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](#). You determine your schedule for this project in coordination with Maggie Niebler-Brown, the supervising attorney at Legal Action. Contact her directly at [MNB@legalaction.org](mailto:MNB@legalaction.org).

4. **Getting there.** Legal Action of Wisconsin’s office is located at in Suite 800 of 230 W. Wells Street. This is a long walk from the law school (0.8 miles one way), or a short drive with metered parking. You will work directly with a client and supervising attorney to prepare and file the necessary documents and supporting evidence for U-Visa applications.

5. **Contacting the supervisor.** If you have questions or need any supervision, please contact Maggie Niebler-Brown directly at [MNB@legalaction.org](mailto:MNB@legalaction.org).

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 at legal action: [MNB@legalaction.org](mailto:MNB@legalaction.org).