
Free Legal Answers: Brief Legal Advice by Email FAQs For Law Student Volunteers



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, you likely need to complete the Pro Bono Code of Conduct (linked in #2 below) which contains your account credentials.
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 the semester, indicate that on the [pro bono project scheduling form](#). Once you are scheduled, your assignments will appear in [your pro bono account](#). If you are interested in joining this project mid-semester, email Angela.Schultz@marquette.edu or Kathryn.Mertz@marquette.edu.
4. **Delivery of Services.** This project involves researching the law and drafting client letters in response to questions posted on the Free Legal Answers website hosted by the American Bar Association and Wisconsin State Bar. This work is done on your own time over a week period in collaboration with Legal Action attorney JJ Moore. Read this [helpful guide](#) for additional details on the student role and resources available to you as you conduct research and draft client letters.
5. **Need to change your assignment schedule?** If your assignment schedule no longer works for you, email Dean Schultz (angela.schultz@marquette.edu) to ask for a change. Ideally, look ahead and request the change at least one week prior to your next assignment.
6. **Professionalism, bias, and confidentiality.** 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.

Be mindful of client confidentiality by taking care to avoid leaving your written work out in the open for others to see and do not share information about clients with anyone besides your supervising attorney.

For further information, read the accompanying [student guide](#) or contact Dean Schultz (angela.schultz@marquette.edu).