YOUR FIRST SHIFT AND SHUTTLE INFORMATION

HOW DO I GET TO THE CLINIC?

There is shuttle transportation from the law school to the House of Peace (HOP) or United Community Center (UCC) sites only. Students walk to the Milwaukee Justice Center (MJC) and drive to the Veterans’ Service Office or Mobile Legal Clinic locations. You will receive information about the location of the Mobile Legal Clinic the week before your scheduled shift. You will find the schedule of the shuttle and address to each site below.

The shuttle is a minivan that has “Marquette” on the side or back. See the photo below. It will pick up outside the main entrance of the Law School, east of the doors, where the cement drive turns into blacktop. It will return you to campus at the end of your shift. Please let the driver know if you will not be returning by the van.

SITES AND SHUTTLE SCHEDULES

VETERANS’ SERVICE OFFICE (VSO), Mondays 4-6 p.m. – 6419 W. Greenfield Ave., West Allis, WI 53214
*Students provide their own transportation to this clinic.* If you need help finding the clinic, call (414) 266-1235.

HOUSE OF PEACE (HOP), Tuesdays, 3-5 p.m. or 5-7 p.m. – 1702 W. Walnut St., Milwaukee, WI 53208
*Pick-up at Law School:* 2:45, 3:20, 4:45, and 5:20
*Return to Law School:* Around 5:00-5:10 and 7:00-7:10
If you miss the shuttle, you may call the drivers directly (their cell phone numbers will be listed on the email reminders you receive). If you drive on your own, you will find plenty of free street parking. The House of Peace can be reached at (414) 933-1300.

UNITED COMMUNITY CENTER (UCC), Wednesdays, 5-7 p.m. – 730 W. Washington St., Milwaukee, WI 53204
*Pick-up at Law School:* 4:45, 5:15
*Return students to Law School:* 7-7:30
If you miss the shuttle, you may call the drivers directly (their cell phone numbers will be listed on the email reminders you receive). If you drive on your own, you will find plenty of free street parking on Washington St. or perpendicular streets, or you can park in the parking lot at 6th and Washington. Look for the Senior Center sign above the entrance.

MILWAUKEE JUSTICE CENTER (MJC or COURTHOUSE) Mondays-Wednesdays, 1:30-3:30 p.m. (Family Brief Legal Advice), Thursdays-Fridays, 2-4 p.m. – 901 N. 9th St., Room G9, Milwaukee, WI 53233
There is no shuttle to this location as it is walking distance from campus. Arrive 10-15 minutes prior to the start of your schedule to go through security. Do not bring any metal or sharp objects.

MOBILE LEGAL CLINIC (MLC) – Days, times, and locations vary.
*Students provide their own transportation to this clinic.* You will be emailed information prior to the clinic. If you need help finding the clinic, check out the Mobile Legal Clinic website [here](#).
WHAT DO I DO FOR MY FIRST SHIFT?

**VETERANS’ SERVICE OFFICE:** There is no shuttle to this clinic (see above). Enter and tell the reception desk that you are volunteering for the MVLC. Katie Mertz, MULS Assistant Director for Public Service, is your contact there.

**HOUSE OF PEACE (HOP):** When you get to the House of Peace, the person at the front desk will buzz you in. Just let them know that you are a volunteer with the MVLC. Take the elevator or stairs to the basement and follow the signs to the clinic office at the end of the hall. Mindy Schroeder, MVLC Program Assistant, or Katie Mertz, MULS Assistant Director for Public Service, are your contacts there.

**UNITED COMMUNITY CENTER (UCC):** When you get to the UCC, walk through the main entrance and straight back to the large room where the clinic is held. You can let the reception desk know that you are a volunteer with the MVLC. Mindy Schroeder, MVLC Program Assistant, and Katie Mertz, MULS Assistant Director for Public Service, are your contacts there.

**MILWAUKEE JUSTICE CENTER (MJC):** There is NO SHUTTLE to this clinic, as it is walking distance from the Law School. See the map below for the quickest walking route. Enter the courthouse off of Wells Street. You will have to go through a security check (like at the airport, but much friendlier) so refrain from taking metal or sharp objects. The clinic is held in room G9 of the courthouse, which is on the right side of the hallway on the ground floor immediately after the security check. When you arrive, tell the front desk you are there for your first shift with the MVLC and they will buzz you in and show you what you need to do. Samantha Yee or Nkaujsua Xiong (GO-shoo-ah Zhong), both at the front desk, will likely be your initial contacts. Mary Ferwerda, MJC Executive Director, and Kyla Motz, MJC Legal Director, are in the clinic both Thursdays and Fridays; Melissa Bartolomei, MJC Attorney Supervisor, is present only on Thursdays; Angela Schultz, MULS Assistant Dean of Pro Bono and Public Service, is generally there on Thursdays and Katie Mertz, MULS Assistant Director of Pro Bono and Public Service, is generally there on Fridays.

![Map of Milwaukee Justice Center](image)

**MOBILE LEGAL CLINIC (MLC):** There is no shuttle to this clinic (see above). We ask that you arrive at least 10 minutes prior to your shift to receive a short orientation to the clinic, the "bus," and the location. Be sure to wear a coat and bring gloves in the cold weather. The bus can be quite warm, but you may be moving between the bus and the intake area occasionally.
IMPORTANT CONTACTS

Mary Ferwerda
MJC Website
Mobile Legal Clinic Website
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