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, contact attorney supervisor Marisa Zane. If you have previous experience with this project, you may sign up for shifts in the “Open Sign-up” tab of your pro bono account.

4. **Starting 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 attached to the email). 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 experience 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 Avenue, West Allis) and the United Community Center (730 W. Washington Avenue, Milwaukee). Because the Estate Planning Clinic begins earlier than the brief legal advice clinics at the same locations, shuttles are not available to these sites. Please arrange your own transportation and arrive 15 minutes before the start of your first appointment.

6. **Can’t make it to a scheduled shift?** If you must miss an assigned shift, ask another Estate Planning Clinic 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.** 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.

8. **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 student coordinators:
Veterans’ Service Office – Nick Harkness (Nicholas.Harkness@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)