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.** This clinic operates on Thursdays from 9:00-10:30AM all year round, even during academic breaks and exams. If you are interested in this project, indicate that on the [pro bono project scheduling form](#). Once you are scheduled, your assignments will appear in [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 alert Michael Keepman: [michael_j_keepman@wieb.uscourts.gov](mailto:michael_j_keepman@wieb.uscourts.gov). Finding a substitute for this clinic is not necessary.

6. **What to wear.** This clinic is pretty casual. Be neat, clean, and comfortable. Please refrain from wearing gym clothes, anything sloppy, too tight, or revealing.

For further information, contact Michael Keepman: [michael_j_keepman@wieb.uscourts.gov](mailto:michael_j_keepman@wieb.uscourts.gov)