

# CLINICS, JUDICIAL INTERNSHIPS AND SUPERVISED FIELDWORK PROGRAMS

## 2023 SPRING PROGRAMS

**APPLICATIONS SHOULD BE SUBMITTED AT PROFESSOR HAMMER'S OFFICE  
IN FACULTY SUITE 453 NO LATER THAN 12:00 NOON ON THURSDAY,  
NOVEMBER 3, 2022.**

## 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 popular<sup>1</sup> 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) at Professor Hammer’s office in Faculty Suite 453 no later than 12:00 noon on Thursday, November 3, 2022.** This will allow sufficient time to analyze the applications and announce most placements prior to the general November 14-16 registration period.

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<sup>1</sup> More than 70% of recent graduates 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.

## *News and Announcements About the 2023 Spring Term Internship Program*

1. **COVID-19 Update.** Though we still find ourselves in the midst of a pandemic, the Law School is fortunate that almost all of the internship placements that were in place prior to COVID-19 are now once again actively participating in the internship program. Most are now fully in-person experiences; some offer a mix of in-person and remote experiences; only a few are exclusively remote experiences.
2. In the 2023 spring semester we will inaugurate the new **Restorative Justice Clinic**. This clinic is a component of Marquette's new Andrew Center for Restorative Justice under the direction of Professor Janine Geske. In this clinic students will help design and implement restorative approaches to assist Milwaukee academic, governmental and community groups address specific challenges. For example, students may work with prosecutors' offices, judges, police, and teachers. Additionally, students will assist in the creation and implementation of specific victim/offender dialogues in serious crimes.
3. For the 2022-23 academic year we have added the following new placements to the Supervised Fieldwork Program:
  - a. **Milwaukee World Festival General Counsel.** Milwaukee World Festival produces Summerfest (one of the world's largest music festivals) along with other entertainment events and cultural festivals. This internship will be the first general counsel placement that we offer in connection with the music and entertainment industry.
  - b. **University of Wisconsin General Counsel.** The General Counsel for the University of Wisconsin provides in-house counsel services to the UW System Administration, the UW Board of Regents, and to 11 of UW's 13 campuses throughout the State. Among the issues the attorneys in this office deal with are matters involving real estate, employment law, athletics, federal regulatory compliance, state law rule making, and many others.
  - c. **Wisconsin Legislative Council.** The Legislative Council is a nonpartisan service agency in the Wisconsin Legislature that provides legal and research services to legislative committees, legislators, and legislative staff. This internship is ideal for the student interested in legislation, the legislative process, and the development of public policy. It is anticipated that participants will have the opportunity to attend legislative committee meetings and brief legislators on research conducted at their request.
4. **Wisconsin State Public Defender Milwaukee Trial Office.** Our two-semester Public Defender Clinic should resume operations in the 2023-24 academic year. In the meantime, students interested in gaining practical litigation experience in criminal defense may avail themselves of a special Supervised Fieldwork Program we will

offer in the 2023 spring term in the Milwaukee Trial Office of the State Public Defender. This placement is available for **both 2Ls and 3Ls** who have already completed the Criminal Process and Evidence courses. Important: 2Ls who participate in this Supervised Fieldwork Program placement in the 2023 spring semester will be eligible to apply for a position in the Public Defender Clinic for the 2023-24 academic year.

5. We are reactivating our Milwaukee County Circuit Court Judicial Internship in the **Civil Division** of the court. The internship in the Civil Division was suspended during the pandemic. However, now that the judges are back in their courtrooms hearing most matters in person, we are able to reactivate the Civil Division internship. The judicial internship in the **Felony Division** of the Circuit Court has already been reactivated and will once again be available in the 2023 spring semester.

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## EXPERIENTIAL LEARNING CREDITS

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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**

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## TRANSACTIONAL LAWYERING

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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. Milwaukee City Attorney's Office (offering opportunities for both transactional and litigation experiences)
6. Milwaukee County Corporation Counsel (offering opportunities for both transactional and litigation experiences)
7. Milwaukee County Economic Development Division
8. Milwaukee County Parks Department Contracts Counsel
9. Milwaukee Metropolitan Sewerage District Legal Department
10. Milwaukee World Festival General Counsel
11. University of Wisconsin General Counsel

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## PUBLIC INTEREST LAWYERING

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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."<sup>2</sup> 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. Mediation Clinic
3. Public Defender Clinic
4. Restorative Justice Clinic
5. Supervised Fieldwork: Catholic Charities Legal Services for Immigrants

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<sup>2</sup> "Learning Outcomes: Marquette University Law School" (adopted by Law Faculty in 2016).

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## PUBLIC INTEREST LAWYERING (continued)

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6. Supervised Fieldwork: Centro Legal
  7. Supervised Fieldwork: Disability Rights Wisconsin
  8. Supervised Fieldwork: Federal Defender Services of Wisconsin
  9. Supervised Fieldwork: Legal Action of Wisconsin
  10. Supervised Fieldwork: Legal Aid Society of Milwaukee
  11. Supervised Fieldwork: Midwest Environmental Advocates
  12. Supervised Fieldwork: Mobile Legal Clinic Expungement and Pardon Clinic
  13. Supervised Fieldwork: Vivent Health (formerly the AIDS Resource Center of Wis.)
  14. Supervised Fieldwork: Wisconsin State Public Defender Appellate Division
  15. Supervised Fieldwork: Wisconsin State Public Defender Juvenile Division (Milwaukee)
  16. Supervised Fieldwork: Wisconsin State Public Defender Trial Division  
(Milwaukee, Racine and Waukesha Offices)
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## WISCONSIN STUDENT PRACTICE RULE

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Marquette is fortunate to be located in a state that offers law students an opportunity to work on their litigation skills and to get real courtroom experience while they are still in school. The Wisconsin Student Practice Rule provides that students may make supervised court appearances as part of their internships if they are certified for student practice under the Rule. To qualify for certification, a student must be in good academic standing and must have completed the IL curriculum as prescribed for full-time students. Completion of a student practice internship can be a valuable credential on a student's resume, especially if the student will be pursuing employment opportunities that involve litigation (either civil or criminal).

Student Practice Rule internships at Marquette include the following:

1. Prosecutor Clinic (offered in cooperation with the Milwaukee County District Attorney's Office)
2. Public Defender Clinic (offered in cooperation with the Wisconsin State Public Defender Trial Division in Milwaukee)
3. Supervised Fieldwork: District Attorney Offices in Fond du Lac County, Ozaukee County, Racine County, Sheboygan County and Washington County.
4. Supervised Fieldwork: Wisconsin State Public Defender Trial Division Offices in Milwaukee, Racine and Waukesha Counties.
5. Supervised Fieldwork: Centro Legal (handling family law and misdemeanor defense matters)
6. Supervised Fieldwork: Legal Aid Society Guardian ad Litem Division
7. Supervised Fieldwork: Milwaukee City Attorney's Office (prosecuting cases in the Milwaukee Municipal Court)

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## WISCONSIN STUDENT PRACTICE RULE (continued)

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8. Supervised Fieldwork: Milwaukee County Corporation Counsel (handling mental health commitments)
9. Supervised Fieldwork: Milwaukee County District Attorney CHIPS/TPR Unit (handling cases involving abused or neglected children)
10. Supervised Fieldwork: Wisconsin State Public Defender Juvenile Division in Milwaukee (handling juvenile delinquency cases)
11. Supervised Fieldwork: United States Attorney's Office (under a special Student Practice Rule adopted by the United States District Court for the Eastern District of Wisconsin).

The Student Practice Rule also authorizes supervised client counseling and supervised negotiating. Opportunities for these kinds of activities are also available in many of the Law School's clinical placements.

## 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, Public 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 with a time commitment of 120 hours; 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.

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 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 pursuing their degrees on a part-time basis. Achieving this goal can be challenging with respect to those part-time students who have substantial commitments outside the Law School during normal daytime business hours. Despite these challenges, there are a number of placements within the clinical program that can accommodate part-time 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
- ❑ 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: Wisconsin Association of School Boards

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 Green Bay, Port Washington, Racine, Waukesha, West Bend, Fond du Lac, Sheboygan, 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 48) 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](mailto: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

## 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 8:30 a.m. to 12:30 p.m. During this time of COVID-19, the mediations have been conducted remotely. It is unknown whether in-person mediations might resume at the Milwaukee County Courthouse sometime in the 2023 spring term. 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. 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

## RESTORATIVE JUSTICE CLINIC

The Restorative Justice Clinic is the experiential component of Marquette's Andrew Center for Restorative Justice. This is an in-house Law School clinic designed by Professor Janine Geske for which academic credit is awarded and which is comprised of both an academic component and a fieldwork component.

The official course description for the clinic is as follows:

**RESTORATIVE JUSTICE CLINIC:** Under the direction of the professor, Restorative Justice clinical students will help design and implement restorative approaches to assist Milwaukee academic, governmental and community groups address specific challenges. For example, students may work with prosecutors' offices, judges, police, and teachers. Additionally, students will assist in the creation and implementation of specific victim/offender dialogues in serious crimes. Clinical students will also be responsible for researching some of the issues arising in the context of the clinic.

**CREDITS:** 2

**TIME COMMITMENT:** 120 hours (including time spent in the classroom component and working on class-related projects)

**PREREQUISITES:** None. Limited to students who have completed 28 credits. Preference will be given to students who have either completed the Restorative Justice course or who are simultaneously enrolled in the Restorative Justice course.

**GRADED:** Satisfactory/Unsatisfactory

**CLASSROOM COMPONENT:** Mondays (5:30 to 7:20 p.m.)

**OBJECTIVES OF RESTORATIVE JUSTICE CLINIC:** The students will study and develop clinical skills to conduct restorative justice processes such as victim/offender dialogue sessions, victim impact panels, healing circles, listening circles, *etc.* They will learn leadership skills in program development, consensus building and system development. By the conclusion of the clinical experience, each student will better:

- Understand the impact of crime and of our criminal justice on victims and communities.
- Know the various restorative justice procedures and techniques utilized by different entities.
- Design restorative justice systems to meet the needs of the group.

- Develop training programs to teach others to be facilitators in restorative processes.
- Recognize the impact that restorative justice processes can have on offenders who are appropriately held accountable for their crimes.
- Understand the empowering and healing nature of restorative justice processes on victims/survivors who want to participate.
- More effectively apply restorative techniques in his or her own personal and professional relationships.
- Do presentations before community groups that are interesting and informative on new theories.
- Demonstrate leadership in the community on new solutions to problems of crime and discrimination.

## MARQUETTE LAW AND ENTREPRENEURSHIP CLINIC

The Marquette Law and Entrepreneurship Clinic (LEC) 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. Students participate under the Wisconsin Student Practice Rule in counseling 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 a two-semester experience that commenced in August 2022 and will conclude in April 2023. No students are admitted mid-year. However, the LEC will operate as a summer clinic during the 2023 summer session and then again as a two-semester experience in the 2023-2024 academic year.

Those who are considering the LEC for future semesters should be aware that the Business Associations course is a prerequisite to admission and Law Governing Lawyers is a co-requisite (meaning that LGL can be taken during the same term in which the student first participates in the LEC). 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).

## PROSECUTOR CLINIC

The Prosecutor Clinic, which consists of the Prosecutor Workshop and a Supervised Fieldwork placement at the Milwaukee County District Attorney's Office, is a two-semester program that began in August 2022 and will conclude in April 2023. No students are admitted mid-year. **However, those who are considering this clinic for 2022-2023 should be aware of the following prerequisites for admission:** Criminal Law and Evidence must be completed prior to enrolling in the clinic. It is strongly preferred that Criminal Process also be completed

before enrollment; however, the Criminal Process prerequisite may be satisfied by enrolling in that course during the fall semester component of the clinic. Further, a student must have completed at least 45 credits prior to enrollment in the clinic.

**Note # 1:** Students will have a much richer experience in this clinic if they take the **Constitutional Criminal Procedure** course during their 2L year. The **Trial Advocacy Workshop** is also extremely useful preparation for this clinic. Both are strongly recommended for those who plan to apply for the Prosecutor Clinic. Undertaking a **Judicial Internship in the Felony Division of the Milwaukee County Circuit Court** is also great preparation for a successful transition into the Prosecutor Clinic. The same is true for the **Community Prosecution – Community Partnership** course.

**Note # 2:** Several District Attorney offices will offer internship opportunities for students seeking to gain prosecutorial experience during the 2023 spring semester. They include Fond du Lac County, Ozaukee County, Racine County, Sheboygan County and Washington County. Other prosecutor options include placements in the federal prosecutor's office (the United States Attorney's Office) and in the CHIPS/TPR Unit of the Milwaukee County District Attorney's Office (handling cases involving abused or neglected children). Details are provided in the Supervised Fieldwork Program materials in this application packet. Several Prosecutor Clinic interns have completed one of these internships in their 2L year in preparation for undertaking the Prosecutor Clinic here in Milwaukee County during their 3L year.

## **PUBLIC DEFENDER CLINIC**

The Public Defender Clinic, which consists of the Public Defender Workshop and a Supervised Fieldwork placement in the Trial Division of the Wisconsin State Public Defender's Office in Milwaukee, is a two-semester program that should next be offered in the 2023-24 academic year. It will begin in August 2023 and conclude in April 2024. **Those who are considering this clinic for 2023-2024 should be aware of the following prerequisites for admission:** Criminal Law and Evidence must be completed prior to enrolling in the clinic. It is strongly preferred that Criminal Process also be completed before enrollment; however, the Criminal Process prerequisite may be satisfied by enrolling in that course during the fall semester component of the clinic. Further, a student must have completed at least 45 credits prior to enrollment in the clinic.

**Note # 1:** Students will have a richer experience in this clinic if they take the **Constitutional Criminal Procedure** course during their 2L year. The **Trial Advocacy Workshop** is also extremely useful preparation for this clinic. Both are strongly recommended for those who plan to apply for the Public Defender Clinic. Undertaking a **Judicial Internship in the Felony Division of the Milwaukee County Circuit Court** is also great preparation for a successful transition into the Public Defender Clinic.

**Note # 2:** Students seeking practical experience in the defense of criminal cases should note that several 2023 spring internships offer this opportunity. They include the

placements at Centro Legal, Federal Defender Services, the Wisconsin State Public Defender Trial Offices in Racine and Waukesha, and the Wisconsin State Public Defender Juvenile Office in Wauwatosa. **For the 2023 spring semester only: the Law School will also offer a Supervised Fieldwork Program internship in the Milwaukee Trial Division of the Wisconsin State Public Defender.** 2Ls who participate in any of these criminal defense internships are also eligible to apply for placement in the Public Defender Clinic during their 3L year. Details about the internships listed in this note are provided in the Supervised Fieldwork Program materials in this application packet.

# 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 Wednesdays from 12:15 to 1:50 p.m. 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.

## ***LEARNING 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 Chief 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.** This internship is principally a legal analysis and legal writing experience in which students are assigned to a Justice's Chambers and prepare bench memos for their Justices for upcoming oral arguments; they also perform such other research or opinion drafting as assigned. Supervisory feedback is received primarily from the assigned Justice's law clerk. **Notes: (1) As we continue to emerge from the pandemic but are without certainty as to its future, this internship looks like it will have both in-person components (involving periodic travel to Madison no more than once per week) and remote components with the exact mixture of those components established by each Justice's Chambers. (2) A student participating in the Wisconsin Supreme Court judicial internship may not simultaneously be employed in a law-related position. (3) Because much of the student work in this program may be done remotely, 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. 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, Chief Judge of the 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 as may be requested of them. 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 located 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, observing oral arguments, 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. **Notes: (1) The best opportunities for observing oral arguments will be on Tuesdays, Wednesdays and Thursdays. Thus, the intern must be available to report to Chicago each week on one of these three days. (2) 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 Milwaukee County Circuit Court Judge.

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

**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 (typically once per week) 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. 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 Milwaukee. 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 be 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.**

## **SPECIAL NOTE ON TRIAL COURT JUDICIAL INTERNSHIPS IN THE MILWAUKEE COUNTY CIRCUIT COURTS**

The Law School's expansive set of judicial internships with the Circuit Court of Milwaukee County was suspended at the start of the 2020 summer session due to the COVID-19 pandemic. In the 2022 summer semester the Circuit Court program was partially re-opened with placements in the Felony Division. These criminal courts had resumed in-person operations and were once again conducting trials on a regular basis. These Felony Division internships will once again be in operation for the 2023 spring semester. We will also be offering placements with judges who preside in the Civil Division who have also resumed in-person proceedings.

**Notes on Felony Division Internships:** Milwaukee County Circuit Court internships in the Felony Division 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 needs of the judges. **A judicial internship in the Felony Division may be particularly attractive to those who intend to apply for placement in the Prosecutor Clinic and in the Public Defender Clinic for the 2023-24 academic year; these positions offer a great way to transition into the Milwaukee criminal justice system.**

**Notes on Civil Division Internships:** Our judicial internships in the Civil Division of the Milwaukee County Circuit Court have been suspended since the onset of COVID-19. However, now that the judges are back in their courtrooms conducting most of their judicial business in person, the Civil Division placements have been reactivated. A Civil Division internship consists of two components: an in-court observation experience and a research/writing experience in which the interns work with the judges' law clerks in the preparation of various written decisions the judges will be issuing (many of them involving a variety of pretrial motions).

***Scheduling Note for ALL Circuit Court Internships:*** Circuit Court internships are most valuable if a student is available to be at the court in 3-4 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.** The circuit courts typically are out of session each day from 12:00 noon to 1:30 p.m. for lunch.

# **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.

Most of the Supervised Fieldwork Program agencies and offices have resumed in-person operations, though some are still operating remotely (in whole or in part) due to the pandemic.

## ***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. Student practice rule internships (which are noted in the materials that follow) require completion of the 1L curriculum for full-time students.

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, officially known as Vivent Health, is the largest AIDS resource provider in the State of Wisconsin. The ARCW has several different locations across the state, but the largest office is located in downtown Milwaukee. In addition to legal services, ARCW provides numerous other services including medical care, dental care, mental health care, social services, housing services, *etc.* Website: <https://viventhealth.org>.

In this internship students assist staff lawyers in a variety of legal matters, including advance directives, 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](http://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 18<sup>th</sup> 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.

**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. 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 2023 spring 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.*

**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. Its mission is to advance the dignity, equality, and self-determination of people with disabilities.

In this internship students assist agency lawyers with research, drafting pleadings, fair hearings, investigations, court actions, client interviews, policy and legislative advocacy, etc. More information about the work of DRW lawyers can be found at the agency's website: <https://disabilityrightswi.org>. *Prerequisites: None.*

**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 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 the IL curriculum for full-time students (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 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. Priority practice areas at Legal Action include landlord-tenant law, eviction defense, support services for veterans who are homeless or facing homelessness, consumer law, elder rights (including representation of elderly crime victims and victims of abuse), public benefits law [including assistance to disabled offenders about to be released from prison in obtaining Social Security Supplemental Income (SSI) benefits and Social Security Disability Insurance (SSDI)], and assisting those with barriers to employment (*e.g.*, criminal convictions, driver's license problems, traffic tickets, *etc.*) in removing those barriers.

Depending on agency requirements and intern interests, students may serve in a number of Legal Action's priority practice areas or concentrate in one area. 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 the courts. *Prerequisite for all Legal Action internships: Civil Procedure.*

**Informative Website:** [www.legalaction.org](http://www.legalaction.org)

**Legal Aid Society of Milwaukee.** For over 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, mental health commitments, and certain civil rights actions.

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 that typically occurs 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. Interns assigned to the Guardian ad Litem Division at the Children's Court may have the opportunity to appear on the record in court once they are certified under the Wisconsin Student Practice Rule. Student Practice Rule licensing requires that the intern have already completed the 1L curriculum for full-time students. **Scheduling Note:** Fridays should be avoided in the Guardian ad Litem internship.

**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. If interested, students may also have the opportunity to work on legal issues affecting health care providers who encounter sex trafficking victims. *Prerequisites: None. Preference will be given to students who have completed Health Law or Health Care Provider Liability.*

**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.

**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 will be certified under the Wisconsin Student Practice Rule; this certification qualifies them to prosecute cases in the Milwaukee Municipal Court. **Several recent interns have been assigned to the unit that handles Municipal Court prosecutions.**

*Prerequisite: Civil Procedure. Limited to students who have completed the 1L curriculum for full-time students (a Student Practice Rule requirement).*

**Scheduling Note for Milwaukee City Attorney: 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 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 and to appear on behalf of the County in

employment matters before the Milwaukee County Personnel Review Board. *Prerequisites: None. Limited to students who have completed the 1L curriculum for full-time students (a Student Practice Rule requirement).*

**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 the 1L curriculum for full-time students (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 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 Office of the Contracts Manager.** 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.*

**Scheduling Note for Milwaukee County Parks Department: Tuesdays are particularly good internship days in this placement. Fridays should be avoided.**

**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.

**Milwaukee World Festival Office of General Counsel.** Milwaukee World Festival, Inc. (MWF) is an independent, private 503(c)(3) corporation located in downtown Milwaukee. It produces Summerfest (one of the world's largest music festivals) along with other entertainment events and cultural festivals. Its mission is to promote different ethnic cultures and traditions, create community harmony, and provide engagement with the performing arts. The in-house counsel at MWF oversees all aspects of the production of these various events, provides counsel in the interest of MWF, and collaborates with all departments within MWF.

In this **general counsel** internship the students may work on drafting various contracts (vendor and exhibitor agreements, sponsorship agreements, licensing agreements, service/purchasing agreements, *etc.*), risk management and insurance issues, trademark infringement/cease and desist activities, employment and human resources matters, *etc.* Other areas may include liquor licensing, obtaining city and Coast Guard permits, contest rule-writing, corporate governance and government relations.

Prerequisites for this internship: None. Completion of the Contract Drafting course is strongly preferred.

**Mobile Legal Clinic Expungement and Pardon Clinic.** The Mobile Legal Clinic is a component of the Milwaukee Justice Center. 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. Following initial contacts with clients that occur during weekly clinics, the intern will follow up on these initial meetings by researching

clients' criminal records, determining their eligibility for expungement or a pardon, and counseling them about petitioning for expungement or pardon. They may also assist those seeking a pardon from the Governor in the preparation of the pardon application and supporting documentation. **Scheduling Note for Expungement and Pardon Clinic:** The intern must be available to participate in two weekly clinics: one will be conducted on Mondays from 1:00 to 3:00 p.m. and the other on Wednesdays from 1:00 to 3:00 p.m. For the time being, these clinics are being conducted remotely due to the pandemic. *Prerequisites: None.*

**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.*

**Ozaukee 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 Port Washington, Wisconsin (about 25 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 the 1L curriculum for full-time students (a Student Practice Rule requirement).*

**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 the 1L curriculum for full-time students (a Student Practice Rule requirement).* **Scheduling Note for the Racine County District Attorney's Office:** Fridays should be avoided.

**Sheboygan 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 Sheboygan, Wisconsin (about one hour 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 the 1L curriculum for full-time students (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.*

**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. *Prerequisites: Criminal Law, Evidence and Criminal Process. Limited to students who have completed the IL curriculum for full-time students. **Students tentatively selected for this internship must undergo an FBI background investigation.***

**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. *Prerequisites: None.* In the selection process for this internship, preference will be given to those who have completed any employment law course. **Scheduling Note for the U.S. Department of Veterans Affairs:** Fridays should be avoided.

**University of Wisconsin Office of the General Counsel.** The General Counsel for the University of Wisconsin provides in-house counsel services to the UW System Administration, the UW Board of Regents, and to 11 of UW's 13 campuses throughout the State. Among the issues the attorneys in this office deal with are matters involving real estate, employment law, athletics, federal regulatory compliance, state law rule making, and many others. The office is located in Madison on the campus of the University of Wisconsin, though the work of interns can be done in a combination of in-person and remote modes. *Prerequisites: None.*

**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 in 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 the 1L curriculum for full-time students (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 may also 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 the 1L curriculum for full-time students (a Student Practice Rule requirement).*

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

**Wisconsin Association of School Boards.** The Wisconsin Association of School Boards (WASB) is dedicated to serving as an advocate for education and students. A non-profit organization located in Madison and founded in 1921, the WASB seeks to advance education through supporting the tradition of local school board control of the state's public schools. It

supports, promotes and advances the interests of public education in Wisconsin by offering an array of services that address current and emerging needs of local school boards.

In this internship, the student works with the legal staff of WASB as it responds to inquiries about legal issues received from school boards across the State of Wisconsin. These can include issues arising under education law as well as the law of property, contracts, labor and employment, the Family Medical Leave Act, and many others. Since the onset of the pandemic, this internship has been conducted remotely. *Prerequisites: None. Education Law preferred but not required.*

**Wisconsin Department of Justice (Office of the Attorney General) Legal Services Division (Madison, Wisconsin).** 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 Appeals, 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: Interns in this program will earn 3 credits (a 180-hour time commitment).**

**Wisconsin Department of Natural Resources Bureau of Legal Services (Madison, Wisconsin).** 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 WDNR 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. *Prerequisite: Any environmental law course.*



**Wisconsin Department of Public Instruction (Special Education Team) (Madison, Wisconsin).** 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. Students selected for this internship must undergo a background check and a TB test (paid for by the State). *Prerequisites: None. Education Law preferred but not required.*

**Wisconsin Department of Safety and Professional Services (Madison, Wisconsin).** 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 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. Since the onset of the pandemic, most WEC meetings have been conducted virtually.

**Wisconsin Governor Office of Legal Counsel (Madison, Wisconsin).** 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 typically have an opportunity to do research and provide analysis on a wide range of important legal and policy issues. Recent interns have also been heavily involved in the review of pardon applications. *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](http://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 Legislative Council.** The Wisconsin Legislative Council, located in Madison, Wisconsin, is a nonpartisan legislative service agency of the Wisconsin Legislature. It assists the legislature by:

- Providing legal and policy analysis, as well as procedural advice, to the standing and statutory committees of the Legislature and legislative taskforces.
- Providing general staff services to study committees created by the Joint Legislative Council.
- Responding to information and legal and policy research requests from legislators and other legislative agencies.
- Serving as the Administrative Rules Clearinghouse by preparing reports on all proposed administrative rules and assisting standing committees in their oversight of the administrative rulemaking process.
- Preparing an Amendment Memo to describe every amendment recommended by a standing committee or adopted by either house of the Legislature.
- Preparing an Act Memo to describe every enactment of the Legislature.
- Preparing Information Memoranda, which provide detailed discussions of topics that are of major concern to the Legislature.

It is anticipated in this internship that the student will: (1) prepare at least one publication for the Legislative Council on a topic of interest to the intern that is relevant to the work of the Legislature; (2) prepare an amendment memo or act memo, or both, that explains the amendment or enacted the legislation, respectively; and (3) complete research and writing projects in response to legislative requests for information. The intern may also have the opportunity to attend legislative committee meetings and brief legislators on research conducted at their request. *Prerequisites: None. Completion of the Legislation course is preferred but not required.*

**Wisconsin Legislature Office of Rep. Evan Goyke (Wisconsin State Assembly).**

Representative Evan Goyke is a Democratic legislator who represents the Assembly district on the west side of Milwaukee. He is a graduate of the Marquette University Law School and one of the few lawyers serving in the state legislature. He formerly served as a member of the Law School's adjunct faculty teaching in the Street Law Program.

*(continued next page)*

This internship is designed for the student who is interested in the formation of public policy and in the legislative process through which that policy is enacted into law. An intern in Rep. Goyke's office can expect to research diverse legal issues of current interest to the State of Wisconsin, draft model legislation, write any additional advocacy pieces necessary, and prepare bill drafts. There will also be opportunities to attend legislative committee hearings and such floor sessions of the legislature as may be scheduled. *Prerequisites: None. Completion of the Legislation course is preferred but not required.*

**Wisconsin National Guard Staff Judge Advocate (Madison, Wisconsin).** 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. During the pandemic this agency has remained open for in-person reporting by the interns. *Prerequisites: None.*

**Wisconsin Special Education Mediation System (WSEMS).** The Wisconsin Special Education Mediation System is grant-funded by the Wisconsin Department of Public Instruction to provide mediation services to assist parents of children with disabilities resolve disputes with school districts that are related to the special education needs of the children.

In this **mediation** internship, students will work under the supervision of the WSEMS System Administrator (a MALS alum) and will have the opportunity to assist various WSEMS mediators in handling a large number of special education disputes emanating from throughout the State of Wisconsin. During the pandemic the mediations have been conducted virtually. The interns will also be involved in such other assignments as provided by their supervisor. *Prerequisites: Alternative Dispute Resolution or Mediation Clinic. Education Law preferred but not required.*

Helpful website: [www.wsems.us](http://www.wsems.us)

**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. *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 the 1L curriculum for full-time students (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 spring semester (January – May 2023) and will continue into the summer semester (May – August 2023). 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 assists 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 advocacy skills necessary for being a good advocate. *Prerequisite:* Evidence. Completion of courses involving juvenile law and criminal procedure is preferred but not required. *Limited to students who have completed the 1L curriculum for full-time students (a Student Practice Rule requirement.)* **Scheduling Note for State Public Defender Juvenile Division:** Fridays should be avoided.

**Wisconsin State Public Defender Trial Division (Milwaukee Office)**. In this placement 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. *Prerequisites: Criminal Process and Evidence. Limited to students who have completed the 1L curriculum for full-time students (a Student Practice Rule requirement.)* **2Ls who participate in this placement are eligible to apply for the Public Defender Clinic in their 3L year.**

**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 the 1L curriculum for full-time students*

*(a Student Practice Rule requirement.)* **2Ls who participate in this placement are eligible to apply for the Public Defender Clinic in their 3L year.**

**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 the 1L curriculum for full-time students (a Student Practice Rule requirement.)* **2Ls who participate in this placement are eligible to apply for the Public Defender Clinic in their 3L year. Note: This is a 3-credit internship and students are expected to report to the Waukesha office at least twice per week.**

Please submit this application at Professor Hammer's Office in Faculty Suite 453 no later than 4:00 PM on THURSDAY, NOVEMBER 3, 2022.

**Application for Placement in a Clinic,  
Judicial Internship, or Supervised Fieldwork Program**  
SPRING TERM 2023

Name: \_\_\_\_\_

Your marquette.edu address: \_\_\_\_\_

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

Tele: \_\_\_\_\_

Credit hours completed as of December 31, 2022: \_\_\_\_\_

Anticipated month and year of graduation: \_\_\_\_\_

Clinics, Judicial Internships and Supervised Fieldwork Programs in which you have already participated:

\_\_\_\_\_

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 2023 spring semester:

\_\_\_\_\_

**INSTRUCTIONS FOR SUBMITTING YOUR APPLICATION**

**YOU MUST ATTACH ONE COPY OF YOUR RESUME FOR EACH PROGRAM YOU SELECT**. On the back of each resume, you may but are not required to write a personal statement indicating why the program interests you. Your comments are very useful in the making of placements.

**YOU MUST ATTACH ONE COPY OF YOUR CURRENT UNOFFICIAL TRANSCRIPT TO THIS APPLICATION**. The transcript should include the list of courses in which you are **currently enrolled**. The transcript will only be used internally by the Director of Clinical Education to verify academic credentials for an internship placement, *e.g.*, completion of prerequisite courses and eligibility for Student Practice Rule licensing. It will not be shared with the court or agency with which



you are applying for placement. An unofficial CheckMarq transcript suffices for this purpose. Transfer students should include a transcript from the institution from which they transferred to Marquette.

**YOU MUST SIGN THE “LIABILITY RELEASE AND WAIVER” FORM THAT IS ATTACHED TO THIS APPLICATION AND SUBMIT IT ALONG WITH YOUR APPLICATION MATERIALS.** *An application is not complete without this form. The form is on page 48.*

### ***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 #***

\_\_\_\_\_ Mediation Clinic

\_\_\_\_\_ Restorative Justice Clinic

Will you have completed the Restorative Justice class (preferred but not required) prior to 12-31-2022? 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.



## APPLICATION FOR PLACEMENT (CONTINUED)

NAME: \_\_\_\_\_

### **Priority #**

- \_\_\_\_\_ 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.
  
- \_\_\_\_\_ 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: *Milwaukee County Circuit Court Felony Division*  
(including the Homicide/Sexual Assault Courts)  
Criminal Process is a prerequisite for this internship.
  
- \_\_\_\_\_ Judicial Internship: Trial Courts: *Milwaukee County Circuit Court Civil Division*  
(internship with judges who hear large claim civil cases)  
Civil Procedure is a prerequisite 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: \_\_\_\_\_

### ***SUPERVISED FIELDWORK PROGRAMS***

#### ***Priority #***

\_\_\_\_\_ AIDS Resource Center of Wisconsin (formally known as Vivent Health)

\_\_\_\_\_ Blood Center of Wisconsin Office of Corporate Counsel

Will you have completed Contracts by 12-31-22? Yes \_\_\_ No \_\_\_

Will you have completed either Business Associations or Contract Drafting  
(preferred but not required) by 12-31-22? Yes \_\_\_ No \_\_\_

\_\_\_\_\_ Catholic Charities Immigration Assistance Project

Will you have completed Immigration Law by 12-31-22 (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 12-31-22? 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 12-31-22? Yes \_\_\_ No \_\_\_

\_\_\_\_\_ Fond du Lac County District Attorney's Office

Will you have completed Criminal Process & Evidence by 12-31-22?

Yes \_\_\_ No \_\_\_

\_\_\_\_\_ Internal Revenue Service (U.S. Treasury Office of Chief Counsel)

Will you have completed Fed Income Tax by 12-31-22? Yes \_\_\_ No \_\_\_

## APPLICATION FOR PLACEMENT (CONTINUED)

NAME: \_\_\_\_\_

### *Priority #*

\_\_\_\_\_ Legal Action of Wisconsin, Inc.  
Will you have completed Civil Procedure by 12-31-22? Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_ Legal Aid Society of Milwaukee  
Will you have completed Civil Procedure by 12-31-22? Yes \_\_\_\_ No \_\_\_\_

**Please express a preference:** Downtown Office (General) \_\_\_\_\_  
(use numbers)

Guardian ad Litem Office at the  
Children's Court \_\_\_\_\_

\_\_\_\_\_ 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 12-31-22?  
Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_ Milwaukee City Attorney's Office

\_\_\_\_\_ Milwaukee County Corporation Counsel

\_\_\_\_\_ Milwaukee County District Attorney CHIPS/TPR Unit  
Will you have completed Evidence by 12-31-22? Yes \_\_\_\_ No \_\_\_\_  
Will you have completed any juvenile or family law course(s)  
by 12-31-22 (preferred but not required)? Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_ Milwaukee County Economic Development Division  
Will you have completed Contracts by 12-31-22? Yes \_\_\_\_ No \_\_\_\_  
Will you have completed Contract Drafting or the Community  
and Economic Development course by 12-31-22 (both preferred but not  
required)? Yes \_\_\_\_ No \_\_\_\_

## APPLICATION FOR PLACEMENT (CONTINUED)

NAME: \_\_\_\_\_

### *Priority #*

\_\_\_\_\_ Milwaukee County Parks Department Office of Contracts Manager  
Will you have completed Contract Drafting by 12-31-22? Yes \_\_\_ No \_\_\_

\_\_\_\_\_ Milwaukee Metropolitan Sewerage District General Counsel  
Will you have completed any environmental law course by 12-31-22?  
Yes \_\_\_ No \_\_\_

What business law courses (including Contract Drafting) will you  
have completed by 12-31-22 (preferred but not required)?  
\_\_\_\_\_

\_\_\_\_\_ Milwaukee World Festival Office of the General Counsel  
Will you have completed the Contract Drafting course (strongly preferred  
but not required for this internship) by 12-31-22? Yes \_\_\_ No \_\_\_

\_\_\_\_\_ Mobile Legal Clinic Expungement and Pardon Clinic

\_\_\_\_\_ National Labor Relations Board  
Will you have completed Labor Law by 12-31-22? Yes \_\_\_ No \_\_\_

\_\_\_\_\_ Ozaukee County District Attorney's Office  
Will you have completed Criminal Process & Evidence by 12-31-22?  
Yes \_\_\_ No \_\_\_

\_\_\_\_\_ Racine County District Attorney's Office  
Will you have completed Criminal Process and Evidence prior to  
12-31-22? Yes \_\_\_ No \_\_\_

\_\_\_\_\_ Sheboygan County District Attorney's Office  
Will you have completed Criminal Process & Evidence by 12-31-22?  
Yes \_\_\_ No \_\_\_

\_\_\_\_\_ South Milwaukee School District  
Will you have completed Labor Law or Employment Law  
by 12-31-22? Yes \_\_\_ No \_\_\_  
Have you taken Education Law (preferred but not required)? Yes \_\_\_ No \_\_\_

## APPLICATION FOR PLACEMENT (CONTINUED)

NAME: \_\_\_\_\_

### ***Priority #***

\_\_\_\_\_ United States Attorney for the Eastern District of Wisconsin

Will you have completed Crim Law, Crim Process & Evidence  
by 12-31-22? 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)? \_\_\_\_\_

\_\_\_\_\_ University of Wisconsin Office of General Counsel

\_\_\_\_\_ Washington County District Attorney's Office

Will you have completed Criminal Process & Evidence by 12-31-22?  
Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_ Waukesha County Corporation Counsel Child Support Division

Will you have completed the Family Law course by 12-31-22?  
Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_ Wisconsin Association of School Boards

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

\_\_\_\_\_ Wisconsin Department of Justice (Attorney General) *Legal Services Division*

Will you have completed Civil Procedure by 12-31-22? Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_ Wisconsin Department of Natural Resources Bureau of Legal Services

Will you have completed any environmental law course by 12-31-22?  
Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_ Wisconsin Department of Public Instruction (Special Education Team)

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

\_\_\_\_\_ Wisconsin Department of Safety and Professional Services

\_\_\_\_\_ Wisconsin Elections Commission

## APPLICATION FOR PLACEMENT (CONTINUED)

NAME: \_\_\_\_\_

### **Priority #**

\_\_\_\_\_ Wisconsin Governor Office of Legal Counsel

\_\_\_\_\_ Wisconsin Institute for Law and Liberty (WILL)

\_\_\_\_\_ Wisconsin Legislative Council

Will you have completed the Legislation course by 12-31-22 (preferred but not required)? Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_ Wisconsin Legislature Office of State Representative Evan Goyke

Will you have completed the Legislation course by 12-31-22 (preferred but not required)? Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_ Wisconsin National Guard Staff Judge Advocate

\_\_\_\_\_ Wisconsin Special Education Mediation Systems

Will you have completed either Alternative Dispute Resolution or the Mediation Clinic by 12-31-22? Yes \_\_\_\_ No \_\_\_\_

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

\_\_\_\_\_ Wisconsin State Public Defender **Appellate Division**

Will you have completed Crim Law, Crim Process, Evidence, and Constitutional Criminal Procedure by 12-31-22? Yes \_\_\_\_ No \_\_\_\_

Will you have completed Law Governing Lawyers by 12-31-22? Yes \_\_\_\_ No \_\_\_\_

Will you have completed Appellate Writing & Advocacy by 12-31-22 (preferred but not required)? Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_ Wisconsin State Public Defender **Juvenile Division** (Milwaukee County)

Will you have completed Evidence by 12-31-22? 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 12-31-22?

\_\_\_\_\_  
Yes \_\_\_\_ No \_\_\_\_

## APPLICATION FOR PLACEMENT (CONTINUED)

NAME: \_\_\_\_\_

### *Priority #*

\_\_\_\_\_ Wisconsin State Public Defender **Trial Division** – Milwaukee Office  
Will you have completed Criminal Process & Evidence by 12-31-22?

\_\_\_\_\_ Wisconsin State Public Defender **Trial Division** – Racine Office  
Will you have completed Criminal Process & Evidence by 12-31-22?  
Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_ Wisconsin State Public Defender **Trial Division** – Waukesha Office  
Will you have completed Criminal Process & Evidence by 12-31-22?  
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