General Training
The general training video covers four basic points: the clinic design, the law student’s role, the lawyer’s role, and the ethical rules to consider in limited scope representation. One ethics CLE credit is available for lawyers who attend the live online training session.

Watch the latest recorded version of the training from May 14, 2021: https://youtu.be/x69C_Y_92KY

Supplemental Training Videos
The following brief videos cover some of the specifics involved in your duties at the clinic. We encourage volunteer lawyers to watch videos 1, 2, 5, and 12 (and any others that interest you) before your first shift. Law student should minimally watch videos 1-5 and 9-10 before your first shift and the remaining videos as soon as your time allows. If you have ideas about additional supplemental topics, please share your ideas with us at mvlc.law@marquette.edu.

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<thead>
<tr>
<th>Video Topic and Link</th>
<th>Material to Reference During Video</th>
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<tbody>
<tr>
<td>1 What you receive before each shift, 4 minutes</td>
<td>None</td>
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<td>2 Joining Zoom and break-out rooms, 4 minutes</td>
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<td>3 Greeting the client and reviewing the explanation of clinic services, 6 minutes</td>
<td>Student script when greeting clients</td>
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<td></td>
<td>Explanation of Clinic Services</td>
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<td>4 Completing the client intake and visit form, 14 minutes</td>
<td>The intake and visit form</td>
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<td>5 How to take good notes during the clinic: Reviewing the notetaking guide, 11 minutes</td>
<td>Notetaking Guide</td>
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<td>6 What are “forms?” The Milwaukee Justice Center’s “internal forms” website and checklists, 13 minutes</td>
<td>MJC Internal Forms</td>
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<td>7 Using the small claims forms and checklist, 12 minutes</td>
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<td>8 How to complete a fee waiver form, 13 minutes</td>
<td>Fee Waiver Form</td>
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<td>9 How to save fillable PDF’s, 5 minutes</td>
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<tr>
<td>10 How to access and use clinic “Gold Guides”, 6 minutes</td>
<td>List of Available Gold Guides</td>
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<td>MVLC Gold Guides</td>
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<td>11 How to use CCAP, 4 minutes</td>
<td>CCAP Circuit Court Case Search</td>
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<td>12 How to make referrals: The civil legal aid flyer, 6 minutes</td>
<td>Find the civil legal aid flyer on this page</td>
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Links, Links, and More Links

Links Needed During Clinic: (if these links don’t work for you, access them from **THIS PAGE** instead)
- **Student Script when Greeting Clients**
- **MVLC Client Visit Form / Small Business Clinic Visit Form / Expungements & Pardons Clinic Visit Form**
  - Make sure your computer’s browser is not set to “auto-fill” online forms otherwise clients will see names of prior clients as you type on the form
- **List of Available Gold Guides**
  - **MVLC Gold Guides** – works best in Chrome
- **MJC Internal Forms Page** – works best in Firefox
- **CCAP**

To Review Prior to Each Clinic Shift:
- **MVLC Updates Page**

To Review as Needed:
- **Notetaking Guide**
- **Zoom Instructions and Tips**
- **Law Student FAQ**
- **Attorney FAQ**

After training
- **Law Students**
  - Log your pro bono hours in your **pro bono account**. If you are new to pro bono, read the **Pro Bono Code of Conduct** to learn about pro bono accounts and other important matters.
- **Lawyers**
  - Complete this **attendance form**.
- **Check out the Brown Bag CLE Series for substantive training**
  - [https://law.marquette.edu/mvlc/brown-bag-cle-series](https://law.marquette.edu/mvlc/brown-bag-cle-series)

Contacts
- **Angela Schultz**, Assistant Dean for Public Service
- **Mary Ferwerda**, Executive Director of the Milwaukee Justice Center
- **Katie Mertz**, Director of Public Service and M-LINC Clinic
- **Kyla Motz**, Legal Director at the Milwaukee Justice Center
- **Marisa Zane**, Estate Planning Clinic Director
- **Megan Morrisey**, Mobile Legal Clinic Coordinator
- **Mindy Schroeder**, MVLC Program Assistant
- **Alexi Richmond**, Intake Coordinator at the Milwaukee Justice Center

[www.marquettelegalclinic.org](http://www.marquettelegalclinic.org)  [www.milwaukeejusticecenter.org](http://www.milwaukeejusticecenter.org)

Suggestions for Improvement
The clinics are always a work-in-progress. If you have ideas for improvements, please tell us. You can speak with any clinic facilitator directly or you can fill out this feedback form (which is also included in the detailed email volunteers receive before each shift).