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. **Project prerequisite.** Students working with Parenting Conferences assist the dispute resolution facilitator with any family law forms that need to be completed (primarily the Stipulation & Order and the Modification Motion) once the parents have come to an end point with their conference. Students with experience in the Milwaukee Justice Center Family Law Forms Clinic will have the smoothest entry into this program, thus priority is given to those who have completed at least one full semester in the Family Law Forms Clinic.

4. **Getting scheduled.** The project runs Tuesday/Thursday from 9am-12pm at the Milwaukee Justice Center. You would be scheduled for at least 1 shift (9am-1030am; 1030am-Noon) per week. You will be given priority scheduling if you are able to stay for the entire 3-hour project, working in conjunction with the same facilitator for both conferences. 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.

5. **Getting there.** The Milwaukee Justice Center is located in Room G9 of the Milwaukee County Courthouse, 901 N. 9th Street, which is within walking distance of the Law School. You will pass through security at the courthouse. Make it easier by bringing little or nothing with you. Water bottles are allowed through security.

6. **Can’t make it to your scheduled Clinic shift?** If you must miss an assigned shift, please alert the mkejusticecenter@gmail.com.

7. **What to wear.** You will be working directly with attorneys and other professionals who are coming directly from their offices, so business casual dress is preferred.

For further information, supervising attorney Mary.Ferwerda@wicourts.gov