1. **Make sure to record all pro bono time, including training time.** Enter the time you spend being trained in the classroom or online for this project into your pro bono account. If this is your first-time logging into the account, your credentials are the long version of your Marquette email address. Change your password after the initial login.

2. **Complete the Pro Bono Code of Conduct.** Before beginning pro bono work of any type, students must have read, signed, and submitted a completed Pro Bono Code of Conduct which includes reading the accompanying memorandum regarding the professional responsibilities of law students engaged in pro bono work. If you have already submitted the Pro Bono Code of Conduct in conjunction with another project, you do not need to do it again.

3. **Getting scheduled.** If you are interested in signing up for this project at the beginning of a semester, indicate that on the pro bono project scheduling form located on the desk in the front of the Eisenberg Suite. Once you are scheduled, your assignments will appear in your pro bono account. If you are interested in joining this project mid-semester, sign-up for shifts in the “Open Sign-up” tab of your pro bono account.

4. **Getting there.** The bankruptcy help desk is located in Room 153 of the Wisconsin Eastern District Federal Courthouse at 517 E. Wisconsin Avenue. You will pass through security at the courthouse. Make it easier by bringing little or nothing with you. This is a quick drive or long walk (1.2 miles, one way) from the law school. Shuttle transportation is not provided.

5. **Can’t make it to your scheduled Clinic shift?** If you must miss an assigned shift, please contact Michael Keepman (contact info. below). Finding a substitute for this clinic is not necessary.

6. **What to wear.** This clinic will involve working with attorneys and clients directly, so please come neat, clean, and business casual. You are not expected to wear a suit for this clinic. If you volunteer for the Marquette Volunteer Legal Clinics (MVLC), the same dress attire should apply to this project.

7. **Professionalism and bias.** Pro bono clinics are a place where everyone involved—from the clients to the volunteer law students to the volunteer lawyers—should be treated with respect and dignity. If any person involved with a pro bono project ever feels targeted with bias in any form, that person is encouraged to speak with Dean Schultz or any member of the Office of Public Service.

For further information, contact Michael Keepman: michael_j_keepman@wieb.uscourts.gov