

CLINICS, JUDICIAL INTERNSHIPS AND SUPERVISED FIELDWORK PROGRAMS

2020 FALL PROGRAMS

APPLICATIONS SHOULD BE SUBMITTED BY EMAIL TO PROFESSOR THOMAS HAMMER (thomas.hammer@marquette.edu) NO LATER THAN 4:00 PM ON MONDAY, MARCH 30, 2020.

INTRODUCTION

The Marquette University Law School offers an upper level curriculum that is both rich and diverse in its offerings. Its components include traditional classroom courses, seminars, workshops, perspectives and advanced legal research courses, clinics and internships, directed studies, laws reviews and moot courts, *etc.*, each contributing in its own way to your legal education and formation as a lawyer. When planning a course of study for the remainder of your legal education, you ought to consider how each of these curricular components can best serve your professional needs. Planning is essential so that you can maximize the benefits you derive from the curriculum, take care of satisfying degree requirements and course prerequisites, and otherwise develop the competencies you will need as a lawyer.

An important and popular¹ component of the curriculum is the segment that is known as “Clinics, Judicial Internships and Supervised Fieldwork Programs.” This component has long been a part of the Marquette curriculum and takes full advantage of the Law School’s proximity to and relationship with the courts, prosecution and defense agencies, and a host of other governmental and public interest agencies. Each program is different and each offers its participants a different kind of experiential learning. In considering these programs, you ought to evaluate how they complement classroom learning, offer an opportunity to participate in lawyering activities in real-life settings, develop critical lawyering skills, build your resume, and furnish a source of references for future employment searches.

In the pages that follow, you will find a summary description of each program as well as an omnibus application form which is used to apply for a placement. **Please submit the application form and supporting materials (resumes and transcript) to Professor Thomas Hammer at thomas.hammer@marquette.edu no later than 4:00 PM on Monday, March 30, 2020.** This will allow sufficient time to analyze the applications and announce most placements prior to the general **April 6-8** registration period.

¹ In the 2019 graduating class, approximately 75% of the students participated in at least one internship and many completed more than one. On an annual basis the total enrollment of students in the fall, spring and summer internship programs often exceeds 300.

Recent Additions

The Law School is pleased to announce that the following new placements have recently been added to the internship program. They are listed here with the full details about each new program provided elsewhere in this application packet.

NEW JUDICIAL INTERNSHIPS

The Law School welcomes Wisconsin Supreme Court Justice Brian Hagedorn to the Judicial Internship Program with our appellate courts. Prior to his 2019 election to the Supreme Court, Justice Hagedorn served as a Wisconsin Court of Appeals judge in District II (Waukesha).

We also welcome Judges M. Joseph Donald and Jeffrey Davis who were recently appointed to the Wisconsin Court of Appeals.

NEW SUPERVISED FIELDWORK PROGRAMS

Governor Tony Evers' Office of Legal Counsel ... The Law School is pleased to have established an internship with Governor Evers' Office of Legal Counsel. This continues a tradition of placing our students in the Governor's Office of Legal Counsel that dates back to the administration of Governor James Doyle.

Milwaukee County District Attorney Early Intervention Unit ... This placement offers a prosecution experience working with the team of Assistant District Attorneys in the innovative Early Intervention Unit of the District Attorney's Office. This unit works with offenders who qualify for certain alternatives to criminal prosecution provided that they agree to participate in programming designed to address the underlying causes of their criminal behavior (*e.g.*, substance abuse problems).

Milwaukee County Parks Department ... In this new transactional internship, students will work with the lawyer who serves as the Contracts Manager for the sprawling Milwaukee County Park System. The Park System engages in much contracting with vendors and renters and thus there will be a heavy emphasis in this internship on contract formation and enforcement in addition to many other duties.

Mobile Legal Clinic Expungement and Pardon Clinic ... In cooperation with the Milwaukee Justice Center this outreach clinic affords students the opportunity to assist those who are seeking to expunge their criminal records or to apply to the Governor for a pardon of their prior convictions.

Racine County Expansion ...

Responding to consistent demand for Student Practice Rule internships, the Law School has established new placements in Racine County, which is located immediately south of Milwaukee County. In the 2020 fall semester internships will be available in both the Racine County District Attorney's Office and in the Office of the Wisconsin State Public Defender – Racine Trial Division. These busy offices will offer abundant opportunities for interns to work on a variety of litigation skills. These placements may be particularly attractive to 2L students who hope to participate in the Prosecutor Clinic or Public Defender Clinic in their 3L year and want to get a head start in the field of criminal practice.

Waukesha County Corporation Counsel Child Support Division ... Child support is a critical component in family law practice. In this internship students work with Waukesha County Corporation Counsel lawyers in the preparation and filing of motions, orders to show cause, and summonses and petitions to establish or enforce child support orders. They also make court appearances in these cases as authorized under the Wisconsin Student Practice Rule.

EXPERIENTIAL LEARNING CREDITS

The Law School's internship programs (clinics, judicial internships and supervised fieldwork externships) offer multiple opportunities for earning the experiential learning credits that are required of all students who commenced the study of law on and after August 15, 2015. In that regard please note the following passage from Marquette University Law School Academic Regulations § 201(6)(c):

Students commencing the study of law on or after August 15, 2015 must complete a minimum of six credits in experiential courses. Students may satisfy this requirement by completing six or more credits in the following types of courses:

Advanced Legal Research Courses
Workshops
Clinics
Supervised Field Placements
Judicial Internships – Appellate
Judicial Internships – Trial – Federal Trial Courts Only

TRANSACTIONAL LAWYERING

The Law School's internship programs have traditionally offered multiple opportunities for obtaining practical experience on the "litigation" side of lawyering. The internship program now offers a number of placements that focus more on the "transactional" side of lawyering. Students with an interest in the latter may wish to consider the following placements:

1. Blood Center of Wisconsin Office of Corporate Counsel
2. Marquette Law and Entrepreneurship Clinic
3. Marquette University Office of General Counsel
4. Marquette Legal Initiative for Nonprofit Corporations (M-LINC)
5. Medical College of Wisconsin General Counsel
6. Milwaukee City Attorney's Office (offering opportunities for both transactional and litigation experiences)
7. Milwaukee County Corporation Counsel (offering opportunities for both transactional and litigation experiences)
8. Milwaukee County Economic Development Division

9. Milwaukee County Parks Department
 10. Milwaukee Metropolitan Sewerage District Legal Department
 11. Wisconsin Department of Corrections Office of Legal Counsel
(offering opportunities for both transactional and litigation experiences)
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PUBLIC INTEREST LAWYERING

In its statement of institutional learning outcomes the Law School states among its aspirations that, upon graduation, the Marquette lawyer “will recognize the challenges confronting the poor, marginalized, and under-represented in society, consistent with the Jesuit mission.”² The Law School’s program of Clinics and Supervised Fieldwork Programs is designed to strongly support that mission while at the same time providing rich opportunities for students to acquire such vital lawyering skills as client interviewing, fact investigation and analysis, problem solving, written and oral communication, legal research, *etc.*

The many public interest internships include the following:

1. Marquette Law & Entrepreneurship Clinic
2. Public Defender Clinic
3. Mediation Clinic
4. Unemployment Compensation Clinic
5. Supervised Fieldwork: AIDS Resource Center of Wisconsin
6. Supervised Fieldwork: Catholic Charities Legal Services for Immigrants
7. Supervised Fieldwork: Centro Legal
8. Supervised Fieldwork: Disability Rights Wisconsin
9. Supervised Fieldwork: Federal Defender Services of Wisconsin
10. Supervised Fieldwork: Legal Action of Wisconsin
11. Supervised Fieldwork: Legal Aid Society of Milwaukee
12. Supervised Fieldwork: Mobile Legal Clinic Expungement and Pardon Clinic
13. Supervised Fieldwork: Midwest Environmental Advocates
14. Supervised Fieldwork: MVLC Estate Planning Clinic
15. Supervised Fieldwork: Wisconsin State Public Defender Appellate Division
16. Supervised Fieldwork: Wisconsin State Public Defender Juvenile Division
(Milwaukee)
17. Supervised Fieldwork: Wisconsin State Public Defender Trial Division
(Racine and Waukesha Offices)

² “Learning Outcomes: Marquette University Law School” (adopted by Law Faculty in 2016).

CREATING YOUR OWN INTERNSHIP

Sometimes a student will arrange to do his/her own internship with a court, governmental agency, or nonprofit providing legal services with which the Law School does not have an ongoing clinical arrangement. Some of these may qualify for academic credit if they meet the requirements imposed upon the Law School by its accrediting agencies. You should confer with Prof. Hammer to discuss the availability of credit for such special placements. There is a place on the application form to indicate these special Judicial Internship and Supervised Fieldwork Program placements. Internships for academic credit are not available with for-profit institutions, including private law firms.

WORKING AN INTERNSHIP INTO YOUR SCHEDULE

In thinking about pursuing a Clinic, Judicial Internship or Supervised Fieldwork opportunity, you should consider whether you will have time and schedule space for this type of education. The ordinary rule is that 60 hours of time must be devoted for each internship credit earned. Further, some programs like the Prosecutor Clinic, Defender Clinic, Judicial Internship: Trial Courts and the Supervised Fieldwork Programs offer the best learning opportunities to students who are able to spend blocks of time (a morning or an afternoon rather than an hour here and there) at the agency or court when the latter are conducting their business. Be sure that you have time in your schedule for all of your other obligations before enrolling in an internship; take into account your regular classes, extracurricular activities, employment and family obligations, *etc.* **You should also carefully note any scheduling advice for particular internships that is provided in these application materials and avoid conflicts with other classes and obligations.**

Most internships are offered for two credits; this means that a participating intern will need to allocate 8-10 hours each week over the course of at least 12 weeks in residence at his/her internship. Put another way, the amount of time devoted to the internship is to be evenly distributed across 12 weeks. Students in 3-credit internships will need to devote 180 hours of time evenly distributed across 12 weeks. Because of this time commitment and because of the need to make internships available to a maximum number of students, no student may participate in more than one internship in any given semester.

PROGRAM PREREQUISITES AND SELECTION CRITERIA

In order to participate in one of the Clinics, Judicial Internships or Supervised Fieldwork Programs, students must be in good academic standing (*i.e.*, not on academic probation) and, for most placements, they must have completed at least 28 credits. Programs like the Prosecutor Clinic, the Public Defender Clinic and a few others, which require that participants be certified for student practice under the Wisconsin Student Practice Rule, are limited to those who have completed 45 credits (a requirement for student practice licensing).

Most programs also have prerequisites or co-requisites. These requirements are designed to assure that participants have the background necessary for meaningful participation in an internship. Prerequisites and co-requisites are included in the descriptions of placements that follow in this application packet and/or on the application form itself.

The goal of the placement process is to match applicants with internships in which they have expressed a high priority interest and in which they have the best opportunity for an optimal internship experience. Among the factors considered in the award of placements are the following: the program priorities identified by the applicant on the application form, the applicant's preparedness for the internship(s) for which he/she has applied (including completion of specified minimum credits, satisfaction of any prerequisites or co-requisites, and overall academic performance to date), the applicant's proximity to graduation, the opportunity an applicant has already had to participate in an internship and the quality of his/her performance therein, any relevant experiences as revealed on the applicant's resume, and information provided in the optional personal statement that applicants are invited to furnish with their resumes (see application form for details on how to furnish a personal expression of interest in a particular internship).

INTERNSHIP OPPORTUNITIES FOR "RISING 2Ls"

Some internships require specialized training before students are ready to undertake participation in them. Prerequisite courses are examples of such specialized training. However, many judicial internships and supervised fieldwork programs only require completion of 28 credits; those who have completed their 1L year thus qualify for these programs.

Many rising 2Ls have successfully participated in judicial internships at the Wisconsin Supreme Court, at the Wisconsin Court of Appeals, at the Civil Division and Felony/Misdemeanor Divisions of the Milwaukee County Circuit Court, and at the federal trial courts (United States District Courts and United States Magistrate Judge Courts). Likewise, many rising 2Ls have been admitted to one of the many Supervised Fieldwork Program internships that do not have specialized requirements beyond completion of the 1L curriculum, *e.g.*, Legal Aid Society, Legal Action of Wisconsin, AIDS Resource Center, Catholic Charities Legal Services for Immigrants, Disability Rights Wisconsin, Wisconsin Department of Justice

(Office of the Attorney General), Milwaukee City Attorney's Office, the Milwaukee County Corporation Counsel, and several others.

INTERNSHIP OPPORTUNITIES FOR THE PART-TIME STUDENT

The Law School is committed to making its Clinics, Judicial Internships and Supervised Fieldwork Programs broadly available to qualified students, including those in the Part-Time Program. Achieving this goal can be challenging with respect to those part-time evening students who have substantial commitments outside the Law School during normal daytime business hours. Most courts, government agencies, and public interest law offices at which the Law School has established clinical programs close for the day at about the same time part-time students with daytime employment are available to participate in clinical work.

Despite these challenges, there are a number of placements within the clinical program that can accommodate Part-Time Program students who have a little flexibility in their daytime work schedules. The following are recommended for the consideration of those with that flexibility:

- Mediation Clinic
- Judicial Internship: Wisconsin Supreme Court
- Judicial Internship: Wisconsin Court of Appeals
- Judicial Internship: U. S. District Court and U.S. Magistrate Judge Court
- Judicial Internship: Milwaukee County Circuit Court (all divisions)
- Supervised Fieldwork: AIDS Resource Center of Wisconsin
- Supervised Fieldwork: Catholic Charities Legal Services for Immigrants
- Supervised Fieldwork: Legal Action of Wisconsin
- Supervised Fieldwork: Legal Aid Society
- Supervised Fieldwork: Marquette Legal Initiative for Nonprofit Corporations (M-LINC)
- Supervised Fieldwork: Marquette University Office of General Counsel
- Supervised Fieldwork: Medical College of Wisconsin Office of Risk Management
- Supervised Fieldwork: Milwaukee County Corporation Counsel
- Supervised Fieldwork: MVLC Estate Planning Clinic
- Supervised Fieldwork: Wisconsin National Guard Staff Judge Advocate

Part-time students with questions about these or any other components of the clinical curriculum should see Professor Hammer.

TRAVEL EXPENSES

A few of the internship programs require regular travel to Madison or certain other locations like Waukesha, Green Bay and Chicago. To assist students in financing the cost of required travel, Dean Kearney has generously approved a partial mileage reimbursement plan. Details will be provided to those who are selected for participation in these programs.

COMPENSATION

There is no monetary compensation for participation in the programs described in this registration packet.

LIABILITY RELEASE AND WAIVER

The Law School does not require participation in an internship program as a requirement for the award of the Juris Doctor degree. Students thus participate in internships as a voluntary curricular choice.

In order to be placed into an internship an applicant must execute a standard “Liability Release and Waiver” form that has been developed by the Office of General Counsel of Marquette University. A copy of the form is attached to the internship application (see page 54) and must be executed and filed with the application in order for a student to be considered for an internship placement.

GUIDANCE AVAILABLE ON ENROLLING IN AN INTERNSHIP PROGRAM

If you should have any questions whatsoever about Clinics, Judicial Internships or Supervised Fieldwork Programs, please see me. My office is located in Suite 453 on the fourth floor of Eckstein Hall. The telephone is 288-5359. The e-mail address is thomas.hammer@marquette.edu. Perhaps the best resources about these programs are current or recent participants. They will be happy to answer your questions.

Professor Thomas J. Hammer
Director of Clinical Education

CLINICS

MARQUETTE LAW AND ENTREPRENEURSHIP CLINIC

The Marquette Law and Entrepreneurship Clinic provides pro bono legal services to startup businesses and entrepreneurs in southeast Wisconsin with a focus on clients who lack access to the traditional legal marketplace. The clinic is physically located in Eckstein Hall and is directed by Professor Nathan Hammons. Students participate under the Wisconsin Student Practice Rule to counsel clients on transactional matters, such as business entity selection and formation, corporate governance, funding, business contracts, employment issues, licenses and permits, basic intellectual property matters, and real estate. The clinic is designed to advance Marquette University's mission of fostering personal and professional excellence, developing ethical and informed leaders, and service to others.

The clinic is a two-semester experience commencing in the fall semester and concluding at the end of the spring term. Participants will earn 3 credits each semester (a total of 6 credits) and must complete both semesters to earn any academic credit. During the program students will meet with, interview, and provide transactional legal services to clients under the supervision of the clinic's director or local attorneys who are assisting the clinic.

Students will also meet weekly in a classroom setting on a date at a time that Professor Hammons will establish in consultation with the class. During that time they will receive practical skills training and instruction in substantive legal areas. Topics will include client interviewing and counseling, document drafting, business negotiations, governmental filings, legal research and writing, issue spotting, client risk management, and law practice management. Students will also engage in "case rounds" (discussions about active client matters).

Credits: 6 (3 each semester)

Time Commitment: 240 hours (not including the classroom component), spread over the course of two semesters

Graded: Satisfactory/Unsatisfactory

Prerequisite: Business Associations

Prerequisite or Fall Term Co-Requisite: Law Governing Lawyers

Limited to students who have completed 45 credits (a Wisconsin Student Practice Rule Requirement)

Note: The clinic will strongly prefer students who have completed at least one course (in addition to Business Associations) in an applicable substantive area (e.g., business planning, commercial law, contract drafting, corporate finance, employment law, federal taxation, intellectual property, real estate law, or securities regulation).

Scheduling Note for the LEC: In addition to the weekly class meeting, Professor Hammons will also ask each student to pick a two- hour period sometime in the week for office hours.

Client meetings, conference calls, *etc.*, occur at mutually agreeable times throughout the week, typically during normal business hours.

Learning Objectives of the Law & Entrepreneurship Clinic

Broadly speaking, the LEC's primary learning objective is to train each student to perform as a competent, entry-level transactional attorney. More specifically, each student will be expected to perform competently in the following areas at the conclusion of the clinical experience:

- **Professionalism.** The student:
 - Identifies ethical issues and raises them with the LEC Director
 - Demonstrates ethical behavior and integrity
 - Demonstrates respect and concern for clients
 - Maintains professional relationships with clients and colleagues
 - Practices within the scope of the student's ability
 - Asks for help when needed

- **Interviewing.** The student:
 - Prepares for a client interview
 - Asks informed and relevant questions
 - Structures the interview effectively
 - Obtains complete and accurate information from the client
 - Develops professional rapport with the client

- **Counseling.** The student:
 - Communicates effectively, using non-technical language
 - Helps the client understand relevant law and options
 - Keeps the client informed throughout the project
 - Provides work product that meets the client's expectations and needs

- **Legal Analysis and Judgment.** The student:
 - Identifies the client's concerns and legal needs
 - Identifies facts relevant to the problem or opportunity
 - Conducts comprehensive and accurate legal research
 - Analyzes legal issues objectively using relevant facts and law
 - Identifies real-world implications of legal advice and practical solutions for the client

Learning Objectives of the Law & Entrepreneurship Clinic (cont)

- **Drafting.** The student:
 - Understands the key elements of transactional documents
 - Locates and uses appropriate legal forms/precedent
 - Drafts documents that the client can understand and use
 - Demonstrates attention to detail, avoiding typographical, factual, and legal errors

- **Management.** The student:
 - Determines and actively manages client expectations
 - Meets deadlines imposed by the client, supervisors, and the student
 - Revises priorities based on changing client needs
 - Understands and uses project management skills
 - Develops a plan for managing multiple projects
 - Tracks time and enters it into Clio accurately and expeditiously

- **Self-Assessment and Reflection.** The student:
 - Identifies strengths, deficiencies, and limits in the student's knowledge and expertise

MEDIATION CLINIC

Second and third year law students mediate actual civil cases in the Milwaukee County Circuit Court Small Claims Division. Under the supervision of an experienced mediator, students serve as third party neutrals in real cases in which the parties are not represented by counsel. The clinic meets every Monday morning from 9:00 a.m. to 1:00 p.m. in the Milwaukee County Courthouse. The mediation clinical experience gives students the opportunity to develop listening and problem-solving skills as well as the opportunity to work directly with persons facing a variety of legal, social, and economic problems. Students also gain experience in handling difficult parties in a mediation setting. The clinic is designed to advance Marquette University's Jesuit mission of service to those in need by assisting individuals who are struggling without professional representation in court.

The **learning objectives** of the Mediation Clinic include:

- Understanding the dynamics that lead to conflicts;
- Understanding alternative dispute resolution (ADR) processes;
- Understanding how ADR processes work in the court system;

- Understanding one's own conflict style and listening style;
- Developing enhanced communication and active listening skills;
- Facilitating negotiations and building advanced negotiation skills;
- Developing and implementing problem-solving strategies;
- Working directly with pro se litigants to resolve conflicts.

Special Note: All participants in the Mediation Clinic must complete a weekend of mediation training at the beginning of the semester on dates to be announced.

Enrollment is limited to students who have completed 28 credits.

Prerequisites: None.

Credits: 2

Time Commitment: 120 hours

Graded: Satisfactory/Unsatisfactory

UNEMPLOYMENT COMPENSATION CLINIC

This clinic is offered in cooperation with Legal Action of Wisconsin. It provides law students with training and experience in the representation of unemployment compensation claimants. Students receive classroom instruction on Thursday evenings (see class schedule for times) and additional training outside of the classroom. During the semester students observe and critique a number of unemployment insurance hearings and then go on to represent claimants in hearings conducted before administrative law judges. Under the supervision of an attorney, participants engage in client interviews, case development, witness preparation, and client representation at the administrative hearings. Client intake occurs during the evening at the Law School (from 5:30 p.m. to 7:00 p.m. or so on either Monday or Tuesday evening as determined by student availability); hearings are scheduled during daytime hours at the State Office Building, 819 North 6th Street, Milwaukee WI.

The **learning objectives** of the Unemployment Compensation Clinic include:

- A thorough knowledge of the substance of unemployment compensation law and the administrative system utilized to adjudicate unemployment compensation claims.
- Substantial experience in investigating claims, analyzing the merits of claims, and strategizing the representation of claimants before administrative law judges.

- Substantial experience in preparing for and then presenting cases before administrative law judges.
- Substantial experience in interviewing and counseling clients with unemployment compensation claims.

Classroom Component: Meets on Thursday evenings (see class schedule for times).

Graded: Satisfactory/Unsatisfactory.

Limited to students who have completed 28 credits.

Prerequisites: None.

Note # 1: The Unemployment Compensation Clinic is suitable for full-time students and for part-time students who have the flexibility to attend occasional daytime hearings.

Note # 2: A student taking the Unemployment Comp clinic for the first time earns 2 credits (a 120-hour time commitment). Involvement in this clinic may be continued in a subsequent semester for one credit (a 60-hour time commitment) with the permission of the instructor and the Director of Clinical Education.

PROSECUTOR CLINIC

The Prosecutor Clinic, which has been a part of the Law School curriculum for more than 45 years, offers students the opportunity to intern with the Milwaukee County District Attorney's Office and to participate under the Wisconsin Student Practice Rule in the prosecution of criminal cases. Interns assist state prosecutors with both felony and misdemeanor cases and they spend much of their time in the criminal courts, handling such matters as initial appearances, bail hearings, motion hearings, plea negotiations, sentencings, and court trials. Before concluding this clinical experience, many even try jury cases under the guidance of their supervising attorneys.

There are two components to the Prosecutor Clinic: the Prosecutor Workshop (a classroom experience that satisfies the Law School's "workshop" requirement) and a Supervised Fieldwork Program placement at the Milwaukee County District Attorney's Office. Students selected for the Prosecutor Clinic must enroll in both components. Each is described below.

Prosecutor Workshop. A workshop for students enrolled in the Prosecutor Clinic. Focus is on the development of lawyering skills essential for the criminal prosecutor, including those necessary for analyzing and charging cases, representing the state at initial appearances and preliminary hearings, litigating pretrial motions, negotiating plea agreements,

PROSECUTOR CLINIC (CONT)

representing the state at guilty plea hearings and sentencing proceedings, and litigating trials to the court and to the jury.

Credits: 2

Graded: Letter grade system (A, B, C, *etc.*)

Prerequisites: Criminal Law, Criminal Process and Evidence

Prerequisite or Fall Term Co-requisite: Law Governing Lawyers

Limited to students who have completed 45 credits (a Wisconsin Student Practice Rule requirement)

Class Meeting Time: Monday evenings (see class schedule for times)

The fieldwork component of the Prosecutor Clinic is part of the Law School's Supervised Fieldwork Program and is described as follows:

Supervised Fieldwork Program: Milwaukee County District Attorney's Office.

This is the fieldwork component of the Prosecutor Clinic. Students assist Milwaukee County prosecutors in the full range of activities associated with the prosecution of criminal cases. These activities may include charging cases, representing the state at initial appearances and preliminary hearings, litigating pretrial motions, negotiating plea agreements, representing the state at guilty plea hearings and sentencing proceedings, litigating trials to the court and to the jury, and preparing appellate briefs.

Credits: 4

Time Commitment: 240 hours spread over the course of two semesters

Graded: Satisfactory/Unsatisfactory

Prerequisites: Criminal Law, Criminal Process and Evidence

Prerequisite or Fall Term Co-requisite: Law Governing Lawyers

Limited to student who have completed 45 credits

The Prosecutor Clinic is a two-semester experience that begins in the fall semester and concludes at the end of the spring term. A participating student must complete the entirety of the two-semester program in order to earn any academic credit, *i.e.*, no partial credit is awarded for participation in some but not all of the program. A grand total of 6 credits will be awarded (2 for the workshop and 4 for the supervised fieldwork) upon conclusion of the two-semester program (although on final transcripts the credits for each component will be evenly divided between the fall and spring semesters).

Learning Objectives of the Prosecutor Clinic

By the conclusion of this two-semester experience it is expected that all Prosecutor Clinic interns will have achieved:

- Substantial development of lawyering skills associated with fact investigation and analysis, charging criminal cases, and courtroom advocacy in all phases of the criminal case from initial appearance to sentencing.
- Substantial development of other professional skills generally applicable in the legal profession, including written and oral communication, time and project management, the exercise of professional judgment, and adherence to professional norms.
- A thorough understanding of the law of procedure as it relates to the processing of adult criminal cases in the circuit courts of Wisconsin.
- A thorough understanding of the roles of the prosecutor in the justice system, the manner in which prosecutors exercise prosecutorial discretion, and the rules of professional responsibility that guide the work of the prosecutor.
- A deeper understanding of the substantive criminal law, especially as it relates to the more commonly enforced criminal offenses, theories of criminal liability, and defenses to criminal liability.

PUBLIC DEFENDER CLINIC

In the Public Defender Clinic students intern with the Milwaukee Office of the Wisconsin State Public Defender Trial Division and participate under the Wisconsin Student Practice Rule in the preparation and defense of criminal cases. Working under the supervision of Assistant State Public Defenders, students assist in all phases of representing the poor who are accused of crime. Their duties include interviewing clients and witnesses, researching legal issues, making court appearances, participating in plea negotiations, preparing cases for trial, and assisting at trials.

There are two components to the Public Defender Clinic: the Public Defender Workshop (a classroom experience that satisfies the Law School's "workshop" requirement) and a Supervised Fieldwork Program placement in the Trial Division of the Wisconsin State Public Defender's Office in Milwaukee. Students selected for the Public Defender Clinic must enroll in both components. Each is described below.

Public Defender Workshop. A workshop for students enrolled in the Public Defender Clinic. Focus is on the development of lawyering skills essential for the criminal defense attorney, including those necessary for case investigation and analysis, representing

defendants at initial appearances and preliminary hearings, litigating pretrial motions, negotiating plea agreements, representing defendants at guilty plea hearings and sentencing proceedings, and litigating trials to the court and to the jury.

Credits: 2

Graded: Letter grade system (A, B, C, *etc.*)

Prerequisites: Criminal Law, Criminal Process and Evidence

Prerequisite or Fall Term Co-requisite: Law Governing Lawyers

Limited to students who have completed 45 credits (a Wisconsin Student Practice Rule requirement)

Class Meeting Time: Thursday evenings (see class schedule for times)

Learning Objectives of Public Defender Workshop

- Develop lawyering skills essential for effective representation of defendant's in criminal cases.
- Develop a substantial knowledge of fundamental areas of expertise required for the correct and complete analysis of criminal case
- Develop the skills necessary to conduct hearings at every critical stage of a criminal case including initial appearances, preliminary hearings, pretrial motions, jury trials and sentencing.
- Develop an understanding and competence in effective advocacy skills.

The fieldwork component of the Public Defender Clinic is part of the Law School's Supervised Fieldwork Program and is described as follows:

Supervised Fieldwork Program: Wisconsin State Public Defender Trial Division. This is the fieldwork component of the Defender Clinic. Students are teamed with Assistant State Public Defenders and assist them in providing the full range of defense services to the poor who are accused of crime. Their duties include interviewing clients and witnesses, researching legal issues, making court appearances, participating in plea negotiations, preparing cases for trial, and assisting at trials and sentencing proceedings. They may also assist in the representation of clients who are facing revocation of probation or other forms of community supervision in an administrative law setting.

Credits: 4

Time Commitment: 240 hours spread over the course of two semesters

Graded: Satisfactory/Unsatisfactory

Prerequisites: Criminal Law, Criminal Process and Evidence

Prerequisite or Fall Term Co-requisite: Law Governing Lawyers

Limited to student who have completed 45 credits

PUBLIC DEFENDER CLINIC (CONT)

Learning Objectives of Public Defender Clinic Supervised Fieldwork

Public Defender Clinic interns will:

- Handle actual criminal cases from charging through all pretrial stages to their conclusion under the appropriate supervision.
- Develop a solid knowledge of and experience in the mechanics of handling cases in court.
- Develop courtroom advocacy skills, especially in contested settings.
- Develop a professional approach in working directly with clients, especially those who require significant attention due to the combined effects of chronic poverty, mental illness, substance abuse and experience with the criminal justice system.

The Public Defender Clinic is a two-semester experience that begins in the fall semester and concludes at the end of the spring term. A participating student must complete the entirety of the two-semester program in order to earn any academic credit, *i.e.*, no partial credit is awarded for participation in some but not all of the program. A grand total of 6 credits will be awarded (2 for the workshop and 4 for the supervised fieldwork) upon conclusion of the two-semester program (although on final transcripts the credits for each component will be evenly divided between the fall and spring semesters).

JUDICIAL INTERNSHIP PROGRAMS

Judicial Internship programs are grouped into two categories: Appellate Courts and Trial Courts. Each of these popular programs offers students an opportunity to participate in the work of the judiciary through assignment to a specific appellate or trial court chambers. For those who might consider clerking after graduation, this is an opportunity to get a glimpse at what clerking entails; this is especially true in the appellate court programs and in the federal trial court programs. For others, the chance to be a working member of a court staff and to observe first-hand the business of judging can be an invaluable educational experience that helps prepare them to function effectively in the courts as practicing lawyers.

There is a classroom component to the Judicial Internship programs. This class meets on Thursdays during the noon hour throughout most of the semester.

A student may participate in both the Appellate Courts program and the Trial Courts program, though not at the same time.

EDUCATIONAL OBJECTIVES OF THE JUDICIAL INTERNSHIP PROGRAM

While the experience of each judicial intern will vary depending upon the type of court in which the student works and the judge/justice to whom the student is assigned, the Judicial Internship Program is intended to afford each of its participants the following educational opportunities:

- Exposure to new substantive areas of the law (or exposure to familiar areas of substantive law but at a more sophisticated level)
- An understanding of the court system in which the student works and the procedures utilized to advance cases through that system
- An immersion in the law of procedure (civil, criminal or appellate)
- Refinement of legal research skills
- Enhancement of legal writing skills
- Exposure to the process of judicial decision-making and an understanding of those attributes of effective lawyering that materially advance the position of litigants before the court

JUDICIAL INTERNSHIP: APPELLATE COURTS

(2 credits)

The Judicial Internship - Appellate Courts is a one-semester program available to 2L and 3L students. It is offered each semester. Placements are available with the United States Court of Appeals for the Seventh Circuit (Milwaukee Chambers of Judge Diane S. Sykes and at the Headquarters of the Court in Chicago), with justices of the Wisconsin Supreme Court, and with the judges of District I (Milwaukee) and District II (Waukesha) of the Wisconsin Court of Appeals.

Credits: 2

Duration of Internship: One Semester

Time Commitment: 120 Hours (including time spent in the classroom component)

Grade: Satisfactory/Unsatisfactory

Prerequisites: Civil Procedure; Legal Analysis, Writing & Research 1 & 2

Limited to students who have completed 28 credits.

Special Notes on Appellate Court Placements

(a) **Wisconsin Supreme Court.** Almost all of the work for a Wisconsin Supreme Court internship may be done in Milwaukee, though attendance at periodic meetings at the Court's chambers in Madison is required. The frequency of these meetings varies by chambers with most chambers requiring a presence at the court at least once each week. Most students also try to observe oral arguments at the court for the cases on which they have worked. This internship is principally a legal analysis and legal writing experience in which students prepare bench memos for upcoming oral arguments and perform such other research or opinion drafting as assigned. Supervisory feedback is received primarily from the assigned justice's law clerk.

Notes: (1) A student participating in the Wisconsin Supreme Court judicial internship may not simultaneously be employed in a law-related position. (2) Because so much of the student work in this program may be done locally, several part-time students have successfully participated in the Supreme Court Judicial Internship.

(b) **Wisconsin Court of Appeals.** This internship is principally a legal analysis and writing experience, as students generally work on draft opinions for the judges, although other research assignments and technical work on the court's opinions may be given. As in the supreme court internships, the intern's principal contact is the judge's law clerk. Placements are available with District I and District II of the court. Because so much of this internship involves working on court opinions, most of the intern's work will be done at the court's chambers. (District I is located in the Plaza East office tower at 330 East Kilbourn Avenue in downtown Milwaukee; District II is located just off interstate highway I-94 in Waukesha County.)

(c) **Hon. Diane S. Sykes, United States Court of Appeals for the Seventh Circuit.** U.S. Circuit Judge (and former Wisconsin Supreme Court Justice) Diane S. Sykes maintains her chambers in the U.S. Courthouse at 517 East Wisconsin Avenue in Milwaukee. Generally, interns prepare bench memoranda which the judge uses to prepare for oral arguments and they perform such other research assignments and technical work on opinions as may be requested of them. They also typically observe at least one session of oral arguments at the Seventh Circuit's headquarters in Chicago. This internship is principally a legal analysis and legal writing experience. Most of the work for this internship may be done other than at Chambers; this placement is thus attractive for both full-time and part-time students. The workflow in this internship varies according to the times when Judge Sykes is scheduled to hear oral arguments. Thus, there are busy segments to this internship when oral argument days are approaching and other segments when the workload is not as demanding. **Note: A student participating in this federal judicial internship may not simultaneously be employed in a law-related position.**

(d) **Judicial Internship at the Headquarters of the United States Court of Appeals for the Seventh Circuit.** In this placement students intern at the headquarters of the Seventh Circuit in downtown Chicago. They are supervised by the attorney who serves as Counsel to the Circuit Executive. Duties include screening new appeals for federal appellate and subject matter jurisdiction and researching jurisdictional issues, attending oral arguments at the Court, observing the mediation program in the Court's Settlement Unit, and assisting with such other research projects as may be assigned by the supervising attorney. In order to maximize the benefits of this internship, the student must be able to spend one day per week at the Court's headquarters in downtown Chicago (a short walking distance from the Amtrak Station). The Court schedules oral arguments throughout the week, though Tuesdays and Wednesdays seem to be the best days for the intern to observe oral arguments (a critical component of this internship). **Note: A student participating in this federal judicial internship may not simultaneously be employed in a law-related position.**

JUDICIAL INTERNSHIP: TRIAL COURTS

(2 credits)

In the Judicial Internship: Trial Courts program, students intern with a United States District Judge, a United States Magistrate Judge, a United States Bankruptcy Judge, or a judge in one of the many divisions of the Milwaukee County Circuit Court.

Credits: 2

Duration of Internship: One Semester

Time Commitment: 120 Hours (including time spent in the classroom component)

Grade: Satisfactory/Unsatisfactory

Limited to students who have completed 28 credits

Prerequisites for specific trial court placements are noted on the application form.

Special Notes on Trial Court Placements

Wisconsin Circuit Courts: Placements in state trial courts are ordinarily with judges of the Milwaukee County Circuit Court. With the exception of Children's Division judges whose courts and chambers are located in Wauwatosa, all of the state court judges are located within two blocks of the Law School. Internship placements in the state circuit court may be available in the following specialized divisions of the circuit court: Civil (including both large claims and small claims), Felony, Misdemeanor, Children's (where juvenile delinquency cases and cases involving abused/neglected children are heard), and Family (primarily divorce cases).

Preparation for Prosecutor and Public Defender Clinics: Students who intend to apply for positions in the Prosecutor Clinic and in the Public Defender Clinic will find that participation in a Judicial Internship in the Felony or Misdemeanor Division of the Milwaukee County Circuit Court is a great way to transition into the local criminal justice system and to prepare for a successful internship in the Milwaukee County District Attorney's Office or in the Office of the Wisconsin State Public Defender Trial Division.

Circuit Court internships are not principally legal analysis and legal writing experiences, but rather are opportunities to develop litigation skills by active observation of proceedings in the courtroom and judge's chambers. The judges who participate in this program are generous in

spending time with their interns to discuss the matters on the court's docket and the proceedings observed by the students, such as motion hearings, pretrial conferences, trials to the court or jury, *etc.* Some research and writing may be involved, depending upon the judge and the division in which the student works. In the Circuit Court program placements are made according to the preferences expressed on the application form, *e.g.*, Felony Division, Civil Division, Family Division, Children's Division, *etc.*

Scheduling Note for Circuit Court Internships: Circuit Court internships are most valuable if a student is available to be at the court in 2-3 hour blocks of time. This allows for meaningful opportunities to observe court proceedings and those that occur in chambers. Circuit courts tend to have busier and more interesting calendars in the early part of the week; in many branches the Friday calendar can be somewhat light. Thus, Fridays should ordinarily be avoided. For those interested in clerking with the **Civil Division**, it should be noted that most Civil Division judges hear motions on Monday mornings; it is particularly useful for students to be available at that time because much of their work involves motions and this is the time when those motions are litigated. Most circuit courts are closed each day between 12:00 noon and 1:30 p.m. for lunch.

Note: Although most placements in the circuit court program are with judges in Milwaukee County, **a student could also arrange for such a trial court internship with a judge in another jurisdiction** subject to the approval of Professor Hammer. If you are interested in an out-of-town circuit court placement, please see Prof. Hammer.

United States District Courts. These federal trial court internships involve placements with the U. S. District Judges who preside in the United States District Court for the Eastern District of Wisconsin. These judges' calendars involve civil, criminal and administrative law cases. With the exception of U.S. District Judge William C. Griesbach (who sits in Green Bay), the participating judges have chambers located in the Federal Courthouse at 517 East Wisconsin Avenue in downtown Milwaukee.

Internships with the federal trial courts are principally research and writing experiences. Students work on opinions and orders and they perform such other research as may be requested by the judge and the judge's clerks. They also observe proceedings in the courtroom when the judge is on the bench and proceedings in chambers when invited to do so. This internship is an excellent introduction to the workings of the federal district courts. **Note: A student participating in this federal judicial internship may not simultaneously be employed in a law-related position.**

Special note regarding the placement with Judge Griesbach: Though judicial interns in this program will need to meet periodically with the judge and his staff in Green Bay, the research and writing assignments that are a major component of this internship can be done locally. This arrangement with Judge Griesbach may make this placement particularly attractive to part-time students with the flexibility to travel to Green Bay (typically once per week). Judge Griesbach is generous in spending time with the students when they are in Green Bay and he is very accommodating with respect to the travel aspects of this internship.

United States Magistrate Judges. Placements will also be available with the United States Magistrate Judges who sit in the Eastern District of Wisconsin. In the federal system magistrate judges hear civil cases (including jury trials) with the consent of the parties, conduct preliminary proceedings in criminal cases (initial appearances, bail hearings, pretrial motion hearings, *etc.*), handle certain administrative agency appeals, and provide such other assistance to the district judges as authorized by law (including mediation services). Interns typically work with both the judge and the judge's law clerk(s). The work includes both legal analysis and writing as well as courtroom and chambers observations. **Note: A student participating in this federal judicial internship may not simultaneously be employed in a law-related position.**

United States Bankruptcy Court. In this program students attend courtroom hearings, chambers proceedings, and Sec. 341 hearings before the U.S. Trustee. They also perform such research and writing on issues in bankruptcy law as may assigned by the court. This internship is particularly useful for those with an interest in creditor-debtor law. There is typically a considerable opportunity to discuss the cases with the judge. **Note: A student participating in this federal judicial internship may not simultaneously be employed in a law-related position.**

SUPERVISED FIELDWORK PROGRAMS

(2 credits unless noted otherwise)

The Supervised Fieldwork Program was established by action of the Law School faculty in January, 1986. It is designed to offer students an opportunity for experiential learning in a wide variety of governmental agencies and in public interest organizations that provide legal services to those who are poor, marginalized, or otherwise underrepresented in society. Students work under guidance from agency lawyers and under the general supervision of faculty members. The program is designed to provide practical learning experiences in virtually every area of law practice.

In contemporary legal education there is a significant emphasis on what is known as *experiential learning*. The legal profession expects that law school graduates will have already made substantial progress in the acquisition of critical lawyering skills. At Marquette the opportunity for skills development occurs in multiple venues. One of those venues is the workshop curriculum. Another is the Supervised Fieldwork Program. In Supervised Fieldwork there are abundant opportunities (depending upon the particular program) for the acquisition of such critical skills as interviewing and counseling, fact investigation and analysis, problem solving, written and oral communication, dispute resolution, litigation advocacy, time and project management, legal research, *etc.* Importantly, the Supervised Fieldwork intern develops these skills in authentic settings: they are working on real cases involving real people under the direct supervision of practicing lawyers.

LEARNING OBJECTIVES OF THE SUPERVISED FIELDWORK PROGRAM

While the experience of each Supervised Fieldwork Program intern will vary depending upon the nature of his/her placement, it is nonetheless possible to articulate the following statement of educational objectives that are generally applicable in every internship setting. It is anticipated that each intern will have the opportunity for:

- Exposure to new substantive areas of the law (or exposure to familiar areas of substantive law but at a more sophisticated level)
- An immersion in the law of procedure and in the legal and organizational processes employed by the agency to accomplish its work
- The acquisition of specific lawyering skills that are relevant to the particular internship and which are articulated at the outset and measured throughout the internship
- The development of the habit of reflection and continuous self-assessment of the intern's professional growth

- The acquisition of time management and planning skills
- The assessment of one's ability to work effectively in the legal profession and the development of one's confidence in his/her ability to do so
- The identification of ethical issues that arise in the internship setting and the methods for resolving those issues

General Requirements of the Supervised Fieldwork Program

Credits: 2 (unless noted otherwise)

Duration of Internship: One Semester

Time Commitment: 120 hours for 2-credit internships; 180 hours for 3-credit internships; 240 hours for 4-credit internships

Grade: Satisfactory/Unsatisfactory

Limited to students who have completed 28 credits (though a few Student Practice Rule placements require completion of 45 credits).

Other prerequisites/co-requisites are catalogued below in the "Special Notes" section.

NOTE: There is no weekly classroom component in the Supervised Fieldwork Program. Instead students must be available for a few prescheduled group meetings which typically occur during the noon hour at the Law School. There are also a few individual meetings with the faculty supervisor assigned to each program.

Special Notes on Supervised Fieldwork Program Placements

AIDS Resource Center. The AIDS Resource Center of Wisconsin, which has recently been renamed Vivant Health Legal Services Program of Wisconsin, is the largest AIDS resource provider in the State of Wisconsin. In addition to legal services, it provides numerous other services including medical care, dental care, mental health care, social services, housing services, and AIDS prevention services.

In this public interest internship students assist staff lawyers in the representation of clients in a variety of legal matters. These typically include estate planning, discrimination in employment, housing and public accommodations, social security disability, insurance, guardianships, evictions and bankruptcies. Principal activities include interviewing clients, conducting legal research, document drafting, *etc.* *Prerequisite: Civil Procedure.*

Blood Center of Wisconsin Office of Corporate Counsel. For more than 65 years, the Blood Center of Wisconsin (www.bcw.edu) (now formally known as Versiti Blood Center of Wisconsin) has advanced patient care and scientific understanding. It has helped provide a safe supply of blood to hospitals and saved and enhanced lives through blood drives and the Wisconsin Donor Network and Wisconsin Tissue Bank. Its Diagnostic Laboratories help doctors detect rare diseases and the Blood Research Institute is continually discovering innovative new diagnosis methods, treatments and cures. It is part of the Versiti consortium.

This internship is under the direct supervision of the Executive Vice-President and Corporate Compliance Officer of the Blood Center of Wisconsin, whose office is located just two blocks west of the Marquette campus at 638 North 18th Street. Though the work of the Blood Center is medical in nature, this is **not** a health law internship. Rather, it is a **corporate counsel internship** providing interns a first-hand experience in the work of in-house counsel. Thus, the students will have an opportunity to work on such matters as contract management (including review, negotiation, execution and implementation of contracts), corporate governance, internal and external audit activities, mergers and acquisitions, regulatory compliance, *etc.* *Prerequisite:* Contracts. *Preferred but not required:* Business Associations and Contract Drafting.

Brown County District Attorney's Office. This is a Student Practice Rule clinical placement for those interested in acquiring courtroom experience in the context of a state prosecutor's office. The office is located in Green Bay, Wisconsin. Students will assist the Assistant District Attorneys in the various phases of a criminal case from charging to sentencing. Once certified under the Wisconsin Student Practice Rule the students will have the opportunity to develop courtroom advocacy skills by appearing on the record in a variety of court proceedings. *Prerequisites: Criminal Process and Evidence. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

Catholic Charities Legal Services for Immigrants. Catholic Charities is a nonprofit organization operating under the auspices of the Archdiocese of Milwaukee. The agency provides family-based immigration services, represents clients in removal proceedings, assists clients apply for asylum, helps victims of domestic violence obtain permanent residence under the Violence Against Women Act, and helps victims of crime to apply for "U" visas. Under the supervision of agency lawyers, the interns interview clients, assist in the preparation of relevant documents, research legal issues pertinent to immigration law, and perform such other case-related tasks as may be necessary. Some may attend or assist at immigration hearings in Chicago. Though not required, knowledge of Spanish can be useful in this internship. *Prerequisite: Immigration Law preferred but not required. Catholic Charities lawyers will provide instruction on the aspects of immigration law relevant to this internship.*

Scheduling Note for Catholic Charities: The agency provides free consults throughout the day on Wednesday; many of these consults lead to intakes of new cases for the organization. Wednesdays are thus good days to be present in the office.

Centro Legal. Centro Legal is a nonprofit organization located on the south side of Milwaukee that provides low-cost legal services to low-income residents. At the present time the focus of the agency's work is upon family law litigation (representing victims of domestic violence in such proceedings as divorce, child custody and placement, *etc.*) and the defense of misdemeanor criminal cases. For the 2020 fall semester it is expected that the emphasis will be upon family law litigation. However, if a student is interested in working on the defense of misdemeanor cases, there should be opportunities for this kind of legal work as well. Students will be certified under the Wisconsin Student Practice Rule so that they may make on-the-record appearances in court on behalf of their clients. The majority of Centro Legal's clients are English speaking; knowledge of Spanish is not required. *Prerequisite: Any family law coursework is preferred but not required. For those with an interest in defending misdemeanor cases, Criminal Process is a prerequisite. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

Disability Rights Wisconsin. Disability Rights Wisconsin is a private nonprofit organization that was founded in 1977. Designated by the Governor to ensure the rights of all state citizens with disabilities through individual advocacy and system change, DRW is part of a national system of federally mandated independent disability agencies. Disability Rights Wisconsin serves people of all ages, including people with developmental disabilities, people with mental illness, people with physical or sensory disabilities, and people with traumatic brain injury.

In this internship students assist agency lawyers with research, drafting pleadings, fair hearings, investigations, court actions, client interviews, policy and legislative advocacy, *etc.* They are assigned to one of two teams of lawyers: the Community and Institutions team (Medicaid and Family Care benefits, abuse and neglect in institutions, guardianships and protective placements, mental health advocacy, *etc.*) or the Schools and Civil Rights team (special education, employment discrimination, reasonable accommodations, *etc.*)

Scheduling Note for Disability Rights Wisconsin: Agency staff members meet on Monday afternoons for their weekly strategy sessions. This is a great time for interns to be present.

Federal Defender Services of Wisconsin. Federal Defender Services of Wisconsin is located in the federal courthouse at 517 E. Wisconsin Avenue in downtown Milwaukee. This community defender organization provides defense services for indigents accused of committing federal crimes in Wisconsin. Interns work directly with the federal defenders in representing their clients. Activities include legal research and writing, assisting in case analysis and preparation, and accompanying supervising lawyers to federal court. *Prerequisites: Criminal Law, Evidence, and Criminal Process.*

Fond du Lac County District Attorney's Office. This is a Student Practice Rule clinical placement for those interested in acquiring courtroom experience in the context of a state prosecutor's office. The office is located in Fond du Lac, Wisconsin (about 60 miles north of Milwaukee). Students will assist the Assistant District Attorneys in the various phases of a criminal case from charging to sentencing. Once certified under the Wisconsin Student Practice Rule the students will have the opportunity to develop courtroom advocacy skills by appearing

on the record in a variety of court proceedings. *Prerequisites: Criminal Process and Evidence. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

Scheduling Note for Fond du Lac DA: Fridays should be avoided.

Internal Revenue Service. This internship is actually with the Office of Chief Counsel for the United States Department of the Treasury. Student interns typically assist attorneys assigned to the Milwaukee office with pretrial assignments involving research, drafting opinions and memoranda, and general tasks associated with preparing cases for trial before the United States Tax Court. If the Tax Court is sitting during the internship, the students may have an active role in presenting cases to the Court. Other duties include assisting attorneys with reviewing the merits of refund litigation, furnishing legal advice necessary to protect and collect tax claims of the United States (which may involve matters pertaining to bankruptcy, administrative summonses, liens, levies, decedents' estates, *etc.*), and perhaps evaluating potential criminal tax prosecutions. *Prerequisite: Federal Income Taxation.*

Scheduling Note for IRS Internship: Morning and early afternoon internship hours are recommended.

Legal Action of Wisconsin, Inc.: Legal Action of Wisconsin, with offices located at 230 West Wells Street in downtown Milwaukee, provides legal representation in discreet practice areas to low income individuals and others to whom access to the justice system might otherwise be denied. Some students will be assigned to work with Legal Action lawyers who handle **Senior Law** matters (including public benefits, housing, and Medicare/Medicaid issues). Others may work in the **Housing** unit (which handles such matters as eviction defense, abusive landlord practices, housing conditions and habitability, access to affordable housing, and other issues affecting tenants in subsidized housing). Finally, there will be a placement in Legal Action's new **Support Services for Veterans' Families** program which is designed to provide support for veterans and their families who are homeless or facing homelessness. [Legal Action of Wisconsin is partnering with the Center for Veterans Issues to provide free civil legal services to qualifying, low-income veterans; these services include evictions and housing matters, securing benefits, resolving municipal warrants and civil tickets, restoring driver's licenses, re-entry legal services, and child support adjustments.]

On the application form students may indicate their preferences for assignment to these various Legal Action programs. *Prerequisite: Civil Procedure.*

Scheduling Note for Legal Action of Wisconsin: The **Housing** unit does intake interviews on Monday and Thursday mornings (starting at about 9:00 a.m.); Fridays should be avoided in the Housing Unit. The lawyers in the **Senior Law** division hold informative staff meetings on Wednesday mornings (starting at about 10:00 a.m.) in which the interns can participate if available; further **Senior Law** does intake of new clients on Tuesday mornings and Friday afternoons. Intake offers an opportunity to develop interviewing and fact investigation skills. Wednesdays are recommended for

interns in the **Support Services for Veterans Program**; Fridays should be avoided in the Veterans Program.

Informative Website: www.legalaction.org

Legal Aid Society of Milwaukee. For 100 years the Legal Aid Society of Milwaukee has furnished a wide variety of civil legal services to low income clients in the Milwaukee area. At its downtown office agency lawyers represent clients in diverse practice areas, including landlord-tenant, consumer/predatory lending, fraudulent practices involving mortgages, elder law, health law (including SSI disability and Medicare/Medicaid matters), legal problems confronting the homeless, tax and bankruptcy (*including some innovative litigation to discharge student loan debt on the basis of financial hardship*), mental health commitments, and certain civil rights actions. Several lawyers in the downtown office also provide guardian ad litem representation in the Family Division of the Circuit Court to children in the context of divorce, custody and paternity proceedings.

At its office in the Vel Phillips Juvenile Justice Center in Wauwatosa, Legal Aid lawyers serve as guardians ad litem for children who are abused or neglected. They function in this capacity in Children in Need of Protection or Services (“CHIPS”) cases and in Termination of Parental Rights (“TPR”) proceedings.

Depending on agency requirements and intern interests, students may serve in a number of different service areas within LAS or concentrate in one area. Whether at the downtown office or at the Juvenile Justice Center, students assist Legal Aid Society lawyers in the full range of activities performed by those lawyers. Their activities can include case investigation, legal research, interviewing clients and witnesses, providing assistance with regard to matters in litigation, attending court proceedings, and drafting documents/briefs for both trial and appellate courts. *Prerequisite for all Legal Aid Society internships: Civil Procedure.*

Informative Website: <https://lasmilwaukee.com>

Special Information about Legal Aid Society Internships:

1. The application form allows students to apply for placement in one or more of Legal Aid’s various divisions and to prioritize their preferences.
2. Interns on general assignment in the downtown office may have the opportunity to participate in client intake interviewing if they are at the office on Monday and Wednesday afternoons. This is a popular opportunity to work on interviewing skills and to become involved in client representation from the outset of the cases.
3. The intern assigned to the downtown Family Law Program must be eligible for student practice licensing (45 credits completed before internship commences). This requirement is essential because this intern will have the opportunity to spend a considerable amount of time in court appearing on the record. The best opportunities for in-court time occur on Tuesday and Wednesday mornings. Fridays should be avoided.

4. Interns assigned to the Guardian ad Litem Division at the Children's Court may have the opportunity to appear on the record in court if they are eligible for licensing under the Wisconsin Student Practice Rule. Student Practice Rule licensing requires that the intern have already completed 45 law school credits. It is not a requirement for the GAL Division.
5. The intern selected for Legal Aid's bankruptcy unit must be available to participate in at least one of the two intake sessions that occur weekly on Monday and Wednesday afternoons. Creditor-Debtor Law is a prerequisite for placement in the bankruptcy unit. Interns in the bankruptcy unit may have the opportunity to work on innovative litigation involving the discharge of student loans in bankruptcy because of financial hardship.

Marquette Legal Initiative for Nonprofit Corporations (M-LINC). The Marquette Legal Initiative for Nonprofit Corporations (M-LINC) offers free brief legal assistance to Wisconsin nonprofits and organizations seeking tax exempt or nonprofit status. M-LINC interns work with the M-LINC Director and volunteer attorneys to answer clients' nonprofit legal questions. Experiences in this internship will include legal research and document review. There will be ample opportunities for client interviewing and advising within the clinic setting.

Scheduling Note for M-LINC Internship: Interns **must** be available on Wednesdays from 2:00 p.m. to 4:00 p.m. when client clinics take place at the Law School. Interns may not enroll in another class that meets during this time period.

Marquette University Office of General Counsel. This is a **transactional in-house counsel** internship under the direction of the Associate General Counsel. It offers an opportunity for the development of practical lawyering skills associated with contract drafting, real estate transactions, leases, construction law, and other corporate duties. This internship may also include some *intellectual property* if the intern is interested in working on the commercial side of IP (*e.g.*, trademarks and licensing agreements). The General Counsel will attempt to align assignments to track the intern's specific transactional interests. *Prerequisite:* Business Associations.

Medical College of Wisconsin Office of General Counsel. The Medical College of Wisconsin is an enormous institution with over 5,000 employees located in Wauwatosa, Wisconsin. The attorneys in the Office of General Counsel provide a wide range of legal services to the College touching on multiple areas of legal practice, including contract law, labor and employment law, education law, intellectual property and tech transfer law, and several others. This is **not** a health law internship, but rather an opportunity to work in-house in a broad corporate counsel practice setting. Interns will have an opportunity to work on a variety of transactional lawyering skills and the staff attorneys will attempt to assign students to work in one or more of the practice areas listed above according to the students' preferences. *Prerequisite:* Contract Drafting. Other business or intellectual property classes are preferred *but not required*.

Scheduling Note for MCW Office of General Counsel: Fridays should be avoided when planning your internship hours.

Medical College of Wisconsin Office of Risk Management. This is a **health law internship focused principally on health care provider liability.** The Medical College of Wisconsin employs over 1,000 physicians as members of its faculty. These doctors staff such medical facilities as Froedtert Hospital and Children’s Hospital of Wisconsin. Lawyers in the College’s Office of Risk Management, which is located in Wauwatosa, provide legal advice to physicians and to the College in matters involving allegations of medical negligence. They also provide legal advice intended to proactively prevent claims. The office responds to legal issues that may arise during the course of treatment, assists in the development of policy to minimize risk, and periodically addresses medical ethics concerns. *Preference will be given to students who have completed Health Law or Health Care Provider Liability.* **Scheduling Note:** Interns should try to be available for at least some of the Medical College’s “quality assurance meetings” that generally occur on Thursdays at 11:30 a.m. If interested, students may also have the opportunity to work on legal issues affecting health care providers who encounter sex trafficking victims.

Midwest Environmental Advocates. Midwest Environmental Advocates is a nonprofit environmental law center located in Madison, Wisconsin. The focus of its advocacy is the promotion of healthy water, air, land and government. Among other things it specializes in Clean Water Act enforcement, leveraging its expertise with science, the law and effective communication to mobilize communities, inform public policy and protect healthy water. MEA regularly works with and represents individuals and communities disproportionately impacted by pollution because of where they live. Its portfolio of work promoting healthy government includes advocating for the use of sound, fact-based, expert-backed science in political decision-making and compelling access to public records and information. **Helpful website:** <http://midwestadvocates.org>.

In this internship students work with MEA lawyers on case development, research, and litigation. They may draft pleadings, briefs, and other legal documents; conduct legal research and prepare memoranda; develop strategy and legal theories; gather evidence; and attend meetings with clients, conferences with opposing counsel, and court proceedings. *Prerequisite:* Any environmental law course.

Scheduling Notes for Midwest Environmental Advocates:

1. Students should expect to travel to the MEA office in downtown Madison at least once per week throughout the internship.
2. MEA staff meetings are held on Tuesday mornings at 11:00 a.m. Interns are invited to attend these information and strategy sessions if they are available.

Milwaukee City Attorney’s Office. This internship is an **in-house counsel experience** offered in the practice context of local government law. The City Attorney functions as in-house counsel for the City of Milwaukee and the office’s work involves both transactional lawyering and litigation-related activities. The large legal staff handles litigation on behalf of the City, provides

legal advice and opinions to City officials, prepares and reviews City resolutions and ordinances, drafts contracts and other legal documents, and prosecutes violations of City ordinances in the Milwaukee Municipal Court.

The City Attorney attempts to assign interns to practice areas in which the students express an interest. Students who have already completed 45 credits will be certified under the Wisconsin Student Practice Rule; this certification qualifies them to prosecute cases in the Milwaukee Municipal Court if their assignments include appearances in the Municipal Court. Several recent interns have participated in Municipal Court prosecutions. *Prerequisite: Civil Procedure.*

Scheduling Note: The Milwaukee City Attorney requests that interns be present at the office at least two half-days per week. Fridays should be avoided.

Milwaukee County Corporation Counsel. This internship offers an opportunity for first-hand exposure to the practice of municipal law in the county government context. The Corporation Counsel acts as the legal advisor to the Milwaukee County Board of Supervisors and to the Milwaukee County Executive. This internship is thus an **in-house counsel experience**.

The Corporation Counsel prosecutes or defends all civil actions in which Milwaukee County, or any of its boards, commissions, committees, departments or officers is interested or a party; issues opinions; drafts county ordinances and resolutions; drafts proposed legislation; processes commitments of mentally ill persons; handles protective placements and guardianships for “developmentally disabled and aged infirm persons,” and acts as general counsel for the County in all civil matters in federal and state courts and before federal, state and county administrative bodies and agencies.

In this internship students assist Corporation Counsel attorneys in a variety of practice areas. Their duties include the provision of such assistance as may be requested by attorneys handling the kinds of municipal law matters described in the preceding paragraph (including civil litigation, employment law matters, various transactional assignments, *etc.*). Students who have already completed 45 credits will be certified under the Wisconsin Student Practice Rule; this certification qualifies them to represent the County in mental commitment court hearings under Wis. Stat. ch. 51 (which occur on Friday mornings) and to appear on behalf of the County in employment matters before the Milwaukee County Personnel Review Board.

Milwaukee County Department of Child Support Services Mediation Program. Students support the Department of Child Support Mediation Program, a court-annexed alternative to child support litigation available in Milwaukee County. Child support cases identified as eligible are referred to mediation, subject to acceptance by both parties. In most cases the mediation session will serve as a venue to work out custody, placement and child support arrangements or other solutions that are mutually agreeable, and to execute a final agreement between the parties.

Intern responsibilities may include providing information on the availability of the mediation program, opening mediation case files, and mediating under supervision. Students will have an assigned case load to monitor throughout the mediation process to ensure timely completion of the mediation session. Students will also observe child support hearings and may have the

opportunity to appear on the record in these court hearings under authority of the Wisconsin Student Practice Rule. They may also research child support mediation issues and work on systems design issues. Limited to students who have completed 45 credits (a Student Practice Rule requirement). *Prerequisite: Mediation Clinic. Prerequisite or Co-Requisite: Family Law. Preferred but Not Required: Alternative Dispute Resolution and Mediation Advocacy.*

Scheduling Note for Milwaukee County Child Support Services: Tuesday and Wednesday mornings are especially recommended in this particular internship. Parenting conferences take place on Tuesday mornings (9 to 12). Participation in these conferences is essential for the internship.

Milwaukee County District Attorney CHIPS/TPR Unit. At its office in the Vel Phillips Juvenile Justice Center in Wauwatosa, Milwaukee County Assistant District Attorneys prosecute cases involving children who are abused or neglected. The caseload includes Children in Need of Protection or Services (“CHIPS”) cases and in Termination of Parental Rights (“TPR”) proceedings. Students can expect to attend and participate in a variety of court proceedings in these cases and to assist in the preparation of various litigation documents, *e.g.*, CHIPS/TPR petitions, court orders, briefs, *etc.* There may also be the opportunity to gain deposition experience. Interns will be certified under the Wisconsin Student Practice Rule so that they can make supervised court appearances on behalf of the State. *Prerequisite: Evidence. Preference will be given to applicants to have taken one or more juvenile or family law courses.* Limited to students who have completed 45 credits (a Student Practice Rule requirement).

Scheduling Note: Mondays and Tuesdays are particularly good days on which to schedule time at the Milwaukee County District Attorney CHIPS/TPR Unit.

Milwaukee County District Attorney Early Intervention Program. This placement offers a prosecution experience working with the team of Assistant District Attorneys in the innovative Early Intervention Unit of the District Attorney’s Office. This unit works with offenders who qualify for certain alternatives to criminal prosecution provided that they agree to participate in programming designed to address the underlying causes of their criminal behavior (*e.g.*, substance abuse problems). Interns have the opportunity to participate in reviewing new cases, drafting Diversion and Deferred Prosecution Agreements, and monitoring the progress of those subject to these agreements. They are certified under the Student Practice Rule and are thus eligible to participate on the record in Milwaukee County’s treatment courts. *Prerequisite: Criminal Process. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

Milwaukee County Economic Development Division. The Milwaukee County Economic Development Division is responsible for disposition of surplus lands owned by Milwaukee County (through development agreements, restrictive deeds, options to purchase, *etc.*), negotiating easements across county lands, the disposition of property forfeited to the County, and the development of public policy as it relates to economic development. This internship is thus focused on the “**transactional**” side of lawyering (most especially contract drafting) and the process of planning for the disposition/development of property and the preparation of related legal documentation. It also may include opportunities for researching public policy issues associated with economic development. *Prerequisite: Contracts. A preference will be given to*

students who have completed the Contract Drafting course or the Community and Economic Development course.

Milwaukee County Parks Department. Milwaukee County owns and operates an enormous park system. In this internship students work with the lawyer who serves as the Contracts Manager for the Parks Department at its headquarters at 9480 West Watertown Plank Road in Milwaukee. The Department engages in contracting with numerous vendors and renters of its property.

In this transactional internship, the student will work with the Contracts Manager on contract negotiation, drafting, and enforcement. There may be other duties relating to encroachments on park property, the creation of a tenant handbook specific to parks, researching best practices as they relate to contracting, *etc.* There may also be opportunities to work on park system matters requiring Milwaukee County Board approvals. *Prerequisite:* Contract Drafting.

Milwaukee Metropolitan Sewerage District General Counsel. The Milwaukee Metropolitan Sewerage District (MMSD) is a regional governmental agency that provides water reclamation and flood management services for about 1.1 million people in 28 communities in the Greater Milwaukee Area.

In this internship students work with MMSD's in-house legal group and assist the attorneys with their multiple responsibilities, which include providing advice on a variety of matters relating to environmental law, municipal law, real estate acquisition, public bidding and construction contracting, condemnation proceedings, public records and open meetings law issues, Public Service Commission proceedings, *etc.* This internship is thus best described as an **in-house counsel experience** in the context of environmental law. *Prerequisite:* Any environmental law course. Preference will be given to those who have also completed one or more business law courses, including Contract Drafting.

Scheduling Note for MMSD Internship: MMSD holds staff and commission meetings on Monday mornings. This is a useful time for interns to be present.

Mobile Legal Clinic Expungement and Pardon Clinic. The Mobile Legal Clinic is a component of the Milwaukee Justice Center that brings free legal services into Milwaukee's neediest neighborhoods. One of its initiatives is the Expungement and Pardon Clinic.

In this internship students work under the supervision of the Mobile Legal Clinic Coordinator in assisting clients who are seeking to expunge their prior criminal records or to obtain a pardon from the Governor for a past crime. Most initial contacts with clients occur when the Mobile Legal Clinic makes its weekly visits to local neighborhoods. At the Justice Center in the Milwaukee County Courthouse, the intern will follow up on these initial meetings by researching clients' criminal records, determining their eligibility for expungement, and counseling them about petitioning for expungement. They may also assist those seeking a pardon from the Governor in the preparation of the pardon application and supporting documentation. **See next page for scheduling information for this internship.**

Scheduling Note for Expungement and Pardon Clinic. The intern must be available to participate in weekly neighborhood clinics that typically take place on Wednesdays from 2:00 to 6:00 p.m. Other internship hours are spent at the Justice Center in the Courthouse; Tuesdays and Thursdays are best for Justice Center internship time.

MVLC Estate Planning Clinic. This internship provides an opportunity for those with an interest in estate planning to obtain practical experience in preparing estate plans and drafting the essential documents to put those plans in place. It serves the clients of the Marquette Volunteer Legal Clinic who need estate planning services. This internship operates under the auspices of the Marquette Volunteer Legal Clinic and its staff attorney Marissa Cuellar Zane. *Prerequisites:* None. Trusts and Estates preferred but not required.

Scheduling Note for MVLC Estate Planning Clinic: The intern must be available to participate at least twice per week in client meetings that take place as follows:

First and third Mondays of each month from 3:30 to 6:00 p.m. at the Milwaukee County Veterans Service Office at 6419 West Greenfield Avenue in West Allis.

Every Tuesday from 3:30 to 6:00 p.m. at the House of Peace, 1702 West Walnut Street in Milwaukee.

Every Wednesday from 4:30 to 7:00 p.m. at the United Community Center, 730 West Washington Street in Milwaukee.

National Labor Relations Board. In this **employment law** internship students work in the Milwaukee Regional Office of the National Labor Relations Board under the supervision of NLRB staff attorneys. Assignments may include research for matters in litigation, participation in staff Agenda Meetings, work on representation election proceedings, unfair labor practice investigations and hearings, and injunction proceedings. *Prerequisite: Labor Law.*

Scheduling Note: The best days for NLRB internship hours are Tuesdays, Wednesdays and Thursdays. Morning hours are recommended.

Racine County District Attorney's Office. This is a Student Practice Rule clinical placement for those interested in acquiring courtroom experience in the context of a state prosecutor's office. The office is located in nearby Racine, Wisconsin. Students will assist the Assistant District Attorneys in the various phases of a criminal case from charging to sentencing. Once certified under the Wisconsin Student Practice Rule the students will have the opportunity to develop courtroom advocacy skills by appearing on the record in a variety of court proceedings. *Prerequisites: Criminal Process and Evidence. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

South Milwaukee School District. The City of South Milwaukee in southern Milwaukee County is home to a public school district with an enrollment of approximately 3,200 students. It has one high school, one middle school, and four elementary schools. Legal services for the district are supervised by the attorney who serves as the district's Director of Personnel, Administrative and Legal Services. This office handles a number of functions typically performed by **in-house counsel** (e.g., contract formation) and is further involved in labor relations, open records and open meetings law issues, student expulsion and discipline, student rights, and teacher non-renewals. This internship thus combines experience in the practice of public sector labor/employment law, education law, and the management of the legal affairs of a school district. *Prerequisite: Labor Law or Employment Law. Education Law is preferred but not required.*

Scheduling Note: The South Milwaukee School Board meets on Wednesday evenings. The intern will want to attend some of these sessions.

United States Attorney for the Eastern District of Wisconsin. The United States Attorney, whose office is located in the federal courthouse at 517 E. Wisconsin Avenue, is the chief federal law enforcement officer of the United States within the Eastern District of Wisconsin. United States Attorneys have three statutory responsibilities under Title 28, Section 507 of the United States Code:

- the prosecution of criminal cases brought by the Federal government;
- the prosecution and defense of civil cases in which the United States is a party; and
- the collection of debts owed the Federal government which are administratively uncollectible.

In this internship students work directly with Assistant United States Attorneys on a wide variety of matters, civil and criminal, in which the United States is a party or otherwise interested. This internship affords a substantial research and writing experience, which is typically complemented by the opportunity to accompany prosecutors to the federal trial courts and on occasion to the Seventh Circuit Court of Appeals. In some cases students may appear on the record in court under a student practice rule approved by the U.S. District Court for the Eastern District of Wisconsin.

Students tentatively selected for this internship must undergo an FBI background investigation. *Prerequisites: Criminal Law, Evidence and Criminal Process.*

United States Department of Veterans Affairs Office of Regional Counsel. The United States Department of Veterans Affairs Office of Regional Counsel in Milwaukee provides legal services to VA entities in Wisconsin and in the Upper Peninsula of Michigan, including four hospitals and a regional pension/benefits center. The primary practice areas of Regional Counsel are employment law and federal tort claims. **Employment Law:** Interns working on

employment law matters will receive first-hand experience working for a federal agency on a variety of these matters. They assist in various proceedings and meetings with unions in which their supervisors are involved. They may also provide research support for their supervisors. Interns have reviewed claims filed under Title VII and Title IX and have submitted reports in those matters. They have also drafted discovery documents, researched administrative law matters, attended EEOC hearings, observed depositions, etc. **Tort Law:** Some interns also work on federal tort claims, which can include fact investigation of claims, preparation of litigation reports, other forms of litigation support, *etc.* In the selection process for this internship, preference will be given to those who have completed any employment law course.

Scheduling Note: Wednesday is the only day on which all attorneys are in the office; as a result, the Midwest-West Region of the VA holds video conference calls on Wednesday at 9:00 a.m. The best day for the intern to work is Wednesday.

United States Equal Employment Opportunity Commission (Enforcement Section). In this employment law internship students work in the Milwaukee office of the EEOC assisting staff attorneys in the investigation of employment discrimination complaints and in preparation of cases for hearing or trial. This is typically a substantial research and writing experience. Interns may also attend depositions and hearings as they occur during the course of the internship. *Prerequisite: Employment Discrimination.*

Scheduling Note for EEOC Enforcement Section: Though scheduling internship time is very flexible at the EEOC, Wednesdays are particularly good days to be at the agency because all staff attorneys are present in the office on that particular day each week and this is the day each week when “cause” meetings are held (typically in the morning) to determine which EEOC cases proceed to conciliation and which cases are issued a “right to sue” letter.

United States Equal Employment Opportunity Commission Mediation Advocacy Program. In this program students are trained in mediation through one of Marquette's mediation training programs, and then are further trained by their supervisor at the EEOC. The student begins the internship by contacting the responding and charging parties to discuss mediation options, scheduling the mediations, and observing mediations with their supervisor taking the lead role. Once comfortable, the student may take the lead role in the mediations under the supervision of their supervisor. If there is a resolution within a mediation, then the students will assist their supervisor in preparing the EEOC settlement agreement.

Prerequisites: (1) Alternative Dispute Resolution or Mediation Advocacy and (2) Employment Law or Employment Discrimination.

Scheduling Note for EEOC Mediation Advocacy: Mediations are typically scheduled on Tuesdays, Wednesdays and Thursdays between the hours of 9:30 a.m. and 2:30 p.m.

Other: The students must complete a weekend of mediation training at the beginning of the semester on dates to be announced. This is the same training required of participants in the Mediation Clinic. This requirement will be waived if the student has already completed the Mediation Clinic or the Mediation Advocacy course.

Washington County District Attorney's Office. This is a Student Practice Rule clinical placement for those interested in acquiring courtroom experience in the context of a state prosecutor's office. The office is located nearby West Bend, Wisconsin. Students will assist the Assistant District Attorneys in the various phases of a criminal case from charging to sentencing. Once certified under the Wisconsin Student Practice Rule the students will have the opportunity to develop courtroom advocacy skills by appearing on the record in a variety of court proceedings. *Prerequisites: Criminal Process and Evidence. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

Waukesha County Corporation Counsel Child Support Division. This office is responsible for the enforcement of child support orders. Students work with staff lawyers in the preparation and filing of motions, orders to show cause, and summonses and petitions to establish or enforce child support orders or to establish paternity. Students accompany the lawyers to court, conduct legal research, assist with a variety of administrative enforcement procedures, and work on special projects as they develop. Participating students will be certified under the Student Practice Rule so that they can appear on the record in court proceedings. *Prerequisites: Civil Procedure and Family Law. Students must have completed 45 credits before commencement of the program (a Student Practice Rule requirement).*

Scheduling Note: The internship at the Child Support Division will offer the best opportunity for in-court time on Tuesday afternoons, all day on Wednesday, and on Thursday mornings.

Wisconsin Department of Corrections Office of Legal Counsel. The Wisconsin Department of Corrections ("DOC") is the largest cabinet agency in the State with 36 adult institutions and 10,000 employees. The internship at DOC is the Law School's first **general counsel** placement in a major State governmental agency. Located in Madison, it will offer opportunities that are both transactional and litigation-oriented in many practice areas, including administrative law, contract law, employment law, property law, healthcare law, corrections law and policy, and general civil litigation.

It is anticipated that DOC interns may have the opportunity to draft a variety of transactional and litigation documents, research policy and legal issues, assist in the preparation for various hearings, attend conferences and hearings, participate in management meetings, *etc.* If an intern has already completed 45 law school credits, he or she will be certified under the Wisconsin Student Practice Rule; this will allow for making supervised appearances at hearings and/or trials. *Prerequisites: None.*

Wisconsin Department of Justice (Office of the Attorney General) Legal Services Division. In this internship students are assigned to one of the units of the Legal Services Division of the Wisconsin Department of Justice, including Civil Litigation, Criminal Litigation, Consumer Protection & Antitrust, Environmental Protection, Medicaid Fraud Control & Elder Abuse, and Special Litigation & Appeals. An attempt is made by the Department to match placements with each student's interests and qualifications.

Students work as partners with Assistant Attorneys General on their cases and related projects. Assignments may include drafting complaints, answers, motions and responses to motions, drafting trial and appellate court briefs, preparing discovery requests and responses, preparing research memoranda on case-related issues, analyzing legislative proposals, and attending negotiations, settlement meetings and court hearings. *Prerequisites: Civil Procedure; Legal Analysis, Writing, and Research 1 and 2.* Applicants must also clear a background check conducted by the Wisconsin Department of Justice.

Note # 1: Students in this internship must be available for several Thursday morning seminars conducted for them by the Department of Justice in Madison.

Note # 2: Interns in this program will earn 3 credits (a 180-hour time commitment). They must also commit to being present in Madison two days per week in order to maximize the opportunities available in this particular internship. One of those days can be Thursday when they need to be at the DOJ for the seminars referred to in Note # 1 above.

Wisconsin Department of Natural Resources Bureau of Legal Services. The WDNR's Bureau of Legal Services is involved in many phases of **environmental law** including: wetlands protection, water resource management, dam safety, regulation of toxic substances, air pollution regulation, hunting and fishing regulation, recreational use issues, the public trust doctrine, and forestry management. Law students will assist WNDNR attorneys in the full range of activities in which those lawyers engage including, but not limited to, performing legal research on environmental law in Wisconsin, preparing for and attending contested case hearings, drafting administrative regulations, and coordinating with other state and federal agencies.

Students participating in this program will likely do their work in one or more of the following areas: (1) water law, water resource management, and zoning; (2) air and water pollution, and solid and hazardous waste program; and (3) law enforcement and wildlife. An attempt will be made to assign students within these areas according to their individual interests. **During the course of the internship students should expect to travel to the Bureau's office in Madison at least once per week.** *Prerequisite: Any environmental law course.*

Wisconsin Department of Public Instruction (Special Education Team). This internship is for students with an interest in education law and, more particularly, in the law that governs special education. The Wisconsin Department of Public Instruction has a team of lawyers and staff who are responsible for overseeing statewide compliance with the federal Individuals with Disabilities Education Act and related Wisconsin Statutes. In this internship students work with the Special Ed team to monitor individual school districts for compliance with these laws. They will also work on specific allegations of noncompliance – a process that involves investigation, fact-finding, and the implementation of corrective action. The Department of Public Instruction is located in downtown Madison and student interns will be expected to be in Madison at least once per week during the course of their internship. Students selected for this internship must undergo a background check and a TB test (paid for by the State). *Prerequisites: None.*

Scheduling Note for Department of Public Instruction: Tuesdays are good days in this placement if a student wants to participate in various team meetings; Fridays should be avoided.

Wisconsin Department of Safety and Professional Services. The Department of Safety and Professional Services (formerly the Department of Regulation and Licensing) is responsible for ensuring the safe and competent practice of credentialed professionals in Wisconsin. The Department credentials and regulates more than 230 different types of professionals, including health professionals (*medical doctors, nurses, social workers, pharmacists, professional counselors, chiropractors, etc.*); business professionals (*real estate appraisers/brokers, engineers, architects, accountants, funeral directors, etc.*) and trade professionals (*electricians, plumbers, dwelling contractors, etc.*). It provides administrative services to the state occupational regulatory authorities responsible for regulation of occupations and offers policy assistance in such areas as evaluating and establishing new professional credentialing programs, creating routine procedures for legal proceedings, and adjusting policies in response to public needs. Informative website about the Department: <http://dsps.wi.gov>. Department offices are located in Madison, Wisconsin.

The Department's General Counsel is responsible for providing legal advice to the Department's leadership. General Counsel also serves as the credentialing and disciplinary authority for credentials regulated by the Department. As a result, he determines whether to grant or deny credentials and whether any proposed disciplinary action is appropriate. General Counsel also oversees all open records requests and represents the Department in suits brought against the Department.

The Division of Legal Services and Compliance serves as the prosecutorial arm of the Department. Upon receipt of a complaint regarding a credential holder (or the opening of a case by the Division), the Division conducts an investigation into the alleged unprofessional conduct and, when warranted, takes action to discipline the credential holder's license. Disciplinary action can range from a public reprimand to revocation of the credential. Hearings in contested cases are held before a state administrative law judge.

A student in this internship will report directly to the Department's General Counsel and can expect to be assigned a variety of legal issues/projects that will involve legal research and writing, interpreting statutes and codes related to the enforcement of discipline imposed on

licensed individuals, *etc.* There may also be opportunities to work on matters in litigation involving actions against the licenses of medical and business professionals. *Prerequisites:* None.

Wisconsin Elections Commission. The Wisconsin Elections Commission (WEC) was created by 2015 Wisconsin Act 118 and beginning on June 30, 2016 is responsible for the administration and enforcement of Wisconsin elections law. The WEC is made up of six members. Four are appointed by the four legislative leaders and two are appointed by the Governor. The Commission staff is non-partisan. More information about the new Elections Commission may be found at <http://elections.wi.gov>.

In this internship students will work with and under the direct supervision of the WEC Commissioner Mark L. Thomsen (Marquette Law 1987) and other WEC staff members on a variety of legal issues related to election law, voting rights, and election complaints. There will be opportunities for legal research (with a special emphasis on legislative and administrative law materials), document drafting and review, participation in WEC staff meetings, and attendance at Commission meetings. *Prerequisites:* None.

Scheduling Notes for Wisconsin Elections Commission:

1. WEC Commissioner Thomsen maintains his office in downtown Milwaukee.
2. WEC meetings are held at least 4 times per year in Madison. Interns can expect to attend at least one WEC meeting in Madison and, if interested, meet with staff at the WEC Madison office periodically throughout the internship.

Wisconsin Governor Office of Legal Counsel. Governor Tony Evers' Office of Legal Counsel (located in the State Capitol in Madison) is a critical component of the Governor's Office. It is comprised of three lawyers and a legal assistant. The Office is responsible for counseling the Governor and his staff on any legal issues that may arise. Attorneys analyze pending legislation, draft executive orders, respond to open record requests, monitor developments within the legal community, and provide legal analysis and guidance on a wide range of issues that come to the Governor's attention.

In this internship students assist the lawyers in the Office of Legal Counsel and help them carry out their duties. They will have an opportunity to do research and provide analysis on a wide range of important legal and policy issues.

Prerequisites: None.

Wisconsin Institute for Law and Liberty (WILL). The Wisconsin Institute for Law & Liberty (WILL) is a public interest legal organization located in Milwaukee and dedicated to advancing the public interest in constitutionally limited government, free markets, individual liberty and a robust civil society through litigation, counseling and public advocacy and education.

Information about its cases and activities can be obtained from WILL's website: www.will-law.org.

In an internship at WILL, students can expect to be involved in the evaluation of potential cases and to work with representatives of like-minded organizations in addressing the legal challenges associated with law reform and public policy litigation. He or she can expect to perform substantial legal research, write intra-office memoranda, and be involved in the drafting of pleadings and briefs and the development of legal strategy. There is a heavy Constitutional Law emphasis in this internship. *Prerequisites: None. Completion of any course with a First Amendment emphasis is preferred but not required.*

Scheduling Note for WILL Internship: The attorneys at WILL hold staff meetings on Monday mornings to discuss and strategize about pending matters. This is a particularly informative opportunity for the interns at WILL to participate in case analysis and strategy. Fridays should be avoided at WILL.

Wisconsin National Guard Staff Judge Advocate. The lawyers at the Wisconsin National Guard Staff Judge Advocate provide a variety of legal services to military personnel and legal advice to the military service as well. In this internship students work with these lawyers on such matters as estate planning (including wills and powers of attorney), family law issues, landlord-tenant matters, assertion of rights under the Servicemembers Civil Relief Act and the Uniformed Services Employment and Reemployment Rights Act, *etc.* There may also be the opportunity to work on disciplinary proceedings. There is a considerable research component to this internship as well as opportunities for client interaction and document drafting. The offices of the Staff Judge Advocate are located on the east side of Madison close to the Dane County Regional Airport. Interns are expected to work at the office at least once per week during the semester. *Prerequisites: None.*

Wisconsin State Public Defender Appellate Division (Milwaukee Office). Student interns work with Assistant State Public Defenders primarily in the area of criminal post-conviction litigation. Their activities may include assisting post-conviction counsel with client interviews (sometimes in a prison setting), post-conviction fact investigation, review of trial court records to identify error, research of legal issues and the preparation of documents, including motions and briefs, for the pursuit of post-conviction relief in the circuit court and appellate courts. Interns may also attend circuit court litigation of post-conviction motions and such oral arguments as the appellate courts may hold on SPD cases. For purposes of the circuit court litigation, students may be permitted to make certain on-the-record appearances under the Wisconsin Student Practice Rule (assuming consent of the court, the supervising attorney and the client). *Prerequisites: Criminal Law, Criminal Process, Evidence, and Constitutional Criminal Procedure. Prerequisite or Co-requisite: Law Governing Lawyers. Appellate Writing and Advocacy is preferred but not required. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

Note: The supervised field placement with the State Public Defender Appellate Division is a four-credit program that is two semesters in duration. It commences in the fall semester (August – December, 2020) and continues through the spring

semester (January – May, 2021). No credit is awarded unless both semesters of the program are completed.

Wisconsin State Public Defender *Juvenile Division* (Milwaukee County). The Juvenile Division of the State Public Defender in Milwaukee handles a wide variety of cases. Public defenders in this office represent children over the age of twelve in child welfare and juvenile delinquency cases as well as adults in termination of parental rights and mental health commitment cases.

In this Student Practice Rule internship the student can expect to develop pre-trial and trial advocacy skills. The student will report to the Children’s Court Center in Wauwatosa and assist the public defenders in legal research and writing assignments, client interviews, and court hearings. The student can expect to observe and participate in hearings involved in the full course of a delinquency or child welfare case. Thus, the student will be exposed to pre-trial skills of discovery and trial strategy and the trial advocacy skills necessary for being a good advocate. *Prerequisites:* Limited to students who have completed Evidence and 45 credits (a Student Practice Rule licensing requirement). Completion of courses involving juvenile law and criminal procedure is preferred but not required.

Wisconsin State Public Defender *Trial Division* (Racine Office). In this placement students intern with the Racine Office of the Wisconsin State Public Defender Trial Division and participate under the Wisconsin Student Practice Rule in the preparation and defense of criminal cases. Working under the supervision of Assistant State Public Defenders, students assist in all phases of representing the poor who are accused of crime. Their duties include interviewing clients and witnesses, researching legal issues, making court appearances, participating in plea negotiations, preparing cases for trial, and assisting at trials. *Prerequisites: Criminal Process and Evidence. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

Wisconsin State Public Defender *Trial Division* (Waukesha Office). In this placement students intern with the Waukesha Office of the Wisconsin State Public Defender Trial Division and participate under the Wisconsin Student Practice Rule in the preparation and defense of criminal cases. Working under the supervision of Assistant State Public Defenders, students assist in all phases of representing the poor who are accused of crime. Their duties include interviewing clients and witnesses, researching legal issues, making court appearances, participating in plea negotiations, preparing cases for trial, and assisting at trials. *Prerequisites: Criminal Process and Evidence. Limited to students who have completed 45 credits (a Student Practice Rule requirement).*

NOTE: Interns in the Waukesha office will earn 3 credits (a 180-hour time commitment). They must also commit to being present in Waukesha two days per week; one of those days must be a full day.

**Please submit this application by email to Professor Hammer no later than 4:00 PM on
Monday, March 30, 2020.**

**Application for Placement in a Clinic,
Judicial Internship, or Supervised Fieldwork Program**

FALL TERM 2020

Name: _____

Your marquette.edu address: _____

Note: All e-mail correspondence will be sent to your marquette.edu address.

Tele: _____

Credit hours completed as of August 15, 2020: _____

Anticipated month and year of graduation: _____

Clinics, Judicial Internships and Supervised Fieldwork Programs in which you have already participated or plan to participate in during the 2020 summer session:

A limited number of placements (*e.g.*, federal court judicial internships) prohibit interns from simultaneously working in other law-related settings such as law firms and legal departments. Please list below any such anticipated employment you may have during the 2020 fall semester:

INSTRUCTIONS FOR SUBMITTING YOUR APPLICATION

Your application should be submitted in a single email to Professor Hammer at thomas.hammer@marquette.edu. There must be three attachments to your email: (1) this application form, including page 54 with your name inserted at the bottom of the Liability Release/Waiver Form, (2) a copy of your unofficial CheckMarq transcript,³ and (3) your professional resume. You may but are not required to append a brief personal statement to your resume indicating why a particular program interests you.

³ If you transferred from another law school to Marquette, please include a transcript from that school as well. Transcripts will only be used internally by the Director of Clinical Education to verify academic credentials for an internship placement, *e.g.*, completion of course prerequisites and eligibility for Student Practice Rule licensing. They will not be shared with the court or agency to which you are applying for placement.

Instructions for Selection of Program(s)

Please indicate your program preference(s) in the list that follows by placing your priority numbers (“1” being your first choice) next to the program(s) in which you wish to participate. Do not indicate more than **6** choices; do not combine separate lines so as to aggregate them into one choice.

You should not indicate a choice unless you are prepared to participate in the placement if selected. Remember, a placement awarded to one student may mean denying that placement to another student who desires it.

CLINICS

Priority #

_____ Marquette Law and Entrepreneurship Clinic

Will you have completed Business Associations by 08-15-20? Yes ___ No ___

Will you have completed Law Governing Lawyers by 12-31-20? Yes ___ No ___

Which of the following courses will you have completed by 08-15-20 (preferred but not required)?

Business Planning Yes ___ No ___

Any UCC course Yes ___ No ___

Contract Drafting Yes ___ No ___

Corporate Finance Yes ___ No ___

Any employment law course Yes ___ No ___

Any federal tax course Yes ___ No ___

Any intellectual property course Yes ___ No ___

Any real estate law course Yes ___ No ___

Securities Regulation Yes ___ No ___

_____ Mediation Clinic

_____ Prosecutor Clinic

Will you have completed Criminal Law, Evidence and Criminal Process by 8-15-2020? Yes ___ No ___

Will you have completed Law Governing Lawyers by 12-31-2020? Yes ___ No ___

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

CLINICS

Priority #

- _____ Public Defender Clinic
Will you have completed Criminal Law, Evidence and Criminal Process by 8-15-2020? Yes ___ No ___
Will you have completed Law Governing Lawyers by 12-31-2020 ? Yes ___ No ___

- _____ Unemployment Compensation Advocacy Clinic
Have you already participated in the UC Clinic? Yes ___ No ___

JUDICIAL INTERNSHIPS

- _____ Judicial Internship: Appellate Courts: *Wisconsin Supreme Court*
Civil Procedure and Legal Analysis, Writing and Research 1 & 2 are prerequisites for this internship.

- _____ Judicial Internship: Appellate Courts: *Wisconsin Court of Appeals (Milwaukee)*
Civil Procedure and Legal Analysis, Writing and Research 1 & 2 are prerequisites for this internship.

- _____ Judicial Internship: Appellate Courts: *Wisconsin Court of Appeals (Waukesha)*
Civil Procedure and Legal Analysis, Writing and Research 1 & 2 are prerequisites for this internship.

- _____ Judicial Internship: Appellate Courts: *U. S. Court of Appeals (Hon. Diane Sykes)*
Civil Procedure and Legal Analysis, Writing and Research 1 & 2 are prerequisites for this internship.

- _____ Judicial Internship: Appellate Courts: *Internship at the Headquarters of the U. S. Court of Appeals for the Seventh Circuit (Chicago)*
Civil Procedure and Legal Analysis, Writing and Research 1 & 2 are prerequisites for this internship.

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

_____ Judicial Internship: Trial Courts: *United States District Court (Chambers of Milwaukee Federal Trial Judges)*
Civil Procedure and Legal Analysis, Writing and Research 1 & 2 are prerequisites for this internship.

_____ Judicial Internship: Trial Courts: *United States District Court (Judge William Griesbach in Green Bay)*
Civil Procedure and Legal Analysis, Writing and Research 1 & 2 are prerequisites for this internship.

_____ Judicial Internship: Trial Courts: *United States Magistrate Judges (Milwaukee)*
Civil Procedure and Legal Analysis, Writing and Research 1 & 2 are prerequisites for this internship.

_____ Judicial Internship: Trial Courts: *United States Bankruptcy Court (Milwaukee)*
Creditor-Debtor Law is a prerequisite for this internship.

_____ Judicial Internship: Trial Courts: *Milw. County Circuit Court: Civil Division*
Civil Procedure is a prerequisite for this internship.

_____ Judicial Internship: Trial Courts: *Milw. Co. Circuit Court: Felony Division*
Criminal Process is a prerequisite for this internship.

_____ Judicial Internship: Trial Courts: *Milw. Co. Circuit Court: Misdemeanor Div.*
Criminal Process is a prerequisite for this internship.

_____ Judicial Internship: Trial Courts: *Milw. Co. Circuit Court: Children's Division*
(internship with judges who hear juvenile delinquency cases and cases involving abused or neglected children) Civil Procedure and either Family Law (or any course involving families and children) or Juvenile Law are prerequisites for this internship.

_____ Judicial Internship: Trial Courts: *Milw. Co. Circuit Court: Family Division*
Civil Procedure and Family Law are prerequisites for this internship.

_____ **OTHER JUDICIAL INTERNSHIP:** If you wish to apply for academic credit for clerking with a judge or court not listed above, please check this option and you will be contacted by Prof. Hammer to discuss whether your placement would qualify for Judicial Internship credit.

Name of Court/Judge: _____

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

SUPERVISED FIELDWORK PROGRAMS

_____ AIDS Resource Center of Wisconsin
Will you have completed Civil Procedure by 05-15-2020? Yes ___ No ___

_____ Blood Center of Wisconsin Office of Corporate Counsel
Will you have completed Contracts by 05-15-2020? Yes ___ No ___
Will you have completed either Business Associations or Contract Drafting
(preferred but not required) by 08-15-20? Yes ___ No ___

_____ Brown County District Attorney's Office
Will you have completed Criminal Process & Evidence by 08-15-20?
Yes ___ No ___

_____ Catholic Charities Immigration Assistance Project
Will you have completed Immigration Law by 05-15-20 (preferred but
not required)? Yes ___ No ___
Do you speak Spanish (not required)? Yes ___ No ___

_____ Centro Legal
Are you interested in doing misdemeanor defense work at Centro
Legal? Yes ___ No ___ If "yes," will you have completed
Criminal Process by 08-15-20? Yes ___ No ___

Which, if any, family law classes have you taken? _____

_____ Disability Rights Wisconsin

_____ Federal Defender Services of Wisconsin
Will you have completed Criminal Law, Evidence and Criminal
Process by 08-15-2020? Yes ___ No ___

_____ Fond du Lac County District Attorney's Office
Will you have completed Criminal Process & Evidence by 08-15-20?
Yes ___ No ___

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

_____ Internal Revenue Service (U.S. Treasury Office of Chief Counsel)
Will you have completed Fed Income Tax by 08-15-20? Yes ___ No ___

_____ Legal Action of Wisconsin, Inc.
Will you have completed Civil Procedure by 05-15-2020? Yes ___ No ___
Please express a preference: Housing Unit _____
(use numbers) Senior Law Unit _____
Support Services for Veterans _____

_____ Legal Aid Society of Milwaukee
Will you have completed Civil Procedure by 05-15-2020? Yes ___ No ___
Please express a preference: Downtown Office (General) _____
(use numbers) Downtown Office (Family) _____
Guardian ad Litem Office at the
Children's Court _____
Bankruptcy Unit _____

**Note: Creditor-Debtor Law is a prerequisite for the
Legal Aid Bankruptcy Unit.**

_____ Marquette Legal Initiative for Nonprofit Corporations (M-LINC)

_____ Marquette University Office of General Counsel
Will you have completed Business Associations by 05-15-2020?
Yes ___ No ___

_____ Medical College of Wisconsin *Office of General Counsel*
Will you have completed Contract Drafting by 8-15-20? Yes ___ No ___

_____ Medical College of Wisconsin *Office of Risk Management*
Have you taken either Health Law or Health Care Provider
Liability (preferred but not required)? Yes ___ No ___

_____ Midwest Environmental Advocates
Will you have completed any environmental law course by 05-15-2020?
Yes ___ No ___

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

_____ Milwaukee City Attorney's Office

_____ Milwaukee County Corporation Counsel

_____ Milwaukee County Department of Child Support Services (Mediation Program)

Will you have completed the Mediation Clinic by 08-15-20? Yes ___ No ___
Will you have completed Family Law by 05-15-2020? Yes ___ No ___
Will you have completed Alternative Dispute Resolution or Mediation
Advocacy by 05-15-2020 (preferred but not required)? Yes ___ No ___

_____ Milwaukee County District Attorney CHIPS/TPR Unit

Will you have completed Evidence by 08-15-20? Yes ___ No ___
Will you have completed any juvenile or family law course(s)
by 05-15-2020 (preferred but not required)? Yes ___ No ___

_____ Milwaukee County District Attorney Early Intervention Program

Will you have completed Criminal Process by 08-15-20? Yes ___ No ___

_____ Milwaukee County Economic Development Division

Will you have completed Contracts by 05-15-2020? Yes ___ No ___
Will you have completed Contract Drafting or the Community
and Economic Development course by 08-15-20 (preferred but not
required)? Yes ___ No ___

_____ Milwaukee County Parks Department

Will you have completed Contract Drafting by 08-15-20? Yes ___ No ___

_____ Milwaukee Metropolitan Sewerage District General Counsel

Will you have completed any environmental law course by 05-15-2020?
Yes ___ No ___

What business law courses (including Contract Drafting) will you
have completed by 08-15-2020 (preferred but not required)?

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

____ Mobile Legal Clinic Expungement and Pardon Clinic

____ MVLC Estate Planning Clinic

Will you have completed Trusts & Estates by 08-15-20 (preferred but not required)? Yes ___ No ___

____ National Labor Relations Board

Will you have completed Labor Law by 05-15-2020? Yes ___ No ___

____ Racine County District Attorney's Office

Will you have completed Criminal Process and Evidence prior to 08-15-20? Yes ___ No ___

____ South Milwaukee School District

Will you have completed Labor Law or Employment Law by 05-15-2020? Yes ___ No ___

Have you taken Education Law (preferred but not required)? Yes ___ No ___

____ United States Attorney for the Eastern District of Wisconsin

Will you have completed Crim Law, Crim Process & Evidence by 08-15-2020? Yes ___ No ___

____ United States Department of Veterans Affairs Office of Regional Counsel

Have you taken any employment law courses (preferred but not required)?

If so, which course(s)? _____

____ United States Equal Employment Opportunity Commission **Enforcement Section**

Will you have completed Employment Discrimination by 05-15-2020? Yes ___ No ___

____ United States Equal Employment Opportunity Commission **Mediation Advocacy Program**

Will you have completed either Employment Law or Employment Discrimination by 05-15-2020? Yes ___ No ___

Will you have completed either Alternative Dispute Resolution or Mediation Advocacy Workshop by 05-15-2020? Yes ___ No ___

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

- _____ Washington County District Attorney's Office
Will you have completed Criminal Process & Evidence by 08-15-20?
Yes ___ No ___
- _____ Waukesha County Corporation Counsel Child Support Division
Will you have completed the Family Law course by 05-15-20?
Yes ___ No ___
- _____ Wisconsin Department of Corrections Legal Counsel
- _____ Wisconsin Department of Justice (Attorney General) *Legal Services Division*
Will you have completed Civil Procedure by 05-15-2020? Yes ___ No ___
- _____ Wisconsin Dep't of Natural Resources Bureau of Legal Services
Will you have completed any environmental law course by 05-15-2020?
Yes ___ No ___
- _____ Wisconsin Department of Public Instruction (Special Education Team)
- _____ Wisconsin Department of Safety and Professional Services
- _____ Wisconsin Elections Commission
- _____ Wisconsin Governor Office of Legal Counsel
- _____ Wisconsin Institute for Law and Liberty (WILL)
- _____ Wisconsin National Guard Staff Judge Advocate

APPLICATION FOR PLACEMENT (CONTINUED)

NAME: _____

Priority #

_____ Wisconsin State Public Defender **Appellate Division**
Will you have completed Crim Law, Crim Process, Evidence, and
Constitutional Criminal Procedure by 08-15-20? Yes ___ No ___
Will you have completed Law Governing Lawyers by
08-15-2020? Yes ___ No ___
Will you have completed Appellate Writing & Advocacy
by 05-15-2020 (preferred but not required)? Yes ___ No ___

_____ Wisconsin State Public Defender **Juvenile Division** (Milwaukee County)
Will you have completed Evidence by 08-15-20? Yes ___ No ___
For this internship completion of any juvenile law or any criminal
procedure courses is preferred. Which, if any, juvenile and criminal
procedure course(s) will you have completed by 08-15-20?

_____ Wisconsin State Public Defender **Trial Division** – Racine Office
Will you have completed Criminal Process & Evidence by 08-15-20?
Yes ___ No ___

_____ Wisconsin State Public Defender **Trial Division** – Waukesha Office
Will you have completed Criminal Process & Evidence by 08-15-20?
Yes ___ No ___

_____ **OTHER SUPERVISED FIELD PLACEMENT:** If you wish to apply for academic credit for legal work you will be doing on an uncompensated basis with a governmental, charitable or public interest law agency not described in this document, please check this option and you will be contacted by Prof. Hammer to discuss whether your placement would qualify for Supervised Fieldwork credit.

AGENCY NAME: _____

LIABILITY RELEASE AND WAIVER

This legally binding Release is made by _____ (“Participant”) to **Marquette University** (“Marquette”). The term “Undersigned” refers to Participant.

The Undersigned fully recognizes that there are dangers and risks to which Participant may be exposed by participating in the **Marquette University Law School Program of Clinics, Judicial Internships and Supervised Fieldwork** (“Program”). **Program activities (“Activities”) include, but are not limited to, observation; legal research and writing; attending hearings, motions, trials, depositions, and other proceedings; interacting with clients, potential clients, and others; and participating in other related activities connected to the Program. Activities take place at courthouses, municipal buildings, governmental agency offices, offices of organizations that host internships, etc. Participants are responsible for arranging for their own round-trip transportation to and from Activities associated with the Program.**

The Undersigned has signed this “Release and Waiver” in full recognition and appreciation of the dangers, hazards, and risks of said Activities, which dangers include, but are not limited to, physical injuries (minimal, serious, or catastrophic) and/or property loss or damage. The Undersigned understands that Marquette does not require Participant to participate in this Program, but Participant desires to do so, despite the possible dangers and risks and despite this Release. The Undersigned submits that Participant is physically able to participate in this Program. Participant grants Marquette permission to administer first aid to and/or to obtain emergency medical treatment for Participant in the event of a medical emergency. The Undersigned agrees to pay for any/all costs of such medical treatment.

The Undersigned therefore agrees to assume and take on all the risks and responsibilities in any way associated with this Program and its Activities. In consideration of, and in return for, services, facilities, and other assistance provided to Participant by Marquette in this Program and its Activities, the Undersigned releases Marquette (and its governing board, employees, and agents) from any and all liability, claims and actions that may arise from injury or harm to Participant, up to and including death, or from damage to or loss of property in connection with this Program and its Activities. The Undersigned understands that this Release covers liability, claims, and actions caused entirely or in part by any acts or failures to act of Marquette (or its governing board, employees, or agents), including but not limited to negligence, mistake, or failure to supervise by Marquette.

The Undersigned recognizes that this Release means that Participant is giving up, among other things, rights to sue Marquette, its governing board, employees, and agents for injuries, damages or losses incurred. The Undersigned also understands that this Release binds Participant and his/her heirs, executors, administrators, and assigns. The Undersigned has read this entire Release, fully understands it, and agrees to be legally bound by it.

Participant’s Signature

Date