

# Marquette Volunteer Legal Clinics: Eviction Records Clean-up Clinic Training Materials for Lawyer & Law Student Volunteers

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[Link to training video](#)

## **Student and lawyer FAQs:**

[Law Student FAQ](#)

[Attorney FAQ](#)

## **Using Zoom:**

[Zoom Instructions and Tips](#)

[MBA's one-hour Zoom training session by Judge Kahn](#)

- Free for Milwaukee Bar Association (MBA) members and MVLC volunteers only.
- [Join the MBA](#) (Free for law students!)

## **Read the latest clinic updates before each shift:**

[MVLC Updates Page](#)

## **Forms and resources:**

[CCAP](#) – to confirm an eviction case has been dismissed

[MVLC Gold Guides](#) (works best in Chrome) – specifically, [Gold Guide-Eviction](#) (in LLT folder) which contains:

- [Assessment Criteria](#)
- [Substantive and Procedural Issue Checklist](#)

[MJC Internal Forms Page](#) (works best in Firefox) – where to find checklists and the motion to seal form

## **Standards for case notes:**

[Notetaking Guide](#)

## **Welcoming the client and explaining the scope of services:**

[Student Script when Greeting Clients](#)

## **Where to take notes for client and client file:**

[MVLC Client Visit Form](#)

## **After training:**

- Law students: log your pro bono hours in your [pro bono account](#).
  - o New to pro bono? Read the [Pro Bono Code of Conduct](#) to learn about pro bono accounts and other important matters.
- Lawyers: complete this [attendance form](#).

## **Contact:**

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