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 and receiving your client referral assignment.** If you are interested in this project, indicate that on the pro bono project scheduling form at the beginning of the semester. Students receive referrals to the Guardianship Clinic only upon accepting an email offer to complete an assignment. There is not a pre-set schedule for this clinic because only a handful of referrals are received every year. Read the assignment email and the attached referral packet carefully. You should begin your work as soon as possible after you receive the referral.

4. **Email communications.** You will email directly with your supervising attorney at Quarles & Brady. Only use your Marquette email address, not a personal address.

5. **Navigating the process.** Adult guardianships are paperwork intensive processes. The materials you need to successfully complete the required forms is available on the training webpage for this project. You are encouraged to send your work to Dean Schultz for an initial proofing before submitting it to your supervising attorney.

6. **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.

**Questions?**
Contact Dean Schultz at angela.schultz@marquette.edu or student coordinator Chinonso Osuji at chinonso.osuji@marquette.edu