
Marquette Volunteer Legal Clinics

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, 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.** Clinics operate all year round even during academic breaks and exams. 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](#).
4. **Getting There.** All clinic location information is listed in your pro bono account and on our [clinics' website](#). A shuttle is available for volunteers going to the House of Peace and United Community Center clinic locations. The shuttle is a blue Marquette Community Service minivan. It picks up outside the main entrance of Eckstein Hall on Tuesdays at 3:30 PM and Wednesdays at 4:30 PM. It will be parked east of the main doors where the cement turns to blacktop. The shuttle will take you back to Eckstein Hall at the end of your shift. Please let the driver know if you will not be returning by van. The Milwaukee Justice Center is walking distance from the Law School and volunteers at the Veterans Service Office, Sojourner Family Peace Center, and Mobile Legal Clinic sites must provide their own transportation.
 - o If you miss the shuttle or are running late, text the driver, Aleina at 414-690-0564.
5. **Can't make it to your scheduled Clinic shift?** If you must miss an assigned shift, ask a fellow MVLC volunteer if they can pick up your shift. If you can't find a friend, request a substitute via the listserv at mvlcstudents@lists.marquettelaw.org. Please include the shift date, time, and location in the email's subject line. Once you find a sub, email MVLC.Law@marquette.edu with the change.
 - o Students volunteering with the **Mobile Legal Clinic** who must miss an assigned shift should ask a fellow MVLC volunteer if they can pick up the shift. If you can't find a friend, request a substitute via the listserv at mvlcstudents@lists.marquettelaw.org. Please include the shift date, time, and location in the email's subject line. Once you find a sub, email MKEMobileLegalClinic@gmail.com with the change.
6. **What to wear.** Business casual attire is expected. Be neat, clean, and comfortable. No need to wear a suit but please refrain from wearing anything sloppy, too tight, or revealing. Still unsure? Err on the side of interview-appropriate attire and shy away from working-out or going-out clothing.

For further information go to www.marquettelegalclinic.org or contact the MVLC at mvlc.law@marquette.edu.