



CLINICS, JUDICIAL INTERNSHIPS AND SUPERVISED FIELDWORK PROGRAMS 2024 FALL PROGRAMS

**APPLICATIONS SHOULD BE SUBMITTED TO DIRECTOR KEARNEY IN
OFFICE 202(B) NO LATER THAN 3:00 PM ON MONDAY, APRIL 1, 2024.**

Marquette University Law School offers an upper-level curriculum with robust opportunities for your education as a future Marquette lawyer that includes traditional classroom components, seminars, workshops, perspectives, advanced writing and research courses, clinics, internships, law reviews, moot courts and more.

Why clinics and internships? Complement your classroom education with learning in an authentic lawyer environment. Clinics, Judicial Internships and Supervised Fieldwork Programs offer an opportunity to participate in lawyering in real-life settings, develop critical lawyering skills, build your resume, and furnish a source for references in future employment searches.

Experiential Learning. Clinics, judicial internships and supervised fieldwork externships offer opportunities for earning the six experiential learning credits that are required of all law students, as expressed in Marquette University Law School Academic Regulations § 201(6)(c).

Application. The packet provides a summary description of each placement as well as an application form to indicate your interest in placements for *all* credit clinics, judicial internships, and supervised fieldwork placements. Questions? Contact Director Anne Berleman Kearney in Room 202B or anne.kearney@marquette.edu.

Please submit the application and supporting materials to Director Anne Berleman Kearney in Office 202(B) no later than 3:00 p.m. on Monday, April 1, 2024.

Announcements For the 2024 Fall Semester Internship Program

1. There are a number of new or newer offerings available for this fall semester:
 - **(new) Judicial internship with the Honorable J.P. Stadtmueller of the Eastern District of Wisconsin.** This internship offers the opportunity to observe an experienced judge in action as well as to work with accomplished law clerks in supporting decision-making on motions before this district court judge. *Prerequisites: Civil Procedure, LAWR 1 & LAWR 2*
 - **(new) Judicial internship with the Waukesha County Circuit Court Civil Division.** This is an opportunity to intern for a state court judge in the civil division, providing opportunities to talk with the judge about ongoing cases and courtroom observations. This internship involves research and writing to assist motion-practice decision-making. *Prerequisites: Civil Procedure, LAWR 1 & LAWR 2.* (The law school will nominate an applicant. The applicant will need to interview with the Judge).
 - **(new) City Attorney's Office, City of West Allis.** Attorneys in this Office act as the in-house legal counsel for the City of West Allis. This internship has transactional and litigation experiences. Attorneys in this local government agency handle matters that include all aspects of municipal law, employment law, real estate law, litigation involving the City, ordinance enforcement, and policy-making. *Prerequisites: None.*
 - **(newer) Labor and Industry Review Commission (LIRC) in Madison.** This independent administrative agency decides appeals of employment decisions by administrative law judges. The intern will work on cases and projects under the Commissioners or the Commission's staff attorneys. *Prerequisites: None. Completion of Labor Law or any Employment Law course is preferred, but not required.* This offering should be attractive to those interested in labor and employment law.
 - **(newer) Marquette University Office of General Counsel.** The Office of General Counsel for Marquette University is the principal representative for legal matters involving Marquette University. This is a transactional internship. Attorneys in this in-house legal counsel office may handle matters that include employment law, athletics, regulatory compliance, policy-making, and real estate. *Prerequisites: Business Associations or Contract Drafting is preferred but not required.*
 - **(newer) Milwaukee County District Attorney's Office Post-Conviction Unit.** Student interns will have the opportunity to work for a semester on criminal post-conviction matters from the prosecutor perspective under the supervision of a former judge. Students will research, review transcripts for trial error, and draft documents. Students should expect to observe court proceedings, and debrief after those proceedings. *Prerequisites: Criminal law, Evidence and Criminal Process.*

- **(new) United States Department of Veterans Affairs Office of the Regional Council.** *Now a 2-semester internship (2 credits each semester).* This internship opportunity permits students to represent a federal agency in areas that may include **health law** and **employment law**. Students may conduct research, do factual investigation, draft discovery, write memos and motions, and attend various proceedings. *Prerequisites: Any Employment Law course preferred but not required.*
 - **(new) Wisconsin Department of Natural Resources.** *Now a 3-credit internship.* The Wisconsin Department of Natural Resources (“DNR”) is responsible for implementing the laws of the state and, where applicable, the laws of the federal government that protect and enhance the environment and natural resources. Law students may perform legal research on environmental law in Wisconsin, prepare for and attend contested case hearings, draft administrative regulations, coordinate with other state and federal agencies, and provide counsel to clients. *Prerequisites: Any Environmental Law course or Administrative Law.*
2. The **Restorative Justice Clinic** is offered under the direction of Mary Triggiano, the Director of our Andrew Center for Restorative Justice.
 3. The popular **Law and Entrepreneurship Clinic** is offered as a one-semester course with rich and varied experiences for students.
 4. There is a newer placement with a **Legal Action** attorney who handles **unemployment compensation** cases. It should be attractive to those interested in **labor and employment law**. *See Legal Action description.*
 5. The **Prosecutor Clinic** in the Milwaukee County District Attorney’s Office and the **Public Defender Clinic** in the Office of the Wisconsin State Public Defender Trial Division (Milwaukee)—both of which contain workshop and clinic components—**are year-long programs offered in the 2024-2025 academic year.** *Prerequisites: Criminal Law, Evidence. Prerequisites or Co-requisites: Criminal Process and Law Governing Lawyers.*
 6. **Wisconsin State Public Defender Appellate Division (Milwaukee Office).** This is a 2-semester course that is a year-long opportunity. 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 motion and appellate documents. *Prerequisites: Criminal Law, Evidence, LAWR 1 & LAWR 2. Prerequisites or Co-requisites: Criminal Process and Law Governing Lawyers.*

Thinking about Transactional Lawyering?

1. Authors Guild
2. Blood Center of Wisconsin Office of Corporate Counsel
3. Marquette Law and Entrepreneurship Clinic
4. **(newer)** Marquette University Office of General Counsel
5. Milwaukee County Corporation Counsel (transactional and litigation experiences)
6. Milwaukee County Economic Development Division
7. Milwaukee Metropolitan Sewerage District Legal Department
8. University of Wisconsin System General Counsel

Thinking about Public Interest Law?

Among the Law School's aspirations is that, upon graduation, the Marquette lawyer "will recognize the challenges confronting the poor, marginalized, and under-represented in society, consistent with the Jesuit mission." These placements are excellent opportunities for developing hands-on lawyering skills involving client representation.

1. Marquette Law and Entrepreneurship Clinic
2. Mediation Clinic
3. **(newer)** Restorative Justice Clinic
4. Supervised Fieldwork: AIDS Resource Center (officially known as Vivent Health)
5. Supervised Fieldwork: Catholic Charities Legal Services for Immigrants
6. Supervised Fieldwork: Central Wisconsin Community Law
7. Supervised Fieldwork: Centro Legal
8. Supervised Fieldwork: Disability Rights Wisconsin
9. Supervised Fieldwork: Federal Defender Services of Wisconsin
10. Supervised Fieldwork: Legal Action of Wisconsin
11. Supervised Fieldwork: Legal Aid Society of Milwaukee
12. Supervised Fieldwork: Midwest Environmental Advocates
13. Supervised Fieldwork: Mobile Legal Clinic Expungement and Pardon Clinic
14. Supervised Fieldwork: Wisconsin State Public Defender Appellate Division
15. Supervised Fieldwork: Wisconsin State Public Defender Juvenile Division (Milwaukee)

Interested in Writing?

1. Judicial Internship: Milwaukee County Circuit Court Civil Division
2. Judicial Internship: United States Bankruptcy Court
3. Judicial Internship: United States Court of Appeals for the Seventh Circuit
4. Judicial Internship: United States Court of Appeals Seventh Circuit, Circuit Executive Counsel
5. Judicial Internship: United States District Court—Judge Adelman
6. **(new)** Judicial Internship: United States District Court—Judge Stadtmueller
7. **(new)** Judicial Internship: Waukesha County Circuit Court Civil Division
8. Judicial Internship: Wisconsin Court of Appeals
9. Judicial Internship: Wisconsin Supreme Court
10. **(newer)** Supervised Fieldwork: LIRC
11. **(newer)** Supervised Fieldwork: Milwaukee County District Attorney Post-Conviction Unit
12. Supervised Fieldwork: Wisconsin Department of Justice (Office of the Attorney General)
13. Supervised Fieldwork: Wisconsin Institute for Law & Liberty
14. Supervised Fieldwork: Wisconsin Legislative Council
15. Supervised Fieldwork: Wisconsin State Public Defender Appellate Division

Interested in Criminal Law?

1. Judicial Internship: Milwaukee County Circuit Court Felony Division
2. Supervised Fieldwork: Central Wisconsin Community Law
3. Supervised Fieldwork: Federal Defender Services of Wisconsin
4. Supervised Fieldwork: Milwaukee County District Attorney CHIPS/TPR Unit
5. **(newer)** Supervised Fieldwork: Milwaukee County District Attorney Post-Conviction Unit
6. Supervised Fieldwork: District Attorney's Offices in various counties
7. Supervised Fieldwork: Wisconsin State Public Defender Appellate Division
8. Supervised Fieldwork: Wisconsin State Public Defender Juvenile Division (Milwaukee)

Interested in Creating your Own Internship?

You may consider an internship with a court, governmental agency, or nonprofit providing legal services with which the Law School does not have an ongoing clinical arrangement. Some may qualify for academic credit if they meet the requirements imposed by the Law School and the American Bar Association. Please confer with Director Anne Kearney about the availability of credit for this prospective placement. Please indicate the possibility on the application at the appropriate place. **Note: Internships for academic credit are not available with for-profit institutions, including private law firms.**

GENERAL CONSIDERATIONS FOR INTERNSHIPS

1. WORKING AN INTERNSHIP INTO YOUR SCHEDULE

Consider whether you will have time and schedule space for a clinic, internship, or supervised field placement:

- The ordinary rule is that 60 hours of time must be devoted for each internship credit earned. Generally, **placements require 120 hours a semester**. Placements for more credits (and with more hours required) are specifically noted.
- Placements generally 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.
- 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.
- 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.
- Participating interns should allocate **8-10 hours each week** over the course of at least 12 weeks in residence at their internship as much as possible. The amount of time devoted to the internship is to be evenly distributed across **12 weeks**. No student may participate in more than one internship in any given semester.

2. PROGRAM PREREQUISITES

Consider whether you meet the program requirements. To participate in one of the Clinics, Judicial Internships or Supervised Fieldwork Programs, you must be in good academic standing (not on academic probation) and, in most instances, you must have completed at least 28 credits (or 45 credits for the Prosecutor Clinic and Public Defender Clinic).

Many programs also have prerequisites or co-requisites. These requirements are designed to ensure 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 on the application form.

3. SELECTION CRITERIA

The placement process seeks to match applicants with internships in which they have expressed a high priority interest and where they have the best opportunity for a successful internship experience. Among the selection factors considered are the following: program priorities identified by the applicant on the application; applicant's preparedness for internship for which they have applied (including completion of minimum credits, satisfaction of any prerequisites or co-requisites, and overall academic performance to date); applicant's proximity to graduation; applicant's opportunity already to participate in an internship and the quality of their performance in that internship; any relevant experiences as seen in the applicant's resume; and information provided by applicant in the optional interest statement with their resume.

4. WISCONSIN STUDENT PRACTICE RULE

The Wisconsin Student Practice Rule (Chapter 50 of the Wisconsin Supreme Court Rules) allows law students to engage in certain lawyering activities under the direct supervision of an attorney, *e.g.*, making supervised appearances on the record in court, negotiating on behalf of a client, counseling and giving legal advice to a client. A student is eligible for certification after completing "the first-year curriculum for a full time student."

5. INTERNSHIP OPPORTUNITIES FOR PART-TIME STUDENTS

The Law School is committed to making its Clinics, Judicial Internships and Supervised Fieldwork Programs broadly available to qualified students, including part-time students. Achieving this goal may be challenging for part-time students who have substantial commitments outside the Law School during normal daytime business hours. Despite these challenges, there are many 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:

1. Mediation Clinic
2. Judicial Internship: Wisconsin Court of Appeals
3. Judicial Internship: Wisconsin Supreme Court

4. Judicial Internship: U.S. District Court and U.S. Magistrate Judge
5. Supervised Fieldwork: Catholic Charities Legal Services for Immigrants
6. Supervised Fieldwork: Legal Action of Wisconsin
7. Supervised Fieldwork: Legal Aid Society
8. Supervised Fieldwork: Medical College of Wisconsin Office of Risk Management
9. Supervised Fieldwork: Milwaukee County Corporation Counsel
10. Supervised Fieldwork: Wisconsin National Guard Staff Judge Advocate

6. TRAVEL EXPENSES

Some internship programs require regular travel to other locations outside of Milwaukee County such as Madison, Waukesha, Racine, Fond du Lac, Port Washington, West Bend, Green Bay and Chicago. To assist students in financing the cost of required travel, Dean Kearney has approved a partial mileage reimbursement plan. Details will be provided to the interns in those placements.

7. COMPENSATION

Marquette Law School's Clinics, Judicial Internships, and Supervised Fieldwork Programs are a for-credit program. There is no monetary compensation for the placements described in this packet.

8. 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 participate in internships as a voluntary curricular choice. To be placed into an internship an applicant must execute a standard "Liability Release and Waiver" form developed by the Office of General Counsel of Marquette University. A copy of the form is attached to the internship application (**see page 38**) and must be executed and filed with the application in order for a student to be considered for an internship placement.

9. QUESTIONS?

If you have any questions about the Clinics, Judicial Internships or Supervised Fieldwork Programs, please contact Director Anne Berleman Kearney. Her email address is anne.kearney@marquette.edu and office is Room 202B. The best resources about these programs may be current or recent participants or your professors. Please do not hesitate to talk to them.

CLINICS

MARQUETTE LAW AND ENTREPRENEURSHIP CLINIC

Important Change to the Law and Entrepreneurship Clinic: The Law and Entrepreneurship Clinic is now offered as a **one-semester experience**, with new cohorts of students each semester. This change will allow more students to participate in the Clinic.

The Law and Entrepreneurship Clinic offers students interested in transactional law the opportunity to provide legal services to startup businesses and entrepreneurs in southeastern Wisconsin, with a focus on clients who cannot afford an attorney. The Clinic is located in Eckstein Hall and is directed by Professor Nathan Hammons. Students participate under the Wisconsin Student Practice Rule to counsel clients on transactional matters, such as business entity selection and formation, financing, business contracts, employment issues, licenses and permits, intellectual property matters (except for patent prosecution), and real estate. Students do not need to have an interest in entrepreneurship to participate—rather, the Clinic operates as a vehicle for training students in transactional lawyering.

Students in the Clinic meet weekly in a classroom setting Wednesdays from 12:15 to 1:50 p.m. During that time, they will receive practical skills training and instruction in substantive legal areas. Topics will include professionalism, client interviewing and counseling, document drafting, business negotiations, governmental filings, legal research and writing, client risk management, and law practice management. Students will also engage in “case rounds” (discussions about active client matters).

Credits: 3

Time Commitment: 120 hours (not including the classroom component)

Graded: Satisfactory/Unsatisfactory

Prerequisite: Business Associations

Prerequisite or Co-Requisite: Law Governing Lawyers

Limited to students who have completed the 1L curriculum for full-time students (a Wisconsin Student Practice Rule Requirement)

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

Scheduling Note for the LEC: In addition to the weekly class meeting, Professor Hammons will also ask each student to select a two-hour period sometime in the week for office hours. Client meetings, conference calls, etc., occur at mutually agreeable times throughout the week, typically during normal business hours.

Learning Objectives of the Law and Entrepreneurship Clinic

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

- **Professionalism.** Each student will identify ethical issues and raise them with the LEC Director; demonstrate ethical behavior and integrity; main professional relationships with clients and colleagues; practice within the scope of the student’s ability; and ask for help when needed.
- **Interviewing.** Each student will prepare properly for a client interview; ask informed and relevant questions; structure interviews effectively; obtain complete and accurate information from the client; and develop professional rapport with the client.
- **Counseling.** Each student will communicate effectively, using non-technical language; help the client understand relevant law and options; keep the client informed throughout the project; and provide work product that meets the client’s expectations and needs.
- **Legal Analysis and Judgment.** Each student will identify the client’s concerns and legal needs; identify facts relevant to the problem or opportunity; conduct comprehensive and accurate legal research; analyze legal issues objectively using relevant facts and law; and identify real-world implications of legal advice and practical solutions for the client.
- **Drafting.** Each student will understand the key elements of transactional documents; locate and use appropriate legal forms/precedent; draft documents that the client can understand and use; and demonstrate attention to detail, avoiding typographical, factual, and legal errors.
- **Management.** Each student will determine and actively manage client expectations; meet deadlines imposed by the client, supervisors, and the student; revise priorities based on changing client needs; understand and use project management skills; develop a plan for managing multiple projects; and track time and enter it into Clio accurately and expeditiously.
- **Self-Assessment and Reflection.** Each student will identify strengths, deficiencies, and limits in the student’s knowledge and expertise.

MEDIATION CLINIC

Students mediate civil cases filed in the Milwaukee County Circuit Court Small Claims Division. An experienced mediator supervises students who actively mediate cases referred by Small Claims Commissioners. **The clinic meets every Monday morning from 8:30 a.m. to 12:30 p.m.** Students mediate in-person at the Courthouse and by Zoom. The Mediation Clinic gives students the opportunity to develop listening and problem-solving skills which provide alternatives to litigation. Students work directly with a diverse population facing a variety of legal, social, and economic problems. The clinic is designed to advance Marquette University’s Jesuit mission of service.

Enrollment is limited to students who have completed 28 credits.

Prerequisites: None.

Credits: 2

Time Commitment: 120 hours

Graded: Satisfactory/Unsatisfactory

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.

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

- Understand alternative dispute resolution (ADR) processes
- Analyze conflict and listening styles
- Develop enhanced communication and active listening skills
- Explore and experience how mediation works in the court system
- Develop and apply problem-solving strategies
- Enable parties to reach a mutually satisfactory agreement

RESTORATIVE JUSTICE CLINIC

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

RESTORATIVE JUSTICE CLINIC: Under the direction of Professor Mary Triggiano, Restorative Justice clinical students will:

- Understand the philosophy, process, and practice of restorative justice;
- Seek creative and collaborative solutions to help redress harm;
- Help design, implement, and facilitate restorative approaches, such as victim/offender dialogues and healing circles, to address conflict, wrongdoing, and harm;
- Work with, among others, prosecutors, public defenders, judges, police, community organizations, and teachers;
- Cultivate invaluable lawyering skills such as deep listening, empathy, and teamwork, and learn leadership skills through program development, consensus building and system change;
- Understand the empowering and healing nature of restorative justice for victims/survivors as well as the impact on offenders who want to be held accountable for their crimes.
- Embrace their roles in engaging with communities to help right relationships and support social cohesion;
- Serve as resources for victims, communities, and organizations seeking restorative justice services;
- Develop training programs to teach others to be facilitators in restorative processes;
- Be responsible for researching various restorative justice issues arising in the context of the clinic;
- Be creative peacemaking leaders in their communities after graduation.

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: **Please see class schedule. Students in the Clinic meet weekly in a classroom setting Mondays from 5:30pm to 7:20p.m. In addition to the weekly class meeting, Professor Triggiano will also ask each student to select a two-hour period sometime in the week for office hours.**

PROSECUTOR CLINIC

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

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

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

Credits: 2

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

Prerequisite: Criminal Law, Evidence,

Prerequisite or Co-requisite: Criminal Process and Law Governing Lawyers

Limited to students who have completed 45 credits.

Class meeting time: Monday evenings (5:00 p.m. to 6:50 p.m.)

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

Credits: 4
Time Commitment: 240 hours spread over the course of 2 semesters
Graded: Satisfactory/Unsatisfactory
Prerequisites: Criminal Law and Evidence
Prerequisites or Co-requisites: Criminal Process and Law Governing Lawyers
Limited to students who have completed 45 credits.

The Prosecutor Clinic is a two-semester experience that begins in the fall semester and concludes at the end of the spring semester. A participating student must complete the entirety of the two-semester program in order to earn any academic credit; that is, no partial credit is awarded for participation in some but all of the program. A grand total of 6 credits will be awarded (2 for the workshop and 4 for the supervised fieldwork) upon conclusion of the two-semester program (although on final transcripts the credits for each component will be evenly divided between the fall and spring semesters).

Prerequisites: Criminal Law, Evidence. Criminal Process and Law Governing Lawyers must be completed no later than December 31, 2024. Limited to students who have completed 45 credits.

Note: This is a 2-semester course.

PUBLIC DEFENDER CLINIC

In the Public Defender Clinic, students intern with the Milwaukee Office of the Wisconsin State Public Defender Trial Division and participate under the Wisconsin Student Practice Rule in the preparation and defense of criminal cases. Working under the supervision of Assistant State Public Defenders, students assist in all phases of representing low-income individuals who are accused of crimes. The emphasis is on client-centered representation. Interns may interview clients and witnesses, research legal issues, make court appearances, participate in plea negotiations, prepare cases for trial, and assist at trials.

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

Public Defender Workshop: A workshop for students enrolled in the Public Defender Clinic. Focus is on the development of lawyering skills essential for the criminal defense attorney, including those necessary for case investigation and analysis, representing defendants at initial appearances and preliminary hearings, litigating pretrial motions, negotiating plea agreements, representing defendants at guilty-plea hearings and sentencing proceedings, and litigating trials to the court and to the jury.

Credits: 2
Graded: Letter grade system (A, B, C., etc.)

Prerequisite: Criminal Law, Evidence,
Prerequisite or Co-requisite: Criminal Process and Law Governing Lawyers
Limited to students who have completed 45 credits.

Class meeting time: Thursday evenings (5:00 p.m. to 6:50 p.m.)

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

Credits: 4

Time Commitment: 240 hours spread over the course of 2 semesters

Graded: Satisfactory/Unsatisfactory

Prerequisites: Criminal Law and Evidence

Prerequisites or Co-requisites: Criminal Process and Law Governing Lawyers
Limited to students who have completed 45 credits.

The Public Defender Clinic is a two-semester experience that begins in the fall semester and concludes at the end of the spring semester. A participating student must complete the entirety of the two-semester program in order to earn any academic credit; that is, no partial credit is awarded for participation in some but all of the program. A grand total of 6 credits will be awarded (2 for the workshop and 4 for the supervised fieldwork) upon conclusion of the two-semester program (although on final transcripts the credits for each component will be evenly divided between the fall and spring semesters).

Prerequisites: Criminal Law, Evidence. Criminal Process and Law Governing Lawyers must be completed no later than December 31, 2024. Limited to students who have completed 45 credits.

Note: This is a 2-semester course.

JUDICIAL INTERNSHIP PROGRAMS

Judicial Internship programs give 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. 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 students to function effectively in the courts as practicing lawyers.

NOTE: There is a mandatory classroom component to the Judicial Internship programs. This class meets on Wednesdays from 12:15 to 1:15 p.m. throughout the semester.

JUDICIAL INTERNSHIP: APPELLATE COURTS

Judicial Internship - Appellate Courts is a one-semester program available to 2L and 3L students for 2 credits. Placements are available with the United States Court of Appeals for the Seventh Circuit (Milwaukee Chambers of Chief Judge Diane S. Sykes); at the Headquarters of the Court in Chicago; with justices of the Wisconsin Supreme Court, and with judges of District I (Milwaukee) as well as 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 Justice 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) This internship has both in-person components (involving periodic travel to Madison no more than once per week) and remote components with the 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) This position may involve hours in excess of 120 hours depending on the Justice's Chambers. (4) This may be a part-time student option.**

(b) **Wisconsin Court of Appeals.** This internship is principally a legal analysis and writing experience. Students generally work on draft opinions for the judges; however, other research assignments and technical work on the court's opinions may be given. 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 Diane S. Sykes maintains her chambers in the U.S. Courthouse at 517 East Wisconsin Avenue in Milwaukee. Interns generally prepare bench memoranda that the Chief Judge uses to prepare for oral arguments, and they perform other research assignments as may be requested of them. This internship is principally a legal analysis and legal writing experience. **Notes: (1) Most of the work for this internship may be done other than at Chambers. (2) A student participating in this judicial internship may not simultaneously be employed in a law-related position. (3) This position is likely to involve hours in excess of 120 hours. The work-flow in this internship varies based on the times when Chief Judge Sykes is scheduled to hear oral arguments. There are busy segments when oral argument days are approaching and other segments when the workload is not as demanding.**

(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. The intern will screen new appeals for federal appellate and subject matter jurisdiction and research jurisdictional issues, observe oral arguments, observe the mediation program in the Court's Settlement Unit, and assist 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. So, 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

In the Judicial Internship Trial Courts program, students may intern with a United States District Judge, a United States Magistrate Judge, a United States Bankruptcy Judge, a Milwaukee County Circuit Court Judge, or a Waukesha County Circuit Court Judge. This is a 2-credit internship.

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.

FEDERAL TRIAL COURTS

United States District Court. This federal trial court internship is a placement with one of the U.S. District Judges who presides in the United States District Court for the Eastern District of Wisconsin. These judges' calendars involve civil, criminal and administrative law cases. A new spot with Judge J.P. Stadtmueller is available this session.

Internships with the federal trial courts are principally research and writing experiences. Students work on opinions or orders and they perform 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. *Prerequisites: Civil Procedure, LAWR 1 & LAWR 2.* **Note: A student participating in this federal judicial internship may not simultaneously be employed in a law-related position.**

United States Magistrate Judge. Placement is with one of the United States Magistrate Judges who sits 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), 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. The work includes legal analysis, legal writing as well as courtroom and chambers observations. *Prerequisites: Civil Procedure, LAWR 1 & LAWR 2.* **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 placement, the intern attends courtroom hearings, chambers proceedings, and Section 341 hearings before the U.S. Trustee. The intern performs research and writing on issues in bankruptcy law as assigned by the court. This internship is particularly useful for those with an interest in creditor-debtor law. *Prerequisites: Civil Procedure, LAWR 1 & LAWR 2, Creditor-Debtor Law.* **Note: A student participating in this federal judicial internship may not simultaneously be employed in a law-related position.**

MILWAUKEE COUNTY CIRCUIT TRIAL COURTS

Milwaukee County Circuit Court: Felony Division. 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. Some research and writing may be involved with the needs of the judges. *Prerequisites: None.*

Milwaukee County Circuit Court Civil Division. A Civil Division internship consists of two components: an in-court observation experience and a research/writing experience in which interns work with the Milwaukee County circuit court research coordinator preparing written

decisions for the judges (many of which involve pretrial motions). *Prerequisites: Civil Procedure, LAWR 1 & LAWR 2.*

Scheduling Note for ALL Milwaukee 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 what occurs 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; **do not plan on scheduling internship hours during the lunch break.**

WAUKESHA COUNTY CIRCUIT TRIAL COURT

Waukesha County Circuit Court Civil Division. This Civil Division internship consists of an in-court observation experience and a research/writing experience. Interns work with the judge on preparing memos and possibly written decisions (many of which involve a variety of pretrial motions). *Prerequisites: Civil Procedure, LAWR 1 & LAWR 2. The law school will nominate an applicant. The applicant will need to submit a resume and writing sample. The applicant will interview with the Judge.*

SUPERVISED FIELDWORK PROGRAMS **(2 credits unless noted otherwise)**

The Supervised Fieldwork Program 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. Interns work under guidance from organization 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 Supervised Fieldwork there are opportunities (depending upon the particular placement) for developing lawyering skills such as interviewing and counseling, fact investigation and analysis, problem solving, written and oral communication, dispute resolution, litigation advocacy, time and project management, legal research. The Supervised Fieldwork intern develops these skills in authentic settings. Interns are working on real cases involving real people under the direct supervision of practicing lawyers. **Note: Most fieldwork placements are in-person experiences. If there is remote aspect to the internship, that is explained in the description.**

Credits: 2 (unless noted otherwise)

Duration of Internship: One Semester

Time Commitment: 120 hours for 2-credit internships; 180 hours for 3-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 each placement description.

NOTE: An in-person orientation class is required at the start of the semester as is an in-person class at the end of the semester. There is no weekly classroom component in the Supervised Fieldwork Program. Instead, students must be available either for prescheduled TEAMS group check-in meetings, which typically occur during the noon hour on a monthly basis or individually scheduled meetings with faculty supervisors who may be assigned to the placement.

Descriptions of 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. Vivent Health has several different locations across the state, but the largest office is located in downtown Milwaukee. In addition to legal services, Vivent Health provides other services including medical care, dental care, mental health care, social services, housing services. Website: <https://viventhealth.org>.

In this internship, students work with staff lawyers to address 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. *Prerequisite: None.*

Authors Guild. Founded in 1912, the Authors Guild (a non-profit corporation) is the nation's oldest and largest professional organization for published writers. It offers its more than 12,000 members a variety of legal services, including assistance with contract reviews, copyright questions, and dispute intervention. The Guild is headquartered in New York.

Students interning at the Authors Guild will work on the review of authors' contracts and making suggestions for changes that would benefit the authors. Interns are also involved in answering legal questions posed by the authors, especially with regard to copyright matters. There may be opportunities for direct counseling with the authors. *Prerequisites: Contracts. Completion of one of the following courses is strongly preferred but not required: Contract Drafting, Intellectual Property, or Copyrights.*

Notes: This internship is conducted in a remote mode. The Law School nominates a candidate who will be interviewed by the Authors Guild for a competitive position.

Blood Center of Wisconsin Office of Corporate Counsel. For more than 65 years, the Blood Center of Wisconsin (now 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.

This internship is under the direct supervision of the Executive Vice-President and Corporate Compliance Officer of the Blood Center of Wisconsin, whose office is located just two blocks west of the Marquette campus at 638 North 18th Street. Although the work of the Blood Center is medical in nature, this is not a health law internship. It is **transactional** internship giving interns a first-hand experience in the work of in-house counsel. Interns 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, regulatory compliance, and employment issues. *Prerequisite: Contracts. Preferred but not required: Business Associations or Contract Drafting.*

Catholic Charities Legal Services for Immigrants. Catholic Charities provides family-based immigration services, assists clients in applying 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, interns may interview clients, assist in the preparation of relevant documents, and research legal issues pertinent to immigration law. Some may attend or assist at immigration hearings. Although not required, knowledge of Spanish can be useful in this internship. *Prerequisite: None. 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.

Central Wisconsin Community Law. Central Wisconsin Community Law is a non-profit law firm that provides adult criminal defense and juvenile delinquency defense to low-income clients. Although the firm is headquartered in central Wisconsin, this internship occurs in the firm's Milwaukee office.

In this internship, students can expect to assist staff counsel in the full range of activities associated with the defense of adult criminal cases and juvenile delinquency cases. Student experiences may include client intake and meetings, preparing motions and other court documents, discovery review, making a variety of supervised court appearances under the Wisconsin Student Practice Rule, and assisting supervising counsel in trial preparation and at trials. *Prerequisites: Criminal Law, Evidence, and Criminal Process.*

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 on family law litigation (representing victims of domestic violence in such proceedings as divorce, child custody and placement). 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: None. Any family law course is preferred but not required.*

City Attorney's Office, City of West Allis. The attorneys in this governmental office handle litigation on behalf of the City, provide legal advice and opinions to City officials, prepare and review City resolutions and ordinances, draft contracts and other legal documents, and prosecute violations of City ordinances. *Prerequisite: None.*

Disability Rights Wisconsin. Disability Rights Wisconsin is a private nonprofit organization that works to ensure the rights of all Wisconsin citizens with disabilities through individual advocacy and system change. More information about the DRW can be found here: <https://disabilityrightswi.org>. In this internship, students will work in the civil rights division. Interns may assist agency lawyers with research, drafting pleadings, investigations, court actions, client interviews, policy and legislative advocacy. *Prerequisites: None. Note: This internship is primarily in a remote mode.*

Federal Defender Services of Wisconsin. Federal Defender Services of Wisconsin is located in in downtown Milwaukee. This community defender organization provides defense services for low income individuals accused of committing federal crimes in Wisconsin. Interns work directly with the federal defenders in representing their clients. Intern work may 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 phases of a criminal case from charging to sentencing. Interns are likely to have the opportunity to develop courtroom advocacy skills by appearing on the record in court proceedings. *Prerequisites: Criminal Law, Evidence, and Criminal Process.*

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

Internal Revenue Service. This internship is 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 preparation 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, 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) and perhaps evaluating potential criminal tax prosecutions. *Prerequisite: Federal Income Taxation.*

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

Legal Action of Wisconsin, Inc.: Legal Action of Wisconsin, with offices located in downtown Milwaukee, provides legal representation in certain practice areas for 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, 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) in removing those barriers. **Website:** www.legalaction.org

Interns may assist in the areas of housing, reentry legal services, as well as racial justice litigation and advocacy. Student work may 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.*

(Newer) at Legal Action. This new placement will be with the attorney who handles unemployment compensation cases. Interns will learn how unemployment compensation claims are litigated and will participate in witness preparation for proceedings before administrative law judges. Interns may have the opportunity to participate in the preparation of petitions for review to the Wisconsin Labor and Industry Review Commission of decisions adverse to Legal Action's clients. This placement should be particularly attractive to students with an interest in **labor and employment law**.

Legal Aid Society of Milwaukee. For over 100 years the Legal Aid Society of Milwaukee has furnished a wide variety of civil legal services for 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 Social Security Disability Insurance 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 a guardian ad litem (GAL) 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.

Interns assist Legal Aid Society lawyers in the full range of lawyering activities. 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.* **Website:** <https://lasmilwaukee.com>

Special Information about Legal Aid Society Internships:

1. 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.

2. 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. **Scheduling Note:** Fridays should be avoided in the Guardian ad Litem internship.

(newer) Labor and Industry Review Commission (LIRC) in Madison. LIRC is Wisconsin's independent administrative agency deciding appeals of employment decisions by administrative law judges in the areas of unemployment insurance, workers compensation, and equal rights. <https://lirc.wisconsin.gov/>. This is an opportunity for a law student to gain valuable and practical experience concerning the Wisconsin laws that directly impact employees and employers in the workplace. The intern will work on cases and projects relating to the areas under the commission's jurisdiction as assigned by the Commissioners or the Commission's staff attorneys. Supervision for the internship will be provided by Commissioner Marilyn Townsend.
Prerequisites: None. Labor Law or any Employment Law course preferred but not required.

Selection note for LIRC. The law school will nominate a potential intern for this position. The intern will receive instructions about sending a resume and a cover letter, which addresses their particular interest in serving as an intern at the Commission. The applicant will be interviewing with Commissioner Townsend for the position.

(newer) Marquette University Office of General Counsel. The Office of General Counsel for Marquette University is the principal representative for legal matters involving Marquette University. This is a **transactional** internship. Attorneys in this in-house legal counsel may office handle matters that include employment law, athletics, regulatory compliance, policy-making, and real estate. The intern will have a range of experiences involving corporate and educational law issues. The office is located in Zilber Hall on Marquette's campus. *Prerequisites: None. Business Associations or Contract drafting preferred but not required.*

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. *Prerequisites: None. Any Health Law course is preferred but not required.* **Note: Part of this internship may occur in a remote mode.**

Midwest Environmental Advocates. Midwest Environmental Advocates is a nonprofit environmental law center located in Madison, Wisconsin. It is a mission-driven organization devoted to advocacy in the promotion of healthy water, air, land, and good government. MEA regularly works with and represents individuals and communities disproportionately impacted by pollution because of where they live. Its portfolio of work includes advocating for the use of sound, fact-based, expert-backed science in political decision-making. **Website:** <http://midwestadvocates.org>.

In this internship, a student may work with MEA lawyers on case development, research and writing for litigation. The intern may draft pleadings, briefs, and other legal documents; conduct legal research and prepare memoranda; develop legal theories; gather evidence; and attend meetings with clients, conferences with opposing counsel, and court proceedings. *Prerequisite: Any Environmental Law course.*
Notes: This placement occurs primarily in a remote mode.

Selection Note: A student is nominated to interview for a competitive position and must submit a letter of interest, resume, and writing sample to MEA.

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. The Corporation Counsel prosecutes or defends all civil actions in which Milwaukee County is a party; issues opinions; drafts county ordinances and resolutions; processes commitments of mentally ill persons; handles protective placements and guardianships for individuals where needed.

In this internship, students assist Corporation Counsel attorneys in a variety of practice areas of municipal law such as civil litigation, employment law matters, and in various transactional assignments. 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. *Prerequisites: None.*

Milwaukee County District Attorney CHIPS/TPR Unit. At its office in the Vel Phillips Juvenile Justice Center in Wauwatosa, Milwaukee County Assistant District Attorneys litigate 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. Interns 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. 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: None. Juvenile Law or any Family Law course preferred but not required.*

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

(newer) Milwaukee County District Attorney Post-Conviction Unit. Interns will have the opportunity to work for a semester on post-conviction criminal matters from the prosecutor perspective under the supervision of a former judge. Their activities may include fact investigation, review of trial court records to identify error, research of legal issues and the preparation of documents, including motions and briefs related to post-conviction relief in the trial and appellate courts. Students will observe court proceedings and debrief after those proceedings, *Prerequisites: Criminal law, Evidence and Criminal Process.*

Milwaukee County Economic Development Division. The Milwaukee County Economic Development Division is responsible for development associated with land owned by Milwaukee County (through development agreements, restrictive deeds, options to purchase and the like), 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 **transactional** lawyering, most especially contract drafting and the preparation of planning legal documentation. It also may include opportunities for researching public policy issues associated with economic development. *Prerequisite: Contracts. Contract Drafting or Economic Development course preferred but not required.* **Note: This internship will be primarily in a remote mode.**

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 providing advice on 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. This internship is best described as an **in-house counsel experience** in the context of environmental and municipal law. *Prerequisite: Any Environmental Law course. Business Associations or Contract Drafting preferred but not required.*

Scheduling Note for MMSD Internship: MMSD holds staff and commission meetings on Monday mornings.

Mobile Legal Clinic Expungement and Pardon Clinic. The Mobile Legal Clinic exists as part of the Milwaukee Justice Center and 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 clients 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. *Prerequisites: None. Note: This internship is primarily in a remote mode.*

National Labor Relations Board. In this **labor 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 litigation matters, participation in staff Agenda Meetings, work on representation election proceedings, unfair labor practice investigations and hearings, and injunction proceedings. *Prerequisite: Labor Law. Note: This internship is primarily in a remote mode.*

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 observe and assist the Assistant District Attorneys in the phases of a criminal case from charging to sentencing. Students likely will have the opportunity to develop courtroom advocacy skills by appearing on the record in a variety of court proceedings. *Prerequisites: Criminal Law, Evidence, and Criminal Process.*

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 (about 30 minutes south of Milwaukee). Students will observe and assist the Assistant District Attorneys in the phases of a criminal case from charging to sentencing. Students likely will have the opportunity to develop courtroom advocacy skills by appearing on the record in a variety of court proceedings. *Prerequisites: Criminal Law, Evidence, and Criminal Process.*

Scheduling Note for the Racine County District Attorney: 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 phases of a criminal case from charging to sentencing. Students likely will have the opportunity to develop courtroom advocacy skills by appearing on the record in a variety of court proceedings. *Prerequisites: Criminal Law, Evidence, and Criminal Process*

South Milwaukee School District. The City of South Milwaukee in southern Milwaukee County is home to a public school district with 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**. This internship combines experience in the practice of public sector **labor/employment law** and **education law**. Interns will work on matters including labor relations, policies, open records and open meetings laws, student discipline, student rights, teacher non-renewals. *Prerequisite: Labor Law or Employment Law or Education Law.*

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 28 U.S.C. § 507: (1) prosecution of criminal cases brought by the Federal government; (2) prosecution and defense of civil cases in which the United States is a party; and (3) collection of debts owed the Federal government.

In this internship students, work directly with Assistant United States Attorneys on a variety of civil and criminal matters in which the United States is a party or otherwise interested. This internship affords a research and writing experience complemented by the opportunity to accompany prosecutors to the federal trial courts. In limited situations, 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.*

(New) United States Department of Veterans Affairs Office of Regional Counsel. This internship is a 2-semester internship. Each semester is a 2-credit opportunity. The agency 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 health law, **employment law** and federal tort claims. Interns have reviewed claims filed under Title VII and Title IX. They have also drafted discovery documents, researched administrative law matters, attended EEOC hearings, observed depositions. Work may also include fact investigation of claims and other forms of litigation support. *Prerequisites: None. Any Employment Law course preferred but not required.*

University of Wisconsin System 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. This is a **transactional** placement. The office is located in Madison on the campus of the University of Wisconsin. *Prerequisites: None. Note: The internship is conducted partially in-person and partially remote.*

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 phases of a criminal case from charging to sentencing. Students will have the opportunity to develop courtroom advocacy skills by appearing on the record in a variety of court proceedings. *Prerequisites: Criminal Law, Evidence, and Criminal Process.*

Wisconsin Association of School Boards. The Wisconsin Association of School Boards (WASB) is a non-profit organization located in Madison that seeks to advance education through supporting local school board control of Wisconsin's public schools.

The intern works with the legal staff of WASB who respond to inquiries about legal issues received from school boards across the State of Wisconsin. These issues may arise under education law as well as contracts, labor and employment, the Family Medical Leave Act, and many others. *Prerequisites: None. Education Law preferred but not required.* **Note: This internship occurs in a remote mode.**

Wisconsin Department of Justice (Office of the Attorney General) Legal Services Division (Madison).

In this internship, students are assigned to one of the units of the Legal Services Division of the Wisconsin Department of Justice, which may include Litigation or Appeals areas.

Students work with Assistant Attorneys General on assignments that may include drafting complaints, answers, motions and responses to motions, trial and appellate court briefs as well as preparing discovery requests and responses, 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.* **Notes: Interns will earn 3 credits (a 180-hour time commitment).**

(new) Wisconsin Department of Natural Resources Bureau of Legal Services (Madison). *Now a 3-credit internship.*

The Wisconsin Department of Natural Resources ("DNR") is dedicated to the preservation, protection, effective management, and maintenance of Wisconsin's natural resources. The DNR's Bureau of Legal Services provides counsel to the DNR on a wide range of topics and issues related to **environmental** law, natural resource law, administrative law, and running a government agency. Some specific topics include wetlands protection, water resource management, dam safety, regulation of toxic substances, air pollution regulation, water pollution regulation, hunting and fishing regulation, recreational use issues, the public trust doctrine, forestry management, law enforcement, and human resources.

Law students will assist DNR 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, coordinating with other state and federal agencies, and providing counsel to clients. *Prerequisite: Any environmental law course or Administrative Law.* **Notes: Interns will earn 3 credits (a 180-hour time commitment). A student is nominated to interview for this position. This internship occurs partially in a remote mode.**

Wisconsin Department of Public Instruction (Special Education Team) (Madison).

This internship is for students with an interest in **education** law and, particularly, in the law that governs special education. The Wisconsin Department of Public Instruction has a team of lawyers and staff who oversee statewide compliance with the federal Individuals with Disabilities Education Act and related Wisconsin Statutes. Students work with the Special Ed team to monitor individual school districts for compliance with these laws. They will also work on school noncompliance issues – a process that involves investigation, fact-finding, and the implementation of corrective action. *Prerequisites: None. Education Law preferred but not required.* **Note: The work in this internship occurs in a remote mode.**

Wisconsin Department of Safety and Professional Services (Madison).

The Department of Safety and Professional Services ensures the safe and competent practice of credentialed professionals in Wisconsin, including health professionals (*medical doctors, nurses, social workers, pharmacists, professional counselors, chiropractors*); business professionals (*real estate appraisers/brokers, engineers, architects,*

accountants, funeral directors) and trade professionals (electricians, plumbers, dwelling contractors, etc.). Website: <http://dsps.wi.gov>.

The General Counsel gives legal advice to Department leadership, serves as the credentialing and disciplinary authority for entities regulated by the Department, and represents the Department in lawsuits. The Division of Legal Services and Compliance serves as the prosecutorial arm for the Department, involving investigations and hearings.

A student in this internship will report directly to the Department's General Counsel and can expect to be assigned legal projects that will involve legal research and writing, interpreting statutes and codes related to the enforcement of discipline imposed on licensed individuals. The issues may arise in policy work, investigations, hearings, or proposed legislation. 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 is responsible for the administration and enforcement of Wisconsin elections law. The non-partisan WEC is made up of six members. Four are appointed by the four legislative leaders and two are appointed by the Governor. Website: <http://elections.wi.gov>.

A student will work with and under the direct supervision of WEC Commissioner Mark Thomsen and WEC staff members on issues related to election law, voting rights, and election complaints. Students will work on research and writing (with emphasis on legislative and administrative law materials), participate in WEC staff meetings, and attend Commission meetings. *Prerequisites: LAWR 1 & LAWR 2.*
Note: This internship occurs primarily in a remote mode.

Scheduling Notes for Wisconsin Elections Commission: WEC Commissioner Thomsen maintains his office in downtown Milwaukee. WEC meetings are held at least 4 times per year in Madison. Interns likely will attend at least one WEC meeting in Madison.

Wisconsin Governor Office of Legal Counsel (Madison). Governor Tony Evers' Office of Legal Counsel counsels the Governor and his staff on any legal issues that may arise as part of the Governor's role. Attorneys may analyze pending legislation, draft executive orders, respond to open record requests, 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. Interns have an opportunity to conduct research and provide analysis on a wide range of state legal and policy issues. Interns also will be involved in the review of pardon applications. *Prerequisites: None.*

Special Note on Selection: A student is nominated to interview for a competition position. The applicant will need to interview with the Governor's Office.

Wisconsin Institute for Law and Liberty (WILL). The Wisconsin Institute for Law & Liberty (WILL) is a public interest legal organization located in Milwaukee that is 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. A description of the types of litigation in which WILL is involved can be viewed at the website: www.will-law.org.

Student work includes the evaluation of potential cases and work with representatives of like-minded organizations in addressing legal challenges associated with law reform and public policy litigation. Interns perform legal research, write legal memoranda, and assist in the drafting of pleadings and briefs.

Constitutional Law is emphasized in this internship. *Prerequisites: LAWR 1 & LAWR 2. Completion of any course with a First Amendment emphasis is preferred but not required.*

Scheduling Note for WILL Internship: WILL holds staff meetings on Monday mornings for discussion and strategy; interns should try to attend. Fridays should be avoided.

Wisconsin Legislative Council (Madison). The Wisconsin Legislative Council is a nonpartisan legislative service agency of the Wisconsin legislature. It assists the legislature by (1) Providing legal and policy analysis, as well as procedural advice, to the standing and statutory committees of the Legislature and legislative taskforces; (2) Providing general staff services to study committees created by the Joint Legislative Council; (3) Responding to information and legal and policy research requests from legislators and other legislative agencies; (4) Preparing reports on all proposed administrative rules and assisting standing committees in their oversight of the administrative rulemaking process; (5) Drafting an Amendment Memo to describe every amendment recommended by a standing committee or adopted by either house of the Legislature; (6) Drafting an Act Memo to describe every enactment of the Legislature.

A student will: (1) prepare at least one publication for the Legislative Council on a topic of interest to the intern relevant to the work of the Legislature; (2) prepare an amendment memo or act memo that explains the amendment or enacted the legislation, respectively; and (3) complete research and writing projects in response to legislative requests for information. There may be the opportunity to attend legislative committee meetings and brief legislators on research conducted at their request. *Prerequisites: LAWR 1 & LAWR 2. Legislation course is preferred but not required.*

Wisconsin National Guard Staff Judge Advocate (Madison). Staff Judge Advocate lawyers provide legal services to military personnel and legal advice to the military service. In this internship, a student works 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. There may also be the opportunity to work on disciplinary proceedings. The intern will research and draft documents and may have client interaction. The offices of the Staff Judge Advocate are located in Madison close to the Dane County Regional Airport. Interns are expected to work at the office at least once per week during the semester. *Prerequisites: None.*

Wisconsin State Public Defender Appellate Division (Milwaukee). 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 courts and appellate courts. Students may also attend circuit court litigation of post-conviction motions.

Prerequisites: Criminal Law, Evidence and LAWR 1 & LAWR 2. Prerequisite or co-requisite: Criminal Process and Law Governing Lawyers.

Note: This placement is a 4-credit program that is two semesters in duration. It begins in the Fall and continues into the Spring. No credit is awarded unless both semesters of the program are completed.

Wisconsin State Public Defender Juvenile Division (Milwaukee). 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. The student will be exposed to pretrial discovery and trial strategy as well as advocacy skills. *Prerequisite: Evidence. Juvenile Law or Criminal Process is preferred but not required.*

Scheduling Note for State Public Defender Juvenile Division: Fridays should be avoided.

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 low-income individuals who are accused of crime. The intern 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 Law, Evidence, and Criminal Process.* **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 to Director Anne Kearney to Office 202B no later than 3:00 PM on Monday, April 1, 2024.

**Application for Placement in a Clinic,
Judicial Internship, or Supervised Fieldwork Program**
FALL SEMESTER 2024

Name: _____

Your marquette.edu address: _____

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

Tele: _____

Credit hours completed as of August 16, 2024: _____

Anticipated month and year of graduation: _____

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

A limited number of placements (federal court judicial internships and Wisconsin Supreme Court 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 2024 fall 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.

NAME: _____

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 38.

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 into one choice.

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

CLINICS

Priority #

_____ Marquette Law and Entrepreneurship Clinic

Will you have completed Business Associations by August 16, 2024? Yes ___ No

Will you have completed Law Governing Lawyers by December 31, 2024? Yes ___ No ___

Which of the following courses will you have completed by August 16, 2024 (preferred but not required)?

Business Planning	Yes ___	No ___
Any UCC course	Yes ___	No ___
Contract Drafting	Yes ___	No ___
Corporate Finance	Yes ___	No ___
Any Employment Law course	Yes ___	No ___
Any Federal Tax course	Yes ___	No ___
Any Intellectual Property course	Yes ___	No ___
Any Real Estate law course	Yes ___	No ___
Securities Regulation	Yes ___	No ___

NAME: _____

CLINICS

Priority #

_____ Mediation Clinic

_____ Prosecutor Clinic (2 semester program)
Will you have completed Criminal Law and Evidence
by August 16, 2024? Yes ___ No ___

Will you have completed Criminal Process and Law Governing
Lawyers by December 31, 2024? Yes ___ No ___

_____ Public Defender Clinic (2 semester program)
Will you have completed Criminal Law and Evidence
by August 16, 2024? Yes ___ No ___

Will you have completed Criminal Process and Law Governing
Lawyers by December 31, 2024? Yes ___ No ___

_____ Restorative Justice Clinic

Will you have completed the Restorative Justice class
by August 16, 2024 (preferred but not required)? Yes ___ No ___

JUDICIAL INTERNSHIPS

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

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

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

_____ Judicial Internship: Appellate Courts: *U.S. Court of Appeals, 7th Cir. (Hon. Diane Sykes)*
Civil Procedure and Legal Analysis, Writing and Research 1 & 2 are prerequisites
for this internship.

_____ Judicial Internship: Appellate Courts: *Headquarters of the U.S. Court of Appeals, 7th Cir.*
Civil Procedure and Legal Analysis, Writing and Research 1 & 2 are prerequisites
for this internship.

_____ Judicial Internship: Trial Courts: *United States District Court (Chambers of Judge Adelman)*

NAME: _____

Civil Procedure and Legal Analysis, Writing and Research 1 & 2 are prerequisites for this internship.

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

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

_____ Judicial Internship: Trial Courts: Milwaukee County Circuit Court **Felony Division** (including homicide and sexual assault courts)

_____ Judicial Internship: Trial Courts: Milwaukee County Circuit Court **Civil Division**
Civil Procedure and Legal Analysis, Writing and Research 1 & 2 are prerequisites for this internship.

_____ Judicial Internship: Trial Courts: Waukesha County Circuit Court **Civil Division**
Civil Procedure and Legal Analysis, Writing and Research 1 & 2 are prerequisites for this internship.

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

Name of Court/Judge: _____

SUPERVISED FIELDWORK PROGRAMS

_____ AIDS Resource Center of Wisconsin (Vivent Health)

_____ Authors Guild

Will you have completed Contract Drafting, Intellectual Property, or Copyrights by August 16, 2024 (preferred but not required)? Yes ___ No ___

_____ Blood Center of Wisconsin Office of Corporate Counsel

Will you have completed Contracts by August 16, 2024 Yes ___ No ___
Will you have completed Business Associations or Contract Drafting (preferred but not required) by August 16, 2024? Yes ___ No ___

_____ Catholic Charities Immigration Assistance Project

NAME: _____

Will you have completed Immigration Law by August 16, 2024
(preferred but not required)? Yes ___ No ___
Do you speak Spanish (not required)? Yes ___ No ___

___ Central Wisconsin Community Law (Milwaukee Office)
Will you have completed Criminal Law, Evidence, and Criminal Process
by August 16, 2024? Yes ___ No ___

___ Centro Legal
Will you have completed any Family Law course by August 16, 2024
(preferred but not required) Yes ___ No ___

___ City Attorney's Office, City of West Allis

___ Disability Rights Wisconsin

___ Federal Defender Services of Wisconsin
Will you have completed Criminal Law, Evidence and Criminal
Process by August 16, 2024? Yes ___ No ___

___ Fond du Lac County District Attorney's Office
Will you have completed Criminal Law, Evidence and Criminal
Process by August 16, 2024? Yes ___ No ___

___ Internal Revenue Service (U.S. Treasury Office of Chief Counsel)
Will you have completed Fed Income Tax by August 16, 2024? Yes ___ No ___

___ Legal Action of Wisconsin, Inc.
Will you have completed Civil Procedure by August 16, 2024? Yes ___ No ___

Please express a preference: Downtown Office (General) ___
(use numbers)

Special Unemployment
Compensation Unit ___

___ Legal Aid Society of Milwaukee
Will you have completed Civil Procedure by August 16, 2024? Yes ___ No ___

Please express a preference: Downtown Office (General) ___
(use numbers)

Guardian ad Litem Office at the
Children's Court ___

___ **(newer)** Labor and Industrial Review Commission (LIRC)
Have you taken Labor or any Employment law course
(preferred but not required)? Yes ___ No ___

NAME: _____

- _____ **(newer)** Marquette University Office of General Counsel
Have you taken Business Associations or Contract Drafting
(preferred but not required)? Yes ___ No ___
- _____ Medical College of Wisconsin *Office of Risk Management*
Have you taken any Health Law course
(preferred but not required)? Yes ___ No ___
- _____ Midwest Environmental Advocates
Will you have completed any Environmental Law course
by August 16, 2024? Yes ___ No ___
- _____ Milwaukee County Corporation Counsel
- _____ Milwaukee County District Attorney CHIPS/TPR Unit
Will you have completed Evidence by August 16, 2024? Yes ___ No ___
Will you have completed any Juvenile Law or Family Law course
by August 16, 2024 (preferred but not required)? Yes ___ No ___
- _____ Milwaukee County District Attorney Post-Conviction Unit
Will you have completed Criminal Law, Evidence and Criminal Process,
by August 16, 2024? Yes ___ No ___
- _____ Milwaukee County Economic Development Division
Will you have completed Contracts by August 16, 2024? Yes ___ No ___
Will you have completed Contract Drafting or Community
and Economic Development by August 16, 2024 (preferred but not
required)? Yes ___ No ___
- _____ Milwaukee Metropolitan Sewerage District General Counsel
Will you have completed any Environmental Law course by August 16, 2024?
Yes ___ No ___
Will you have completed Business Associations or Contract Drafting
by August 16, 2024 (preferred but not required)? Yes ___ No ___
- _____ Mobile Legal Clinic Expungement and Pardon Clinic
- _____ National Labor Relations Board
Will you have completed Labor Law by August 16, 2024? Yes ___ No ___
- _____ Ozaukee County District Attorney's Office
Will you have completed Criminal Law, Evidence and Criminal Process
by August 16, 2024? Yes ___ No ___
- _____ Racine County District Attorney's Office
Will you have completed Criminal Law, Evidence and Criminal Process
by August 16, 2024? Yes ___ No ___

NAME: _____

_____ Sheboygan County District Attorney's Office

Will you have completed Criminal Law, Evidence and Criminal Process
by August 16, 2024? Yes ___ No ___

_____ South Milwaukee School District

Will you have completed Labor Law or Employment Law or Education Law
by August 16, 2024? Yes ___ No ___

_____ United States Attorney for the Eastern District of Wisconsin

Will you have completed Criminal Law, Criminal Process and Evidence
by August 16, 2024? Yes ___ No ___

_____ United States Department of Veterans Affairs Office of Regional Counsel (2 semester program)

Will you have completed any Employment Law course
by August 16, 2024 (preferred but not required)? Yes ___ No ___

_____ University of Wisconsin System General Counsel

_____ Washington County District Attorney's Office

Will you have completed Criminal Law, Evidence, and Criminal Process
by August 16, 2024? Yes ___ No ___

_____ Wisconsin Association of School Boards

Will you have completed Education Law (preferred but not required)
by August 16, 2024? Yes ___ No ___

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

Will you have completed Civil Procedure, LAWR 1 & LAWR 2
by August 16, 2024? Yes ___ No ___

_____ Wisconsin Dept. of Natural Resources Bureau of Legal Services

Will you have completed any Environmental Law course or Administrative Law
by August 16, 2024? Yes ___ No ___

_____ Wisconsin Department of Public Instruction (Special Education Team)

Will you have completed Education Law (preferred but not required)
by August 16, 2024? Yes ___ No ___

_____ Wisconsin Department of Safety and Professional Services

_____ Wisconsin Elections Commission

Will you have completed Civil Procedure, LAWR 1 & LAWR 2
by August 16, 2024? Yes ___ No ___

_____ Wisconsin Governor Office of Legal Counsel

_____ Wisconsin Institute for Law and Liberty (WILL)

Will you have completed Civil Procedure, LAWR 1 & LAWR 2

NAME: _____

by August 16, 2024? Yes ___ No ___

_____ Wisconsin Legislative Council

Will you have completed Civil Procedure, LAWR 1 & LAWR 2
by August 16, 2024? Yes ___ No ___

Will you have completed the Legislation course by August 16, 2024
(preferred but not required)? Yes ___ No ___

_____ Wisconsin National Guard Staff Judge Advocate

_____ Wisconsin State Public Defender Appellate Division (Milwaukee) (2 semester program)

Will you have completed Criminal Law, LAWR 1 & LAWR 2 and Evidence
by August 16, 2024? Yes ___ No ___

Will you have completed Criminal Process and Law Governing Lawyers
by December 31, 2024? Yes ___ No ___

_____ Wisconsin State Public Defender Juvenile Division (Milwaukee)

Will you have completed Evidence by August 16, 2024? Yes ___ No ___

Will you have completed any Juvenile Law course or Criminal Process
(preferred but not required) by August 16, 2024? Yes ___ No ___

_____ Wisconsin State Public Defender Trial Division – Waukesha Office

Will you have completed Criminal Law, Evidence and Criminal Process
by August 16, 2024? 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 Director Anne Kearney 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