing in plain language. Also includes coordinating, training, and assisting law school interns and volunteer attorneys from across the country in the creation of new content.
- Keep existing website legal content up-to-date. Requires research and connecting with various experts from across the country and managing volunteer lawyers and staff who also update content.
- Assist in responding to the email hotline, answering legal questions and providing legal information and referrals. Requires knowledge of family, immigration, employment, and criminal law, as well as understanding of the dynamics of domestic violence.
- Coordinate, train, and oversee staff/volunteers responding to the hotline.
- Implement a new plan for a high volume email hotline and develop the program as traffic grows.
- Participate in meetings and communication with Board of Directors and Advisory Committees.
- Network with other organizations in the field to gain exposure and explore opportunities for collaboration.
- Work with Executive Director, Managing Director, and Board to develop long-term priorities for organizational development and growth.
- Participate in relevant local, regional, and national conferences and trainings.
- Assist with other activities as they arise.

Qualifications:

Essential:

1. Licensed attorney (any U.S. state) or, if currently in law school, expecting to obtain license by fall 2006.
2. Prior experience working with survivors of domestic violence and/or sexual assault.
3. Excellent writing, research, and analytical skills.
4. Highly organized and self-motivated.
5. Strong advocacy and outreach skills.
6. Strong coordination and planning skills.
7. Ability to multi-task and manage several projects at once, as well as assist with other organizational needs.

8. Ability to work collaboratively as well as independently.
9. Flexible, positive, and compassionate manner; able to handle sensitive situations.
10. Basic computer skills (MS Windows, Word, Internet, basic Excel skills), and ability to learn new computer programs (Dreamweaver, HTML).

Desirable (but not required):

1. Management experience.
2. Fluency in language other than English.
3. Experience in crisis counseling.
4. Interest in working at a small-but-growing nonprofit and aid in shaping the direction and growth of the organization.
5. HTML and/or Dreamweaver knowledge.

Compensation: Commensurate with experience; competitive with other public interest organizations.

WomensLaw.org offers a challenging and rewarding professional career opportunity. We value creativity, respect, and a democratic approach to decision making. We seek employees and board members with a diversity of experiences and backgrounds who are committed to empowering domestic violence survivors with legal information and support. WomensLaw.org envisions an organization built on the spirit of service, creative thinking, personal experience, and academic research, characterized by staff participation, diversity and the nurturing of staff aspirations.

WomensLaw.org offers many benefits including:

- Health insurance coverage.
- 4 weeks paid vacation per year.
- Flexible work schedule.

WomensLaw.org is an equal opportunity employer, committed to core values of inclusion, empowerment and social justice. We actively encourage applicants who represent the broadest range of cultural, ethnic and economic diversity.

HOW TO APPLY: Please send a resume and cover letter to Elizabeth Martin, Executive Director, WomensLaw.org, 150 Court Street, 2nd Floor, Brooklyn, NY 11201. Please do not send applications by email or fax.

**Executive Director, Washington Coalition of Sexual Assault Programs,
(Seattle, Washington)**

Thirty years ago no one talked publicly about sexual assault. Then in the late 1970s, feminists broke the silence. In Washington State a dozen activists broke the silence with a

rape awareness campaign. In 1979, that campaign became The Washington Coalition of Sexual Assault Programs (WCSAP).

The Washington Coalition of Sexual Assault Programs (WCSAP) works to eliminate sexual assault through education, advocacy, victim services, and social change.

WCSAP trains prosecutors and therapists on sexual assault. It provides technical assistance to organizations that serve survivors. And it publishes a semiannual journal and sponsors an annual conference on sexual assault.

Being at the forefront makes WCSAP powerful; continually adapting makes it effective. As the movement against sexual assault has grown, WCSAP has grown along with it. Seven years ago WCSAP had a budget of \$500,000 and a handful of staff; today its budget is \$2 million, a staff of 16, and a base of 40-member agencies throughout Washington.

Employees at WCSAP are drawn to the organization because of a belief in the mission; they stay because of the organization's belief in them. WCSAP is a flexible organization where people can bring their whole selves to work: the organization has an ethnically diverse staff that includes parents of young children, people with pets, early birds and night owls. Perhaps that's why WCSAP has recruited and retained some of the most seasoned and effective advocates from around the country. The previous Executive Director of WCSAP served the organization for 8 years and WCSAP's Associate Director has been with the organization since 1998.

WCSAP is guided by a 15-member board that includes leaders and direct service providers of sexual assault organizations, hospitals, and police departments. Its funding comes from the U.S. Department of Justice, the Washington State Office of Crime Victims Advocacy, and the Washington State Department of Social and Health Services.

WCSAP seeks an Executive Director to work in its offices in Olympia, WA. This person will have a desire to provide a voice for agencies dedicated to sexual assault work and create an atmosphere of nonviolence through social change. The Executive Director will report to the board of directors, lead staff and volunteers, guide agency-wide direction and focus, and ensure that the organization has sufficient financial and human resources to meet its mission.

Key Responsibilities

Public Policy and Systems Advocacy

- Work with Office of Crime Victims Advocacy, Department of Corrections and the Department of Social and Health Services and other government agencies to effectively respond to sexual assault.
- Supervise the WCSAP lobbyist, testify and arrange testimony for the legislature.
- Advocate for legislation to prevent and respond to sexual assault.

Leadership & Communication

- *Mission and vision* - Clarify and communicate vision – what the agency strives for, where it is going
- *Strategic planning* - With the board and staff, develop a new long-range plan that defines goals for the agency and ways to achieve those goals.
- *Visibility* – Manage WCSAP’s growing national presence and build and maintain its relationships with member agencies.
- *Board communication* - Keep the Board of Directors well informed regarding the management of WCSAP and crucial issues affecting its present and future. Encourage excellence in board performance through collaboration, communication and education.
- *Client and donor communication* - Ensure that the organization effectively markets itself and programs to prospective clients, volunteers and donors.
- *Partnerships* - Identify and develop strategic partnerships for programs, space and equipment, and funding.

Management

- *Oversee staff recruitment and retention* – manage staff of 16.
- *Build staff morale and teamwork* - Maintain a positive and strong organizational culture that helps attract and retain competent, caring staff.
- *Program staff oversight* - work with program directors to ensure that programs reach people most in need, including people in marginalized communities and different ages, ethnic and racial backgrounds.
- *Motivate staff* - Encourage staff and volunteers to continue learning and honing their job related skills.
- *Stay Current* - Maintain a working knowledge of significant trends in the nonprofit sector, sexual assault, and public policy.

Finance

- Oversee the creation and monitoring of the annual agency budget.
- Ensure that WCSAP has adequate funds to meet its mission; secure unrestricted funds for WCSAP’s lobbying program.
- Manage and write government grants.
- Explore other sources of agency revenue that are consistent with the agency’s mission.

Salary & Benefits

Starting salary depending on experience plus benefits.

Required Skills & Experience

- Caring, compassionate leader with a feminist ideology
- 4+ years of executive level experience that includes planning, budgeting, management, and experience serving and coordinating boards or committees
- Proven ability to work with multiple stakeholders
- Demonstrated ability to lead an organization or program through change and growth
- Experience developing and overseeing a budget of \$500,000+
- Masters Degree or Bachelor’s degree plus commensurate experience
- Excellent communications skills - the ability to speak and write persuasively

- Experience in program oversight and development
- Culturally competent leader with a comfort in diverse and marginalized communities
- Experience applying for and managing government grants
- Ability to negotiate sensitive issues and maintain relationships with people at all levels within and outside of the organization

Preferred Skills & Experience

- Solid understanding of the philosophical, systemic and legal principles underlying sexual assault
- Experience working with organizations that respond to sexual assault (e.g. courts, law enforcement and hospitals)
- Track record successfully advocating for systems change in government agencies
- Experience with media and public relations
- Solid fundraising experience including major donors, foundations and fee for service

People of color strongly encouraged to apply.

E-mail a **1-2 page chronological** resume and **1-2 page** cover letter explaining (1) what experience, skills, and personal attributes qualify you for this position; (2) why the mission and work of WCSAP appeals to you; and (3) why the Executive Director position at WCSAP is the right next step for you in your career.

Kristen Carlson, Associate Recruiter
Nonprofit Recruitment Services

Kristen@nonprofitrecruitment.com

For more information, e-mail Kristen@nonprofitrecruitment.com or call 206.324.0821.

Deadline: April 27th but please apply early. Applications will be acknowledged and reviewed within 48 hours.

For more information on the Washington Coalition of Sexual Assault Programs see www.wcsap.org

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Staff Attorney, American Civil Liberties Union Foundation Women’s Rights Project (New York, New York)

The Women’s Rights Project of the American Civil Liberties Union Foundation seeks applicants for a Staff Attorney in New York.

The ACLU: America's foremost advocate of individual rights, the American Civil Liberties Union is a nonpartisan organization founded in 1920. With national headquarters in New York and Washington and 53 affiliates throughout the country, it is widely regarded as one of the nation's premier public interest law firms.

The Women's Rights Project: Founded in 1972 by Ruth Bader Ginsburg, the Women's Rights Project (WRP) has been a leader in the legal battles to ensure women's full equality in American society. WRP is dedicated to the advancement of the rights and interests of women, with a particular emphasis on issues affecting low-income women, women of color, and immigrant women. WRP has overall responsibility for implementing ACLU policy in the area of gender discrimination. WRP conducts direct litigation, files *amicus curiae* briefs, provides support for ACLU affiliate litigation, serves as a resource for ACLU legislative work on women's rights, and seeks to advance ACLU policy goals through public education, outreach, and participation in coalitions. WRP has been an active participant in virtually all of the major gender discrimination litigation in the Supreme Court, in Congressional efforts to promote gender equality, and in other significant public education on behalf of women and girls.

The Women's Rights Project, based in New York, has three core priority areas of focus: violence against women, with a focus on housing and employment discrimination against survivors of domestic violence and police responsiveness to abuse; economic justice, with a particular emphasis on employment issues that affect low-wage immigrant women workers; and criminal and juvenile justice issues affecting women and girls. Cutting across these priority areas, WRP seeks to incorporate an international human rights framework into its litigation and advocacy efforts.

The Job: The Staff Attorney will be responsible for significant litigation in federal and state court. The work will include district and appellate court litigation, discovery and motion practice, briefs and arguments, and occasional trials. The Staff Attorney will also provide assistance and advice to ACLU affiliates and private attorneys, and will respond to requests for assistance from members of the public. In addition, the Staff Attorney will conduct policy analysis, draft materials for public education, develop strategies for international human rights advocacy, engage in public speaking, respond to press inquiries, and work with other advocates and organizations. The Staff Attorney will also supervise law students, interns, and possibly fellows. Travel may be required.

Qualifications:

- Must have JD and preferably at least three to five years litigation experience.
- Excellent legal research and writing skills.
- Skilled at complex legal analytical work.
- Self-motivated and able to manage a variety of tasks.
- Committed to advancing women's rights. Knowledge of legal issues involving women's rights, discrimination, violence against women, and/or international human rights is preferred but not required.

Salary and Benefits: Salary is based on year of graduation from law school according to the ACLU salary scale. Excellent benefits package provided.

Application Procedure: Applicants should send a letter of interest, a resume, a law school transcript, the names and telephone numbers of two legal references, and a legal writing sample to:

STAFF ATTORNEY SEARCH - [WRP-07]
Women's Rights Project
American Civil Liberties Union

125 Broad Street, 18th Floor
New York, NY 10004
Or

hrjobs@aclu.org Attention: WRP-07

Please indicate in your cover letter where you found this job posting.

Applications will be accepted until position is filled, which will not be before April 29, 2006.

The ACLU is an equal opportunity/affirmative action employer and encourages women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals to apply.

The ACLU comprises two separate corporate entities, the American Civil Liberties Union and the ACLU Foundation. Both the American Civil Liberties Union and the ACLU Foundation are national organizations with the same overall mission, and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties. This job posting refers collectively to the two organizations under the name "ACLU."

Fellowship Opportunity, American Civil Liberties Union Foundation Women's Rights Project, (New York, New York)

Available September 2006

The ACLU: America's foremost advocate of individual rights, the American Civil Liberties Union is a nonpartisan organization founded in 1920. With national headquarters in New York and Washington and 53 affiliates throughout the country, it is widely regarded as one of the nation's premier public interest law firms.

The Women's Rights Project: Founded in 1972 by Ruth Bader Ginsburg, the Women's Rights Project has been a leader in the legal battles to ensure women's full equality in American society. WRP is dedicated to the advancement of the rights and interests of women, with a particular emphasis on issues affecting low-income women, women of color, and immigrant women. WRP has overall responsibility for implementing ACLU policy in the area of gender discrimination. WRP conducts direct litigation, files *amicus curiae* briefs, provides support for ACLU affiliate litigation, serves as a resource for ACLU legislative work on women's rights, and seeks to advance ACLU policy goals through public education, outreach, and participation in coalitions. WRP has been an active participant in virtually all of the major gender discrimination litigation in the Supreme Court, in Congressional efforts to promote gender equality, and in other significant public education on behalf of women and girls.

The Women's Rights Project, based in New York, has three core priority areas of focus: economic justice, with a particular emphasis on employment issues that affect low-wage immigrant women workers, including discrimination and sexual harassment, underpayment of wages, and other exploitative conditions; violence against women, with a focus on housing and employment discrimination against survivors of domestic violence and police responsiveness to abuse; and criminal and juvenile justice issues affecting women and girls.

The Job: The WRP Fellow will assist in all aspects of WRP litigation in federal and state court. The work will include district and appellate court litigation, discovery and motion practice, briefs and arguments, and occasional trials. The Fellow will also provide assistance and advice to ACLU affiliates and private attorneys, and will respond to and screen intake requests for assistance from members of the public. In addition, the Fellow will conduct policy analysis, draft materials for public education, engage in public speaking, respond to press inquiries, and work with other advocates and organizations. The Fellow will also share responsibility for hiring and supervising law students and interns. Travel may be required. The fellowship is for one year, with the possibility of renewal for a second year, and begins September 2006.

Qualifications. Applicants must have excellent legal research and writing skills and be capable of complex legal analytical work. Applicants should be self-motivated and able to manage a variety of tasks. Applicants must be committed to advancing women's rights; knowledge of legal issues involving women's rights and discrimination is preferred but not required. Working ability in Spanish or another language other than English is preferred. Recent law school graduates and third-year law students are invited to apply.

Salary and Benefits: Salary is commensurate with experience in accordance with the ACLU salary scale; salaries begin in the low \$50s. Excellent benefits package provided.

Application Procedure: Applicants should send a letter of interest, a resume, an unofficial transcript, the names and telephone numbers of two legal references, and a legal writing sample to:

Attention: WRP FELLOW
Women's Rights Project
American Civil Liberties Union
125 Broad Street, 18th Floor
New York, NY 10004

Or

hrjobs@aclu.org Attention: WRP FELLOW

Please indicate in your cover letter where you found this job posting.

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