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 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. **Getting there.** The expungement clinics take place at a variety of locations. When you are scheduled, the location of each clinic will appear in your pro bono account. Plan to give yourself more than enough travel time when you are visiting any location for the first time. Dates of the expungement clinic through the Mobile Legal Clinic are as follows:

   - 3:45 to 6 pm Wednesday, August 28th, Washington Park, 2121 N Sherman Blvd,
   - 3:45 to 6 pm Wednesday, September 11th, Mill Road, 6431 N 76th St., 53223
   - 3:45 to 6 pm Wednesday, October 2nd, Capitol Dr., 3969 N 74th St., 53216
   - 3:45 to 6 pm Wednesday, October 16th, Atkinson St., 1960 W. Atkinson Ave, 53209
   - 3:45 to 6 pm Wednesday, October 30th, Mitchell St., 906 W. Historic Mitchell St.,
   - 3:45 to 6 pm Wednesday, November 11th, Zablocki, 3501 W. Oklahoma Ave. 53215

5. **Contacting the supervisor.** Expungement clinics held at MATC are supervised by Maggie Niebler-Brown (MNB@legalaction.org). Expungement clinics through the Mobile Legal Clinic are supervised by Megan Morrisey (megan.morrisey@wicourts.gov).

6. **What to wear.** This clinic is pretty casual. Be neat, clean, and comfortable. Please refrain from wearing gym clothes, anything sloppy, too tight, or revealing.

   For further information, contact Maggie Niebler-Brown (MNB@legalaction.org), Megan Morrisey (megan.morrisey@wicourts.gov), or Mobile Legal Clinic student coordinator, Maddie Bitto (madeline.bitto@marquette.edu)