

CLINICS, JUDICIAL INTERNSHIPS AND SUPERVISED FIELDWORK PROGRAMS

2015 FALL PROGRAMS

**APPLICATIONS SHOULD BE SUBMITTED TO FACULTY ASSISTANT
DEBBIE MOORE IN ECKSTEIN HALL SUITE 453 NO LATER THAN 4:00 P.M.
ON TUESDAY, MARCH 31, 2015**

INTRODUCTION

The Marquette University Law School offers an upper level curriculum that is both rich and diverse in its offerings. Its components include traditional classroom courses, seminars, workshops, perspectives and advanced legal research courses, clinics and internships, directed studies, laws reviews and moot courts, *etc.*, each contributing in its own way to your legal education and formation as a lawyer. When planning a course of study for the remainder of your legal education, you ought to consider how each of these curricular components can best serve your needs. Planning is essential so that you can maximize the benefits you derive from the curriculum, take care of satisfying degree requirements and course prerequisites, and otherwise develop the competencies you will need as a lawyer.

An important and popular¹ component of the curriculum is the segment that is known as “Clinics, Judicial Internships and Supervised Fieldwork Programs.” This component has long been a part of the Marquette curriculum and takes full advantage of the Law School’s proximity to and relationship with the courts, prosecution and defense agencies, and a host of other governmental and public interest agencies. Each program is different and each offers its participants a different kind of experiential learning. In considering these programs, you ought to evaluate how they complement classroom learning, offer an opportunity to participate in lawyering activities in real-life settings, develop critical lawyering skills, build your resume, and furnish a source of references for future employment searches.

In the pages that follow, you will find a summary description of each program as well as an omnibus application form which is used to apply for a placement. **Please submit the application form and supporting materials (resumes and transcript) to Faculty Assistant Debbie Moore in Eckstein Hall Suite 453 no later than 4:00 p.m. on Tuesday, March 31, 2015.** This will allow sufficient time to analyze the applications and announce most placements prior to the general April 8-10 registration period.

¹ Approximately 75% of recent graduates participated in at least one internship and many completed more than one. On an annual basis the total enrollment of students in the fall, spring and summer internship programs now exceeds 350.

New in 2015

The Law School is pleased to announce that the following new placements have been added to the internship program for 2015. They are listed here with the full details about each new program provided elsewhere in this application packet.

Marquette Law and Entrepreneurship Clinic ... The Law School will inaugurate its new Law and Entrepreneurship Clinic in the 2015-16 academic year. In this program students will work with the Clinic Director and volunteer lawyers in counseling clients on transactional matters, such as business entity selection and formation, corporate governance, funding/financing, business contracts, employment matters, business licenses and permits, trademarks, copyright, and commercial leases. Full details about this clinic are presented on page 8 of these application materials.

Marquette University Office of Risk and Compliance Counsel ... This internship is for those with an interest in business and the role of counsel in corporate compliance, which is one of the fastest growing markets for legal services. As a major university Marquette is subject to an endless array of statutes and regulations (both federal and state) with which it must comply. Students will work with its Compliance Counsel to assure that both the policies and the procedures of the University are fully compliant with the law.

Milwaukee County Child Support Services – Mediation Program ... In this new mediation internship students will work in Milwaukee County's mediation program which is designed to facilitate resolution of child support matters as well as certain custody and child placement issues. Students will have an assigned case load to monitor throughout the mediation process and are expected to participate in mediations under the supervision of Milwaukee County attorneys.

Milwaukee County Family Drug Treatment Court ... This is a specialized Judicial Internship with the Family Drug Treatment Court (part of the Milwaukee County Circuit Court Children's Division). Working with the presiding judge of the court, this internship offers first-hand experience with a program designed to break the cycle of substance abuse such that parents with substance abuse problems can be reunited with their children.

Wisconsin Department of Workforce Development Equal Rights Division ... This is a new internship with a labor and employment law focus in which students work in the Bureau of Civil Rights which is responsible for the enforcement of Wisconsin's Fair Employment Law and its prohibitions against workplace discrimination.

Wisconsin State Public Defender – Appellate Division ... This is an internship that unites criminal law and appellate practice/procedure. Students work with the Appellate Division lawyers in the investigation and pursuit of post-conviction remedies (including appeals) on behalf of clients who wish to challenge their convictions. The litigation of these remedies occurs in the trial courts and appellate courts.

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. Columbia-St. Mary's Office of General Counsel
3. Marquette Law and Entrepreneurship Clinic (**coming in Fall 2015**)
4. Marquette Law and Entrepreneurship Supervised Fieldwork Program (summer session only)
5. Marquette Legal Initiative for Nonprofit Corporations (M-LINC)
6. Milwaukee County Economic Development Division
7. Milwaukee County Corporation Counsel (offering opportunities for both transactional and litigation experiences)

PUBLIC INTEREST LAWYERING

In its statement of institutional learning outcomes the Law School states among its aspirations that, upon graduation, the Marquette lawyer "will be able to embrace a professional life that advances the Jesuit mission of service to the poor, marginalized, and underrepresented in society."² The Law School's program of Clinics and Supervised Fieldwork Programs is designed to support that mission while at the same time providing rich opportunities for students who seek practical experience in public interest lawyering.

The many public interest internships include the following:

1. Marquette Law & Entrepreneurship Clinic
2. Public Defender Clinic
3. Mediation Clinic
4. Unemployment Compensation Clinic

² "Learning Outcomes: Marquette University Law School" (adopted by Law Faculty in October 2005).

PUBLIC INTEREST LAWYERING (continued)

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: Wisconsin Family Assistance Center for Education, Training and Support, Inc. (Wisconsin FACETS)
13. Supervised Fieldwork: Wisconsin State Public Defender Appellate Division
14. Supervised Fieldwork: Wisconsin State Public Defender Juvenile Division (Milwaukee County)

CREATING YOUR OWN INTERNSHIP

Sometimes a student will arrange to do his/her own 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. 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.

WORKING AN INTERNSHIP INTO YOUR SCHEDULE

In thinking about pursuing a Clinic, Judicial Internship or Supervised Fieldwork opportunity, you should consider whether you will have time and schedule space for this type of education. The ordinary rule is that 60 hours of time must be devoted for each internship credit earned. Further, some programs like the Prosecutor Clinic, Defender Clinic, Judicial Internship: Trial Courts and the Supervised Fieldwork Programs offer the best learning opportunities to students who are able to spend blocks of time (a morning or an afternoon rather than an hour here and there) at the agency or court when the latter are conducting their business. Be sure that you have time in your schedule for all of your

other obligations before enrolling in an internship; take into account your regular classes, extracurricular activities, employment and family obligations, *etc.* **Most internships are offered for two credits; this means that a participating intern will need to allocate 8-10 hours each week over the course of at least 12 weeks in residence at his/her internship. Put another way, the amount of time devoted to the internship is to be evenly distributed across 12 weeks.** Because of this time commitment and because of the need to make internships available to a maximum number of students, no student may participate in more than one internship in any given semester.

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. Programs like the Prosecutor Clinic, the Public Defender Clinic and a few others, which require that participants be certified for student practice under the Wisconsin Student Practice Rule, are limited to those who have completed 45 credits (a requirement for student practice licensing).

Most 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.

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).

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:

- ❑ 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, Dean Kearney 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. The American Bar Association, which is the Law School's accrediting agency, strictly prohibits monetary compensation for activities for which academic credit is awarded.

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 49) 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 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 Thomas J. Hammer
Director of Clinical Education

CLINICS

MARQUETTE LAW AND ENTREPRENEURSHIP CLINIC

The Marquette Law and Entrepreneurship Clinic is a new program and curricular offering of the Law School. Under the leadership of the clinic director, Professor Nathan Hammons, the clinic will provide 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. It will be offered for the first time in the 2015-16 academic year (beginning in August 2015).

The clinic is a two-semester experience commencing in the fall semester and concluding at the end of the spring term. Participants will earn 3 credits each semester (a total of 6 credits) and must complete both semesters to earn any academic credit. 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 will be physically located in offices at the Law School.

Students will also meet weekly in a classroom setting on Mondays from 2:00 to 3:40 p.m. 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: 6 (3 each semester)

Time Commitment: 240 hours (not including the classroom component), spread over the course of two semesters

Graded: Satisfactory/Unsatisfactory

Prerequisite: Business Associations

Prerequisite or Fall Term Co-Requisite: Law Governing Lawyers

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

Note: 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).

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 every Monday morning from 9:00 a.m. to 1:00 p.m. in the Milwaukee County Courthouse. 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 individuals who are struggling without professional representation in court.

This course 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

UNEMPLOYMENT COMPENSATION CLINIC

This clinic is offered in cooperation with Legal Action of Wisconsin. It provides law students with training and experience in the representation of unemployment compensation claimants. Students receive classroom instruction on Thursdays from 5:30 to 6:50 p.m. and additional training outside of the classroom. During the semester students observe and critique a number of unemployment insurance hearings and then go on to represent claimants in hearings conducted before administrative law judges. Under the supervision of an attorney, participants engage in client interviews, case development, witness preparation, and client representation at the administrative hearings. Client

intake occurs during the evening at the Law School (from 5:30 p.m. to 7:00 p.m. or so on either Monday or Tuesday evening as determined by student availability); hearings are scheduled during daytime hours at the State Office Building, 819 North 6th Street, Milwaukee WI.

Classroom Component: Meets on Thursdays (5:30 – 6:50 p.m.)

Graded: Satisfactory/Unsatisfactory.

Limited to students who have completed 28 credits.

Prerequisites: None.

Note # 1: The Unemployment Compensation Clinic is suitable for full-time students and for part-time students who have the flexibility to attend occasional daytime hearings.

Note # 2: A student taking the Unemployment Comp clinic for the first time earns 2 credits. Involvement in this clinic may be continued in a subsequent semester for one credit with the permission of the instructor and the Director of Clinical Education.

PROSECUTOR CLINIC

The Prosecutor Clinic, which has been a part of the Law School curriculum for more than 40 years, offers students the opportunity to intern with the Milwaukee County District Attorney's Office and to participate under the Wisconsin Student Practice Rule in the prosecution of criminal cases. Interns assist state prosecutors with both felony and misdemeanor cases and they spend much of their time in the criminal courts, handling such matters as initial appearances, bail hearings, motion hearings, plea negotiations, sentencings, and court trials. Before concluding this clinical experience, many even try jury cases under the guidance of their supervising attorneys.

There are two components to the Prosecutor Clinic: the Prosecutor Workshop (a classroom experience that satisfies the Law School's "workshop" requirement) and a Supervised Fieldwork Program placement at the Milwaukee County District Attorney's Office. Students selected for the Prosecutor Clinic must enroll in both components. Each is described below.

Prosecutor Workshop. A workshop for students enrolled in the Prosecutor Clinic. Focus is on the development of lawyering skills essential for the criminal prosecutor, including those necessary for analyzing and charging

cases, representing the state at initial appearances and preliminary hearings, litigating pretrial motions, negotiating plea agreements, representing the state at guilty plea hearings and sentencing proceedings, and litigating trials to the court and to the jury.

Credits: 2

Graded: Letter grade system (A, B, C, *etc.*)

Prerequisites: Criminal Law, Criminal Process and Evidence

Prerequisite or Fall Term Co-requisite: Law Governing Lawyers

Limited to students who have completed 45 credits (a Wisconsin Student

Practice Rule requirement)

Class Meeting Time: Mondays (5:10 – 6:50 p.m.)

The fieldwork component of the Prosecutor Clinic is part of the Law School's Supervised Fieldwork Program and is described as follows:

Supervised Fieldwork Program: Milwaukee County District Attorney's Office. This is the fieldwork component of the Prosecutor Clinic. Students assist Milwaukee County prosecutors in the full range of activities associated with the prosecution of criminal cases. These activities may include charging cases, representing the state at initial appearances and preliminary hearings, litigating pretrial motions, negotiating plea agreements, representing the state at guilty plea hearings and sentencing proceedings, litigating trials to the court and to the jury, and preparing appellate briefs.

Credits: 4

Time Commitment: 240 hours spread over the course of two semesters

Graded: Satisfactory/Unsatisfactory

Prerequisites: Criminal Law, Criminal Process and Evidence

Prerequisite or Fall Term Co-requisite: Law Governing Lawyers

Limited to student who have completed 45 credits

The Prosecutor Clinic is a two-semester experience that begins in the fall semester and concludes at the end of the spring term. A participating student must complete the entirety of the two-semester program in order to earn any academic credit, *i.e.*, no partial credit is awarded for participation in some but not all of the program. A grand total of 6 credits will be awarded (2 for the workshop and 4 for the supervised fieldwork) upon conclusion of the two-semester program (although on final transcripts the credits for each component will be evenly divided between the fall and spring semesters).

PUBLIC DEFENDER CLINIC

In the Public Defender Clinic students intern with the Milwaukee 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.

There are two components to the Public Defender Clinic: the Public Defender Workshop (a classroom experience that satisfies the Law School's "workshop" requirement) and a Supervised Fieldwork Program placement in the Trial Division of the Wisconsin State Public Defender's Office in Milwaukee. Students selected for the Public Defender Clinic must enroll in both components. Each is described below.

Public Defender Workshop. A workshop for students enrolled in the Public Defender Clinic. Focus is on the development of lawyering skills essential for the criminal defense attorney, including those necessary for case investigation and analysis, representing defendants at initial appearances and preliminary hearings, litigating pretrial motions, negotiating plea agreements, representing defendants at guilty plea hearings and sentencing proceedings, and litigating trials to the court and to the jury.

Credits: 2

Graded: Letter grade system (A, B, C, *etc.*)

Prerequisites: Criminal Law, Criminal Process and Evidence

Prerequisite or Fall Term Co-requisite: Law Governing Lawyers

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

Class Meeting Time: Thursdays (5:10 – 6:50 p.m.)

The fieldwork component of the Public Defender Clinic is part of the Law School's Supervised Fieldwork Program and is described as follows:

Supervised Fieldwork Program: Wisconsin State Public Defender Trial Division. This is the fieldwork component of the Defender Clinic. Students are teamed with Assistant State Public Defenders and assist them in providing the full range of defense services to 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 and sentencing proceedings. They may also assist in the representation of clients who are facing revocation of probation or other forms of community supervision in an administrative law setting.

Credits: 4

Time Commitment: 240 hours spread over the course of two semesters

Graded: Satisfactory/Unsatisfactory

Prerequisites: Criminal Law, Criminal Process and Evidence

Prerequisite or Fall Term Co-requisite: Law Governing Lawyers

Limited to student who have completed 45 credits

The Public Defender Clinic is a two-semester experience that begins in the fall semester and concludes at the end of the spring term. A participating student must complete the entirety of the two-semester program in order to earn any academic credit, *i.e.*, no partial credit is awarded for participation in some but not all of the program. A grand total of 6 credits will be awarded (2 for the workshop and 4 for the supervised fieldwork) upon conclusion of the two-semester program (although on final transcripts the credits for each component will be evenly divided between the fall and spring semesters).

JUDICIAL INTERNSHIP PROGRAMS

Judicial Internship programs are grouped into two categories: Appellate Courts and Trial Courts. Each of these popular programs 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 get a glimpse at what clerking entails; this is especially true in the appellate court programs and in the federal trial court programs. For others, the chance to be a working member of a court staff and to observe first-hand the business of judging can be an invaluable 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. This class meets on Thursdays from 12:00 to 1:50 p.m. throughout most of the semester.

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)

The Judicial Internship - Appellate Courts is a one-semester program available to 2L and 3L students. It is offered each semester. Placements are available with the United States Court of Appeals for the Seventh Circuit (Milwaukee Chambers of Judge Diane S. Sykes and at the Headquarters of the Court in Chicago), with all seven justices of the Wisconsin Supreme Court, and with the judges of District I (Milwaukee) and District II (Waukesha) of the Wisconsin Court of Appeals.

Credits: 2

Duration of Internship: One Semester

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

Grade: Satisfactory/Unsatisfactory

Prerequisites: Civil Procedure; Legal Analysis, Writing & Research 1 & 2
Limited to students who have completed 28 credits.

Special Notes on Appellate Court Placements

(a) **Wisconsin Supreme Court.** Almost all of the work for a Wisconsin Supreme Court internship may be done in Milwaukee, though attendance at periodic meetings at the Court's chambers in Madison is required. The frequency of these meetings varies by chambers with most chambers requiring a presence at the court at least once each week. Most students also try to observe oral arguments at the court for the cases on which they have worked. This internship is principally a legal analysis and legal writing experience in which students prepare bench memos for upcoming oral arguments and perform such other research or opinion drafting as assigned. Supervisory feedback is received primarily from the assigned justice's law clerk. **Note: Because so 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.**

(b) **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 be given. As in the supreme court internships, 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, most of the intern's work will be done at the court's chambers. (District I is located in the Plaza East office tower at 330 East Kilbourn Avenue in downtown Milwaukee; District II is located just off interstate highway I-94 in Waukesha County.)

(c) **Hon. Diane S. Sykes, United States Court of Appeals for the Seventh Circuit.** U.S. Circuit Judge (and former Wisconsin Supreme Court Justice) Diane S. Sykes maintains her chambers in the U.S. Courthouse at 517 East Wisconsin Avenue in Milwaukee. Generally, interns prepare bench memoranda which the judge uses to prepare for oral arguments and they perform such other research assignments and technical work on opinions as may be requested of them. They also typically observe at least one session of oral arguments at the Seventh Circuit's headquarters in Chicago. This internship is principally a legal analysis and legal writing experience. Most of the work for this internship may be done other than at Chambers; this placement is thus attractive for both full-time and part-time students. **Note: A student participating in this federal judicial internship may not simultaneously be employed in a law-related position.**

(d) **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 and hears oral arguments on each day of the week. **Note: A student participating in this federal judicial internship may not simultaneously be employed in a law-related position.**

JUDICIAL INTERNSHIP: TRIAL COURTS

(2 credits)

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

Credits: 2

Duration of Internship: One Semester

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

Grade: Satisfactory/Unsatisfactory

Limited to students who have completed 28 credits.

Prerequisites for specific trial court placements are noted in questions on the application form.

Special Notes on Trial Court Placements

Wisconsin Circuit Courts: Placements in state trial courts are ordinarily with judges of the Milwaukee County Circuit Court. With the exception of Children's Division 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 may be available in the following specialized divisions of the circuit court: Civil (including both large claims and small claims), Felony, Misdemeanor, Children's (where juvenile delinquency cases and cases involving abused/neglected children are heard), and Family (primarily divorce cases).

New in 2015: A new specialty placement has been added to 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.

Circuit Court internships are not principally legal analysis and legal writing experiences, but rather are opportunities to observe lawyer and judicial behavior in trial courtrooms and chambers. Often there is 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, 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.

United States District Courts. These federal trial court internships involve placements with the U. S. District Judges who preside in the United States District Court for the Eastern District of Wisconsin. These judges' calendars involve civil, criminal and administrative law cases. With the exception of U.S. District Judge William C. Griesbach (who sits in Green Bay), the participating judges have chambers located in the Federal Courthouse at 517 East Wisconsin Avenue in downtown Milwaukee.

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 be 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. **Note: A student participating in this federal judicial 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, the research and writing assignments that are a major component of this internship can be done locally. This arrangement with Judge Griesbach may make this placement particularly attractive to part-time students with the flexibility to travel to Green Bay (typically once per week). Judge Griesbach is generous in spending time with the students when they are in Green Bay and he is very accommodating with respect to the travel aspects of this internship.

United States Magistrate Judges. Placements will also be available with the United States Magistrate Judges who sit in the Eastern District of Wisconsin. 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 and 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.**

SUPERVISED FIELDWORK PROGRAMS

(2 credits unless noted otherwise)

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 a clinical experience in a wide variety of governmental agencies and 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. Given the breadth and diversity of Supervised Fieldwork offerings, opportunities are available for the development of lawyering skills in virtually every area of law practice.

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 typically occur during the noon hour at the Law School. There are also a few individual meetings with the faculty supervisor assigned to each program.

Special Notes on Supervised Fieldwork Program Placements

Blood Center of Wisconsin Office of Corporate Counsel. For more than 65 years, 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 BloodCenter of Wisconsin, whose office is located just two blocks west of the Marquette campus at 638 North 18th Street. Though the work of the BloodCenter 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. *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, helps the Archdiocese obtain religious visas for foreign priests and nuns, 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 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 staff 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 and the defense of misdemeanor criminal cases. For the 2015 spring term the placement will focus principally on misdemeanor defense. 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 great majority of Centro Legal’s clients are English speaking; knowledge of Spanish is not required. *Prerequisite: Criminal Process. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

Columbia St. Mary’s Office of General Counsel. Columbia St. Mary’s (CSM) is a non-profit health care organization, sponsored by Ascension Health and Columbia Health System, which includes four hospitals, over 60 clinics, several urgent/express care centers, and the Columbia College of Nursing. The Office of General Counsel, which is located at 2320 North Lake Drive in Milwaukee, handles a wide variety of responsibilities for the hospital system, including contract formation and administration, corporate policy development, regulatory compliance, *etc.* It does not handle medical malpractice claims.

In an internship in the CSM General Counsel’s Office, the student can expect to work on a variety of matters involving contract formation, contract administration, corporate policy research and development, regulatory compliance, *etc.* The internship is best categorized as “general corporate” with some health care regulatory responsibilities.

Prerequisite: Contracts. Preference will be given to students who have completed courses like Business Associations, Contract Drafting, and Health Law.

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 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 interviewing clients, legal research and writing, assisting in case preparation, and accompanying supervising lawyers to federal court. *Prerequisites: Criminal Law, Evidence, and Criminal Process.*

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.*

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. The Legal Aid Society of Milwaukee furnishes 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 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 activities 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.*

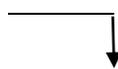
Special Information about Legal Aid Society Internships:

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.
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.

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 5:00 p.m. when client clinics take place at the Law School. Interns may not enroll in another class that meets during this time period.

New in 2015 

Marquette University Office of Risk and Compliance Counsel. This internship is for those with an interest in business and the role of counsel in corporate compliance, which is one of the fastest growing markets for legal services. As a major university Marquette is subject to an endless array of statutes and regulations (both federal and state) with which it must comply. Students will work with Marquette’s Compliance Counsel to assure that both the policies and procedures of the University are fully compliant with the law. *Prerequisites: None.* Administrative Law and other business courses preferred but not required.

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 Wednesdays at 7:00 a.m., Thursdays at 11:30 a.m. and Fridays at 10:30 a.m.

Milwaukee City Attorney’s Office. The City Attorney functions as in-house counsel for the City of Milwaukee. Its large staff handles litigation on behalf of the City, provides legal advice and opinions, prepares and reviews City resolutions and ordinances, drafts contracts and other legal documents, and prosecutes violations of City ordinances in the Milwaukee Municipal Court.

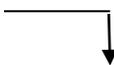
Interns will be primarily assigned to work with Assistant City Attorneys who handle civil litigation (primarily personal injury cases) and § 1983 federal civil rights actions. The placement should be attractive to students seeking exposure to the practical side of civil litigation and experience with all phases of the civil lawsuit. Assignments in other areas of municipal law practice may also be available. *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.

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 all federal and state courts and before all federal, state and county administrative bodies and agencies.

In this internship students assist Corporation Counsel attorneys in a variety of contexts. Their duties may include the provision of assistance in mental commitment hearings under Wis. Stat. ch. 51 (which are handled at the Milwaukee County Behavioral Health Division in Wauwatosa each morning beginning at 8:30 a.m.) and the performance of research on a wide variety of municipal law issues. The latter could include researching and drafting county ordinances and resolutions and researching policy matters involving the legislative or executive branches of Milwaukee County government. Finally, interns will provide such other 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 and various transactional assignments). **Students in this internship should plan to occasionally be available during morning hours should they be asked to participate in mental commitment court proceedings.** Limited to students who have completed 45 credits (a Student Practice Rule requirement)

New in 2015



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 will be 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 monitor pending legislation at the state and federal level. They may also research child support mediation issues and work on systems design issues. *Prerequisite: Mediation Clinic. Prerequisite or Co-Requisite: Family Law. Preferred but Not Required: Alternative Dispute Resolution and Mediation Advocacy.*

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).

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. Interns 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 (a one-hour drive from downtown Milwaukee). Students will assist the Assistant District Attorneys in the various phases of a criminal case from charging to sentencing. *Prerequisites: Criminal Process and Evidence. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

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 Attorney for the Eastern District of Wisconsin. The United States Attorney, whose office is located in the federal courthouse at 517 E. Wisconsin Avenue, is the chief federal law enforcement officer of the United States within the Eastern District of Wisconsin. United States Attorneys have three statutory responsibilities under Title 28, Section 507 of the United States Code:

- the prosecution of criminal cases brought by the Federal government;
- the prosecution and defense of civil cases in which the United States is a party; and
- the collection of debts owed the Federal government which are administratively uncollectible.

In this internship students work directly with Assistant United States Attorneys on a wide variety of matters, civil and criminal, in which the United States is a party or otherwise interested. This internship affords a substantial research and writing experience, which is typically complemented by the opportunity to accompany prosecutors to the federal trial courts and on occasion to the Seventh Circuit Court of Appeals. **Students tentatively selected for this internship must undergo an FBI background investigation.** *Prerequisites: Criminal Law, Evidence and Criminal Process.*

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 areas of Regional Counsel are employment law and medical malpractice law. *Recent interns have worked more extensively on employment matters.* Interns assist in various proceedings and client meetings in which their supervisors are involved. They may also provide research support for their supervisors. Interns have reviewed claims

filed under the Federal Tort Claims Act and have submitted litigation reports in those matters. They have also drafted discovery documents, researched administrative law matters, attended EEOC hearings, observed depositions, *etc.* *Preference will be given to those who have completed Health Care Provider Liability or any employment law course.*

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 advocacy at the EEOC and then work under the supervision of volunteer lawyers in educating charging parties and respondents about the mediation process used at the EEOC, developing facts and legal arguments, preparing charging parties for mediation, assisting claimants in the calculation of damages, and representing charging parties during mediation. Students also prepare charging parties to advocate on the parties' own behalf during the investigative phase of their EEOC cases if early mediation does not produce a settlement agreement. Students may also observe other mediations and conduct research to assist the Supervisory ADR Attorney at the EEOC.

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

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.

United States Trustee Program. The United States Trustee Program (USTP) is a component of the United States Department of Justice that seeks to promote the efficiency and protect the integrity of the Federal bankruptcy system. To further the public interest in the just, speedy and economical resolution of cases filed under the Bankruptcy Code, the Program monitors the conduct of bankruptcy parties and private estate trustees, oversees related administrative functions, and acts to ensure compliance

with applicable laws and procedures. It also identifies and helps investigate bankruptcy fraud and abuse in coordination with United States Attorneys, the Federal Bureau of Investigation and other law enforcement agencies. The USTP Mission is to promote integrity and efficiency in the nation's bankruptcy system by enforcing bankruptcy laws, providing oversight of private trustees, and maintaining operational excellence. The primary role of the U.S. Trustee Program is to serve as the "watchdog over the bankruptcy process."

Law students will generally assist with the civil enforcement efforts of the USTP for the Eastern District of Wisconsin. This may include preparing discovery requests, analyzing discovery responses, summarizing factual findings in internal memos, assisting staff attorneys prepare for depositions, conducting legal research on assigned issues, and drafting various forms of pleadings including complaints. Students will also assist with trial preparation and accompany attorneys to court in matters requiring UST involvement. **Students selected for this internship must undergo a routine background investigation required of all employees of the USTP.** *Prerequisite: Creditor-Debtor Law.*

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 (a forty-five minute drive from downtown Milwaukee). Students will assist the Assistant District Attorneys in the various phases of a criminal case from charging to sentencing. *Prerequisites: Criminal Process and Evidence. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

Washington County Family Court Mediation Program. In this internship the students work with the Washington County Family Court Mediation Coordinator in West Bend, Wisconsin. In this county all cases involving child custody and placement go through the mediation process. Students assist the coordinator in group orientations for mediation clients, meet with the mediating attorneys and, as permitted, attend mediation sessions. They also attend a variety of family law proceedings before the county's family court and family court commissioners. They may also assist family law attorneys who provide free information to pro se parties who have, or want to initiate, family law cases. There are also opportunities to learn the procedural process for child support and paternity actions. *Prerequisites: Any family law course is preferred but not required. Other: The students must complete a weekend of mediation training at the beginning of the semester as part of this program 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.*

Waukesha County Corporation Counsel Child Support Division. 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 Corporation Counsel's Office, *e.g.*, juvenile and mental commitment cases. 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.

Waukesha County Register in Probate. The Register in Probate coordinates the judicial activities and administrative functions of the Waukesha County Probate Court including the opening, closing, maintenance and preservation of all files dealing with probate proceedings. Interns in this program can expect to experience the probate process from start to finish with respect to both the formal and informal administration of decedents' estates. They assist the legal staff in such activities as the opening of estates (including the review of wills, the identification of expected heirs and the calculation of distributions), the processing of the legal documents that are used in probate proceedings, and the performance of research relating to issues that arise in pending matters. The students attend court proceedings before the circuit judge and probate commissioner who handle estates. They may also have the opportunity to work on guardianship matters and on the continued refinement of procedures that have been implemented to assist pro se litigants in probate matters. *Prerequisite: Trusts and Estates.*

Scheduling Note: Students who are present at the following times will have significant opportunities to observe court proceedings as indicated:

Wednesday 1:30 - 3:30 contested formal probate and trust hearings and delinquent estates with the judge

Thursday 8:30 - 10:00 uncontested informal probate hearings with the probate registrar

Thursday 8:30 - 11:00 contested guardianship hearings with the judge

Friday 1:15 - 3:45 uncontested formal probate hearings and guardianship hearings with the court commissioner

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 Constitution and Criminal Investigation.* 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 fall semester (August – December 2015) and continues through the spring semester (January – May 2016). 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. They will have a more meaningful experience if they are able to be there twice 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 2015



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.

Also sets and enforces prevailing wage rates that must be paid on state and municipal construction projects.

This 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.

Wisconsin Family Assistance Center for Education, Training & Support, Inc. (WI FACETS). FACETS is a nonprofit organization located in Milwaukee and serving Wisconsin children and adults with disabilities, their families, and those who support them, providing training and support regarding special education issues. Students will provide research assistance to the on-staff attorney, and will meet with parents to develop strategies for individualized education program (IEP) meetings and mediation sessions. Students may also have the opportunity to support parents during IEP meetings and mediation sessions. Students will develop client interviewing skills, records review and evaluation skills, advocacy skills, and an understanding of the intersection of special education, disability law, dispute resolution, juvenile justice, criminal law, and family law issues. *Prerequisites:* Alternative Dispute Resolution, Mediation Clinic, Mediation Advocacy Workshop, or Negotiation Workshop. *Other:* The students must complete a weekend of mediation training at the beginning of the semester as part of this program 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.

Scheduling Note for FACETS: Interns need to schedule their time at FACETS on Mondays, Wednesdays or Thursdays between 9:00 a.m. and 4:00 p.m.

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 issues. Students will work on both criminal and civil matters and have numerous occasions to consider public policy and the law.

Prerequisites: None.

Scheduling Note for Internship: Fridays should be avoided when planning a schedule of internship time at the Governor's Office of Legal Counsel.

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 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. Adjunct Professor Rick Esenberg directs this internship. *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.*

New in 2015



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 Wisconsin State Public Defender Appellate Division is a four-credit program that is two semesters in duration. It commences in August and concludes the following April. No credit is awarded unless both semesters of the program are completed. No students are admitted mid-year.

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.

Please submit this application to Faculty Assistant Debra Moore in Eckstein Hall Office Suite 453 no later than 4:00 p.m. on Tuesday, March 31, 2015.

**Application for Placement in a Clinic,
Judicial Internship, or Supervised Fieldwork Program**
FALL TERM 2015

Name: _____

Your marquette.edu address: _____

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

Tele: _____

Credit hours completed as of August 15, 2015: _____

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 2015 fall 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.

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. Transfer students should include a transcript from the institution from which they transferred to Marquette.

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

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 49.

Lastly, please sign and date your application in the place provided for this purpose on the last page of the application form (page 48).

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 prepared to participate in the placement 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 08-15-15? Yes ___ No ___

Will you have completed Law Governing Lawyers by 12-31-15? Yes ___ No ___

Which of the following courses will you have completed by 08-15-15 (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 ___

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

CLINICS

Priority #

- Mediation Clinic
Have you already participated in the Mediation Clinic? Yes ___ No ___
Prosecutor Clinic
Will you have completed Criminal Law, Evidence and Criminal Process by 8-15-2015? Yes ___ No ___
Will you have completed Law Governing Lawyers by 12-31-2015? Yes ___ No ___
Public Defender Clinic
Will you have completed Criminal Law, Evidence and Criminal Process by 8-15-2015? Yes ___ No ___
Will you have completed Law Governing Lawyers by 12-31-2015 ? Yes ___ No ___
Unemployment Compensation Advocacy Clinic
Have you already participated in the UC 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 08-15-15? 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 08-15-15? 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 08-15-15? Yes ___ No ___
Judicial Internship: Appellate Courts: U. S. Court of Appeals (Hon. Diane Sykes)
Will you have completed Civil Procedure and Legal Analysis, Writing and Research 1 & 2 by 08-15-15? Yes ___ No ___

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

_____ 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 08-15-15? Yes ___ No___

_____ Judicial Internship: Trial Courts: *United States District Court (Chambers of Milwaukee Federal Trial Judges)*
Will you have completed Civil Procedure and Legal Analysis, Writing and Research 1 & 2 by 08-15-15? 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 08-15-15? 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 08-15-15? Yes ___ No___

_____ Judicial Internship: Trial Courts: *United States Bankruptcy Court*
Will you have completed Creditor-Debtor Law by 08-15-15? Yes ___ No___

_____ Judicial Internship: Trial Courts: *Milw. County Circuit Court: Civil Division*
Will you have completed Civil Procedure by 08-15-15? Yes ___ No___

_____ Judicial Internship: Trial Courts: *Milw. Co. Circuit Court: Felony Division*
Will you have completed Crim Law & Crim Process by 08-15-15? Yes ___ No___

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

New in Fall 2015 —
↓

_____ 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 08-15-15? Yes ___ No ___
Will you have completed ADR by 12-31-2015? Yes ___ No ___

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

_____ Judicial Internship: Trial Courts: *Milw. Co. Circuit Court: Family Division*
Will you have completed Civil Pro and Family Law by 08-15-15? 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: _____

SUPERVISED FIELDWORK PROGRAMS

_____ Blood Center of Wisconsin Office of Corporate Counsel
Will you have completed Contracts by 08-15-2015? Yes ___ No___
Will you have completed either Business Associations or Contract Drafting (preferred but not required) by 08-15-2015? Yes ___ No ___

_____ Brown County District Attorney's Office
Will you have completed Criminal Process & Evidence by 08-15-2015?
Yes ___ No ___

_____ Catholic Charities Immigration Assistance Project
Will you have completed Immigration Seminar by 08-15-15 (preferred but not required)? Yes ___ No___
Do you speak Spanish (not required)? Yes ___ No ___

_____ Centro Legal
Will you have completed Criminal Process by 08-15-15? Yes ___ No ___

_____ Columbia St. Mary's Office of General Counsel
Will you have completed Contracts by 08-15-2015? Yes ___ No ___
Have you taken Business Associations, Contract Drafting or any Health Law course (preferred by not required)? Yes ___ No ___

_____ Disability Rights Wisconsin

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

_____ Federal Defender Services of Wisconsin
Will you have completed Criminal Law, Evidence and Criminal
Process by 08-15-2015? Yes ___ No ___

_____ Internal Revenue Service (U.S. Treasury Office of Chief Counsel)
Will you have completed Fed Income Tax by 08-15-15? Yes ___ No ___

_____ Legal Action of Wisconsin, Inc.
Will you have completed Civil Procedure by 08-15-15? 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 08-15-15? Yes ___ No ___
Please express a preference: Downtown Office (General) _____
(use numbers) Downtown Office (Family) _____
Guardian ad Litem Office at the
Children's Court _____

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

New in Fall 2015 ↘

_____ Marquette University Office of Risk and Compliance Counsel
Will you have completed Administrative Law (preferred but not required)
by 08-15-15? Yes ___ No ___

What other business courses will you have completed by 08-15-15?

_____ 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 ___

_____ Milwaukee City Attorney's Office

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

_____ Milwaukee County Corporation Counsel

New in 2015

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

Will you have completed the Mediation Clinic by 08-15-15? Yes ___ No ___

Will you have completed Family Law by 12-31-15? Yes ___ No ___

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

_____ Milwaukee County District Attorney CHIPS/TPR Unit

Will you have completed Evidence by 08-15-15? Yes ___ No ___

Will you have completed any juvenile or family law course(s)
by 08-15-15 (preferred but not required)? Yes ___ No ___

_____ Milwaukee County Economic Development Division

Will you have completed Contracts by 08-15-2015? Yes ___ No ___

Will you have completed Contract Drafting or the Community
and Economic Development course by 08-15-2015 (preferred but not
required)? Yes ___ No ___

_____ National Labor Relations Board

Will you have completed Labor Law by 08-15-15? Yes ___ No ___

_____ Sheboygan County District Attorney's Office

Will you have completed Criminal Process & Evidence by 08-15-15?
Yes ___ No ___

_____ South Milwaukee School District

Will you have completed Labor Law or Employment Law
by 08-15-2015? Yes ___ No ___

Have you taken Education Law (preferred but not required)? Yes ___ No ___

_____ United States Attorney for the Eastern District of Wisconsin

Will you have completed Crim Law, Crim Process & Evidence
by 08-15-15? Yes ___ No ___

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

_____ United States Department of Veterans Affairs Office of Regional Counsel

Have you taken Health Law, Health Care Provider Liability, or any employment law course (preferred but not required)?

If so, which course(s)? _____

_____ United States Equal Employment Opportunity Commission **Enforcement Section**

Will you have completed Employment Discrimination by 08-15-15? Yes ___ No ___

_____ United States Equal Employment Opportunity Commission **Mediation Advocacy Program**

Will you have completed either Employment Law or Employment Discrimination by 08-15-15? Yes ___ No ___

Will you have completed either Alternative Dispute Resolution or Mediation Advocacy Workshop by 08-15-15? Yes ___ No ___

_____ United States Trustee Program

Will you have completed Creditor-Debtor Law by 08-15-15? Yes ___ No ___

_____ Washington County District Attorney's Office

Will you have completed Criminal Process & Evidence by 08-15-15?
Yes ___ No ___

_____ Washington County Family Court Mediation Program

Will you have completed any family law course(s) by 08-15-15 (preferred but not required)? If so, what course(s)?

_____ Waukesha County Corporation Counsel Child Support Enforcement

Will you have completed Family Law by 08-15-15? ___ Yes ___ No

_____ Waukesha County Register in Probate

Will you have completed Trusts & Estates by 08-15-15? Yes ___ No ___

_____ Wisconsin Department of Justice (Attorney General) *Criminal Appeals Unit*

Will you have completed Crim Law, Crim Process and Evidence by 08-15-15? Yes ___ No ___

Will you have completed Constitutional Criminal Procedure (formerly Constitution and Criminal Investigation) by 08-15-15? Yes ___ No ___

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

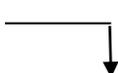
Priority #

_____ Wisconsin Department of Justice (Attorney General) *Legal Services Division*
Will you have completed Civil Procedure by 08-15-15? Yes ___ No ___

_____ Wisconsin Dep't of Natural Resources Bureau of Legal Services
Will you have completed any environmental law course by 08-15-15?
Yes ___ No ___

_____ Wisconsin Department of Public Instruction (Special Education Team)

New in 2015

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

Will you have completed any labor or employment law course by 08-15-15
(preferred but not required)? Yes ___ No ___

_____ Wisconsin Family Assistance Center for Education, Training & Support, Inc.
(WI FACETS)
Will you have completed Alternative Dispute Resolution, Mediation Clinic,
Mediation Advocacy Workshop or Negotiation Workshop by 08-15-15?
Yes ___ No ___

_____ Wisconsin Governor Office of Legal Counsel

_____ Wisconsin Institute for Law and Liberty (WILL)

_____ Wisconsin Legislature Office of Representative Evan Goyke
Will you have completed the Legislation course before 08-15-15
(preferred but not required)? Yes ___ No ___

_____ Wisconsin National Guard Staff Judge Advocate

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

New in 2015 _____
↓

_____ Wisconsin State Public Defender Appellate Division
Will you have completed Crim Law, Crim Process, Evidence, and
Constitutional Criminal Procedure by 8-15-15? Yes ___ No ___
Will you have completed Law Governing Lawyers by
12-31-2015? Yes ___ No ___
Will you have completed Appellate Writing & Advocacy
by 08-15-2015 (preferred but not required)? Yes ___ No ___

_____ Wisconsin State Public Defender Juvenile Division (Milwaukee County)
Will you have completed Evidence by 08-15-15? Yes ___ No ___
For this internship completion of any juvenile law and any criminal
procedure courses is preferred. Which, if any, juvenile and criminal
procedure course(s) will you have completed by 08-15-15?

_____ **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: _____

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