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## **CLINICS, JUDICIAL INTERNSHIPS, AND SUPERVISED FIELDWORK 2024 SUMMER PROGRAMS**

**APPLICATIONS FOR EARLY PLACEMENT SHOULD BE SUBMITTED TO DIRECTOR KEARNEY IN OFFICE 202(B) NO LATER THAN 3:00 PM ON FRIDAY, MARCH 8, 2024.**

**Why Clinics and Internships over the Summer?** Clinics, Judicial Internships and Supervised Fieldwork placements over the summer offer an opportunity to participate in lawyering in real-life settings, to develop critical lawyering skills, to build your resume, and to secure references in future employment searches. The placements are part of accredited law school programs that complement the array of law school courses available over the Summer.

**Be Involved in Experiential Learning.** Clinics, Judicial Internships and Supervised Fieldwork placements offer opportunities to earn the experiential learning credits that are required of all law students, as expressed in Marquette University Law School Academic Regulations § 201(6)(c).

**Summer Clinics and Internships Scheduling.** The summer internship program provides some flexibility for participating students. The summer session is not compartmentalized into one of the two summer sessions used for other courses; rather, it spans the entire summer (May 20 to early August). In many instances, scheduling throughout the session can be flexible to accommodate the student and the organization. **Students are expected to be in residence at their internship a minimum of 8 weeks over the course of the Summer.** It is expected that students will start their internship shortly after the orientation classes, which classes will occur the week of May 20, 2024.

**Summer Program Tuition.** Clinic, Judicial Internships and Supervised Fieldwork placements are summer session course offerings. In addition to the fieldwork for clinics and internships, clinics have a regular classroom component; judicial internships have a weekly classroom component; and supervised fieldwork placements have opening/closing sessions, a research session, as well as regular check-in sessions. **The regular summer school tuition of \$2,015 per credit applies to these placements (most placements are 2 credits).**

**Application.** This 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.

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Placements can be arranged at any time between now and the beginning of the summer session. However, Director Anne Kearney will make early placements the week of March 18, 2024 (immediately following spring break). Early placement is recommended as clinics and some internships fill quickly. **If you wish to take advantage of the early placement, please submit the application and supporting materials to Director Anne Kearney in Office 202(B) no later than 3:00 p.m. on March 8, 2024.**

## **Announcements for 2024 Summer Semester Program**

1. There are new offerings for this summer semester:
  - **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.*
  - **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*
  - **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: None.*
  - **Waukesha County Circuit Court Civil Division.** This opportunity is 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 the judge).
2. The popular **Law and Entrepreneurship Clinic** is again offered for this summer.
3. The **Mediation Clinic** is offered again this summer under the direction of Director Antoinette Vacca.
4. NOTE for those interested in the **Prosecutor Clinic** and **Public Defender Clinic**. Both will be offered in the 2024-2025 academic year. Please pay attention to prerequisites.

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## Thinking about Transactional Lawyering?

1. Blood Center of Wisconsin Office of Corporate Counsel
2. **(new)** City Attorney's Office, City of West Allis
3. Marquette Law and Entrepreneurship Clinic
4. **(new)** Marquette University Office of General Counsel
5. Milwaukee County Corporation Counsel (transactional and litigation experiences)
6. Milwaukee County Economic Development Division
7. Milwaukee World Festivals General Counsel
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. Supervised Fieldwork: Catholic Charities Legal Services for Immigrants
4. Supervised Fieldwork: Central Wisconsin Community Law (Milwaukee Office)
5. Supervised Fieldwork: Centro Legal
6. Supervised Fieldwork: Federal Defender Services of Wisconsin
7. Supervised Fieldwork: Legal Action of Wisconsin
8. Supervised Fieldwork: Legal Aid Society of Milwaukee
9. Supervised Fieldwork: Mobile Legal Clinic Expungement and Pardon Clinic
10. Supervised Fieldwork: Vivent Health (formerly AIDS Resource Center)
11. 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 District Court (includes **new** spot with Judge Stadtmueller)
3. **(new)** Judicial Internship: Waukesha County Circuit Court Civil Division
4. Judicial Internship: Wisconsin Court of Appeals
5. Judicial Internship: Wisconsin Supreme Court
6. Supervised Fieldwork: Wisconsin Institute for Law & Liberty
7. Supervised Fieldwork: Wisconsin Legislative Council

## Interested in Criminal Law?

1. Judicial Internship: Milwaukee County Circuit Court Felony Division
2. Judicial Internship: United States District Court (includes **new** spot with Judge Stadtmueller)
3. Supervised Fieldwork: Central Wisconsin Community Law

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

4. Supervised Fieldwork: Federal Defender Services of Wisconsin
5. Supervised Fieldwork: Milwaukee County District Attorney CHIPS/TPR Unit
6. Supervised Fieldwork: District Attorney's Offices in various counties
7. 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. That internship may qualify for academic credit if it meets the requirements imposed by the Law School (and the American Bar Association). You should confer with Director Anne Kearney to discuss 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 The Internship Into Your Schedule.

Consider whether you will have time and schedule space for a Clinic, Judicial Internship, or Supervised Fieldwork placement:

- The requirement is **60 hours of time** devoted for each internship credit earned. Most internships are 2 credits and, therefore, require **120 hours**. A few select internships are 3 credits and, therefore, require 180 hours. In the summer, 120 hours can be condensed into a 8-week period or spread over the entire summer session from May 20 through end of July/beginning of August.
- Certain placements offer the best learning opportunities when students are able to spend blocks of time (a morning or an afternoon rather than an hour here and there) at the agency or court.
- You should carefully note any scheduling advice for particular internships that is provided in these application materials and avoid conflicts with other classes and obligations.
- **A summer internship is like a part-time job.** When the math is done on the 120 hours of legal work required over the summer session, it comes out to about 15 hours a week for 2 credits (perhaps fewer if spread over the entire summer) and 22.5 hours for the select 3 credit hour internships (perhaps fewer if spread over the entire summer). As much as possible, interns should try to spread their internship time evenly across the summer session. **No student may participate in more than one internship in any given semester.**

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

## **2. Program Prerequisites**

Consider whether you meet the requirements for your possible internship placement. You must be in good academic standing (not on academic probation) and, for most placements, you must have completed at least 28 credits. In addition, certain placements have prerequisites or co-requisites. These requirements are designed to ensure that interns 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 in 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 corequisites, 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 participation 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 Rising 2L Students**

Many internships do not need specialized training and only require the completion of 28 credits. Those who are just finishing their 1L year qualify for these internships.

Many rising 2L students have successfully completed judicial internships such as in the Wisconsin Supreme Court, the Wisconsin Court of Appeals, and in the federal trial courts. Likewise, many rising 2Ls have enjoyed supervised fieldwork placements in non-profit and governmental organizations such as Vivent Health (formerly, AIDS Resource Center), Legal Aid of Milwaukee, Legal Action, Catholic Charities, the Milwaukee County Corporation Counsel, and Medical College of Wisconsin Risk Management.

## **6. Internship Opportunities for Part-Time Students**

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The Law School is committed to making its Clinics, Judicial Internships and Supervised Fieldwork Programs available to part-time students. Internships 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 placements within the clinical internship programs 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: U.S. District Courts
3. Supervised Fieldwork: Catholic Charities Legal Services for Immigrants
4. Supervised Fieldwork: Legal Action of Wisconsin
5. Supervised Fieldwork: Legal Aid Society
6. Supervised Fieldwork: Medical College of Wisconsin Office of Risk Management
7. Supervised Fieldwork: Milwaukee County Corporation Counsel
8. Supervised Fieldwork: Wisconsin National Guard Staff Judge Advocate

## **7. Travel Expenses**

Some internship programs require regular travel to locations outside of Milwaukee County such as to Madison, Waukesha, Kenosha, Racine, Fond du Lac, Port Washington, West Bend, and Green Bay. 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 placed in these internships.

## **8. No Compensation**

Marquette Law School's Clinics, Judicial Internships, and Supervised Fieldwork placements are part of for-credit programs. There is no monetary compensation for these placements.

## **9. Liability Release and Waiver**

The Law School does not require participation in an internship placement 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 30**) and must be executed and filed with the application in order for a student to be considered for an internship placement.

## **10. Questions?**

If you have any questions about the Clinics, Judicial Internships or Supervised Fieldwork Programs, please see Director Anne Kearney. Director Kearney's email address is [anne.kearney@marquette.edu](mailto:anne.kearney@marquette.edu) and her office is Room 202B.

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

## CLINICS

### **MARQUETTE LAW AND ENTREPRENEURSHIP 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.

The Clinic will run during the full summer session (not solely session 1 or session 2). Students in the Clinic meet weekly in a classroom setting on a day and at a time to be determined. 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-Requirement: Law Governing Lawyers

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

**Notes:** The Clinic prefers 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).

**The Clinic will consider waiving one or more prerequisites for the summer program for students with sufficient business coursework or work experience. Please see the Clinic director to see if you might qualify for waiver of the prerequisites.**

**Additional 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:

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

- **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 will run during the full summer session. **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



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

**Special Note:** All students in the Mediation Clinic must attend two full days of in-person training held on a Saturday and Sunday at the beginning of the summer session. Dates will be announced early to give students time to plan.

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

### **PROSECUTOR CLINIC**

**(Preview for Fall 2024-Spring 2025).** 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, sentencings, 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 components. *Prerequisites: Criminal Law, Evidence, Criminal Process and Law Governing Lawyers. Limited to students who have completed 45 credits.* **Note: This is a 2-semester course.**

### **PUBLIC DEFENDER CLINIC**

**(Preview for Fall 2024-Spring 2025).** 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.

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

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. *Prerequisites: Criminal Law, Evidence, Criminal Process and Law Governing Lawyers. Limited to students who have completed 45 credits.* **Note: This is a 2-semester course.**

## JUDICIAL INTERNSHIP PROGRAMS

Judicial Internship placements 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 weekly classroom component to Judicial Internship placements. After the initial orientation class, these weekly meetings will be held over TEAMS.**

### JUDICIAL INTERNSHIP: APPELLATE COURTS

Judicial Internship - Appellate Courts is a one-semester program available to rising 2L and rising 3L students for 2 credits. Placements are available with the Wisconsin Supreme Court as well as with judges of District I (Milwaukee) and District II (Waukesha) of the Wisconsin Court of Appeals.

Credits: 2

Duration of Internship: One Semester

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

Grade: Satisfactory/Unsatisfactory

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

Limited to students who have completed 28 credits.

### Special Notes on Appellate Court Placements

(a) **Wisconsin Supreme Court.** This internship is principally a legal analysis and legal writing experience in which students are assigned to a Justice's Chambers and prepare bench memos for their Justice for upcoming oral arguments. It involves a good amount of work. 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.**

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

(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.

## **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, or a Milwaukee 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. A summer internship also is likely to be available with Judge William M. Conley who presides in the Western District of Wisconsin (Chambers in Madison). **Note: A student interning for Judge Conley earns 3 credits (180 hour requirement) and is expected to report in person to the office at least twice per week.**

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 Bankruptcy Court.** In this placement, students attend courtroom hearings, chambers proceedings, and Section 341 hearings before the U.S. Trustee. They perform 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. There is typically a considerable opportunity to discuss cases with the judge. *Prerequisites: Creditor-Debtor Law, LAWR 1 &*

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

**LAWR 2. 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 a variety of 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.*

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

## **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, as well as 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 the “Special Notes” section.

**NOTE:** There is an in-person orientation class at the start of the summer session along with a research session about 3 weeks into the session. There is no weekly classroom component in the Supervised Fieldwork Program. Instead, students must be available for prescheduled TEAMS group check-in meetings, which typically occur during the noon hour on a monthly basis. Finally, there is an in-person closing class at the end of the Summer session.

## **Descriptions of Supervised Fieldwork Program Placements**

**AIDS Resource Center (Vivent Health).** 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>.

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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.*

**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 18<sup>th</sup> 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: 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

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may make on-the-record appearances in court on behalf of their clients. The majority of Centro Legal's clients are English speaking; knowledge of Spanish is not required. *Prerequisite: Any family law coursework is preferred but not required.*

**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. DRW is part of a national system of federally mandated independent disability agencies. More information about the work of DRW lawyers can be found at the agency's website: <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 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 includes 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.*

**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](http://www.legalaction.org)

Interns may intern 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.*

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

**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 SSI disability and Medicare/Medicaid matters), legal problems confronting the homeless, tax and bankruptcy, mental health commitments, and certain civil rights actions.

At its office in the Vel Phillips Juvenile Justice Center in Wauwatosa, Legal Aid lawyers serve as 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.

Whether in the downtown office or at the Juvenile Justice Center as a GAL, 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 placement may permit an opportunity to work on interviewing skills and becoming 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) 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. Interns 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.*

**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. Preference will be given to students who have completed any Health Law course.* **Note: Part of this internship may occur in a remote mode.**



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

**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. Note: Part of this internship may occur in a remote mode.*

**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: Evidence. Preference will be given to students who have taken any juvenile or family law course.*

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

**Milwaukee County Economic Development Division.** The Milwaukee County Economic Development Division is responsible for 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 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. A preference will be given to students who have completed the Contract Drafting course or the Community and Economic Development course. Note: This internship is primarily in a remote mode.*

**Milwaukee World Festival Office of General Counsel.** Milwaukee World Festival, Inc. (MWF) is an independent, private 501(c)(3) corporation located in downtown Milwaukee. The organization produces Summerfest (one of the world’s largest music festivals) along with other entertainment events and cultural festivals. Its mission is to promote different ethnic cultures and traditions, create community harmony, and provide engagement with the performing arts. The in-house counsel at MWF oversees all aspects of the production of these various events, provides counsel in the interest of MWF, and collaborates with all departments within MWF.

In this **in-house counsel** internship, students may work on reviewing and drafting contracts (*e.g.*, vendor and exhibitor agreements, sponsorship agreements, licensing agreements, service/purchasing agreements), risk management and insurance issues, trademark infringement/cease and desist activities, researching employment and human resources matters. Other areas may include liquor licensing, obtaining city and

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

Coast Guard permits, contest rule-writing, corporate governance and government relations. *Prerequisites for this internship: None. Completion of the Contract Drafting course is preferred.*

**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.*

**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*

**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

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

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 (Milwaukee, Wisconsin).** In this internship, a student will have the opportunity to work with a DOJ attorney at the trial level in Milwaukee County Circuit court. The intern will assist with criminal proceedings prior to trial and there may be an opportunity for student practice. The intern also may have the opportunity to assist with trial preparation. *Prerequisites: Criminal law, Evidence, and Criminal Process.. Notes: Interns will earn 3 credits (a 180-hour time commitment).*

**Wisconsin Department of Public Instruction (Special Education Team) (Madison, Wisconsin).** 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, Wisconsin).** 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 internship occurs in Madison.

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

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: None. 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 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](http://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: None. Completion of any course with a First Amendment emphasis is preferred.*

**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, Wis.).** 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

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

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. Completion of the Legislation course is preferred but not required.*

**Wisconsin National Guard Staff Judge Advocate (Madison, Wis).** 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 Juvenile Division (Milwaukee County).** 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. Completion of juvenile law and criminal procedure courses 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. This is a 3-credit internship and students are expected to report to the Waukesha office at least twice per week.*

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

**Please submit this application to Director Anne Kearney to Office 202B no later than 3:00 PM on Friday, March 8, 2024.**

**Application for Placement in a Clinic,  
Judicial Internship, or Supervised Fieldwork Program**  
SUMMER 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 May 17, 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 summer 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 write (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 30.*

### ***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 May 17, 2024? Yes \_\_\_\_ No \_\_\_\_

Will you have completed Law Governing Lawyers by August 31, 2024? Yes \_\_\_\_ No \_\_\_\_

Which of the following courses will you have completed by  
May 17, 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 ____

The clinic will consider waiving one or more prerequisites for the summer program for students with sufficient business coursework or work experience. Please see the Clinic director to see if you might qualify for waiver of the prerequisites.

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

## ***CLINICS (continued)***

### ***Priority #***

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

## ***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: Trial Courts: *United States District Court (Chambers of A Milwaukee Federal Trial Judge) (indicate Judge Stadtmueller or Judge Adelman)* Civil Procedure and Legal Analysis, Writing and Research 1 & 2 are prerequisites for this internship.

\_\_\_\_\_ Judicial Internship: Trial Courts: *United States Bankruptcy Court (Milwaukee)*  
Creditor-Debtor Law and Legal Analysis, Writing and Research 1 & 2 are prerequisites for this internship.

\_\_\_\_\_ Judicial Internship: Trial Courts: Milwaukee County Circuit Court **Felony Division**  
(including the Homicide/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



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

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 (formally known as Vivent Health)

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

Will you have completed Contracts by May 17, 2024? Yes \_\_\_ No \_\_\_

Will you have completed either Business Associations or Contract Drafting (preferred but not required) by May 17, 2024? Yes \_\_\_ No \_\_\_

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

Will you have completed Immigration Law by May 17, 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 May 17, 2024? Yes \_\_\_ No \_\_\_

\_\_\_\_\_ Centro Legal

Which, if any, family law classes have you taken? \_\_\_\_\_

\_\_\_\_\_ 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 May 17, 2024? Yes \_\_\_ No \_\_\_

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

Will you have completed Criminal Law, Evidence and Criminal Process by May 17, 2024? Yes \_\_\_ No \_\_\_

\_\_\_\_\_ Legal Action of Wisconsin, Inc.

Will you have completed Civil Procedure by May 17, 2024? Yes \_\_\_ No \_\_\_

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

\_\_\_\_\_ Legal Aid Society of Milwaukee  
Will you have completed Civil Procedure by May 17, 2024? Yes \_\_\_ No \_\_\_

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

GAL Office at the Children's  
Court \_\_\_\_\_

\_\_\_\_\_ (new) Marquette University Office of General Counsel

\_\_\_\_\_ Medical College of Wisconsin *Office of Risk Management*  
Have you taken any Health Law course (preferred but not required)? Yes \_\_\_ No \_\_\_

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

\_\_\_\_\_ Milwaukee County District Attorney CHIPS/TPR Unit  
Will you have completed Evidence by May 17, 2024? Yes \_\_\_ No \_\_\_  
Will you have completed any juvenile or family law course  
by May 17, 2024 (preferred but not required)? Yes \_\_\_ No \_\_\_

\_\_\_\_\_ Milwaukee County Economic Development Division  
Will you have completed Contracts by May 17, 2024? Yes \_\_\_ No \_\_\_  
Will you have completed Contract Drafting or the Community  
and Economic Development course by May 17, 2024. (preferred but not  
required)? Yes \_\_\_ No \_\_\_

\_\_\_\_\_ Milwaukee World Festival Office of General Counsel  
Will you have completed Contract Drafting by May 17, 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 May 17, 2024? Yes \_\_\_ No \_\_\_

\_\_\_\_\_ Ozaukee County District Attorney's Office  
Will you have completed Criminal Law, Evidence, and Criminal Process by May 17,  
2024? Yes \_\_\_ No \_\_\_

\_\_\_\_\_ Racine County District Attorney's Office  
Will you have completed Criminal Law, Criminal Process, and Evidence by  
May 17, 2024? Yes \_\_\_ No \_\_\_

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

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

Will you have completed Criminal Law, Evidence, and Criminal Process by May 17, 2024? 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 May 17, 2024? Yes \_\_\_ No \_\_\_

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

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

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

Will you have completed Criminal Law, Evidence, and Criminal Process? Yes \_\_\_ No \_\_\_

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

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

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

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

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

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

Will you have completed LAWR 1 & LAWR 2 by May 17, 2024? Yes \_\_\_ No \_\_\_

Will you have completed a Legislation course by May 17, 2024 (preferred but not required)? Yes \_\_\_ No \_\_\_

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

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

Will you have completed Evidence by May 17, 2024? Yes \_\_\_ No \_\_\_

Will you have completed any juvenile law or criminal procedure course by May 17, 2024? Yes \_\_\_ No \_\_\_

\_\_\_\_\_ Wisconsin State Public Defender Trial Division – Waukesha Office

Will you have completed Criminal Law, Evidence, and Criminal Process by May 17, 2024?

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

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

\_\_\_\_\_ **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, or non-profit 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:** \_\_\_\_\_

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