

**Marquette Volunteer Legal Clinic**  
**Estate Planning Clinic**

Student Coordinator Description – House of Peace

**About the MVLC Estate Planning Clinic**

The Estate Planning Clinic prepares wills, powers of attorney for health care, powers of attorney for finances and property and living wills for veterans and clients with low incomes and low-value assets. Estate planning services are provided by appointment at the Milwaukee County Veterans' Service Office from 4-6 p.m. the first and third Mondays of each month and at House of Peace from 4-6 p.m. every Tuesday.

**Time Commitment**

This position will begin May 14, 2018 and encompass the Summer 2018 session of the Estate Planning Clinic, with the possibility to continue into future semesters. You are encouraged to participate in the clinic as your schedule allows either as a volunteer or by providing support to volunteers during the clinic as needed. Preference will be given to students who are available to attend clinics. The time commitment for the position will be about 2 hours per week doing student coordinating activities and an additional 2 hours for each clinic attended. Student coordinating hours and clinic hours count as pro bono hours.

**Coordinator Duties**

The student coordinator is critical to the smooth operation and success of the Estate Planning Clinic. You will work closely with Marisa Zane, the Public Interest Law Fellow, and law students who volunteer at the Estate Planning Clinic. Below you will find details regarding your responsibilities for the program:

- Review the estate planning schedule two weeks before each clinic date to get information for clients scheduled at House of Peace.
- Email the assigned law student volunteer with information about the client, appointment and instructions for conducting a pre-appointment eligibility interview.
- Follow up with law students to make sure they have completed their client interview and submitted their client report to you within one week.
- Answer law student questions about client eligibility for the Estate Planning Clinic. Consult with the Public Interest Law Fellow to answer questions if needed.
- Review client reports and update the estate planning schedule with information about eligibility and special notes about the client's situation.
- Mail an estate planning questionnaire and appointment reminder letter to the client one week before their appointment.
- Email the completed client report to the volunteer attorney 1-2 days before the appointment.
- Attend sessions of the Estate Planning Clinic at House of Peace as your schedule allows. Sessions are every Tuesday from 4-6 p.m. Please arrive 15 minutes early.

**Student Coordinator Benefits**

- Earn pro bono hours.
- Gain experience in a leadership position and troubleshooting eligibility questions.
- Learn about estate planning and network with estate planning attorneys.

**Apply**

Please email your resume, availability to attend clinics and a statement about why you are interested in being a student coordinator to Marisa Zane ([marisa.zane@marquette.edu](mailto:marisa.zane@marquette.edu))