**Marquette Law and Entrepreneurship Clinic**

**Application for Brief Legal Services Involving the COVID-19 Pandemic**

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| **Information for Applicants** |
| **The Marquette Law and Entrepreneurship Clinic (the “LEC”, “we”, or “us”) is open and committed to helping small businesses in southeastern Wisconsin through the COVID-19 pandemic. If you are in need of free business legal services due to the pandemic, please review the following information and submit an application, as directed below.**The LEC is a clinical program at Marquette University Law School. The LEC is staffed by law students, who provide legal services under the supervision of Nathan Hammons, the director of the LEC and a licensed Wisconsin attorney. Due to the pandemic, the LEC is operating virtually, such as through conference calls and emails, until further notice. Because the LEC is a learning opportunity for its students, we ask that business owners respond promptly to all emails and phone calls.To qualify for free legal services from the LEC in connection with the pandemic, a business must:1. have fewer than 10 employees;
2. have profits not exceeding $75,000, and gross sales not exceeding $250,000, in the 12 months immediately preceding the application; and
3. be unable to afford legal services from a private attorney.

The LEC can assist small businesses with many legal matters, including business agreements, commercial leases, labor and employment matters, and interpretation of new laws and governmental orders. Please note the LEC does not assist with taxes or litigation. Additionally, due to resource, limitations, the LEC’s assistance is likely to consist solely of a 30-minute telephone call. If you are interested in applying for the LEC’s services, please complete this application and email it to entrepreneurclinic@marquette.edu. **The LEC will use reasonable efforts to keep your application confidential, except so far as disclosure is required or permitted by law or by the Wisconsin Rules of Professional Conduct for Attorneys. Please note that submitting an application does not create an attorney-client relationship with the LEC. Additionally, due to the high demand for services, the LEC is unfortunately unable to assist every small business that applies for services.** |

**Application for Brief Legal Services**

**Involving the COVID-19 Pandemic**

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| **Contact Information** |
| 1. Business Name:
2. Business Address:
3. Phone Number:
4. Email Address:
5. Website (if applicable):
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| **Owner and Business Information** |
| 1. List the name, home address, phone number, and email address for each owner in the business:
2. Briefly describe what products or services your business offers:
3. Optional Demographic Information
	1. Gender:  M/F
	2. Age:
	3. Race/Ethnicity (highlight/select applicable): American Indian African American Asian Caucasian Pacific Islander Hispanic Mixed Other
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| **Legal Services** |
| 1. Please describe the legal services you need:
2. Has a lawyer ever worked with your business? [ ]  Yes [ ]  No If “yes”, please list that lawyer’s name and contact information, and state why you are no longer using them:
 |
| **Other**  |
| 1. Does anyone involved with your business have any affiliation with Marquette University? [ ]  Yes [ ]  No If “yes”, please explain:
2. Please let us know if there is any other information you would like us to consider in reviewing your application:
3. How did you hear about us?

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| **CERTIFICATION****By submitting the Application for Brief Legal Services, I certify that the information above is accurate and correct and that my business has (1) fewer than 10 employees; and (2) profits not exceeding $75,000, and gross sales not exceeding $250,000, in the 12 months immediately preceding my submission of an application. I also certify that I lack the means to pay a private attorney for the services identified in this application.**  |

***After you complete the application, please email it to*** ***entrepreneurclinic@marquette.edu******. Due to the high demand for services, the LEC is unfortunately unable to assist every small business that applies for services.*** |