FAQs FOR ATTORNEY VOLUNTEERS

WHAT IS THE MVLC?
The Marquette Volunteer Clinics are free brief legal advice and referral services provided to the community by Marquette law students and volunteer attorneys. The clinics do not provide ongoing representation.

AM I ELIGIBLE TO PARTICIPATE?
You must be licensed in Wisconsin and in good standing to participate with an exception for registered in-house lawyers per SCR 10.03(4) (f). We ask you to participate in an orientation session providing you with important information regarding our processes, policies, resources, etc.

WHEN & WHERE DOES IT OPERATE?

<table>
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<tr>
<th>1st and 3rd Mondays, 4-6 p.m.</th>
<th>Tuesdays 3-5 p.m. and 5-7 p.m.</th>
<th>Wednesdays 5-7 p.m.</th>
<th>Thursdays 2-4 p.m.</th>
<th>Fridays 2-4 p.m.</th>
<th>Various Saturdays</th>
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<td>Milwaukee County Veterans’ Service Office 6419 W. Greenfield Ave, West Allis</td>
<td>House of Peace 1702 W. Walnut</td>
<td>United Community Center, Senior Center 730 W. Washington St.</td>
<td>Milwaukee Justice Center at Milwaukee County Courthouse 901 N. 9th St. Room G9</td>
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<td>Various Locations as noted online: <a href="http://milwaukee.gov/">http://milwaukee.gov/</a> MJC/MJC-Mobile-Legal-Clinic.htm</td>
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HOW MANY HOURS WOULD I WORK AT THE CLINICS?
On average, volunteer attorneys work one 2 hour shift every four to six weeks. We schedule by the semester (fall, spring, and summer) and typically, an attorney works approximately four to five two hour shifts per semester.

HOW OFTEN ARE THE SCHEDULES PREPARED?
We prepare 3 schedules per year, corresponding with the semesters. You will be asked about your preferences and availability before we schedule you.

WHAT IF I HAVE A CONFLICT AND NEED A REPLACEMENT?
You will be provided with a list serve to send out requests for a substitute and to switch shifts; please notify the Program Assistant if a change has been made (email mvlc.law@marquette.edu or call 414-288-7970).

WHAT KINDS OF CASES WILL I SEE?
The most common cases are family, housing, and employment. However, virtually all types of civil cases are seen. Web-based and hard copy research materials are available at the clinics, including our website: legalhelpmilwaukee.org. **Attorneys are not expected to be experts in all the areas of law they will deal with at the clinics.** They will give brief legal advice and refer clients to more specialized legal services where appropriate. Complex or certain specialized matters may be beyond the scope of our services. Note that attorneys at the Veterans’ Service Office clinic will not handle veterans’ benefits issues. An on-site expert is present during the Veterans’ Service Office clinic.
WILL I BE COVERED BY LIABILITY INSURANCE?
Marquette University provides liability insurance for all trained volunteers of the MVLC.

ARE WE EXPECTED TO COMPLETE FORMS FOR CLIENTS?
You may do so, depending on how busy the clinic is that day and the ability of the client to do so on their own; however, you are not required to do so. Clients should be given clear instructions on how to proceed on their own, if that is what is expected.

ARE WE PERMITTED TO DRAFT LETTERS OR OTHER DOCUMENTS?
Again, it depends on how many clients are waiting and the ability of the client to complete such documents. Unique court pleadings or filings should contain a statement that document was prepared with assistance of a licensed attorney. Each clinic has a stamp with such a statement.

CAN WE TAKE CASES OURSELVES?
You may; however, if you do so you must enter into a new retainer agreement with the client and Marquette University’s liability coverage will not apply. The State Bar may provide you with coverage, upon request. Contact Pro Bono Coordinator Jeff Brown at jbrown@wisbar.org. Because this is a pro bono program, the expectation is that the services be provided in the same spirit, unless the client has the means to pay for your services. Depending on the eligibility of the client, Legal Action of Wisconsin, Inc. may be available to provide support during the matter; please see the clinic supervisor for more information.

CAN WE REFER CLIENTS TO PRIVATE ATTORNEYS?
There are many instances where such a referral may be appropriate; however, we ask that you provide the client with several choices, if possible.

WHAT DO STUDENTS EXPECT FROM ME?
Students are very interested in learning your reasoning for the recommendations you make; any feedback is greatly appreciated. Students, depending on their status in law school (1L vs. 3L), welcome opportunities to participate in the interview and may have valuable insight into the area of the law or available resources.

WHAT IF I HAVE SUGGESTIONS FOR HOW THE MVLC IS RUN?
Suggestions are always welcomed; many changes in process and procedure have been based on your suggestions.

Visit our website for information about upcoming free CLEs, to read our latest volunteer spotlight, and for other clinic information.
http://www.marquettelegalclinic.org