

**Marquette Volunteer Legal Clinic**  
**Estate Planning Clinic**

Student Coordinator Description – United Community Center (UCC)

**About the MVLC Estate Planning Clinic**

The Estate Planning Clinic prepares wills, powers of attorney for finances and property, powers of attorney for health care and living wills for veterans and clients with low incomes and low-value assets. Estate planning services are provided by appointment at the Milwaukee County Veterans' Service Office from 4-6 p.m. the first and third Mondays of each month, House of Peace from 4-6 p.m. every Tuesday and the United Community Center from 5-7 p.m. every Wednesday.

**Time Commitment**

This position will begin January 23, 2019 and encompass the Spring 2019 session of the Estate Planning Clinic at the UCC, with the possibility to continue into future semesters. You are encouraged to participate in the clinic as your schedule allows either as a volunteer or by providing support to volunteers during the clinic as needed. Preference will be given to students who are available to attend clinics and who have previously volunteered with the Estate Planning Clinic. The time commitment for the position will be about 2 hours per week doing student coordinating activities and an additional 2 hours for each clinic attended. Student coordinating hours and clinic hours count as pro bono hours.

**Coordinator Duties**

The student coordinator is critical to the smooth operation and success of the Estate Planning Clinic. You will work closely with Estate Planning Clinic director Marisa Zane, and law students who volunteer at the Estate Planning Clinic. Below you will find details regarding your responsibilities for the program:

- Review the estate planning schedule two weeks before each clinic date to get information about clients scheduled at UCC.
- Email the assigned law student volunteer with information about the client, appointment and instructions for conducting a pre-appointment eligibility interview.
- Follow up with law students to make sure they have completed their client interview and submitted their client report to you within one week.
- Answer law student questions about client eligibility for the Estate Planning Clinic. Consult with the Estate Planning Clinic director to answer questions if needed.
- Review client reports and update the estate planning schedule with information about eligibility and special notes about the client's situation.
- Mail or email an estate planning questionnaire and appointment reminder letter to the client at least one week before the appointment.
- Email the completed client report to the volunteer attorney 1-2 days before the appointment.
- Attend sessions of the Estate Planning Clinic at UCC as your schedule allows. Sessions are every Wednesday from 5-7 p.m. Please arrive 15 minutes early.

**Student Coordinator Benefits**

- Earn pro bono hours.
- Gain experience in a leadership position and troubleshooting eligibility questions.
- Learn about estate planning and network with estate planning attorneys.

**Apply**

Please email your resume, availability to attend clinics and a statement about why you are interested in being a student coordinator to Marisa Zane ([marisa.zane@marquette.edu](mailto:marisa.zane@marquette.edu))