

Pro Bono FAQs for Law Students

INTRODUCTION TO & GETTING SCHEDULED FOR PRO BONO

Students interested in doing pro bono work over the summer can get started by reading about the various [opportunities available](#). If you are interested in signing up for a project, indicate that on the pro bono project scheduling form. Once you are scheduled, your assignments will appear in [your pro bono account](#).

PRIOR TO STARTING PRO BONO

- 1. 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. **The first item listed in the code of conduct specifies the special credentials needed to log into your pro bono account.** If you have already submitted the Pro Bono Code of Conduct in conjunction with another project, you do not need to do it again.
- 2. Make sure to record all pro bono time, including training time.** Enter the time you spend being trained into [your pro bono account](#). You will want to ensure you have an accurate record of this work for future bar applications or requests for a reference. If this is your first-time logging into the account, you likely need to complete the Pro Bono Code of Conduct (linked above) which contains your account credentials.
 - Go to the “Hours Entry” tab and record your training time and all time worked.
 - Go to the “Edit My Info” tab and add your cell phone number to your profile so that you can receive automated text reminders about upcoming shifts and supervisors can reach you if needed.
 - Go to the “Upcoming Assignments” tab to see your pro bono assignments for the semester.
- 3. Attend project specific training prior to first pro bono shift.** [Training information available here](#). Make sure to also review any supplemental training materials available on that training page for your scheduled project.

PROFESSIONALISM, BIAS, & CONFIDENTIALITY

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](#).

If participating in pro bono work remotely, please use headphones and refrain from using speaker functions. If you are sharing your screen, remember the client and attorney can still see you and your browser’s tabs and bookmarks bar. Only have the appropriate bookmarks up and refrain from having any personal information on the screen. If you need a private space to work in the Law School for a pro bono shift, [request a space in the Eisenberg Suite](#).

If you write any confidential information down about a client anywhere (besides on clinic visit forms), dispose of it appropriately (i.e., a shredder).

Most pro bono work involves working with attorneys and clients directly, so please come neat, clean, and business casual. You are not expected to wear a suit.

PROJECT SPECIFIC INFORMATION

Project	Supervisor(s)	Getting There & Preparing for Your First Shift or Assignment	How to Request a Sub or Notify Supervisors of an Absence
Marquette Volunteer Legal Clinics (MVLC)			
Veterans Service Office 6401 W. Greenfield Ave., West Allis Mondays 3:45-6PM	Student Advisory Board Members act as facilitators	<u>There is no shuttle running to the VSO or House of Peace clinics in summer.</u> If you would like a shuttle ride to the UCC on Wednesday evenings, text Heidi Maier at 309-838-4245 <u>the day before your shift.</u>	Request a sub via the listserv: LS-MVLC-Students@listserv.marquette.edu
House of Peace 1702 W. Walnut St., Milwaukee Tuesdays 12:45-3PM	Katie Mertz	The blue minivan shuttle leaves from the front of the law school 30 minutes before the start of clinic, i.e., Wednesdays: UCC at 4:30PM.	Include the shift date, time, and whether the shift is remote or in-person in the email's subject line.
MJC (Family Law Clinic) In the County Courthouse, 900 N. 10 th St., Rm G-9 Wednesdays 1:15-3:30PM & Fridays 8:45-11AM	Josh Butz	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. <u>Please let the driver know if you will not be returning by van.</u>	DO NOT include confidential client or Zoom info in the request.
United Community Center 730 W. Washington St., Milwaukee Wednesdays 4:45-7PM	Angela Schultz	The Milwaukee Justice Center location of the clinic is within walking distance of the law school. Do you need to park near the courthouse? Read this.	Once you find a sub, email MVLC.Law@marquette.edu with the name of the sub. Also copy the clinic supervisor.
Milwaukee Justice Center In the County Courthouse, 900 N. 10 th St., Rm G-9 Thursdays 8:45-11AM Do you need to park near the courthouse? Read this.	Angela Schultz Mary Ferwerda	You will use clinic-provided computers.	
Zoom Clinic Mondays 12:545-3PM	Marisa Zane	For remote clinic shifts, you will be emailed a link to the Zoom clinic the day before your scheduled shift.	
Zoom Clinic for Rural Wisconsinites and Small Businesses & Nonprofits Thursdays 12:45-3PM	Katie Mertz	Make sure you have Zoom installed on your laptop.	
Mobile Legal Clinic Various times and locations	Marisa Zane	The Mobile Legal Clinic vehicle provides shuttle service to clinic sites. <ul style="list-style-type: none"> • Catch the shuttle outside the Law School main doors. • The shuttle will leave promptly 30 minutes before the shift start time listed in your pro bono account (e.g., if you are scheduled for a 2-4PM shift, the shuttle will leave promptly at 1:30PM). • Travel time to your shift should not be recorded as pro bono time. • Text Marisa Zane (414-242-0635) if you have questions about using the shuttle close to its departure time. Check your pro bono account for the name and address of the clinic host site before your shift. Plan on using street parking at most locations if you drive yourself. You will use clinic-provided computers.	

Project	Supervisor(s)	Getting There & Preparing for Your First Shift or Assignment	How to Request a Sub or Notify Supervisors of an Absence
Estate Planning Clinic Various Tuesdays or Wednesdays from 8:30-12PM at various locations	Marisa Zane	The Mobile Legal Clinic vehicle provides shuttle service to clinic sites. <ul style="list-style-type: none"> • Catch the shuttle outside the Law School main doors. • The shuttle will leave promptly at 8:15AM. • Travel time to your shift should not be recorded as pro bono time. • Text Marisa Zane (414-242-0635) if you have questions about using the shuttle close to its departure time. Check your pro bono account for the name and address of the clinic host site before your shift. Plan on using street parking at most locations if you drive yourself. You will use clinic-provided computers.	If you must miss an assigned shift, email Marisa Zane
Milwaukee Justice Center			
Family Law Forms Clinic	Kyla Motz	In-person shifts take place in Room G-9 of the Milwaukee County Courthouse (900 N. 10 th Street). Do you need to park near the courthouse? Read this . You will pass through courthouse security so bring few or no items with you (water bottles are okay). Room G-9 is on the ground floor of the courthouse. Ask the people at the security check-in to point you in the right direction. When you enter G-9, tell the person at the front desk you are there for your first shift. You will use clinic-provided computers during your shift.	If you must miss an assigned shift, ask a fellow MJC forms volunteer if they can pick up your shift. If you can't find someone or if someone will fill in for you, email mjcdivorce@gmail.com and copy Kyla Motz to let the clinic know about the change of plans.
Civil Legal Helpline	Josh Butz	Students will receive information at the beginning of each shift about the calls they should return, the resources they should offer, and whether to schedule the client for an appointment with the Marquette Volunteer Legal Clinics or the Milwaukee Justice Center Family Forms Clinic. All calls will occur through a call answering service. Supervision will be available during the entirety of your shift.	If you must miss an assigned shift, email the project supervisor.
Expungement & Pardon Clinic	Natalie Lewandowski	You will be emailed a link to the Zoom clinic the day before your scheduled shift. Make sure you have Zoom installed on your laptop.	If you must miss an assigned shift, email the project supervisor.
Adult Guardianship Forms Clinic	Marisa Zane	Shifts take place in Room G-9 of the Milwaukee County Courthouse (900 N. 10 th Street). You will pass through courthouse security so bring few or no items with you (water bottles are okay). Room G-9 is on the ground floor of the courthouse. Ask the people at the security check-in to point you in the right direction if you don't know where you are going. When you enter G-9, tell the person at the front desk you are there for your first shift. You will use clinic-provided computers during your shift.	If you must miss an assigned shift, ask a fellow Adult Guardianship Forms Clinic volunteer if they can pick up your shift. Once you find a sub, or if you can't find someone to pick up your shift, email Marisa Zane . Include the shift date and time in the email's subject line.

Project	Supervisor(s)	Getting There & Preparing for Your First Shift or Assignment	How to Request a Sub or Notify Supervisors of an Absence
Legal Action of Wisconsin			
Free Legal Answers: Brief Legal Advice by Email	JJ Moore	This project is done remotely and on your own time. Volunteers receive an email with assignments on Sunday by 8PM and will return completed drafts to the supervising attorney by Thursday at 6PM.	If your assignment schedule no longer works for you, email JJ Moore to ask for a change. Ideally, look ahead and request the change at least one week prior to your next assignment.
Consumer Debt Defense Clinic	JJ Moore	Shifts will take place at Legal Action of Wisconsin's office (633 W. Wisconsin Avenue, Suite 2000). It is a short walk from Eckstein Hall. You can report to the 20 th Floor where someone will escort you to your space on the 19 th Floor. You will use Legal Action-provided computers.	If you have questions during the semester, email the project supervisor.
Eviction Defense Project	Abrielle Newman	Shifts will take place at Legal Action of Wisconsin's office (633 W. Wisconsin Avenue, Suite 2000). It is a short walk from Eckstein Hall. You can report to the 20 th Floor where someone will escort you to your space on the 19 th Floor. Computers and phones will be provided for use during your shift.	If you must miss an assigned shift, email the project supervisor.
Student Legal Aid Project with Wisconsin Technical Colleges	Evan McCarthy	Shifts will take place at Legal Action of Wisconsin's office (633 W. Wisconsin Avenue, Suite 2000). It is a short walk from Eckstein Hall. Report to the 20 th Floor. You will select your 2-hour shift in coordination with the supervisor, Evan McCarthy, and will receive information about projects and potential client meetings before your shifts.	If you have questions during your shift or need to change your planned shift time, please email the project supervisor.
Bankruptcy Advice Clinic	JJ Moore	You will be emailed clinic information, including the conference call number, client information, and required forms before each shift.	If you must miss an assigned shift, email the project supervisor.
Sojourner Family Peace Center			
Domestic Abuse Injunction Petition Preparation with VALT (VALT: Volunteer Attorney Legal Team)	Guadalupe Figueroa Vasquez Emily Fons	A Zoom link will be emailed to all active student volunteers. Save that link and join that Zoom meeting at the start of every shift. You will find Guadalupe in that Zoom room. She will provide you with the contact information for the petitioners you will try to reach. She will also remain available to you to answer questions throughout your shift.	If you must miss an assigned shift, email the project supervisor.
Domestic Violence in Family Court: Sojourner Family Peace Center Research Project	Dr. Erin Schubert	Dr. Schubert will work individually with each volunteer to develop a schedule.	Communicate directly with Dr. Schubert as needed.