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 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 assignment.** A student coordinator will email you contact information for your clients two weeks before your scheduled shift. Review the Student Volunteer Information, Volunteer Law Student Script, and Client Report (which will be attachments) carefully. Use the script to conduct your client interviews by phone. You should call the clients as soon as possible after you receive your assignment and email the completed client reports to the student coordinator no later than the due date listed in the email. Please alert your student coordinator if you are having trouble reaching the client.

5. **Getting there.** The Estate Planning Clinic takes appointments at the House of Peace (1702 W. Walnut Street, Milwaukee), the Veterans’ Service Office (6419 W. Greenfield Ave., West Allis) and the United Community Center (730 W. Washington Ave., Milwaukee). The shuttle to the House of Peace leaves the law school promptly at 3:35 p.m. on Tuesdays and returns to the law school when the clinic ends at 6:00 p.m. The shuttle to the United Community Center leaves the law school promptly at 4:35 p.m. on Wednesdays and returns to the law school when the clinic ends at 7:00 p.m. There is no shuttle to the Veterans’ Service Office. You will need to arrange your own transportation to this site. Please arrive 15 minutes early if you are driving yourself.

   - If you miss the shuttle or are running late, text the driver:
     - Tuesdays, House of Peace: Andy @ 248-924-5800
     - Wednesdays, United Community Center: Hannah @ 715-853-5890

6. **Can’t make it to your scheduled Clinic shift?** If you must miss an assigned shift, ask another EPC volunteer if they can pick up your shift. If you need to change your schedule MORE THAN TWO WEEKS before a scheduled shift, please alert the attorney supervisor. If you need to change your schedule LESS THAN TWO WEEKS before a scheduled shift (after you’ve received client information from the student coordinator), please alert your student coordinator AND the attorney supervisor.

7. **What to wear.** Business casual attire is expected. Be neat, clean and comfortable.

   For further information, contact student coordinators:
   - Veterans’ Service Office – Richard Esparza (Richard.Esparza@marquette.edu)
   - House of Peace – Oniquca Wright (Oniquca.Wright@marquette.edu)
   - United Community Center – Alissa Thompson (Alissa.Thompson@marquette.edu)

   Attorney Supervisor: Marisa Zane (Marisa.Zane@marquette.edu)