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. **Signing up to receive referrals.** This project operates 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 at the beginning of the semester. Once you are scheduled, your assignments will appear in your pro bono account.

4. **Receiving your client referral and submitted your completed work.** You will receive your assignment by email on a Wednesday; your work will be due by Sunday (the exact dates for each assignment will be listed in your pro bono account). Read the assignment email and the attached referral packet carefully. Because students often play phone tag with their assigned client, you should begin your work as soon as possible after you receive the referral. Your assignment will arrive by email from one of the student coordinators listed below. Return your completed report to that same coordinator by the Sunday deadline.

5. **Do you need to make a change to your schedule?** If you must turn down a referral for a week you are expected to accept one, please email Dean Schultz as soon as possible in advance of the assigned week at angela.schultz@marquette.edu.

6. **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.

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**For further information, contact any student coordinator or Dean Schultz:**

- Morgan.Risseeuw@marquette.edu
- Abby.Rockendorf@marquette.edu
- Natalie.Sobierajski@marquette.edu
- James.Lenahan@marquette.edu