Pro Bono Code of Conduct

Professionalism is required in all pro bono work. Only proceed if you are able to agree with all statements below. Indicate your agreement by initialing next to each statement.

________ 1. I understand I have a pro bono account. The username and initial password for the account are the full version of my Marquette email address. The initial password should be personalized after my first login. I can access the account at http://marquette.vsyslive.com.

________ 2. I understand my pro bono schedule will appear in my pro bono account once it is created. It is my responsibility to log into my pro bono account on a regular basis to view my shifts.

________ 3. I agree to communicate with project supervisors as soon as possible if I need to make a change to my schedule. Project supervisors are listed on the FAQ documents for each project found in my pro bono account.

________ 4. I agree to honor my commitment to pro bono service by attending all pro bono shifts as assigned. If I will be absent due to illness or unforeseen circumstances, I will communicate with the project supervisor in a timely manner. Project supervisors are listed on the FAQ documents for each project found in my pro bono account.

________ 5. I will read the FAQ document associated with the pro bono project(s) to which I am assigned. FAQ documents are available in my pro bono account and contain information including each project’s location and contact person.

________ 6. I will record my pro bono time in my pro bono account as I complete it.

________ 7. I have received and read, or will read prior to my first pro bono shift, the memo from Dean Schultz entitled The Professional Responsibilities of Law Students Engaged in Pro Bono Work. My responsibilities include, but are not limited to, protecting client confidentiality, avoiding conflicts of interest, and refraining from giving legal advice or anything that could be construed as legal advice to a client or prospective client. I will go to Dean Schultz (angela.schultz@marquette.edu) or any available supervising attorney with questions about these and other professional responsibilities.

I, the undersigned, agree to all components of the Marquette Law School Pro Bono Code of Conduct. In addition to the specific items listed on this document, I will use my own professional judgment and routinely ask for input and feedback as I develop my skills in this arena. I acknowledge that I reflect the Office of Public Service and Marquette University Law School in my interactions with clients, supervising attorneys, and other volunteers, and I will conduct myself accordingly.

____________________  ______________________  _______________
Name (Printed)                 Signature                 Date

Submit completed form by email to publicservicelaw@marquette.edu