1. **Make sure to record all pro bono time, including training time.** Enter the time you spend being trained in the classroom or online for this project into your pro bono account. If this is your first-time logging into the account, your credentials are the long version of your Marquette email address. Change your password after the initial login.

2. **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. If you have already submitted the Pro Bono Code of Conduct in conjunction with another project, you do not need to do it again.

3. **Getting scheduled.** If you are interested in this project, indicate that on the pro bono project scheduling form. Once you are scheduled, your assignments will appear in your pro bono account. This project operates during the academic year only, not during holidays or breaks.

4. **Getting there.** The Student Legal Aid Project is located at the Milwaukee Area Technical College (MATC) in Student [S] Building on 700 W. State Street, within walking distance of the law school. The clinic is located on the second floor in room S-215.

5. **Can’t make it to your scheduled shift?** If you must miss an assigned shift, ask a fellow volunteer if they can pick up your shift. If you cannot find a friend, please alert the project director, Jill Kastner, ASAP at jxk@legalaction.org.

6. **What to wear.** No coat or tie necessary. The clinics are business casual. Be neat, clean, and comfortable.

7. **Professionalism and bias.** 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.

For further information, contact Jill Kastner (jxk@legalaction.org)