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 signing up for this project at the beginning of a semester, indicate that on the pro bono project scheduling form located on the desk in the front of the Eisenberg Suite. Once you are scheduled, your assignments will appear in your pro bono account. If you are interested in joining this project mid-semester, sign up for shifts in the “Open Sign-up” tab of your pro bono account.

4. **Before your first shift.** Contact Donna Rauch by phone or email (see her contact information below). She will provide you with information about LegalCORPS and how to refer clients to her when needed.

5. **Getting there.** Clinics take place on the last Thursday of the month from 2:45-5pm at the Milwaukee Public Library’s main branch at 814 W. Wisconsin Ave., Room2B, a brief walk from the Law School.

6. **Can’t make it to a scheduled shift?** If you must miss an assigned shift, please contact Donna Rauch at drauch@legalcorps.org. Finding a substitute for this clinic is not necessary but would be greatly appreciated.

7. **What to wear.** This clinic will involve working with attorneys and clients directly, so please come neat, clean, and business casual. You are not expected to wear a suit for this clinic. If you volunteer for the Marquette Volunteer Legal Clinics (MVLC), the same dress attire should apply to this project.

8. **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.

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**For further information, contact:**

Donna Rauch  
Inventor Assistance Program Manager  
LegalCORPS  
drauch@legalcorps.org  
651-343-2901