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. **Knowing when to expect a referral or 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. Once you are scheduled, your assignments will appear in your pro bono account.

4. **Receiving your client referral assignment.** You will receive your assignment on the Wednesday of the week you are scheduled to have a referral. Watch your email. Read the assignment email and the referral packet (which will be an attachment) 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.

5. **When your assignment is retrieval of police reports.** You will only be assigned police report retrieval if you indicated the ability to drive to the Milwaukee Police Record Center when you completed your scheduling survey. You will receive specific instructions by email for the week when you are scheduled to complete the task.

6. **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.

For further information, contact any student coordinator or Dean Schultz.  
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