



Increasing Access to Justice in Utah

The Certified Advocate Partners Program

A Community-Based Justice Worker Model

Information for Interested Advocates

A partnership
between Community
Justice Advocates of
Utah and
Community-Based
Organizations

Program Overview

The Certified Advocate Partners Program (CAPP), developed by Timpanogos Legal Center and now managed by Community Justice Advocates of Utah (CJAU), **trains individuals in providing legal help to survivors of abuse and stalking who are seeking civil protective orders or stalking injunctions.** Domestic Violence Community Justice Advocates (DV CJAs) provide legal help alongside safety planning and other supportive services to help survivors achieve safety and personal empowerment. DV CJAs operate under CJAU's authorization from the Utah Supreme Court to provide this legal assistance.

The certification training is delivered through a free online program course. Learners engage in readings, videos, assignments, and virtual sessions with peers, and receive instruction in domestic law, trauma-informed advocacy, navigating the civil legal system, and delivering client-centered legal services.

Once trained, DV CJAs are supported by CJAU with access to an Attorney Mentor, ongoing training, malpractice insurance, and monthly data review to maintain quality assurance and continuous program improvement. All supportive services are provided at no cost to Advocates.

DV CJAs have provided over 1,300 services to more than 500 clients since 2021; three-quarters of clients live in rural or frontier counties where access to legal help is extremely limited.

Advocate Eligibility

- Foundation in advocacy work
- Employment at an eligible community-based organization, which is a public or private not-for-profit resource hub that provides specific services to the community
- Capacity to complete online coursework
- Ability to deliver legal services in their position
- Consent from organization to participate

Organization Eligibility

- No controlling or supervisory employees are disbarred attorneys or have certain felony convictions
- Not subject to criminal investigation or enforcement action, and does not have a history of criminal convictions or sanctions
- Is not and has not been subject to investigation by a legal regulatory body
- Does not sell consumer data

Scope of Services

Legal Advice

- Advise survivors on their eligibility for a specific order and their likelihood of success in obtaining the order.
- Collaborate with the survivor to build an appropriate plan for achieving their safety goals.

Documents

- Using information provided by the client, draft requests for clients using legally relevant information.
- Review evidence collected by the client and determine which evidence is appropriate to include in the request.

Court

- Assist clients in preparing for their hearings.
- Attend hearings with clients and sit at counsel's table, providing quiet prompts to the client as needed.

Applying to Participate

Steps to Apply



Apply

Interested applicants submit a two-part application.



Verify Eligibility

CJAU determines the applicant's eligibility to participate.



Meet Our Teams

CJAU meets with the applicant and their supervisor.



Sign Paperwork

Complete required agreements prior to enrollment.

STEP 1.	Complete a Program Application	Priority Consideration: November 3, 2025 Final Deadline: December 1, 2025	Time to Complete: 1 - 2 Hours
STEP 2.	Schedule a Program Info Meeting	Meetings must be held before December 10, 2025	Time to Complete: 10 Minutes
STEP 3.	Review Program Contract	Contract due January 9, 2026	Time to Complete: 2+ Weeks
STEP 4.	Attend Your Scheduled Program Info Meeting	Meetings must be held before December 10, 2025	Time to Complete: 45 Minutes
STEP 5.	Sign Program Contract	Contract due January 9, 2026	Time to Complete: 1 - 2+ Weeks
STEP 6.	Review Your CAPP Program Syllabus	Review due January 20, 2026	Time to Complete: 1 Hour

Next Program Term

We currently anticipate that the next CAPP Program Term will begin on
Tuesday, January 20th, 2026.

Applying to Participate

STEP 1. Complete a Program Application [1 - 2 Hours]



**Priority Deadline:
November 3, 2025**

**Final Deadline:
December 1, 2025**

The first step to participating in our Programs is to complete an application!

Applicants must meet the following eligibility criteria:

- Employment at a community-based organization (CBO) that serves individuals who have experienced abuse or stalking, though this does not need to be your organization's primary purpose or population. We welcome questions about whether an organization would qualify for participation.
- Organizational eligibility to partner with CJAU, determined by providing information on the organization and its leadership.
- Ability and readiness to complete an online training.

The application is [found here](#) and contains two parts: (i) a Supervisor & Applicant Consent Form and (ii) an Organizational Eligibility Verification Form.

- Both parts must be filled out by the correct individuals (yourself and your relevant supervisors/organizational leadership) and must be submitted to info@cjaugov.org. Please use "CAPP Application for [YOUR NAME]" in the subject line.

Submitting an application does not guarantee your acceptance. Please reach out to us with any application questions you may have.

STEP 2. Schedule a Program Info Meeting [10 Minutes]



**Meetings
Scheduled Until
December 10, 2025**

If we determine that an applicant is eligible, a meeting will be scheduled with **the applicant, their supervisor, and CJAU**. During this meeting, CJAU will discuss the program, training requirements, and ongoing obligations and supports. This is an opportunity for the applicant and their supervisor to get answers to their questions and confirm that the program is a good fit.

STEP 3. Review Program Contract [2+ Weeks]



**Contract Due
January 9, 2026**

This document outlines the responsibilities of the applicant, their organization, and CJAU, and must be signed by both the applicant and the organization's Authorized Agent. Eligible applicants will receive the contract after scheduling a program information meeting. Do not delay in providing the documents to the appropriate individuals for review, as the review process may take several weeks, depending on your organization.

Applying to Participate

STEP 4. Attend Your Scheduled Program Info Meeting [30 Minutes]



**Meetings
Scheduled Until
December 10, 2025**

During this meeting, we will address any questions the applicant(s) and their supervisor(s) may have about the Program. We also dedicate time during this meeting to discuss how the applicant plans to integrate legal services alongside existing services at the organization.

Applicants should come prepared to discuss what planning or workload changes may need to occur to best support their learning and service delivery.

STEP 5. Sign Contract [1 - 2+ Weeks]



**Documents Due
January 9, 2026**

After the Program Info Meeting, the applicant, supervisor, and Authorized Agent will be sent the Program Contract to digitally sign.

Once this step is completed, your spot in the upcoming Program term will be confirmed.

STEP 6. Review Your CAPP Program Syllabus [1+ Hour]



**Review By
January 20, 2026**

Review the course syllabus, take note of important dates across the Program Term, and familiarize yourself with your upcoming coursework.

- **NOTE:** Your Syllabus will be your first stop for all questions about coursework, the Program term, and how to receive support as a new legal professional-in-training.

Below is an overview of the important dates for the upcoming Program Term:

- **Course Start Date** - Tuesday, January 20
- **Required Live Sessions** - All sessions are held via Zoom from 10 a.m. to 12 p.m.
 - Tuesday, February 10
 - Tuesday, February 24
 - Tuesday, March 3
 - Tuesday, March 24
 - Tuesday, March 31
 - Tuesday, April 7
- **Final Exam Due** - Friday, May 1, 2026

CAPP Training Course

Program Term Overview



Enrollment

Learner is enrolled in the course and completes onboarding.



Training

Learner completes approximately 50 hours of online legal training.



Exam

Learner takes and successfully passes final certification exam.

Enrollment and Onboarding



Once we receive a signed Program Contract, CJAU will enroll the applicant in the next training cohort.

In the week prior to the course beginning, CJAU will send learners information on how to log into the course site and access course materials.

Training



Learners will receive instruction in the following areas through a combination of readings, videos, and assignments:

- Trauma-Informed Advocacy
- Legal Advocacy & Service Provision
- Criminal Protective Orders
- Civil Protective Orders
- Legal Writing
- Evidence
- Hearing Preparation
- Enforcement & Modification

Exam



Upon completion of the training modules, learners must take and successfully pass an online comprehensive exam covering all of the topics in the course. This exam works to ensure that learners have sufficient understanding of the legal concepts and skills, and that they are prepared to offer limited-scope legal services in the area of civil protective orders and stalking injunctions. The exam, just as with real-world service delivery, is open-book.

Service Support

Service Support Overview



Mentor

Advocates are assigned an Attorney Mentor to help resolve questions.



Training

CJAU delivers responsive, ongoing legal training.



Data Collection

Advocates report client and service data for review each month.



Malpractice

CJAU provides malpractice insurance to individual Advocates.

Onboarding



CJAU will certify the learner as a Domestic Violence Community Justice Advocate (CJA) and provide them with the materials and information necessary to begin providing limited-scope legal services, including access to a resource Dropbox, their Limited Representation Agreement (LRA), and contact information for their Attorney Mentor. **Once onboarded with CJAU, the CJA can begin providing legal services within their scope of services.**

Service Delivery and Support



CJAs provide limited-scope legal services to clients at their community-based organization. If a client is interested in receiving legal services, they must sign the LRA, which outlines the scope of services and gives the CJA permission to share information about the client and services with CJAU.

CJAs screen and accept cases, and are responsible for managing their own caseload to ensure they can provide competent, diligent assistance to each client.

CJAU provides several forms of support to CJAs.

- **Service Reviews.** CJAU will perform periodic review of services and provide feedback to CJAs as necessary.
- **Attorney Mentor.** Every CJA will have an Attorney Mentor who they can contact when legal or ethical questions arise.
- **Training.** CJAU will collaborate with subject-area experts to deliver periodic trainings to ensure CJAs maintain their knowledge and skills.
- **Roundtables.** CJAs will be able to attend virtual roundtables to meet with other CJAs to discuss questions, solutions, and recommendations.
- **Malpractice.** CJAs are covered on CJAU's malpractice insurance policy.

Service Support

Reporting Information



CJAs must report information on clients and services to CJAU monthly in order to comply with mandatory Office of Legal Services Innovation reporting and compliance requirements, to carry out effective quality assurance oversight, and to review program efficacy and impact. CJAs will need approximately 20 minutes per client to report information. CJAs will also request that each client complete a client feedback survey. The anonymous responses are sent directly to CJAU.

An **overview** of the information collected is below. Detailed reporting information will be provided to Advocates during the Program Term.

Client Information

- Name*
- City & County of Residence*
- Primary Spoken Language*
- Demographic Information
- Household Income & Size*
- Victimization Information*

**Required information*

Case Information

- Legal Issue*
- Case Notes*
- Services Provided*
- Intake Date, Close Date, and Status*
- Court Case Information (if applicable)*
- Outcomes*
- Referrals Provided
- Time to Complete Service*

If any clients have complaints about the services provided by a CJA, the CJA has a responsibility to report the complaint with CJAU as soon as possible. CJAU will evaluate the complaint and, if necessary, report the complaint to the Office of Legal Services Innovation, and determine an appropriate course of action.



For more information or to file a complaint,
please visit utahinnovationoffice.org