



CLINICS, JUDICIAL INTERNSHIPS AND SUPERVISED FIELDWORK PROGRAMS

2017 SUMMER PROGRAMS

Responding to a substantial expression of interest by students and the successes enjoyed during the last fifteen summer sessions, the Law School will again offer a variety of clinical, judicial internship and supervised fieldwork placements during the 2017 summer session. These are accredited programs and are offered in addition to the array of regular Law School courses scheduled for the summer. The goal is to make these programs as accessible as possible to students who would like to do an internship in addition to any other activities they have planned for the summer. During the 2016 summer session close to 90 students participated in an accredited internship.

Programs that we expect to be available are described in the pages which follow. Once student interest is determined, Professor Hammer will confirm placements and arrangements with each student on an individual basis. The regular summer session tuition (\$ 1,650 per credit) is applicable to these placements.

EARLY PLACEMENT PROCESS

Placements can be arranged at any time between now and the beginning of the summer session. However, Professor Hammer will begin making early placements in mid-March. **If you wish to take advantage of early placement, please file the attached application with Faculty Assistant Debbie Moore in Eckstein Hall Suite 453 by 4:00 p.m. on Friday, March 10, 2017.** Early placement is highly recommended because most internships fill quickly. For several of our programs we must contend with competition from students attending other law schools who are also seeking summer internship opportunities in the Milwaukee area. Marquette wants to secure as many of these internship placements as possible for MULS students and early placement can accomplish that.

The summer session offers some flexibility for participating students. Placements need not be compartmentalized into one of the two summer sessions that are used for other courses. This means that time at the field site can be spread over a longer period of time (May 22 to early August). This may be particularly helpful for part-time students. In most instances scheduling is flexible to accommodate both the agency and the student. **Students are expected to be in residence at their internship site for a minimum of eight weeks over the course of the summer.** It is anticipated that most interns will start their summer internships during the week of May 22, 2017 when various orientation programs will be scheduled.

New in 2017

The Law School is pleased to announce that the following new placements have been added to the internship program in 2017. They are listed here with the full details about each new program provided elsewhere in this application packet.

Wisconsin Court of Appeals ... The Law School is pleased to welcome **Judge Timothy Dugan** to the Judicial Internship Program at the Wisconsin Court of Appeals. Judge Dugan is a 1978 graduate of the Marquette University Law School and was recently appointed to the Court of Appeals by Governor Walker to replace Judge Patricia Curley who retired. Judge Dugan was a long-time participant in the Judicial Internship Program in the Milwaukee County Circuit Court where he served as a state court trial judge for 24 years. He is eager to welcome a Marquette judicial intern to his Chambers at the Court of Appeals.

District Attorney Offices ... Responding to consistently high demand for Student Practice Rule internships in our state prosecutor offices, the Law School is adding placements in **Fond du Lac County and in Calumet County**. These augment internships we already have in **Brown County (Green Bay), Sheboygan County, Washington County (West Bend), and of course Milwaukee County (the host site of our Prosecutor Clinic)**.

Wisconsin Department of Safety and Professional Services ... a Supervised Fieldwork Program internship with the state agency responsible for regulating and licensing more than 230 occupations and professions. The intern will work under the direct supervision of the Department's General Counsel and may also have opportunities to work with the team of lawyers that prosecutes licensing actions against medical and business professionals.

Wisconsin Elections Commission ... A Supervised Fieldwork Program internship for those with an interest in election law at the state agency responsible for the administration and enforcement of Wisconsin's election laws. The intern will work under the direct supervision of the Chair of the Elections Commission.

Wisconsin State Public Defender Trial Division in Waukesha ... To add capacity to our Student Practice Rule opportunities in the criminal defense setting, a new internship has been created in the Office of the Wisconsin State Public Defender located in Waukesha County.

New Bankruptcy Practice Internship ... A new bankruptcy practice internship has been imbedded in the Supervised Fieldwork Program placement at the Legal Aid Society of Milwaukee. Students with an interest in the practice of creditor-debtor law in a setting that involves significant client interaction may find this Legal Aid option particularly attractive.

EXPERIENTIAL LEARNING CREDITS

The Law School's internship programs (clinics, judicial internships and supervised fieldwork externships) offer multiple opportunities for earning the experiential learning credits that are required of all students who commenced the study of law on and after August 15, 2015. In that regard please note the following passage from Marquette University Law School Academic Regulations § 201(6)(c):

Students commencing the study of law on or after August 15, 2015 must complete a minimum of six credits in experiential courses. Students may satisfy this requirement by completing six or more credits in the following types of courses:

Advanced Legal Research Courses

Workshops

Clinics

Supervised Field Placements

Judicial Internships – Appellate

Judicial Internships – Trial – Federal Trial Courts Only

CREATING YOUR OWN INTERNSHIP

Sometimes a student will arrange to do his/her own summer internship with a court, governmental agency, or nonprofit providing legal services with which the Law School does not have an ongoing clinical arrangement. Some of these may qualify for academic credit if they meet the requirements imposed upon the Law School by its accrediting agencies. You should confer with Prof. Hammer to discuss the availability of credit for such special placements. During the typical summer several MULS students do these special internships for credit (many of which are with courts or governmental agencies in other parts of the country or in Wisconsin locations that are remote from Milwaukee). There is a place on the application form to indicate these special Judicial Internship and Supervised Fieldwork Program placements. Internships for academic credit are not available with for-profit institutions, including private law firms.

CRIMINAL PROCESS PREREQUISITE FOR SUMMER JUDICIAL INTERNSHIPS IN THE CRIMINAL COURTS

Summer placements in the criminal trial courts (part of the Judicial Internship program) require completion of the Criminal Process course as a prerequisite for enrollment. Students will be admitted to these placements if they enroll in the Criminal Process course during the first summer session because the course will be concluded in the very early part of any criminal court internship for which it is a prerequisite. Prof. Hammer will also work with the Criminal Process students on an individual basis during the summer to assure their preparedness for their criminal court internships. **In recent summers many rising 2Ls with an interest in criminal law have pursued this option.** The placements are with the Felony and Misdemeanor Divisions of the Milwaukee County Circuit Court.

CAN YOU PARTICIPATE IN A SUMMER INTERNSHIP AND ALSO PARTICIPATE IN THE SUMMER STUDY PROGRAM IN GIESSEN, GERMANY?

The answer is “yes.” Summer internships require a student to be in residence at his/her internship site for a minimum of 8 weeks. Summer session internships can begin as early as the week of May 22, 2017. Thus, a student could complete his or her internship residency requirement in time to participate in the Law School’s Summer Study Program in Giessen, Germany which begins on July 15, 2017. This option is not available to those in the Law & Entrepreneurship Clinic and in the Mediation Clinic, both of which are in session for nine weeks beginning on May 22, 2017.

PROGRAM PREREQUISITES AND SELECTION CRITERIA

In order to participate in one of the Clinics, Judicial Internships or Supervised Fieldwork Programs, students must be in good academic standing (*i.e.*, not on academic probation) and, for most placements, they must have completed at least 28 credits. A few programs (*e.g.*, District Attorney Offices, Centro Legal, Milwaukee County Corporation Counsel, Milwaukee County Department of Child Support Services, *etc.*) require that participants be certified for student practice under the Wisconsin Student Practice Rule so that they can appear on the record in court. Student practice certification is limited to those who have completed 45 credits (a requirement for student practice licensing).

Many programs also have prerequisites or co-requisites. These requirements are designed to assure that participants have the background necessary for meaningful participation in an internship. Prerequisites and co-requisites are included in the descriptions of placements that follow in this application packet or on the application form itself.

The goal of the placement process is to match applicants with internships in which they have expressed a high priority interest and in which they have the best opportunity for an optimal internship experience. Among the factors considered in the award of placements are the following: the program priorities identified by the applicant on the application form, the applicant's preparedness for the internship(s) for which he/she has applied (including completion of specified minimum credits, satisfaction of any prerequisites or co-requisites, and overall academic performance to date), the applicant's proximity to graduation, the opportunity an applicant has already had to participate in an internship and the quality of his/her performance therein, any relevant experiences as revealed on the applicant's resume, and information provided in the optional personal statement that applicants are invited to furnish with their resumes (see application form for details on how to furnish a personal expression of interest in a particular internship).

DO YOU HAVE TIME TO PARTICIPATE IN A SUMMER INTERNSHIP?

Summer internships are akin to part-time jobs. They take place over a flexible span of time (May through August). Most are offered for 2 credits and require a time commitment of 120 hours spread over the course of at least 8 weeks in residence at the internship site. [The limited number of 3-credit internships require a time commitment of 180 hours spread over the course of at least 8 weeks in residence.] When the math is done, that translates into about 15 hours per week for a 2-credit internship (a few less if time in residence is extended beyond 8 weeks) and 22.5 hours per week for a 3-credit internship (a few less if time in residence is extended beyond 8 weeks). **The amount of time devoted to the internship is to be evenly distributed across the weeks in residence such that interns work the same approximate number of hours each and every week.** Even though this time commitment is substantial, participating students still have considerable additional time to take another summer session course or to engage in summer employment. The flexibility of summer internships also makes them more accessible to those part-time students who have a little more "give" in their schedules during the summer. **You should carefully note any scheduling advice for particular internships that is included in these application materials.**

INTERNSHIP OPPORTUNITIES FOR "RISING 2Ls"

Some internships require specialized training before students are ready to undertake participation in them. Prerequisite courses are examples of such specialized training. However, many judicial internships and supervised fieldwork programs only require completion of 28 credits; those who are just finishing their 1L year thus qualify for these programs.

Many rising 2Ls have successfully participated in judicial internships at the Wisconsin Supreme Court, at the Wisconsin Court of Appeals, at the Civil Division and Felony/Misdemeanor Divisions of the Milwaukee County Circuit Court, and at the federal trial courts (United States District Courts and United States Magistrate Judge Courts). Likewise many rising 2Ls have been admitted to one of the

many Supervised Fieldwork Program internships that do not have specialized requirements beyond completion of the 1L curriculum, *e.g.*, Legal Aid Society, Legal Action of Wisconsin, AIDS Resource Center, Catholic Charities Legal Services for Immigrants, Disability Rights Wisconsin, Wisconsin Department of Justice, Milwaukee City Attorney's Office, and several others.

TRANSACTIONAL LAWYERING

The Law School's internship programs have traditionally offered multiple opportunities for obtaining practical experience on the "litigation" side of lawyering. The internship program now offers a number of placements that focus more on the "transactional" side of lawyering. Students with an interest in the latter may wish to consider the following placements:

1. Blood Center of Wisconsin Office of Corporate Counsel
 2. Marquette Law and Entrepreneurship Clinic
 3. Marquette Legal Initiative for Nonprofit Corporations (M-LINC)
 4. Marquette University Office of General Counsel
 5. Milwaukee City Attorney's Office (offering opportunities for both transactional and litigation experiences)
 6. Milwaukee County Corporation Counsel (offering opportunities for both transactional and litigation experiences)
 7. Milwaukee County Economic Development Division
 8. Milwaukee Metropolitan Sewerage District Legal Department (available fall & spring terms)
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PUBLIC INTEREST LAWYERING

In its statement of institutional learning outcomes the Law School states among its aspirations that, upon graduation, the Marquette lawyer "will recognize the challenges confronting the poor, marginalized, and under-represented in society, consistent with the Jesuit mission."¹ The Law School's program of Clinics and Supervised Fieldwork Programs is designed to strongly support that mission while at the same time providing rich opportunities for students to acquire such vital lawyering skills as client interviewing, fact investigation and analysis, problem solving, written and oral communication, legal research, *etc.*

¹ "Learning Outcomes: Marquette University Law School" (adopted by Law Faculty in 2016).

PUBLIC INTEREST LAWYERING (continued)

The many public interest internships include the following:

1. Marquette Law & Entrepreneurship Clinic
2. Public Defender Clinic
3. Mediation Clinic
4. Unemployment Compensation Clinic
5. Supervised Fieldwork: AIDS Resource Center of Wisconsin
6. Supervised Fieldwork: Catholic Charities Legal Services for Immigrants
7. Supervised Fieldwork: Centro Legal
8. Supervised Fieldwork: Disability Rights Wisconsin
9. Supervised Fieldwork: Federal Defender Services of Wisconsin
10. Supervised Fieldwork: Legal Action of Wisconsin
11. Supervised Fieldwork: Legal Aid Society of Milwaukee
12. Supervised Fieldwork: Midwest Environmental Advocates
13. Supervised Fieldwork: Wisconsin Family Assistance Center for Education, Training and Support, Inc. (Wisconsin FACETS)
14. Supervised Fieldwork: Wisconsin State Public Defender Appellate Division
15. Supervised Fieldwork: Wisconsin State Public Defender Juvenile Division (Milwaukee)
16. Supervised Fieldwork: Wisconsin State Public Defender (Waukesha Office)

INTERNSHIP OPPORTUNITIES FOR THE PART-TIME STUDENT

The Law School is committed to making its Clinics, Judicial Internships and Supervised Fieldwork Programs broadly available to qualified students, including those in the Part-Time Program. Achieving this goal can be challenging with respect to those part-time evening students who have substantial commitments outside the Law School during normal daytime business hours. Most courts, government agencies, and public interest law offices at which the Law School has established clinical programs close for the day at about the same time part-time students with daytime employment are available to participate in clinical work.

Despite these challenges, there are a number of placements within the clinical program that can accommodate Part-Time Program students who have a little flexibility in their daytime work schedules. The following are recommended for the consideration of those with that flexibility:

INTERNSHIP OPPORTUNITIES FOR THE PART-TIME STUDENT (continued)

- Mediation Clinic
- Judicial Internship: Wisconsin Supreme Court
- Judicial Internship: Wisconsin Court of Appeals
- Judicial Internship: U. S. District Court and U.S. Magistrate Judge Court
- Judicial Internship: Milwaukee County Circuit Court (all divisions)
- Supervised Fieldwork: AIDS Resource Center of Wisconsin
- Supervised Fieldwork: Catholic Charities Legal Services for Immigrants
- Supervised Fieldwork: Legal Action of Wisconsin
- Supervised Fieldwork: Legal Aid Society
- Supervised Fieldwork: Marquette Legal Initiative for Nonprofit Corporations (M-LINC)
- Supervised Fieldwork: Medical College of Wisconsin Office of Risk Management
- Supervised Fieldwork: Milwaukee County Corporation Counsel
- Supervised Fieldwork: Wisconsin Department of Natural Resources
- Supervised Fieldwork: Wisconsin National Guard Staff Judge Advocate

Part-time students with questions about these or any other components of the clinical curriculum should see Professor Hammer.

TRAVEL EXPENSES

A few of the internship programs require regular travel to Madison or certain other locations like Waukesha, Green Bay and Chicago. To assist students in financing the cost of required travel, the Dean has generously approved a partial mileage reimbursement plan. Details will be provided to those who are selected for participation in these programs.

COMPENSATION

There is no monetary compensation for participation in the programs described in this registration packet.

LIABILITY RELEASE AND WAIVER

The Law School does not require participation in an internship program as a requirement for the award of the Juris Doctor degree. Students thus participate in internships as a voluntary curricular choice.

In order to be placed into an internship an applicant must execute a standard “Liability Release and Waiver” form that has been developed by the Office of General Counsel of Marquette University. A copy of the form is attached to the internship application (see page 47) and must be executed and filed with the application in order for a student to be considered for an internship placement.

GUIDANCE AVAILABLE ON ENROLLING IN AN INTERNSHIP PROGRAM

If you should have any questions whatsoever about summer Clinics, Judicial Internships or Supervised Fieldwork Programs, please see me. My office is located in Suite 453 on the fourth floor of Eckstein Hall. The telephone is 288-5359. The e-mail address is thomas.hammer@marquette.edu.

Perhaps the best resources about these programs are current or recent participants. They will be happy to answer your questions.

Professor Hammer

LAW AND ENTREPRENEURSHIP CLINIC (3 CREDITS)

***EARLY APPLICATION BY MARCH 10, 2017
STRONGLY RECOMMENDED***

The Marquette Law and Entrepreneurship Clinic will operate as a full-service summer clinic during the 2017 summer session. Under the leadership of the clinic director, Professor Nathan Hammons, the clinic provides pro bono legal services to startup businesses and entrepreneurs in southeast Wisconsin with a focus on clients who lack access to the traditional legal marketplace. Students participate under the Wisconsin Student Practice Rule to counsel clients on transactional matters, such as business entity selection and formation, corporate governance, funding, business contracts, employment issues, licenses and permits, basic intellectual property matters, and real estate. The clinic is designed to advance Marquette University's mission of fostering personal and professional excellence, developing ethical and informed leaders, and service to others.

The clinic will operate for 9 weeks in the 2017 summer session commencing during the week of May 22, 2017. During the program students will meet with, interview, and provide transactional legal services to clients under the supervision of the clinic's director or local attorneys who are assisting the clinic. The clinic is physically located in offices at the Law School.

Students will also meet weekly in a classroom setting at a time to be determined in consultation with the participants. During that time they will receive practical skills training and instruction in substantive legal areas. Topics will include client interviewing and counseling, document drafting, business negotiations, governmental filings, legal research and writing, issue spotting, client risk management, and law practice management. Students will also engage in "case rounds" (discussions about active client matters).

Credits: 3

Time Commitment: 120 hours (not including the classroom component), spread over the course of 9 weeks

Graded: Satisfactory/Unsatisfactory

Prerequisite: Business Associations

Prerequisite or Summer Term Co-Requisite: Law Governing Lawyers

Limited to students who have completed 45 credits (a Wisconsin Student Practice Rule Requirement)

LEC Clinic Note # 1: The clinic will strongly prefer students who have completed at least one course (in addition to Business Associations) in an applicable substantive area (e.g., business planning, commercial law, contract drafting, corporate finance, employment law, federal taxation, intellectual property, real estate law, or securities regulation).

LEC Clinic Note # 2: Students who participate in the summer LEC clinic are not eligible to participate in the LEC clinic that will operate during the 2017-18 academic year.

MEDIATION CLINIC

(2-3 CREDITS)

***EARLY APPLICATION BY MARCH 10, 2017
STRONGLY RECOMMENDED***

In the Small Claims Pro Se Litigant Mediation Clinic, second and third year law students mediate actual civil cases in the Milwaukee County Circuit Court Small Claims Division. Under the supervision of an experienced mediator, students serve as third party neutrals in real cases in which the parties are not represented by counsel. The Clinic meets on Monday mornings from 9:00 a.m. to 1:00 p.m. at the Milwaukee County Courthouse for nine weeks beginning on May 22, 2017.

The mediation clinical experience gives students the opportunity to develop listening and problem-solving skills as well as the opportunity to work directly with persons facing a variety of legal, social, and economic problems. Students also gain experience in handling difficult parties in a mediation setting. The clinic is designed to advance Marquette University's Jesuit mission of service to those in need by assisting small claims litigants who are struggling without professional representation in court.

The **learning objectives** of the Mediation Clinic include:

- Understanding the dynamics that lead to conflicts;
- Understanding alternative dispute resolution (ADR) processes;
- Understanding how ADR processes work in the court system;
- Understanding one's own conflict style and listening style;
- Developing enhanced communication and active listening skills;
- Facilitating negotiations and building advanced negotiation skills;
- Developing and implementing problem-solving strategies;
- Working directly with pro se litigants to resolve conflicts.

The Mediation Clinic may be taken for a second time with the permission of Professor Hammer. A student will earn 2 credits if s/he is taking this course for a second time. If a student has not taken this clinic in any prior semester, the student will earn 3 credits and must participate in a weekend of mediation training at the beginning of the semester on dates to be announced.

Enrollment is limited to students who have completed 28 credits.

Prerequisites: None.

Graded: Satisfactory/Unsatisfactory

PROSECUTOR CLINIC, PUBLIC DEFENDER CLINIC AND UNEMPLOYMENT COMPENSATION CLINIC

The Prosecutor Clinic, Public Defender Clinic, and the Unemployment Compensation Clinic do not operate during the summer session. They will resume operations during the 2017 fall semester.

JUDICIAL INTERNSHIP PROGRAMS

***EARLY APPLICATION BY MARCH 10, 2017
STRONGLY RECOMMENDED***

Judicial Internship Programs are grouped into two categories: Appellate Courts and Trial Courts. Each offers students an opportunity to participate in the work of the judiciary through assignment to a specific appellate or trial court chambers. For those who might consider clerking after graduation, this is an opportunity to have a glimpse of what clerking entails; this is especially true in the appellate court programs and in the federal trial court program. For others, the chance to be a working member of a court staff and to observe first-hand the business of judging can be a worthy educational experience that helps prepare them to function effectively in the courts as practicing lawyers.

There is a classroom component to the judicial internship programs that will meet several times during the summer to cover material relevant to the work of judicial interns. These meetings will be scheduled once participating students have been identified. They will not overlap with any regularly scheduled summer session classes.

A student may participate in both the Appellate Courts program and the Trial Courts program, though not at the same time.

EDUCATIONAL OBJECTIVES OF THE JUDICIAL INTERNSHIP PROGRAM

While the experience of each judicial intern will vary depending upon the type of court in which the student works and the judge/justice to whom the student is assigned, the Judicial Internship Program is intended to afford each of its participants the following educational opportunities:

- Exposure to new substantive areas of the law (or exposure to familiar areas of substantive law but at a more sophisticated level)
- An understanding of the court system in which the student works and the procedures utilized to advance cases through that system
- An immersion in the law of procedure (civil, criminal or appellate)
- Refinement of legal research skills
- Enhancement of legal writing skills
- Exposure to the process of judicial decision-making and an understanding of those attributes of effective lawyering that materially advance the position of litigants before the court

JUDICIAL INTERNSHIP: APPELLATE COURTS (2 credits)

For the 2017 summer session appellate internships are available with several Justices of the Wisconsin Supreme Court, and with the judges of District I (Milwaukee) and District II (Waukesha) of the Wisconsin Court of Appeals. There is also one position available at the headquarters of the United States Court of Appeals for the Seventh Circuit in Chicago.

Credits: 2

Duration of Internship: One Semester

Time Commitment: 120 Hours (including time spent in the
classroom component)

Grade: Satisfactory/Unsatisfactory

Prerequisite: Civil Procedure

Limited to students who have completed 28 credits.

Special Notes on Appellate Court Placements

(a) **Judicial Internship at the Headquarters of the United States Court of Appeals for the Seventh Circuit.** In this placement students intern at the headquarters of the Seventh Circuit in downtown Chicago. They are supervised by the attorney who serves as Counsel to the Circuit Executive. Duties include screening new appeals for federal appellate and subject matter jurisdiction and researching jurisdictional issues, attending oral arguments at the Court, observing the mediation program in the Court's Settlement Unit, and assisting with such other research projects as may be assigned by the supervising attorney or one of the Court's staff attorneys. In order to maximize the benefits of this internship, the student must be able to spend one day per week at the Court's headquarters in downtown Chicago (a short walking distance from the Amtrak Station). Any day of the week works well for this purpose as the Court is fully operational Monday through Friday. **Note: A student participating in this federal judicial internship may not simultaneously be employed in a law-related position.** Faculty Supervisor: Prof. Hammer

(b) **Wisconsin Supreme Court.** The summer session of the Judicial Internship at the Wisconsin Supreme Court spans two phases of the Court's annual schedule. During the early weeks of the summer session the interns assist the Justices and their law clerks in the substantial work of completing the Court's written decisions that will be released before (or shortly after) the term of the Court concludes at the end of June. Once work on the opinions for the concluding term are finished, the interns refocus their attention to helping the Justices prepare for oral arguments that will take place when a new term of the Court begins in August; the interns in this phase of their internship typically research and write bench memoranda for their assigned Justices. Most Justices expect their interns to be present at the Court in Madison once per week. **Note: Because much of the student work in this program may be done locally, several part-time students have successfully participated in the Supreme Court Judicial Internship.** Faculty Supervisor: Prof. Hammer.

(c) **Wisconsin Court of Appeals.** This internship is principally a legal analysis and writing experience, as students generally work on draft opinions for the judges, although other research assignments and technical work on the court's opinions may also be given. The intern's principal contact is the judge's law clerk. Placements are available with District I and District II of the court. Because so much of this internship involves working on court opinions for which access to the trial court record is essential, much of the intern's work will be done at the court's chambers where the trial court record is located. (District I is located in the Plaza East office tower at 330 East Kilbourn Avenue in downtown Milwaukee; District II is located just off the Highway T exit of I-94 in Waukesha County.) Faculty supervisor: Prof. Hammer.

JUDICIAL INTERNSHIP: TRIAL COURTS

(2 credits²)

EARLY APPLICATION BY MARCH 10, 2017
STRONGLY RECOMMENDED

In the summer edition of the Judicial Internship: Trial Courts program, students intern with a Milwaukee County Circuit Court judge, a United States District Judge, a United States Magistrate Judge, or a United States Bankruptcy Court Judge.

Credits: 2 (except that 3 credits are allocated to the internship at the Chambers of U.S. District Judge Conley in Madison)
Time Commitment: 120 Hours (including time spent in the classroom component), except that 180 hours are required for the 3-credit internship at Judge Conley's Chambers
Grade: Satisfactory/Unsatisfactory
Limited to students who have completed 28 credits.
Faculty Supervisor: Professor Hammer

Note: Prerequisites for specific trial court placements are noted on the application form.

Special Notes on Trial Court Placements

United States District Courts. For the 2017 summer term, federal trial court placements will be available with United States District Judges for the Eastern District of Wisconsin with chambers either in Milwaukee or, in the case of Judge William Griesbach, in Green Bay. A summer internship will also be available with Judge William M. Conley who presides in the Western District of Wisconsin (Chambers in Madison). **Note: A student participating in a United States District Court internship may not simultaneously be employed in a law-related position.**

Special note regarding the placement with Judge Griesbach:

Though judicial interns in this program will need to meet periodically with the judge and his staff in Green Bay (normally at least once per week), the research and writing assignments that are a major component of this internship can be done locally. Judge

² Three credits are allocated to the judicial internship at the Chambers of U.S. District Judge William Conley who sits in Madison. Two credits are allocated to all other trial court judicial internships.

Griesbach is very understanding about the travel aspects of this internship and is generous in the time he spends with students when they are in chambers.

Special note regarding the placement with Judge Conley:

Interns for Judge Conley earn 3 academic credits. They must be physically present to work in Chambers (located in Madison) three days per week. The time commitment is 180 hours spread over the course of at least 8 weeks.

Internships with the federal trial courts are principally research and writing experiences. Students work on opinions and orders and they perform such other research as may requested by the judge and the judge's clerks. They also observe proceedings in the courtroom when the judge is on the bench and proceedings in chambers when invited to do so. This internship is an excellent introduction to the workings of the federal district courts.

United States Magistrate Judge Court. A summer session internship will be available with the United States Magistrate Judges for the Eastern District of Wisconsin with chambers in Milwaukee. In the federal system magistrate judges hear civil cases (including jury trials) with the consent of the parties, conduct preliminary proceedings in criminal cases (initial appearances, bail hearings, pretrial motion hearings, *etc.*), handle certain administrative agency appeals, and provide such other assistance to the district judges as authorized by law (including mediation services). Interns typically work with both the judge and the judge's law clerk(s). The work includes both legal analysis and writing as well as courtroom/chambers observations. **Note: A student participating in this federal judicial internship may not simultaneously be employed in a law-related position.**

United States Bankruptcy Court. In this program students attend courtroom hearings, chambers proceedings, and Sec. 341 hearings before the U.S. Trustee. They also perform such research and writing on issues in bankruptcy law as may assigned by the court. To maximize the benefits of this internship, **students must be available on Thursday mornings** when they will have the opportunity to work with the volunteer lawyers who assist those who are filing for bankruptcy without counsel. This internship is particularly useful for those with an interest in creditor-debtor law. There is typically a considerable opportunity to discuss the cases with the judge. **Note: A student participating in this federal judicial internship may not simultaneously be employed in a law-related position.**

Wisconsin Circuit Courts. Placements in state trial courts are ordinarily with judges of the Milwaukee County Circuit Court. With the exception of Children's Court judges whose courts and chambers are located in Wauwatosa, all of the state court judges are located within two blocks of the Law School. Internship placements in the state circuit court will be available in the following specialized divisions of the circuit court: Civil, Felony, Misdemeanor, Children's (where juvenile delinquency cases and cases involving abused/neglected children are heard), and Family (primarily divorce cases).

Recently Added: A new specialty placement has been added to the Children's Division Internship: The **Family Drug Treatment Court (FDTC)**. Working with the presiding judge of the court, this internship offers first-hand experience with an innovative program designed to break the cycle of substance abuse such that parents with substance abuse problems can be reunited with their children in a home environment that is drug-free, safe and stable. The FDTC team includes the judge, Bureau of Milwaukee Child Welfare personnel, district attorney, guardian ad litem, the parent's attorney, and substance abuse treatment specialists. The FDTC meets each Friday afternoon at the Vel Phillips Juvenile Justice Center in Wauwatosa. Students must be available to participate in these Friday afternoon court sessions.

Preparation for Prosecutor and Public Defender Clinics: Students who intend to apply for positions in the Prosecutor Clinic and in the Public Defender Clinic will find that participation in a Judicial Internship in the Felony or Misdemeanor Division of the Milwaukee County Circuit Court is a great way to transition into the local criminal justice system and to prepare for a successful internship in the Milwaukee County District Attorney's Office or in the Office of the Wisconsin State Public Defender Trial Division.

Circuit Court internships are not principally legal analysis and legal writing experiences, but rather are opportunities to gain litigation experience by active observation of lawyer and judicial behavior in trial courtrooms and chambers. There is commonly an opportunity to discuss the observations with the presiding judge. Some research and writing may be involved, depending upon the judge and the division in which the student works. In the Circuit Court program placements are made according to the preferences expressed on the application form, *e.g.*, Felony Division, Misdemeanor Division, Civil Division, Family Division, Children's Division, *etc.*

Scheduling Note for Circuit Court Internships: Circuit Court internships are most valuable if a student is available to be at the court in 2-3 hour blocks of time. This allows for meaningful opportunities to observe court proceedings and those that occur in chambers. Circuit courts tend to have busier and more interesting calendars in the early part of the week; in many branches the Friday calendar can be somewhat light. Thus, Fridays should ordinarily be avoided; the exception to this rule is for interns working in the **Family Drug Treatment Court** (see details above) who must be available to attend the Friday afternoon sessions of the Treatment Court. For those interested in clerking with the **Civil Division**, it should be noted that most Civil Division judges hear motions on Monday mornings; it is particularly useful for students to be available at that time because much of their work involves motions and this is the time when those motions are litigated.

Note: Although most placements in the circuit court program are with judges in Milwaukee County, **a student could also arrange for such a trial court internship with a judge in another jurisdiction** subject to the approval of Professor Hammer. If you are interested in an out-of-town circuit court placement, please see Prof. Hammer.

“Wisconsin Judicial System Summer Law Student Internship Program”

SPECIAL NOTE: Students may have received information from the Marquette Office of Career Planning or elsewhere about the “Wisconsin Judicial System 2017 Volunteer Summer Law Student Internship Program.” This program, which is coordinated through the Supreme Court’s Office of Court Operations, is NOT part of the MULS summer judicial internship program. However, students who participate in one of these volunteer placements (which are not limited to Milwaukee County circuit courts) may qualify for academic credit if they enroll in the Law School’s summer judicial internship program, attend meetings of the judicial internship class, file all time and activity reports and evaluation paperwork required by MULS, and otherwise meet MULS program criteria. See Professor Hammer with any questions about obtaining academic credit for participation in the volunteer program. It is not necessary to enroll in the Wisconsin Judicial System volunteer summer program in order to participate in the Law School’s summer judicial internship program; the Law School has its own process for placing judicial interns in the state trial courts with judges who are regular participants in the Marquette program.

SUPERVISED FIELDWORK PROGRAMS

(2 credits unless noted otherwise)

EARLY APPLICATION BY MARCH 10, 2017
STRONGLY RECOMMENDED

The Supervised Fieldwork Program was established by action of the Law School faculty in January, 1986. It is designed to offer students an opportunity for experiential learning in a wide variety of governmental agencies and in public interest organizations that provide legal services to those who are poor, marginalized, or otherwise underrepresented in society. Students work under guidance from agency lawyers and under the general supervision of faculty members. The program is designed to provide practical learning experiences in virtually every area of law practice.

In contemporary legal education there is a significant emphasis on what is known as *experiential learning*. The legal profession expects that law school graduates will have already made substantial progress in the acquisition of critical lawyering skills. At Marquette the opportunity for skills development occurs in multiple venues. One of those venues is the workshop curriculum. Another is the Supervised Fieldwork Program. In Supervised Fieldwork there are abundant opportunities (depending upon the particular program) for the acquisition of such critical skills as interviewing and counseling, fact investigation and analysis, problem solving, written and oral communication, dispute resolution, litigation advocacy, time and project management, legal research, *etc.* Importantly, the Supervised Fieldwork intern develops these skills in authentic settings: they are working on real cases involving real people under the direct supervision of practicing lawyers.

EDUCATIONAL OBJECTIVES

OF THE SUPERVISED FIELDWORK PROGRAM

While the experience of each Supervised Fieldwork Program intern will vary depending upon the nature of his/her placement, it is nonetheless possible to articulate the following statement of educational objectives that are generally applicable in every internship setting. It is anticipated that each intern will have the opportunity for:

- Exposure to new substantive areas of the law (or exposure to familiar areas of substantive law but at a more sophisticated level)

- An immersion in the law of procedure and in the legal and organizational processes employed by the agency to accomplish its work
- The acquisition of specific lawyering skills that are relevant to the particular internship and which are articulated at the outset and measured throughout the internship
- The development of the habit of reflection and continuous self-assessment of the intern's professional growth
- The acquisition of time management and planning skills
- The assessment of one's ability to work effectively in the legal profession and the development of one's confidence in his/her ability to do so
- The identification of ethical issues that arise in the internship setting and the methods for resolving those issues

General Requirements of the Supervised Fieldwork Program

Credits: 2 (unless noted otherwise)

Duration of Internship: One Semester

Time Commitment: 120 hours for 2-credit internships; 180 hours for 3-credit internships; 240 hours for 4-credit internships

Grade: Satisfactory/Unsatisfactory

Limited to students who have completed 28 credits (though a few Student Practice Rule placements require completion of 45 credits).

Other prerequisites/co-requisites are catalogued below in the "Special Notes" section.

NOTE: There is no weekly classroom component in the Supervised Fieldwork Program. Instead students must be available for a few prescheduled group meetings which will not conflict with any other Law School classes.

Special Notes on Supervised Fieldwork Program Placements

AIDS Resource Center. The AIDS Resource Center of Wisconsin ("ARCW") is the largest AIDS resource provider in the State of Wisconsin. The ARCW has ten different locations across the state, but the largest office is located in downtown Milwaukee. In addition to legal services, ARCW provides numerous other services including medical care, dental care, mental health care, social services, housing services, and AIDS prevention services. Website: www.arcw.org.

In this public interest internship students assist staff lawyers in a variety of legal matters, including advance directives, discrimination in employment, housing and public accommodations, social security disability, insurance, guardianships, evictions and bankruptcies. Principal activities

include interviewing clients, conducting legal research, document drafting, *etc.* *Prerequisite: Civil Procedure.*

Blood Center of Wisconsin Office of Corporate Counsel. For more than 65 years, the Blood Center of Wisconsin (www.bcw.edu) has advanced patient care and scientific understanding. It has helped provide a safe supply of blood to hospitals, and saved and enhanced lives through blood drives and the Wisconsin Donor Network and Wisconsin Tissue Bank. Its Diagnostic Laboratories help doctors detect rare diseases and the Blood Research Institute is continually discovering innovative new diagnosis methods, treatments and cures.

This internship is under the direct supervision of the Vice-President and Corporate Counsel of the Blood Center of Wisconsin, whose office is located just two blocks west of the Marquette campus at 638 North 18th Street. Though the work of the Blood Center is medical in nature, this is **not** a health law internship. Rather, it is a **corporate counsel internship** providing interns a first-hand experience in the work of in-house counsel. Thus, the students will have an opportunity to work on such matters as contract management (including review, negotiation, execution and implementation of contracts), corporate governance, internal and external audit activities, mergers and acquisitions, regulatory compliance, *etc.* *Prerequisite: Contracts. Preferred but not required: Business Associations and Contract Drafting.*

Brown County District Attorney's Office. This is a Student Practice Rule clinical placement for those interested in acquiring courtroom experience in the context of a state prosecutor's office. The office is located in Green Bay, Wisconsin. Students will assist the Assistant District Attorneys in the various phases of a criminal case from charging to sentencing. Once certified under the Wisconsin Student Practice Rule the students will have the opportunity to develop courtroom advocacy skills by appearing on the record in a variety of court proceedings. *Prerequisites: Criminal Process and Evidence. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

Calumet County District Attorney's Office. This is a Student Practice Rule clinical placement for those interested in acquiring courtroom experience in the context of a state prosecutor's office. The office is located in Chilton, Wisconsin (about 90 miles north of Milwaukee). Students will assist the Assistant District Attorneys in the various phases of a criminal case from charging to sentencing. Once certified under the Wisconsin Student Practice Rule the students will have the opportunity to develop courtroom advocacy skills by appearing on the record in a variety of court proceedings. *Prerequisites: Criminal Process and Evidence. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

Catholic Charities Legal Services for Immigrants. Catholic Charities is a nonprofit organization operating under the auspices of the Archdiocese of Milwaukee. The agency provides family-based immigration services, represents clients in removal proceedings, assists clients apply for asylum, helps victims of domestic violence obtain permanent residence under the Violence Against Women Act, and helps victims of crime to apply for "U" visas. Under the supervision of agency lawyers the interns interview clients, assist in the preparation of relevant documents, research legal issues pertinent to immigration law, and perform such other case-related tasks as may be necessary. Some may attend or assist at immigration hearings in Chicago. Though not required, knowledge of Spanish can be useful in

this internship. *Prerequisite: Immigration Law Seminar preferred but not required. Catholic Charities lawyers will provide instruction on the aspects of immigration law relevant to this internship.*

Scheduling Note for Catholic Charities: The agency provides free consults throughout the day on Wednesday; many of these consults lead to intakes of new cases for the organization. Wednesdays are thus good days to be present in the office.

Centro Legal. Centro Legal is a nonprofit organization located on the south side of Milwaukee that provides low-cost legal services to low-income residents. At the present time the focus of the agency's work is upon family law litigation (representing victims of domestic violence in such proceedings as divorce, child custody and placement, *etc.*) and the defense of misdemeanor criminal cases. For the 2017 summer term this litigation-focused internship will include both family law and misdemeanor defense experiences. Students will be certified under the Wisconsin Student Practice Rule so that they may make on-the-record appearances in court on behalf of their clients. The majority of Centro Legal's clients are English speaking; knowledge of Spanish is not required. *Prerequisite: Criminal Process. Any family law coursework is preferred but not required. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

Disability Rights Wisconsin. Disability Rights Wisconsin is a private nonprofit organization that was founded in 1977. Designated by the Governor to ensure the rights of all state citizens with disabilities through individual advocacy and system change, DRW is part of a national system of federally mandated independent disability agencies. Disability Rights Wisconsin serves people of all ages, including people with developmental disabilities, people with mental illness, people with physical or sensory disabilities, and people with traumatic brain injury.

In this public interest internship students assist agency lawyers with research, drafting pleadings, fair hearings, investigations, court actions, client interviews, policy and legislative advocacy, *etc.* They are assigned to one of two teams of lawyers: the Community and Institutions team (Medicaid and Family Care benefits, abuse and neglect in institutions, guardianships and protective placements, mental health advocacy, *etc.*) or the Schools and Civil Rights team (special education, employment discrimination, reasonable accommodations, *etc.*)

Scheduling Note for Disability Rights Wisconsin: Agency staff members meet on Monday afternoons for their weekly strategy sessions. This is a great time for interns to be present.

Federal Defender Services of Wisconsin. Federal Defender Services of Wisconsin is located in the federal courthouse at 517 E. Wisconsin Avenue in downtown Milwaukee. This community defender organization provides defense services for indigents accused of committing federal crimes in Wisconsin. Interns work directly with the federal defenders in representing their clients. Activities include legal research and writing, assisting in case analysis and preparation, and accompanying supervising lawyers to federal court. *Prerequisites: Criminal Law, Evidence, and Criminal Process.*

Fond du Lac County District Attorney's Office. This is a Student Practice Rule clinical placement for those interested in acquiring courtroom experience in the context of a state prosecutor's office. The office is located in Fond du Lac, Wisconsin (about 60 miles north of Milwaukee). Students will assist the Assistant District Attorneys in the various phases of a criminal case from charging to sentencing.

Once certified under the Wisconsin Student Practice Rule the students will have the opportunity to develop courtroom advocacy skills by appearing on the record in a variety of court proceedings. *Prerequisites: Criminal Process and Evidence. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

Internal Revenue Service. This internship is actually with the Office of Chief Counsel for the United States Department of the Treasury. Student interns assist attorneys assigned to the Milwaukee office in preparing cases for trial before the United States Tax Court, reviewing the merits of refund litigation, furnishing legal advice necessary to protect and collect tax claims of the United States (which may involve matters pertaining to bankruptcy, administrative summonses, liens, levies, decedents' estates, *etc.*), and perhaps evaluating potential criminal tax prosecutions. *Prerequisite: Federal Income Taxation.*

Scheduling Note for IRS Internship: Morning and early afternoon internship hours are recommended.

Legal Action of Wisconsin, Inc.: Legal Action of Wisconsin, with offices located at 230 West Wells Street in downtown Milwaukee, provides legal representation in discreet practice areas to low income people and others to whom access to the justice system might otherwise be denied. Some students will be assigned to work with Legal Action lawyers who handle **Senior Law** matters (including public benefits, housing, and Medicare/Medicaid issues). Others may work in the **Housing** unit (which handles such matters as eviction defense, abusive landlord practices, housing conditions and habitability, access to affordable housing, and other issues affecting tenants in subsidized housing). There will also be an assignment available in the agency's innovative "**Road to Opportunity**" Program, which is designed to make individuals more employable by eliminating barriers to employment, *e.g.*, driver's license problems, criminal records issues, and credit/debt issues. Finally, there will be a placement in Legal Action's new **Support Services for Veterans' Families** program which is designed to provide support for veterans and their families who are homeless or facing homelessness. [Legal Action of Wisconsin is partnering with the Center for Veterans Issues to provide free civil legal services to qualifying, low-income veterans. These services include evictions and housing matters, securing benefits, resolving municipal warrants and civil tickets, restoring driver's licenses, re-entry legal services, and child support adjustments.]

On the application form students may indicate their preferences for assignment to these various Legal Action programs. *Prerequisite: Civil Procedure.*

Informative Website: www.legalaction.org

Scheduling Note for Legal Action of Wisconsin: The **Housing** unit does intake interviews on Monday and Thursday mornings (starting at about 9:00 a.m.). The lawyers in the **Senior Law** division hold informative staff meetings on Wednesday mornings (starting at about 10:00 a.m.) in which the interns can participate if available; further **Senior Law** does intake of new clients on Tuesday mornings and Friday afternoons. Intake offers an opportunity to develop interviewing and fact investigation skills.

Legal Aid Society of Milwaukee. For 100 years the Legal Aid Society of Milwaukee has furnished a wide variety of civil legal services to low income clients in the Milwaukee area. At its downtown office agency lawyers represent clients in diverse practice areas, including landlord-tenant, consumer/predatory lending, fraudulent practices involving mortgages, elder law, health law (including SSI disability and Medicare/Medicaid matters), legal problems confronting the homeless, tax and bankruptcy, mental health commitments, and certain civil rights actions. Several lawyers in the downtown office also provide guardian ad litem representation in the Family Division of the Circuit Court to children in the context of divorce, custody and paternity proceedings.

At its office in the Vel Phillips Juvenile Justice Center in Wauwatosa, Legal Aid lawyers serve as guardians ad litem for children who are abused or neglected. They function in this capacity in Children in Need of Protection or Services (“CHIPS”) cases and in Termination of Parental Rights (“TPR”) proceedings.

Depending on agency requirements and intern interests, students in this public interest internship may serve in a number of different service areas within LAS or concentrate in one area. Whether at the downtown office or at the Juvenile Justice Center, students assist Legal Aid Society lawyers in the full range of client services performed by those lawyers. Their activities can include case investigation, legal research, interviewing clients and witnesses, providing assistance with regard to matters in litigation, attending court proceedings, and drafting documents/briefs for both trial and appellate courts. *Prerequisite for all Legal Aid Society internships: Civil Procedure.*

Informative Website: <https://lasmilwaukee.com>

Special Information about Legal Aid Society Internships:

1. The application form allows students to apply for placement in one or more of Legal Aid’s various divisions and to prioritize their preferences.
2. Interns on general assignment in the downtown office may have the opportunity to participate in client intake interviewing if they are at the office on Monday and Wednesday afternoons. This is a popular opportunity to work on interviewing skills and to become involved in client representation from the outset of the cases.
3. The intern assigned to the downtown Family Law Program must be eligible for student practice licensing (45 credits completed before internship commences). This requirement is essential because this intern will have the opportunity to spend a considerable amount of time in court appearing on the record. The best opportunities for in-court time occur on Tuesday and Wednesday mornings.
4. Interns assigned to the Guardian ad Litem Division at the Children’s Court may have the opportunity to appear on the record in court if they are eligible for licensing under the Wisconsin Student Practice Rule. Student Practice Rule licensing requires that the intern have already completed 45 law school credits.
5. The intern selected for Legal Aid’s bankruptcy unit must be available to participate in at least one of the two intake sessions that occur weekly on Monday and Wednesday afternoons. Creditor-Debtor Law is a prerequisite for placement in the bankruptcy unit.

Marquette Legal Initiative for Nonprofit Corporations (M-LINC). The Marquette Legal Initiative for Nonprofit Corporations (M-LINC) offers free legal assistance to Wisconsin 501(c)(3) organizations. It is comprised of legal professionals, students, and volunteers who are committed to serving such nonprofits through a legal referral service, free educational programs, and an annual comprehensive strategic analysis of a chosen nonprofit.

M-LINC interns assist the M-LINC Director and additional participating attorneys in fielding nonprofit client inquiries. Experiences in this internship may include reviewing and updating bylaws, reviewing and updating articles of incorporation, drafting employee policies, preparing governance policies, reviewing and updating lease agreements, advising nonprofits on structuring property ownership and arrangements for advantageous tax treatment, researching worker's compensation issues, providing advice on legal issues relating to the use of volunteers, *etc.*

Scheduling Note for M-LINC Internship: Interns **must** be available on Wednesdays from 2:00 p.m. to 4:00 p.m. when client clinics take place at the Law School. Interns may not enroll in another class that meets during this time period.

Marquette University Office of General Counsel. This is a **transactional in-house counsel** internship under the direction of the Associate General Counsel who serves as the business lawyer for the University and whose work includes contracts, real estate transactions, leases, construction, and other corporate duties. This internship may also include some *intellectual property* if the intern is interested in working on the commercial side of IP (*e.g.*, trademarks and licensing agreements). The Associate General Counsel will attempt to align assignments to track the intern's specific transactional interests. *Prerequisite:* Business Associations.

Medical College of Wisconsin Office of Risk Management. The Medical College of Wisconsin employs over 1,000 physicians as members of its faculty. These doctors staff such medical facilities as Froedtert Hospital and Children's Hospital of Wisconsin. Lawyers in the College's Office of Risk Management provide legal advice to physicians and to the College in matters involving allegations of medical negligence. They also provide legal advice intended to proactively prevent claims. The office also responds to legal issues that may arise during the course of treatment, assists in the development of policy to minimize risk, and periodically addresses medical ethics concerns. *Preference will be given to students who have completed Health Law or Health Care Provider Liability.* **Scheduling Note:** Interns should try to be available for at least some of the Medical College's "quality assurance meetings" that generally occur on Thursdays at 11:30 a.m.

Midwest Environmental Advocates. Midwest Environmental Advocates is a nonprofit environmental law center located in Madison, Wisconsin. The focus of its advocacy is the promotion of healthy water, air, land and government. Among other things it specializes in Clean Water Act enforcement, leveraging its expertise with science, the law and effective communication to mobilize communities, inform public policy and protect healthy water. MEA regularly works with and represents individuals and communities disproportionately impacted by pollution because of where they live. Its portfolio of work promoting healthy government includes advocating for the use of sound, fact-based, expert-

backed science in political decision-making and compelling access to public records and information. See <http://midwestadvocates.org>.

In this internship students work with MEA lawyers on case development, research, and litigation. They may draft pleadings, briefs, and other legal documents; conduct legal research and prepare memoranda; develop strategy and legal theories; gather evidence; and attend meetings with clients, conferences with opposing counsel, and court proceedings. *Prerequisite:* Any environmental law course.

Scheduling Notes for Midwest Environmental Advocates:

1. Students should expect to travel to the MEA office in downtown Madison at least once per week throughout the internship.
2. MEA staff meetings are held on Tuesday mornings at 11:00 a.m. Interns are invited to attend these information and strategy sessions if they are available.

Milwaukee City Attorney's Office. This internship is an **in-house counsel experience** offered in the practice context of local government law. The City Attorney functions as in-house counsel for the City of Milwaukee and the office's work involves both transactional lawyering and litigation-related activities. The large legal staff handles litigation on behalf of the City, provides legal advice and opinions to City officials, prepares and reviews City resolutions and ordinances, drafts contracts and other legal documents, and prosecutes violations of City ordinances in the Milwaukee Municipal Court.

The City Attorney attempts to assign interns to practice areas in which the students express an interest. Students who have already completed 45 credits will be certified under the Wisconsin Student Practice Rule; this certification qualifies them to prosecute cases in the Milwaukee Municipal Court if their assignments include appearances in the Municipal Court. *Prerequisite: Civil Procedure.*

Milwaukee County Corporation Counsel. This internship offers an opportunity for first-hand exposure to the practice of municipal law in the county government context. The Corporation Counsel acts as the legal advisor to the Milwaukee County Board of Supervisors and to the Milwaukee County Executive. This internship is thus an **in-house counsel experience**.

Pursuant to Wis. Stat. § 59.42, the Corporation Counsel prosecutes or defends all civil actions in which Milwaukee County, or any of its boards, commissions, committees, departments or officers is interested or a party; issues opinions; drafts county ordinances and resolutions; drafts proposed legislation; processes commitments of mentally ill persons; drafts protective placement pleadings and guardianships for "developmentally disabled and aged infirm persons," and acts as general counsel for the County in all civil matters in federal and state courts and before federal, state and county administrative bodies and agencies.

In this internship students assist Corporation Counsel attorneys in a variety of contexts. Their duties include the provision of such assistance as may be requested by attorneys handling the kinds of

municipal law matters described in the preceding paragraph (including civil litigation, employment law matters, various transactional assignments, *etc.*). Students who have already completed 45 credits will be certified under the Wisconsin Student Practice Rule; this certification qualifies them to represent the County in mental commitment court hearings under Wis. Stat. ch. 51 and to appear on behalf of the County in employment matters before the Milwaukee County Personnel Review Board.

Milwaukee County Department of Child Support Services. Students support the Department of Child Support Mediation Program, a court-annexed alternative to child support litigation available in Milwaukee County. Child support cases identified as eligible are referred to mediation, subject to acceptance by both parties. In most cases the mediation session will serve as a venue to work out custody, placement and child support arrangements or other solutions that are mutually agreeable, and to execute a final agreement between the parties.

Intern responsibilities may include providing information on the availability of the mediation program, opening mediation case files, and mediating under supervision. Students will have an assigned case load to monitor throughout the mediation process to ensure timely completion of the mediation session. Students will also observe child support hearings and may have the opportunity to appear on the record in these court hearings under authority of the Wisconsin Student Practice Rule. They may also research child support mediation issues and work on systems design issues. Limited to students who have completed 45 credits (a Student Practice Rule requirement). *Prerequisite: Mediation Clinic. Prerequisite or Co-Requisite: Family Law. Preferred but Not Required: Alternative Dispute Resolution and Mediation Advocacy.*

Scheduling Note for Milwaukee County Child Support Services: Tuesday and Wednesday mornings are especially recommended in this particular internship.

Milwaukee County District Attorney CHIPS/TPR Unit. At its office in the Vel Phillips Juvenile Justice Center in Wauwatosa, Milwaukee County Assistant District Attorneys prosecute cases involving children who are abused or neglected. The caseload includes Children in Need of Protection or Services (“CHIPS”) cases and in Termination of Parental Rights (“TPR”) proceedings. Students can expect to attend and participate in a variety of court proceedings in these cases and to assist in the preparation of various litigation documents, *e.g.*, CHIPS/TPR petitions, court orders, briefs, *etc.* Interns will be certified under the Wisconsin Student Practice Rule so that they can make supervised court appearances on behalf of the State. *Prerequisite: Evidence. Preference will be given to applicants to have taken one or more juvenile or family law courses.* Limited to students who have completed 45 credits (a Student Practice Rule requirement).

Scheduling Note: Mondays and Tuesdays are particularly good days on which to schedule time at the Milwaukee County District Attorney CHIPS/TPR Unit.

Milwaukee County Economic Development Division. The Milwaukee County Economic Development Division is responsible for disposition of surplus lands owned by Milwaukee County (through development agreements, restrictive deeds, options to purchase, *etc.*), negotiating easements across county lands, the disposition of property forfeited to the County, and the development of public policy as it relates to economic development. This internship is thus focused on the “**transactional**” side of lawyering (most especially contract drafting) and the process of planning for the

disposition/development of property and the preparation of related legal documentation. It also may include opportunities for researching public policy issues associated with economic development. *Prerequisite: Contracts. A preference will be given to students who have completed the Contract Drafting course or the Community and Economic Development course.*

National Labor Relations Board. In this employment law internship students work in the Milwaukee Regional Office of the National Labor Relations Board assisting NLRB staff attorneys. Assignments may include research for matters in litigation, attendance at staff Agenda Meetings, work on representation election proceedings, unfair labor practice investigations and hearings, and injunction proceedings. *Prerequisite: Labor Law.*

Scheduling Note: The best days for NLRB internship hours are Tuesdays, Wednesdays and Thursdays.

Sheboygan County District Attorney's Office. This is a Student Practice Rule clinical placement for those interested in acquiring courtroom experience in the context of a state prosecutor's office. The office is located in Sheboygan, Wisconsin (about 60 miles from downtown Milwaukee). Students will assist the Assistant District Attorneys in the various phases of a criminal case from charging to sentencing. Once certified under the Wisconsin Student Practice Rule the students will have the opportunity to develop courtroom advocacy skills by appearing on the record in a variety of court proceedings. *Prerequisites: Criminal Process and Evidence. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

SCHEDULING NOTE: *Mondays and Wednesdays are recommended internship days in this placement.*

South Milwaukee School District. The City of South Milwaukee in southern Milwaukee County is home to a public school district with an enrollment of approximately 3,200 students. It has one high school, one middle school, and four elementary schools. Legal services for the district are supervised by the attorney who serves as the district's Director of Personnel, Administrative and Legal Services. This office handles a number of functions typically performed by **in-house counsel** (e.g., contract formation) and is further involved in labor relations, open records and open meetings law issues, student expulsion and discipline, student rights, and teacher non-renewals. This internship thus combines experience in the practice of public sector labor/employment law, education law, and the management of the legal affairs of a school district. *Prerequisite: Labor Law or Employment Law. Education Law is preferred but not required.*

Scheduling Note: The South Milwaukee School Board meets on Wednesday evenings. The intern will want to attend some of these sessions.

United States Department of Veterans Affairs Office of Regional Counsel. The United States Department of Veterans Affairs Office of Regional Counsel in Milwaukee provides legal services to VA entities in Wisconsin and in the Upper Peninsula of Michigan, including four hospitals and a regional pension/benefits center. The primary practice area of Regional Counsel is employment law. Interns at this placement will receive first-hand experience working for a federal agency on a variety of

employment law matters. Interns assist in various proceedings and meetings with unions in which their supervisors are involved. They may also provide research support for their supervisors. Interns have reviewed claims filed under Title VII and Title IX and have submitted reports in those matters. They have also drafted discovery documents, researched administrative law matters, attended EEOC hearings, observed depositions, etc. Some work on tort claims may also be available. Preference will be given to those who have completed any employment law course.

Scheduling Note: Wednesday is the only day all attorneys are in the office; as a result, the Midwest-West Region of the VA holds video conference calls on Wednesday at 9:00 a.m. The best day for the intern to work is Wednesday.

United States Equal Employment Opportunity Commission (Enforcement Section). In this employment law internship students work in the Milwaukee office of the EEOC assisting staff attorneys in the investigation of employment discrimination complaints and in preparation of cases for hearing or trial. This is typically a substantial research and writing experience. Interns may also attend depositions and hearings as they occur during the course of the internship. *Prerequisite: Employment Discrimination.*

Scheduling Note for EEOC Enforcement Section: Though scheduling internship time is very flexible at the EEOC, Wednesdays are particularly good days to be at the agency because all staff attorneys are present in the office on that particular day each week.

United States Equal Employment Opportunity Commission Mediation Advocacy Program. In this program students are trained in mediation through one of Marquette's mediation training programs, and then are further trained by their supervisor at the EEOC. The student begins the internship by contacting the responding and charging parties in regards to mediation, scheduling the mediations, and observing mediations with their supervisor taking the lead role. Once comfortable, the student may take the lead role in the mediations under the supervision of their supervisor. If there is a resolution within a mediation, then the students will assist their supervisor in preparing the EEOC settlement agreement. Students may also have the option of going to the EEOC's Chicago location to observe other mediators.

Prerequisites: (1) Alternative Dispute Resolution or Mediation Advocacy and (2) Employment Law or Employment Discrimination.

Scheduling Note for EEOC Mediation Advocacy: Mediations are scheduled in the morning (typically starting at 10:00 a.m.)

Other: The students must complete a weekend of mediation training at the beginning of the semester on dates to be announced. This is the same training required of participants in the Mediation Clinic. This requirement will be waived if the student has already completed the Mediation Clinic or the Mediation Advocacy course.

Washington County District Attorney's Office. This is a Student Practice Rule clinical placement for those interested in acquiring courtroom experience in the context of a state prosecutor's office. The office is located in West Bend, Wisconsin (about 40 miles northwest of Milwaukee). Students will assist the Assistant District Attorneys in the various phases of a criminal case from charging to sentencing. Once certified under the Wisconsin Student Practice Rule the students will have the opportunity to develop courtroom advocacy skills by appearing on the record in a variety of court proceedings. *Prerequisites: Criminal Process and Evidence. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

Waukesha County Child Support Enforcement. This office is responsible for the enforcement of child support orders. Students work with staff lawyers in the preparation and filing of motions, orders to show cause, and summonses and petitions to establish or enforce child support orders or to establish paternity. Students accompany the lawyers to court, conduct legal research, assist with a variety of administrative enforcement procedures, and work on special projects as they develop. Interns may also work on additional matters within the jurisdiction of the Waukesha County Corporation Counsel's Office. Participating students will be certified under the Student Practice Rule so that they can appear on the record in court proceedings. *Prerequisites: Civil Procedure and Family Law. Students must have completed 45 credits before commencement of the program (a Student Practice Rule requirement).*

Scheduling Note: The internship at the Child Support Division will offer the best opportunity for in-court time if the student is available on either Tuesdays or Wednesdays or both.

Wisconsin Department of Justice (Office of the Attorney General) Criminal Appeals Unit. In this placement students are assigned to the Criminal Appeals Unit of the Wisconsin Department of Justice. This unit represents the State of Wisconsin in felony (and some misdemeanor) appeals before the Wisconsin Supreme Court and the Wisconsin Court of Appeals. It also represents the state in certain collateral attacks on convictions that are litigated in the federal courts. Students are assigned to Assistant Attorneys General in the Appeals Unit and assist in the full range of activities associated with the Unit's appellate practice. They perform research, assist in the preparation of appellate briefs, participate in moot courts and strategy sessions conducted prior to oral arguments, and attend oral arguments before the state's appellate courts. The internship offers an intensive research and writing experience for participants, a comprehensive introduction to appellate law, procedure and practice, and a chance to work with some of the best appellate advocates in the state. *Prerequisites: Criminal Law, Criminal Process, Evidence, and the Constitutional Criminal Procedure.* Applicants must also clear a background check conducted by the Wisconsin Department of Justice.

Note # 1: The supervised field placement with the Criminal Appeals Unit is a four-credit program that is two semesters in duration. It commences in the summer semester (May – August 2017) and continues through the fall semester (August – December 2017). No credit is awarded unless both semesters of the program are completed.

Note # 2: To maximize the benefit of this internship, participating students should expect to be present at the Attorney General's Office in Madison once per week.

Wisconsin Department of Justice (Office of the Attorney General) Legal Services Division. In this one-semester placement, students are assigned to one of the units of the Legal Services Division of the Wisconsin Department of Justice, including Civil Litigation, Criminal Litigation, Consumer Protection & Antitrust, Environmental Protection, Medicaid Fraud Control & Elder Abuse, and Special Litigation & Appeals. An attempt is made by the Department to match placements with each student's interests and qualifications.

Students work as partners with Assistant Attorneys General on their cases and related projects. Assignments may include drafting complaints, answers, motions and responses to motions, drafting trial and appellate court briefs, preparing discovery requests and responses, preparing research memoranda on case-related issues, analyzing legislative proposals, and attending negotiations, settlement meetings and court hearings. *Prerequisites: Civil Procedure; Legal Analysis, Writing, and Research 1 and 2.* Applicants must also clear a background check conducted by the Wisconsin Department of Justice.

Note # 1: Students in this internship must be available for several Thursday morning seminars conducted for them by the Department of Justice in Madison.

Note # 2: Interns in this program will earn 3 credits (a 180-hour time commitment). They must also commit to being present in Madison two days per week in order to maximize the opportunities available in this particular internship. One of those days can be Thursday when they need to be at the DOJ for the seminars referred to in Note # 1 above.

Wisconsin Department of Natural Resources Bureau of Legal Services. The WDNR's Bureau of Legal Services is involved in many phases of environmental law including: wetlands protection, water resource management, dam safety, regulation of toxic substances, air pollution regulation, hunting and fishing regulation, recreational use issues, the public trust doctrine, and forestry management. Law students will assist WNDNR attorneys in the full range of activities in which those lawyers engage including, but not limited to, performing legal research on environmental law in Wisconsin, preparing for and attending contested case hearings, drafting administrative regulations, and coordinating with other state and federal agencies.

Students participating in this program will likely do their work in one or more of the following areas: (1) water law, water resource management, and zoning; (2) air and water pollution, and solid and hazardous waste program; and (3) law enforcement and wildlife. An attempt will be made to assign students within these areas according to their individual interests. **During the course of the internship students should expect to travel to the Bureau's office in Madison at least once per week.**

Prerequisite: Any environmental law course.

Wisconsin Department of Public Instruction (Special Education Team). This internship is for students with an interest in education law and, more particularly, in the law that governs special education. The Wisconsin Department of Public Instruction has a team of lawyers and staff who are responsible for overseeing statewide compliance with the federal Individuals with Disabilities Education Act and related Wisconsin Statutes. In this internship students work with the Special Ed team to monitor individual school districts for compliance with these laws. They will also work on

specific allegations of noncompliance – a process that involves investigation, fact-finding, and the implementation of corrective action. The Department of Public Instruction is located in downtown Madison and student interns will be expected to be in Madison at least once per week during the course of their internship. Students selected for this internship must undergo a background check and a TB test (paid for by the State). Tuesdays are good days in this placement if a student wants to participate in various team meetings; not much is scheduled on Fridays. *Prerequisites: None.*

New in 2017 ↘

Wisconsin Department of Safety and Professional Services. The Department of Safety and Professional Services (formerly the Department of Regulation and Licensing) is responsible for ensuring the safe and competent practice of credentialed professionals in Wisconsin. The Department credentials and regulates more than 230 different types of professionals, including health professionals (*medical doctors, nurses, social workers, pharmacists, professional counselors, chiropractors, etc.*); business professionals (*real estate appraisers/brokers, engineers, architects, accountants, funeral directors, etc.*) and trade professionals (*electricians, plumbers, dwelling contractors, etc.*). It provides administrative services to the state occupational regulatory authorities responsible for regulation of occupations and offers policy assistance in such areas as evaluating and establishing new professional credentialing programs, creating routine procedures for legal proceedings, and adjusting policies in response to public needs. Informative website about the Department: <http://dsps.wi.gov>. Department offices are located in Madison, Wisconsin.

The Department's General Counsel is responsible for providing legal advice to the Department's leadership. General Counsel also serves as the credentialing and disciplinary authority for credentials regulated by the Department. As a result, he determines whether to grant or deny credentials and whether any proposed disciplinary action is appropriate. General Counsel also oversees all open records requests and represents the Department in suits brought against the Department.

The Division of Legal Services and Compliance serves as the prosecutorial arm of the Department. Upon receipt of a complaint regarding a credential holder (or the opening of a case by the Division), the Division conducts an investigation into the alleged unprofessional conduct and, when warranted, takes action to discipline the credential holder's license. Disciplinary action can range from a public reprimand to revocation of the credential. Hearings in contested cases are held before a state administrative law judge.

A student in this internship will report directly to the Department's General Counsel and can expect to be assigned a variety of legal issues/projects that will involve legal research and writing, drafting of statutes and administrative rules, *etc.* There may also be opportunities to work with the Medical and Business Team in the Division of Legal Services on matters in litigation involving actions against the licenses of medical and business professionals. *Prerequisites: None.*

Wisconsin Department of Workforce Development (DWD) Equal Rights Division.

The Equal Rights Division of the DWD administers laws prohibiting discrimination in employment, housing and public accommodations, and the state’s family and medical leave law. It enforces laws pertaining to minimum wage, overtime pay, timely payment of wages, employment of minors, and notification of business closings or mass layoffs. It also sets and enforces prevailing wage rates that must be paid on state and municipal construction projects.

This employment law internship is in the Milwaukee office of the Civil Rights Bureau of the Equal Rights Division. This bureau enforces Wisconsin’s Fair Employment Law and its protections against employment discrimination on the basis of age, race, sex, sexual orientation and many other criteria. Under the supervision of the Bureau Director the interns are expected to experience all steps in the processing of a discrimination claim including intakes, investigations, hearings and enforcement of decisions. The emphasis in this internship is upon labor and employment law and thus preference will be given to applicants who have completed a labor or employment law course.

Scheduling Note for Equal Rights Division: Internship hours will be available on Mondays, Wednesdays and Fridays only. Interns must be available to report on those days.

New in 2017 ↴

Wisconsin Elections Commission. The Wisconsin Elections Commission (WEC) was created by 2015 Wisconsin Act 118 and beginning on June 30, 2016 is responsible for the administration and enforcement of Wisconsin elections law. The WEC is made up of six members. Four are appointed by the four legislative leaders and two are appointed by the Governor. The Commission staff is non-partisan. More information about the new Elections Commission may be found at <http://elections.wi.gov>.

In this internship students will work with and under the direct supervision of the WEC Chair, Mark L. Thomsen (Marquette Law 1987) and other WEC staff members on a variety of legal issues related to election law, voting rights, and election complaints. There will be opportunities for legal research (with a special emphasis on legislative and administrative law materials), document drafting and review, participation in WEC staff meetings, and attendance at Commission meetings with the Chair. *Prerequisites:* None.

Scheduling Notes for Wisconsin Elections Commission:

1. Students should expect to travel to Brookfield WI at least once per week throughout the internship. WEC Chair Thomsen maintains his office there.
2. WEC meetings are held at least 4 times per year in Madison. Interns can expect to attend at least one WEC meeting in Madison and, if interested, meet with staff at the WEC Madison office at least twice throughout the internship.

Wisconsin Governor Office of Legal Counsel. Governor Scott Walker’s Office of Legal Counsel (located in the State Capitol in Madison) is a critical component of the Governor's Office. It is comprised of three lawyers and a legal assistant. The Office is responsible for counseling the Governor and his staff on any legal issues that may arise. Attorneys analyze pending legislation, draft executive orders, respond to open record requests, monitor developments within the legal community, and provide legal analysis and guidance on a wide range of issues that come to the Governor's attention.

In this internship students assist the lawyers in the Office of Legal Counsel and help them carry out their duties. They will have an opportunity to do research and provide analysis on a wide range of important legal and policy issues.

Prerequisites: None.

Wisconsin Institute for Law and Liberty (WILL). The Wisconsin Institute for Law & Liberty (WILL) is a public interest legal organization located in Milwaukee and dedicated to advancing the public interest in constitutionally limited government, free markets, individual liberty and a robust civil society through litigation, counseling and public advocacy and education. Information about its cases and activities can be obtained from WILL’s website: www.will-law.org.

In an internship at WILL, students can expect to be involved in the evaluation of potential cases and to work with representatives of like-minded organizations in addressing the legal challenges associated with law reform and public policy litigation. He or she can expect to perform legal research, write intra-office memoranda, and be involved in the drafting of pleadings and briefs and the development of legal strategy. *Prerequisites: None. Completion of any course with a First Amendment emphasis is preferred but not required.*

Scheduling Note for Internship: The attorneys at WILL hold staff meetings on Monday mornings to discuss and strategize about pending matters. This is a particularly informative opportunity for the interns at WILL to participate in case analysis and strategy.

Wisconsin Legislature Office of Rep. Evan Goyke (Wisconsin State Assembly). Representative Evan Goyke is a Democratic legislator who represents the Assembly district on the west side of Milwaukee. He is a graduate of the Marquette University Law School and one of the few lawyers serving in the state legislature. He formerly served as a member of the Law School’s adjunct faculty teaching in the Street Law Program.

This internship is designed for the student who is interested in the formation of public policy and in the legislative process through which that policy is enacted into law. An intern in Rep. Goyke’s office can expect to research diverse legal issues of current interest to the State of Wisconsin, draft model legislation, write any additional advocacy pieces necessary, and (hopefully) testify in favor of the bill they draft. There will also be opportunities to attend legislative committee hearings and such floor sessions of the legislature as may be scheduled. *Prerequisites: None. Completion of the Legislation course is preferred but not required.*

Scheduling Note for Internship at Rep. Goyke's Office: Interns are expected to be present in Madison once per week throughout the semester on one of the following days: Tuesday, Wednesday or Thursday.

Wisconsin National Guard Staff Judge Advocate. The lawyers at the Wisconsin National Guard Staff Judge Advocate provide a variety of legal services to military personnel. In this internship students work with these lawyers on such matters as estate planning (including wills and powers of attorney), family law issues, landlord-tenant matters, assertion of rights under the Servicemembers Civil Relief Act and the Uniformed Services Employment and Reemployment Rights Act, *etc.* There may also be the opportunity to work on disciplinary proceedings. There is a considerable research component to this internship as well as opportunities for client interaction and document drafting. The offices of the Staff Judge Advocate are located on the east side of Madison close to the Dane County Regional Airport. Interns are expected to work at the office at least once per week during the semester. *Prerequisites: None.*

Wisconsin State Public Defender Appellate Division (Milwaukee Office). Student interns work with Assistant State Public Defenders primarily in the area of criminal post-conviction litigation. Their activities may include assisting post-conviction counsel with client interviews (sometimes in a prison setting), post-conviction fact investigation, review of trial court records to identify error, research of legal issues and the preparation of documents, including motions and briefs, for the pursuit of post-conviction relief in the circuit court and appellate courts. Interns may also attend circuit court litigation of post-conviction motions and such oral arguments as the appellate courts may hold on SPD cases. For purposes of the circuit court litigation, students may be permitted to make certain on-the-record appearances under the Wisconsin Student Practice Rule (assuming consent of the court, the supervising attorney and the client). *Prerequisites: Criminal Law, Criminal Process, Evidence, and Constitutional Criminal Procedure. Prerequisite or Co-requisite: Law Governing Lawyers. Appellate Writing and Advocacy preferred but not required. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

Note: The supervised field placement with the State Public Defender Appellate Division is a four-credit program that is two semesters in duration. It commences in the summer semester (May – August 2017) and continues through the fall semester (August – December 2017). No credit is awarded unless both semesters of the program are completed.

Wisconsin State Public Defender Juvenile Division (Milwaukee County). The Juvenile Division of the State Public Defender in Milwaukee handles a wide variety of cases. Public defenders in this office represent children over the age of twelve in child welfare and juvenile delinquency cases as well as adults in termination of parental rights and mental health commitment cases.

In this Student Practice Rule internship the student can expect to develop pre-trial and trial advocacy skills. The student will report to the Children's Court Center in Wauwatosa and assist the public defenders in legal research and writing assignments, client interviews, and court hearings. The student can expect to observe and participate in hearings involved in the full course of a delinquency or child welfare case. Thus, the student will be exposed to pre-trial skills of discovery and trial strategy and the trial advocacy skills necessary for being a good advocate. *Prerequisites: Limited to students who have completed Evidence and 45 credits (a Student Practice Rule licensing requirement). Completion of courses involving juvenile law and criminal procedure is preferred but not required.*

New in 2017 —
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Wisconsin State Public Defender Trial Division (Waukesha Office). In this placement students intern with the Waukesha Office of the Wisconsin State Public Defender Trial Division and participate under the Wisconsin Student Practice Rule in the preparation and defense of criminal cases. Working under the supervision of Assistant State Public Defenders, students assist in all phases of representing the poor who are accused of crime. Their duties include interviewing clients and witnesses, researching legal issues, making court appearances, participating in plea negotiations, preparing cases for trial, and assisting at trials. *Prerequisites: Criminal Process and Evidence. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

**APPLICATION FOR CLINICS, JUDICIAL
INTERNSHIPS & SUPERVISED FIELDWORK
PROGRAMS**

SUMMER 2017

PLEASE FILE THIS APPLICATION WITH FACULTY ASSISTANT DEBBIE MOORE IN ECKSTEIN HALL SUITE 453 NO LATER THAN **4:00 P.M. ON FRIDAY, MARCH 10, 2017** IF YOU WISH TO TAKE ADVANTAGE OF **EARLY PLACEMENT**. Otherwise it may be submitted at any time before the beginning of the summer session.

Name: _____

Your marquette.edu address: _____

Note: All e-mail correspondence will be sent to your marquette.edu address.

Tele: _____

Credit hours completed as of May 15, 2017: _____

Anticipated month and year of graduation: _____

Clinics, Judicial Internships and Supervised Fieldwork Programs in which you have already participated:

A limited number of placements (*e.g.*, federal court judicial internships) prohibit interns from simultaneously working in other law-related settings such as law firms and legal departments. Please list below any such anticipated employment you may have during the 2017 summer semester:

YOU MUST ATTACH ONE COPY OF YOUR RESUME FOR EACH PROGRAM YOU SELECT. Your resume may be shared with the court or agency with which you are applying for placement. On the back of each resume you may but are not required to write a personal statement indicating why the program interests you. Your comments are very useful in the making of placements. Cover letters are not necessary.

YOU MUST ATTACH ONE COPY OF YOUR UNOFFICIAL TRANSCRIPT TO THIS APPLICATION. The transcript will only be used internally by the Director of Clinical Education to verify academic credentials for an internship placement, *e.g.*, completion of prerequisite courses and eligibility for Student Practice Rule licensing. It will not be shared with the court or agency with which you are applying for placement. An unofficial CheckMarq transcript suffices for this purpose.

YOU MUST SIGN THE “LIABILITY RELEASE AND WAIVER” FORM THAT IS ATTACHED TO THIS APPLICATION AND SUBMIT IT ALONG WITH YOUR APPLICATION MATERIALS. An application is not complete without this form. The form is on page 47 of this application packet.

Lastly, please sign and date your application in the place provided for this purpose on the last page of the application form (page 46).

Instructions for Selection of Program(s)

Please indicate your program preference(s) in the list that follows by placing your priority numbers (“1” being your first choice) next to the program(s) in which you wish to participate. Do not indicate more than **6** choices; do not combine separate lines so as to aggregate them into one choice.

You should not indicate a choice unless you are relatively certain that you will accept a clinical if selected. Remember, a placement awarded to one student may mean denying that placement to another student who desires it.

CLINICS

Priority #

____ Marquette Law and Entrepreneurship Clinic

Will you have completed Business Associations by 05-15-17? Yes ___ No ___

Will you have completed Law Governing Lawyers by 08-31-17? Yes ___ No ___

Which of the following courses will you have completed by 05-15-17 (preferred but not required)?

Business Planning Yes ___ No ___

Any UCC course Yes ___ No ___

Contract Drafting Yes ___ No ___

Corporate Finance Yes ___ No ___

Any employment law course Yes ___ No ___

Any federal tax course Yes ___ No ___

Any intellectual property course Yes ___ No ___

Any real estate law course Yes ___ No ___

Securities Regulation Yes ___ No ___

Are you enrolling in any summer classes from the above list? Yes ___ No ___

If “yes,” which course(s)? _____

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

CLINICS

_____ Mediation Clinic
Have you already participated in the Mediation Clinic? Yes ___ No ___

JUDICIAL INTERNSHIPS

_____ Judicial Internship: Appellate Courts: Wisconsin Supreme Court
Will you have completed Civil Procedure and Legal Analysis, Writing and Research 1 & 2 by 05-15-2017? Yes ___ No ___

_____ Judicial Internship: Appellate Courts: Wisconsin Court of Appeals (Milwaukee)
Will you have completed Civil Procedure and Legal Analysis, Writing and Research 1 & 2 by 05-15-2017? Yes ___ No ___

_____ Judicial Internship: Appellate Courts: Wisconsin Court of Appeals (Waukesha)
Will you have completed Civil Procedure and Legal Analysis, Writing and Research 1 & 2 by 05-15-2017? Yes ___ No ___

_____ Judicial Internship: Appellate Courts: Internship at the Headquarters of the U. S. Court of Appeals for the Seventh Circuit
Will you have completed Civil Procedure and Legal Analysis, Writing and Research 1 & 2 by 05-15-2017? Yes ___ No ___

_____ Judicial Internship: Trial Courts: United States District Court (Chambers of Milwaukee Federal Trial Court Judges)
Will you have completed Civil Procedure and Legal Analysis, Writing and Research 1 & 2 by 05-15-2017? Yes ___ No ___

_____ Judicial Internship: Trial Courts: United States District Court (Judge William Griesbach in Green Bay)
Will you have completed Civil Procedure and Legal Analysis, Writing and Research 1 & 2 by 05-15-2017? Yes ___ No ___

_____ Judicial Internship: Trial Courts: United States District Court (Judge William Conley in Madison)
Will you have completed Civil Procedure and Legal Analysis, Writing and Research 1 & 2 by 05-15-2017? Yes ___ No ___

_____ Judicial Internship: Trial Courts: United States Magistrate Judges
Will you have completed Civil Procedure and Legal Analysis, Writing and Research 1 & 2 by 05-15-2017? Yes ___ No ___

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

_____ Judicial Internship: Trial Courts: *United States Bankruptcy Court*
Will you have completed Creditor-Debtor Law by 05-15-2017? Yes ___ No ___

_____ Judicial Internship: Trial Courts: *Circuit Court: Civil Division*
Will you have completed Civil Procedure by 05-15-2017? Yes ___ No ___

_____ Judicial Internship: Trial Courts: *Circuit Court: Felony Division*
Will you have completed Crim Law & Crim Process by 08-15-2017? Yes ___ No ___

_____ Judicial Internship: Trial Courts: *Circuit Court: Misdemeanor Division*
Will you have completed Crim Law & Crim Process by 08-15-2017? Yes ___ No ___

_____ Judicial Internship: Trial Courts: *Milw. Co. Circuit Court: Children's Division*
(internship with judges who hear juvenile delinquency cases and cases involving abused or neglected children)
Will you have completed Civil Procedure and either Family Law (or any course involving families and children) or Juvenile Law by 05-15-17? Yes ___ No ___

_____ Judicial Internship: Trial Courts: *Milw. Co. Circuit Court: Family Drug Treatment Court (a special court of the Children's Division)*
Will you have completed Civil Procedure and either Family Law (or any course involving families and children) or Juvenile Law by 05-15-17? Yes ___ No ___
Will you have completed ADR by 05-15-17? Yes ___ No ___

_____ Judicial Internship: Trial Courts: *Circuit Court: Family Division*
Will you have completed Civil Pro and Family Law by 05-15-2017? Yes ___ No ___

_____ **OTHER JUDICIAL INTERNSHIP:** If you wish to apply for academic credit for clerking with a judge or court not listed above, please check this option and you will be contacted by Prof. Hammer to discuss whether your placement would qualify for Judicial Internship credit.

Name of Court/Judge: _____

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

SUPERVISED FIELDWORK PROGRAMS

_____ AIDS Resource Center of Wisconsin
Will you have completed Civil Procedure by 05-15-17? Yes ___ No ___

_____ BloodCenter of Wisconsin Office of Corporate Counsel
Will you have completed Contracts by 05-15-17? Yes ___ No ___
Have you completed either Business Associations or Contract Drafting
(preferred but not required)? Yes ___ No ___

_____ Brown County District Attorney's Office
Will you have completed Criminal Process & Evidence by 05-15-17?
Yes ___ No ___

_____ Calumet County District Attorney's Office
Will you have completed Criminal Process & Evidence by 05-15-17?
Yes ___ No ___

_____ Catholic Charities Immigration Assistance Project
Will you have completed Immigration Law Seminar by 05-15-17 (preferred but
not required)? Yes ___ No ___
Do you speak Spanish (not required)? Yes ___ No ___

_____ Centro Legal
Will you have completed Criminal Process by 05-15-17? Yes ___ No ___

_____ Disability Rights Wisconsin

_____ Federal Defender Services of Wisconsin
Will you have completed Criminal Law, Evidence and Criminal
Process by 05-15-17? Yes ___ No ___

_____ Fond du Lac County District Attorney's Office
Will you have completed Criminal Process & Evidence by 05-15-17?
Yes ___ No ___

_____ Internal Revenue Service (U.S. Treasury Office of Chief Counsel)
Will you have completed Fed Income Tax by 05-15-17? Yes ___ No ___

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

____ Legal Action of Wisconsin, Inc.
Will you have completed Civil Procedure by 05-15-17? Yes ___ No ___
Please express a preference: Housing Unit _____
(use numbers) Senior Law Unit _____
Road to Opportunity Program _____
Support Services for Veterans _____

____ Legal Aid Society of Milwaukee
Will you have completed Civil Procedure by 05-15-17? Yes ___ No ___
Please express a preference: Downtown Office (General) _____
(use numbers) Downtown Office (Family) _____
Guardian ad Litem Office at the
Children’s Court _____
Bankruptcy Unit _____
(Completion of Creditor-Debtor Law by 05-15-17 is a
prerequisite for the Bankruptcy Unit)

____ Marquette Legal Initiative for Nonprofit Corporations (M-LINC)

____ Marquette University Office of General Counsel
Will you have completed Business Associations by 05-15-17?
Yes ___ No ___

____ Medical College of Wisconsin Office of Risk Management
Have you taken either Health Law or Health Care Provider
Liability (preferred but not required)? Yes ___ No ___

____ Midwest Environmental Advocates
Will you have completed any environmental law course by 05-15-17?
Yes ___ No ___

____ Milwaukee City Attorney’s Office

____ Milwaukee County Corporation Counsel

____ Milwaukee County Department of Child Support Services (Mediation Program)

Will you have completed the Mediation Clinic by 05-15-17? Yes ___ No ___
Will you have completed Family Law by 08-17-17? Yes ___ No ___
Will you have completed Alternative Dispute Resolution or Mediation
Advocacy by 05-15-17 (preferred but not required)? Yes ___ No ___

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

_____ Milwaukee County District Attorney CHIPS/TPR Unit
Will you have completed Evidence by 05-15-17? Yes ___ No ___
Will you have completed any juvenile or family law course(s)
by 05-15-17 (preferred but not required)? Yes ___ No ___

_____ Milwaukee County Economic Development Division
Will you have completed Contracts by 05-15-17? Yes ___ No ___
Will you have completed Contract Drafting or the Community
and Economic Development course by 05-15-17 (preferred but not
required)? Yes ___ No ___

_____ National Labor Relations Board
Will you have completed Labor Law by 05-15-17? Yes ___ No ___

_____ Sheboygan County District Attorney's Office
Will you have completed Criminal Process & Evidence by 05-15-17?
Yes ___ No ___

_____ South Milwaukee School District
Will you have completed Labor Law or Employment Law
by 05-15-17? Yes ___ No ___
Have you taken Education Law (preferred but not required)? Yes ___ No ___

_____ United States Department of Veterans Affairs Office of Regional Counsel

Have you taken any employment law courses (preferred but not required)?
If so, which course(s)? _____

_____ United States Equal Employment Opportunity Commission **Enforcement Section**
Will you have completed Employment Discrimination by
05-15-17? Yes ___ No ___

_____ United States Equal Employment Opportunity Commission **Mediation Advocacy
Program**
Will you have completed either Employment Law or Employment
Discrimination by 05-15-17? Yes ___ No ___
Will you have completed either Alternative Dispute Resolution or
Mediation Advocacy Workshop by 05-15-17? Yes ___ No ___

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

_____ Washington County District Attorney's Office
Will you have completed Criminal Process & Evidence by 05-15-17?
Yes ___ No ___

_____ Waukesha County Corporation Counsel Child Support Enforcement
Will you have completed Family Law by 05-15-17? ___ Yes ___ No

_____ Wisconsin Department of Justice (Attorney General) *Criminal Appeals Unit*
Will you have completed Crim Law, Crim Process and Evidence by
05-15-17? Yes ___ No ___
Will you have completed Constitutional Criminal Procedure by 05-15-17?
Yes ___ No ___

_____ Wisconsin Department of Justice (Attorney General) *Legal Services Division*
Will you have completed Civil Procedure by 05-15-17? Yes ___ No ___

_____ Wisconsin Dep't of Natural Resources Bureau of Legal Services
Will you have completed any environmental law course by 05-15-17?
Yes ___ No ___

_____ Wisconsin Department of Public Instruction (Special Education Team)

_____ Wisconsin Department of Safety and Professional Services

_____ Wisconsin Department of Workforce Development Equal Rights Division Bureau
of Civil Rights

Will you have completed any labor or employment law course by 05-15-17 (preferred but
not required)? Yes ___ No ___

_____ Wisconsin Elections Commission

_____ Wisconsin Governor Office of Legal Counsel

_____ Wisconsin Institute for Law and Liberty (WILL)

_____ Wisconsin Legislature Office of Representative Evan Goyke

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

_____ Wisconsin National Guard Staff Judge Advocate

_____ Wisconsin State Public Defender Appellate Division
Will you have completed Crim Law, Crim Process, Evidence, and
Constitutional Criminal Procedure by 05-15-17? Yes ___ No ___
Will you have completed Law Governing Lawyers by
08-15-17? Yes ___ No ___
Will you have completed Appellate Writing & Advocacy
by 05-15-17 (preferred but not required)? Yes ___ No ___

_____ Wisconsin State Public Defender Juvenile Division (Milwaukee County)
Will you have completed Evidence by 05-15-17? Yes ___ No ___
For this internship completion of any juvenile law or any criminal
procedure courses is preferred. Which, if any, juvenile and criminal
procedure course(s) will you have completed by 05-15-17?

_____ Wisconsin State Public Defender Trial Division – Waukesha Office
Will you have completed Criminal Process & Evidence by 05-15-17?
Yes ___ No ___

_____ **OTHER SUPERVISED FIELD PLACEMENT:** If you wish to apply for academic credit for legal work you will be doing on an uncompensated basis with a governmental, charitable or public interest law agency not described in this document, please check this option and you will be contacted by Prof. Hammer to discuss whether your placement would qualify for Supervised Fieldwork credit.

AGENCY NAME: _____

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

APPLICANT'S SIGNATURE

Applicants for clinics, judicial internships and supervised fieldwork programs must sign and date this application form below.

Applicant's Signature

Date

LIABILITY RELEASE AND WAIVER

This legally binding Release is made by _____ (“Participant”) to **Marquette University** (“Marquette”). The term “Undersigned” refers to Participant.

The Undersigned fully recognizes that there are dangers and risks to which Participant may be exposed by participating in the **Marquette University Law School Program of Clinics, Judicial Internships and Supervised Fieldwork (“Program”)**. **Program activities (“Activities”) include, but are not limited to, observation; legal research and writing; attending hearings, motions, trials, depositions, and other proceedings; interacting with clients, potential clients, and others; and participating in other related activities connected to the Program. Activities take place at courthouses, municipal buildings, governmental agency offices, offices of organizations that host internships, etc. Participants are responsible for arranging for their own round-trip transportation to and from Activities associated with the Program.**

The Undersigned has signed this “Release and Waiver” in full recognition and appreciation of the dangers, hazards, and risks of said Activities, which dangers include, but are not limited to, physical injuries (minimal, serious, or catastrophic) and/or property loss or damage. The Undersigned understands that Marquette does not require Participant to participate in this Program, but Participant desires to do so, despite the possible dangers and risks and despite this Release. The Undersigned submits that Participant is physically able to participate in this Program. Participant grants Marquette permission to administer first aid to and/or to obtain emergency medical treatment for Participant in the event of a medical emergency. The Undersigned agrees to pay for any/all costs of such medical treatment.

The Undersigned therefore agrees to assume and take on all the risks and responsibilities in any way associated with this Program and its Activities. In consideration of, and in return for, services, facilities, and other assistance provided to Participant by Marquette in this Program and its Activities, the Undersigned releases Marquette (and its governing board, employees, and agents) from any and all liability, claims and actions that may arise from injury or harm to Participant, up to and including death, or from damage to or loss of property in connection with this Program and its Activities. The Undersigned understands that this Release covers liability, claims, and actions caused entirely or in part by any acts or failures to act of Marquette (or its governing board, employees, or agents), including but not limited to negligence, mistake, or failure to supervise by Marquette.

The Undersigned recognizes that this Release means that Participant is giving up, among other things, rights to sue Marquette, its governing board, employees, and agents for injuries, damages or losses incurred. The Undersigned also understands that this Release binds Participant and his/her heirs, executors, administrators, and assigns. The Undersigned has read this entire Release, fully understands it, and agrees to be legally bound by it.

Participant’s Signature

Date