

## How to Submit Clinic Items

1. Select the clinic header at the top of the screen


**CaliforniaProBono.org**  
California Lawyers Serving the Public Good

**SoCal Pro Bono Center**    
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2. Select “add a case” on the upper left section of the screen.

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3. Once on the Add a Case screen, fill in each appropriate field. Fields marked with an asterisk require information. For example, in the General Information section, Case Title, Description, Posting Date, Expiration Date, Organization, City, and State are required fields.

### Clinics

Fields with an asterisk (\*) are required.

**General Case Information**

Case Number	<input type="text"/>
*Case Title	<input type="text"/>
*Description	<input type="text"/>
*Posting Date	<input type="text" value="23 Nov 2011"/>
*Expiration Date	<input type="text" value="23 Nov 2012"/>
*Organization	<input type="text"/>
<input type="checkbox"/> This organization is LSC funded.	
*City	<input type="text"/>
*State	<input type="text" value="CA - California"/>

4. Fill in the Contact Information. The Contact First Name, Contact Last Name, and Contact Email are required fields.

**Contact Information**

*Contact First Name	<input type="text"/>
*Contact Last Name	<input type="text"/>
*Contact Email	<input type="text"/>
Contact Phone	<input type="text"/>

5. Finally, please provide your email and fill in the numbers that appear to the right of the Verification section. Once you have checked through your information please click the Submit button.

### Submitter Information

*Your Email	<input type="text"/>
*Verification	<input type="text"/> 9 9 9 <sup>7</sup>
<i>Please enter the number displayed in the image.</i>	

[Cancel](#)

**Submit**

Once submitted, the administrators will check the event for approval.

If you have any questions please contact [SoCal@One-Justice.org](mailto:SoCal@One-Justice.org)