

# Pro Bono FAQs for Law Students

## INTRODUCTION TO & GETTING SCHEDULED FOR PRO BONO

All students are invited each semester to attend the Pro Bono Opportunities Lunch to learn about [opportunities available](#) and sign up to volunteer.

- If you are interested in signing up for a project at the beginning of the semester, indicate that on the pro bono project scheduling form. Once you are scheduled, your assignments will appear in [your pro bono account](#).
- If you are interested in joining a project mid-semester or for summer, email [Angela.Schultz@marquette.edu](mailto:Angela.Schultz@marquette.edu) or [Kathryn.Mertz@marquette.edu](mailto:Kathryn.Mertz@marquette.edu).

## 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. 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 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

**\*\*Masks required at all in-person clinics**

Project	Supervisor(s)	Getting There & Preparing for Your First Shift or Assignment	How to Request a Sub or Notify Supervisors of an Absence
<b>Marquette Volunteer Legal Clinics (MVLC)</b>			
<b>Veterans Service Office</b> Mondays 3:45-6PM	TBD	<p>A shuttle is available to all in-person clinic sites not within walking distance of the Law School (i.e., the Milwaukee Justice Center). The blue minivan shuttle leaves from the front of the law school 30 minutes before the start of clinic:</p> <ul style="list-style-type: none"> <li>- Mondays: VSO at 3:30PM</li> <li>- Tuesdays: HOP at 12:30PM</li> <li>- Wednesdays: UCC at 4:30PM</li> </ul> <p>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></p> <p>If you miss the shuttle or are running late, text the driver:</p> <ul style="list-style-type: none"> <li>- Mondays: ... driver information coming soon</li> <li>- Tuesdays: ... driver information coming soon</li> <li>- Wednesdays: ... driver information coming soon</li> </ul> <p>You will use clinic-provided computers.</p>	<p>Request a sub via the listserv: <a href="mailto:LS-MVLC-Students@listserv.marquette.edu">LS-MVLC-Students@listserv.marquette.edu</a></p> <p>Include the shift date, time, and whether the shift is remote or in-person in the email's subject line.</p> <p>DO NOT include confidential client or Zoom info in the request.</p> <p>Once you find a sub, email <a href="mailto:MVLC.Law@marquette.edu">MVLC.Law@marquette.edu</a> with the name of the sub. Also copy the clinic supervisor.</p>
<b>House of Peace</b> Tuesdays 12:45-3PM	<a href="#">Katie Mertz</a>		
<b>MJC (Family Law Clinic)</b> Wednesdays 1:15-3:30PM & Fridays 8:45-11AM	<a href="#">Josh Butz</a>		
<b>United Community Center</b> Wednesdays 4:45-7PM	<a href="#">Angela Schultz</a> <a href="#">Katie Mertz</a>		
<b>Milwaukee Justice Center</b> Thursdays 8:45-11AM	<a href="#">Angela Schultz</a> <a href="#">Mary Ferwerda</a>		
<b>Zoom Clinic</b> Mondays 12:50-3PM	<a href="#">Marisa Zane</a> <a href="#">Kyla Motz</a>		
<b>Zoom Clinic for Rural Wisconsinites</b> Thursdays 12:50-3PM	<a href="#">Katie Mertz</a>		
<b>Zoom Clinic for Small Business &amp; Nonprofits</b> Thursdays 12:50-3PM	<a href="#">Katie Mertz</a>		
<b>Mobile Legal Clinic</b> Various Times and Locations	<a href="#">Marisa Zane</a>	<p>The Mobile Legal Clinic vehicle provides shuttle service to clinic sites.</p> <ul style="list-style-type: none"> <li>• Catch the shuttle outside the Law School main doors.</li> <li>• 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 1:45-4PM shift, the shuttle will leave promptly at 1:15PM).</li> <li>• Travel time to your shift should <b>not</b> be recorded as pro bono time.</li> <li>• Text Marisa Zane (414-242-0635) if you have questions about using the shuttle close to its departure time.</li> </ul> <p>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.</p> <p>You will use clinic-provided computers.</p>	

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<b>Milwaukee Justice Center</b>			
Family Law Forms Clinic	<a href="#">Kyla Motz</a>	<p>In-person shifts take place in Room G-9 of the Milwaukee County Courthouse (900 N. 10<sup>th</sup> 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. 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.</p> <p>For remote clinic shifts, you will be emailed a link to the Zoom clinic before your first shift. Make sure you have Zoom installed on your laptop.</p>	<p>If you must miss an assigned shift, ask a fellow MJC forms volunteer if they can pick up your shift.</p> <p>If you can't find someone or if someone will fill in for you, email <a href="mailto:mjcdivorce@gmail.com">mjcdivorce@gmail.com</a> and copy <a href="#">Kyla Motz</a> to let the clinic know about the change of plans.</p>
Civil Legal Helpline	<a href="#">Josh Butz</a>	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	<a href="#">Natalie Lewandowski</a>	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	<a href="#">Marisa Zane</a>	Shifts take place in Room G-9 of the Milwaukee County Courthouse (900 N. 10 <sup>th</sup> 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.	<p>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 <a href="#">Marisa Zane</a>.</p> <p>Include the shift date and time in the email's subject line.</p>
Parenting Conferences	<p>Project Supervisor: <a href="#">Mary Ferwerda</a></p> <p>Student Coordinator: <a href="#">Candice Sobczak</a></p>	Shifts take place in Room G-9 of the Milwaukee County Courthouse (900 N. 10 <sup>th</sup> 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, email the project supervisor and student coordinator.

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<b>Legal Action of Wisconsin</b>			
Free Legal Answers: Brief Legal Advice by Email	<a href="#">JJ Moore</a>	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 <a href="#">JJ Moore</a> to ask for a change. Ideally, look ahead and request the change at least one week prior to your next assignment.
Chapter 7 Bankruptcy Petition Clinic	<a href="#">Jake Thorne</a>	You will be assigned a client and receive information via email so you can begin preparing the petition and other documents on the timeline set forth by Legal Action of Wisconsin staff.	If you have questions during the semester, email the project supervisor.
Bankruptcy Advice Clinic	<a href="#">Jake Thorne</a>	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.
<b>Kids Matter, Inc.</b>			
Private Minor Guardianship Forms Clinic	<a href="#">Julian Lacera</a> <a href="#">Beth Lauck</a>	<p>This clinic utilizes the Zoom platform to deliver services. Students will receive the Zoom link the day before their scheduled shift and need a computer with video capabilities for the meeting.</p> <p>Prior to their scheduled shift, students will need to spend approximately 2-3 hours on their own time preparing the initial draft of the client's guardianship paperwork, which will be emailed to the project director at least 24-hours before their scheduled shift.</p> <p>Students are also encouraged to participate in a weekly case staffing meeting with the Kids Matter Inc. team on Tuesdays from 10-11AM.</p>	If you must miss an assigned shift, email the project supervisors.
<b>Sojourner Family Peace Center</b>			
Domestic Violence Research Project	<a href="#">Dr. Erin Schubert</a> <a href="#">Angela Schultz</a>	A work plan will be developed based on your class schedule. You will coordinate directly with Dr. Schubert about your schedule for the semester. Your schedule will include trips to the nearby record center, located in Room G-9 of the Milwaukee County Courthouse which will need to occur during courthouse hours (8:30AM - 4:30PM, Monday – Friday).	Please communicate directly with Dr. Erin Schubert about scheduling needs or changes.