



CLIENT SKILLS BOARD
Members' Handbook 2008-2009

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Welcome Letter from President

Dear Client Skills Board Members:

Welcome back for a new school year and for those of you just beginning your law school careers, welcome to the Marquette community.

As you may already be familiar, only 4.1% of Federal civil cases were resolved by trial in 2007.¹ What does that mean? That means that the vast majority of cases are being resolved outside the courtroom, likely through some method of Alternative Dispute Resolution (ADR) such as negotiation, mediation, or arbitration.

Why is that important for you? Because this means that being trained in the law and how to conduct a trial is not enough; attorneys also need to be skilled in ADR.

How can you learn these vital skills? Taking the various Dispute Resolution classes, workshops, and seminars that the law school offers is a start, but as a member of the Client Skills Board you have the opportunity to truly hone those skills through our various ADR competitions.

However, those ADR competitions are not all you have to look forward to this year as a member of the Client Skills Board.

Client Counseling Team- you can also learn valuable skills regarding client counseling by getting involved with our client counseling team.

Awards Reception- you can look forward to the opportunity to network with attorneys and Marquette alumni at this reception.

Additional Networking Opportunities- if you are involved in our competitions, whether you participate as a competitor or a time keeper, you will have the opportunity to meet the attorneys serving as judges and begin building your professional network.

Résumé- listing your participation in the Client Skills Board or a Client Skills Board Competition shows that you have additional, valuable skills and can distinguish your résumé when you are searching for a legal job.

I am looking forward to enjoying these various opportunities with you this year. With your help it should be a great and productive year for the Client Skills Board. Thank you!

Sincerely,
Rebecca Hammock
Client Skills Board President

¹ James C. Duff, Civil Cases Terminated by Nature of Suit and Action Taken, Judicial Business of the United States Courts Annual Report 2007, Table C-4, available at <http://www.uscourts.gov/judicialfactsfigures/2006/Table410.pdf> (last visited August 19, 2008).

Board Members

Executive Board

President

Rebecca Hammock

Vice President of Administration and Membership

Erica Hayden

Vice President of Competitions

Renuka Vishnubhakta

Vice President of Coaching

Kimberly Poff

General Board

Peter Heyne

Nathan Zimmerman

Purpose of the Board

The purpose of the Client Skills Board is to increase awareness of the dispute resolution process. Familiarity with arbitration, mediation, client counseling, and negotiation skills is a necessity for any legal practitioner. The Client Skills Board provides students with the opportunity to apply concepts learned in the classroom while developing fundamental skills that are relevant to any area of practice.

Students who have participated in past competitions or are competing in the current academic year will make up the Client Skills Board (hereinafter “Board”). The Board encourages and facilitates the development of arbitration, client counseling, negotiation and representation in mediation skills by administering competitions in conjunction with the American Bar Association (hereinafter “ABA”), the Wisconsin State Bar and other organizations. Members-At-Large are eligible to participate in intramural competitions in arbitration, client counseling, negotiation, representation in mediation and other competitions identified by the Faculty Advisor(s). Finalists from the intramural competitions move on to other Competitions such as the ABA Law Student Division’s Arbitration Competition, the ABA Law Student Division’s Negotiation Competition, the ABA Law Student Division’s Client Counseling Competition, the ABA Section of Dispute Resolution Representation in Mediation Competition, the International Competition for Online Dispute Resolution and the ICC International Commercial Mediation Competition.

Board Goals

To ensure a quality educational experience for every person involved in the Client Skills Board Program, the Board will:

1. Articulate clear expectations of the General Board Members, Executive Board Members, Coaches and Competitors through the adoption of bylaws.
2. Provide competing teams with guidance and assistance, within competition guidelines, to give them the tools to continue to succeed at the highest levels.

To increase interest in dispute resolution processes, both within the law school and within the legal community, the Board will:

1. Host an awards reception in the Spring to present awards to the participants of the Board's various client skills competitions. Alumni, faculty advisors, current and past team members, coaches and supporters from the legal community will be invited.
2. Host high quality intramural competitions to identify teams and competitors who will successfully represent Marquette at the highest levels of regional, national and international competitions.
3. Co-sponsor a Continuing Legal Education seminar with the ADR Section of the State Bar of Wisconsin on Representation in Mediation.

Information for All Board Members

General Board members are eligible for one (1) academic credit upon the successful completion of all requirements outlined in the By-Laws. A minimum of sixty (60) hours of qualifying service is required to receive academic credit. Students competing at the intramural level who do not advance to Regionals may count preparation and competition hours for the intramural competition toward the sixty (60) hour requirement.

Executive Board Members completing a minimum of one hundred twenty (120) hours of qualifying service receive two (2) credits. Additional information regarding credit requirements is included in this Handbook and in the By-Laws.

To receive credit, every Board Member is expected to meet the following general requirements;

1. Volunteer for Client Skills Board Competition duties
2. Attend all General Board meetings

Additional information regarding credit requirements is included in the By-Laws.

Information for Competitors

Expectations of Competitors

As representatives of Marquette University Law School, competitors are expected to conduct themselves in an ethical, civil, and professional manner at all times, including practices and competitions.

In keeping with established processes, the Client Skills Board requires that competitors fill out exit information sheets after completing a competition. This exit information sheet (attached to this handbook as Appendix E) provides critical information for ensuring a quality experience for future competitors.

Student competitors who will miss class in order to participate in a competition must notify professors in advance, and must comply with class policies regarding attendance.

Credit Requirements

Team Members are eligible for academic credit for participating in competitions above the intramural level. One (1) academic credit will be awarded for each competition above the intramural level. If completely new problems are assigned at each level of competition (i.e. Regionals and Nationals), students may be eligible to receive additional credit for competing at each level. Credit will be granted upon the successful completion of all requirements set forth herein or as assigned by the Faculty Advisor(s), the coach, or the Executive Board. Academic credit will be awarded upon qualified academic service of a minimum of sixty (60) hours of competition preparation, competition participation, attendance at Board Meetings, and volunteering for other Client Skills Boards Competitions. This academic credit will be in addition to the academic credit of any Members who concurrently serve as a Member of the Board or Executive Board.

To be eligible for additional academic credit, Competitors must help administer the Client Skills Board Program as a General Board Member or Coach by organizing any intramural competitions, administering the Client Skills Board activities at the Law School and drafting problems for any intramural competitions, or they must serve as a member of the Executive Board. To receive additional credit, competitors are expected to perform an additional sixty (60) hours of work. You are expected to keep track of your hours on the Competitor's Hours form (see Appendix A). The final decision to award credit is at the discretion of the Faculty Advisor(s).

To receive credit, every competitor is expected to meet the following general requirements:

Regional Competitors

1. Complete approximately 32 hours of practice time
2. Prepare 4 cases
3. Invest a minimum of 20 hours in research and personal preparation time

National Competitors

1. Complete approximately 32 hours of practice time
2. Prepare 4 cases
3. Invest a minimum of 20 hours in research and personal preparation time

International Competitions

1. Complete approximately 40 hours of practice time
2. Prepare 5 cases
3. Invest a minimum of 20 hours in research and personal preparation time

Additional prerequisites may be required based on the specific rules of a particular competition. Additional information regarding credit requirements is included in the By-Laws.

Travel Arrangements and Other Expenses

A. Travel Arrangements:

Under no circumstances should a competitor book his or her own travel arrangements, unless instructed to do so by a Faculty Advisor. All arrangements are coordinated and processed by the Executive Board. The Vice President of Administration and Membership is your point of contact for all travel related issues.

B. Miscellaneous Travel Expenses:

Chris Monroe, Marquette University Law School Director of Budget and Finance, will distribute policy guidelines and reimbursement forms for costs incurred while attending a competition. Costs incurred outside of distributed policies will not be reimbursed.

Information for Coaches

Coaching Guidelines

Each team will be assigned a student coach. The student coach is responsible for all aspects of his or her team's preparation, including, but not limited to:

1. MEETING with the members of the team ASAP after being assigned to the team.
2. DISTRIBUTING the team's problem and rules of the competition in a timely manner.
3. READING the rules of the competition THOROUGHLY and ensuring the team complies with all competition rules.
4. SCHEDULING practices in accordance with the requirements of the specific competition and credit requirements.
5. ARRANGING judges for practices (professors, alumni, practicing or retired attorneys/judges/etc., General and Executive Board Members, law students/peers, members of the Dispute Resolution community). Coaches are also required to fill out the attached judge information sheet for each practice round with judges. (Appendix F).
6. PREPARING the team for competition, including advising competitors of all travel plans and competition details.
7. TRAVELING with the team to the competition.

Credit Requirements

As a coach for the Client Skills Board Competitions, you are eligible to receive one (1) credit during the semester in which you coach. Generally, you are expected to perform approximately sixty (60) hours of work. You are expected to keep track of your hours on the Coach's Hour form (see Appendix C). The final decision to award credit is at the discretion of the Faculty Advisor(s).

To receive credit, every coach is expected to comply with the responsibilities detailed above and the responsibilities outlined in the By-Laws. A coach is also required to fill out the exit information sheet (see Appendix F).

Information for General Board Members

Credit Requirements

As a member of the Client Skills Board, you are eligible to receive one (1) credit per academic year. In order to receive this credit, a Board Member must complete a total of sixty (60) hours of Board work in an academic year. Each of these hours must be accounted for by the student and reported to the Executive Board on the General Board Hours form (see Appendix B).

Duties

Client Skills Board work is done by the Membership at Large. As such, Members are required to actively participate in Client Skills Board activities. This format offers General Board Members a forum in which their voices will be heard and an opportunity to make a meaningful contribution to the success of the Client Skills Board. Required duties may include the following:

Assisting with all of the general administrative needs of the Client Skills Board Program, which may include the following:

- Photocopying
- Records keeping
- Distributing materials to program members and Faculty Advisors
- Generating student and community interest in the Client Skills Board

Assisting with the intramural, regional, national and international competitions. Members are responsible for all logistical matters regarding competitions at Marquette, including:

- Finding time keepers and bailiffs
- Making room reservations
- Food
- Parking
- Name tags
- Signage
- Contacting local attorneys, counselors, mediators and client volunteers

Ensuring that competitors receive the necessary preparation and feedback to perform at the highest level of excellence in competition. Members will:

- Identify faculty or outside experts with relevant experience to observe and critique each Client Skills Competition Team as needed.
- Appoint qualified students to serve as Assistant Coaches
- Establish a practice schedule and locate suitable practice venues.

General Board Meeting Calendar- Fall 2008

<u>Date</u>	<u>Purpose</u>
Tuesday, September 9 th at 1pm	Informational/Kick-Off
Wednesday, September 10 th at 4:30pm	Informational/Kick-Off
Tuesday, September 23 rd at 1pm	Committee Formation
Tuesday, October 21 st at 1pm	Prep. For Negotiation Regional
TBA, November 10-14 th at TBA	Prep. For Mediation Intramural
Tuesday, November 18 th at 1pm	Prep. For Mediation Intramural

**look for e-mails with specific room locations

***If you have any concerns which you would like to address with the Executive Board alone we will be meeting at 12pm before every General Board meeting and we will also be meeting at 12pm on October 7th, November 4th, and November 25th

Competition Information

Intramural Competitions

MULS Annual Intramural Representation in Mediation Competition:

November 22, 2008

Marquette competition to determine the top **2** teams who will advance to the ABA Regional Representation in Mediation Competition in Spring 2009

MULS Annual Intramural Negotiation Competition:

April 4, 2009

Marquette competition to determine the top **2** teams who will advance to the ABA Regional Negotiation Competition in Fall 2009

Regional Competitions (presented by the American Bar Association)

ABA Regional Negotiation Competition:

November 1-2, 2008

Washington University, St. Louis, MO

The top two teams from the Spring 2008 MULS Intramural Negotiation Competition are representing Marquette in this competition

ABA Regional Client Counseling Competition:

February 7, 2009

Marquette University, Milwaukee, WI

Currently there is no intramural competition for client counseling; however, our 2008 ABA Regional winning team will again be representing Marquette
Marquette will also be **hosting** this competition

ABA Regional Representation in Mediation Competition:

February or March 2009

Michigan State College of Law, East Lansing, MI

ABA Regional Negotiation Competition:

November 2009

University of Illinois, Champaign, IL

National Competitions

If a Marquette team places in the top **2** at the *ABA Regional Competition* that team will attend the corresponding *ABA National Competition* as listed below:

ABA National Negotiation Competition:

February 13-14, 2009

Boston, MA

ABA National Client Counseling Competition:

March 13-14, 2009

Durham, NC

ABA National Representation in Mediation Competition:

April 2009

New York, NY

International Competitions

International Chamber of Commerce Commercial Representation in Mediation Competition:

February 7-12, 2009

Paris, France

Competition Calendar

November 1-2, 2008	ABA Regional Negotiation Competition
November 22, 2008	Intramural Representation in Mediation Competition
February 7, 2009	ABA Regional Client Counseling Competition
February 7-12, 2009	ICC Representation in Mediation Competition
February 13-14, 2009	ABA National Negotiation Competition*
February or March 2009	ABA Regional Representation in Mediation Competition
March 13-14, 2009	ABA National Client Counseling Competition*
April 4, 2009	Intramural Negotiation Competition
April 2009	ABA National Representation in Mediation Competition*
November 2009	ABA Regional Negotiation Competition

*indicates unconfirmed competition, attendance depends on placement in Regional Competition

Contact Information

Faculty Advisors

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Executive Board

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General Board

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Competitor Exit Interview

Please take the time to fill this form out completely. Your answers to these questions will help improve the program and ensure future Client Skills Board Competitors have a quality educational experience in the Client Skills Program.

Name: _____ Year: _____

Competition Competed In: _____

Coach: _____ Faculty Advisor: _____

How would you rate your overall experience (1-10, 10 being the best) _____

Number of Practices Before Competition: _____

Did you feel the practices prepared you for competition (why or why not) _____

Did the host school run a smooth competition (why or why not) _____

Were your travel arrangements and accommodations acceptable (why or why not) _____

How would you improve future team's performances at this competition _____

Generally Speaking, do you have suggestions for future Executive Boards about how to run the Client Skills Program (please explain) _____

Coach Exit Interview

Please take the time to fill this form out as completely as possible. Your answers to these questions will help improve the Client Skills Program and ensure future Client Skills Competitors have a quality educational experience.

Name: _____ Year: _____

Competition Coached In: _____

Faculty Advisor: _____

How would you rate your overall experience (1-10, 10 being the best) _____

Number of Practices Before Competition: _____

Did you have problems finding judges for the practices (please explain either way) _____

How did you go about finding judges for practices _____

Did the host school run a smooth competition (why or why not) _____

Were your travel arrangements and accommodations acceptable (why or why not) _____

What advice would you give to future coaches of this competition _____

Generally Speaking, do you have suggestions for future Executive Boards about how to run the Client Skills Program (please explain) _____

Judge Information Sheet

This form is to be filled out by the Member, Coach or Competitor for each judge participating in a practice or other event for the Marquette Client Skills Program.

Judge's Name: _____

Occupation (e.g., attorney, professor, student): _____

Email: _____ Telephone: _____

Address: _____

Marquette Law School Alumni: ____ Y _____ N

Member, Coach or Competitor Name: _____

How the Judge was located: _____

Team/Event Judged: _____ Date: _____

Areas of Interest: _____

Would this person be interested in judging future Marquette Client Skills Activities?
