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. **Getting There.** All clinic location information is listed in your pro bono account and on our clinic 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 and Mobile Legal Clinic sites must provide their own transportation.
   - If you miss the shuttle or are running late, text the driver:
     - Tuesdays, House of Peace: Andy @ 248-924-5800
     - Wednesdays, United Community Center: Hannah @ 715-853-5890

5. **Can’t make it to a scheduled 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.
   - 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.** 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.

7. **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.

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