



SPRING 2025 CLINICS, JUDICIAL INTERNSHIPS, AND SUPERVISED FIELDWORK (“HAMMERSHIP”) PLACEMENTS

**APPLICATIONS DUE TO DIRECTOR ANNE KEARNEY IN OFFICE 202(B)
by 3:00 PM ON MONDAY, NOVEMBER 11, 2024**

Clinics, judicial internships, and supervised fieldwork placements enhance classroom education for 2L and 3L students with for-credit, hands-on learning experiences in authentic legal environments. “Hammership” placements offer opportunities for students to observe and participate in lawyering; to develop legal skills; to build resumes; and to start professional networks.

General Learning Objectives include:

- Exposure to new areas of substantive law and reintroduction to familiar areas of substantive law at a more sophisticated level;
- Exposure to attributes of effective lawyering;
- Refinement of research and communication skills;
- Acquisition of time management and planning skills;
- Introduction to identifying ethical issues and methods for resolving those issues;
- Growth in reflection, self-assessment, and self-improvement.

Experiential Learning. Clinics, judicial internships and supervised fieldwork placements offer opportunities to earn some of the six experiential learning credits that are required of all law students, as expressed in Marquette University Law School Academic Regulations § 201(7)(c).

Application. This packet provides a summary description of each available placement (including any prerequisites) as well as sheets to prioritize your interests 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

Submit the completed application, unofficial transcript, and resumes to Director Anne Kearney in Office 202(B) by 3:00 p.m. on Monday, November 11, 2024.

Announcements For 2025 Spring Semester

1. New or newer offerings available this spring semester:
 - **(newer) 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.*
 - **(back) City Attorney's Office, City of Milwaukee.** Attorneys in this office act as the in-house legal counsel for the City of Milwaukee. Attorneys handle matters that include all aspects of municipal law (transaction or litigation) involving the City, ordinance enforcement, and policymaking. *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.
 - **(new) Medical College of Wisconsin, General Counsel's Office.** The General Counsel's Office supports Wisconsin's largest physician practice and the medical college. This internship is an introduction to the in-house counsel environment. Student interns will be involved in a large research project and smaller research projects that may be related to the medical mission of the Medical College of Wisconsin, the higher education mission of the institution, real estate, contracting, employment, or research. At least one half day in the office is required to meet and work with the attorney team. *Any health law class, employment class, advanced legal writing, contract drafting class or administrative law class is preferred but not required.*
 - **(back) Milwaukee County Parks Department Office of the Contracts Managers.** Milwaukee County owns and operates an extensive park system. In this internship, a student intern works with attorneys who serve as the Contracts Managers for the Parks Department at its headquarters at 9480 West Watertown Plank Road in Milwaukee. The Department engages in contracting with numerous vendors and renters of its property. *Prerequisite: Contract Drafting.*
 - **(new) Outagamie County District Attorney's Office in Appleton.** A student intern will observe and assist Assistant District Attorneys in advocating during the phases of a criminal case from charging to sentencing. The office is located in Appleton, Wisconsin. A student intern likely will have the opportunity to develop courtroom skills by appearing on the record in court proceedings. *Prerequisites: Criminal Law, Evidence, and Criminal Process.*
 - **(new) Racine County Public Defender's Office in Racine.** A student intern will observe and assist Assistant Public Defenders in the defense of low-income individuals charged with a crime. Student intern work may include reviewing discovery, research, writing motions and

briefs, assisting with trial preparations, and appearing in court proceedings under the Student Practice Rule. *Prerequisites: Criminal Law, Evidence, and Criminal Process.*

- **(back) United States Department of Veterans Affairs Office of the Regional Council.** In this one-semester opportunity, students help represent a federal agency on issues involving **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 or Administrative Law course preferred but not required.*
 - **(newer) Wisconsin Department of Natural Resources.** *Now a 3-credit internship.* A law student intern may assist WDNR attorneys in 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. *Prerequisites: Any Environmental Law course or Administrative Law. This is a 3-credit internship, so 180 hours required.*
 - **(newer) Wisconsin Legislative Council.** *Now a 3-credit internship.* The Wisconsin Legislative Council is a nonpartisan legislative service agency of the Wisconsin legislature. A student (1) will 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) may answer constituent questions; (3) will complete research and writing projects in response to legislative requests for information; (4) will attend committee meetings; and (5) will learn how to research statutes and legislation. *Prerequisites: LAWR 1 & LAWR 2. Legislation course is preferred but not required. This is a 3-credit internship, so 180 hours required.*
2. Don't forget the opportunities with **Legal Aid Society** and **Legal Action of Wisconsin** to interact with clients, problem-solve, and develop advocacy skills.
 3. The **Mediation Clinic** offers hands-on experiences to facilitate problem-solving for small claims court litigants under the direction of Director Antoinette Vacca.
 4. The **Restorative Justice Clinic** now has the benefit of the experience of Director Mary Triggiano and Professor Becca Donaldson.
 5. The **Marquette Law and Entrepreneurship Clinic** gives students a variety of legal experiences in representing small business owners.
 6. Look for the one-year **Prosecutor and Public Defender Clinics** in the Fall.

Thinking about Business Law or Transactions?

1. Marquette Law and Entrepreneurship Clinic
2. Mediation Clinic
3. Restorative Justice Clinic
4. Supervised Fieldwork: Authors Guild
5. Supervised Fieldwork: Blood Center of Wisconsin Office of Corporate Counsel
6. Supervised Fieldwork: Marquette University Office of General Counsel
7. **(new)** Supervised Fieldwork: Medical College of Wisconsin, General Counsel's Office
8. Supervised Fieldwork: Milwaukee County Office of Corporation Counsel
9. Supervised Fieldwork: Milwaukee County Economic Development Division

10. **(back)** Supervised Fieldwork: Milwaukee County Parks Department Office of Contract Managers
11. Supervised Fieldwork: Milwaukee Metropolitan Sewerage District General Counsel
12. Supervised Fieldwork: University of Wisconsin System Office of the General Counsel

Thinking about Public Interest Law?

1. Marquette Law and Entrepreneurship Clinic
2. Mediation Clinic
3. 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: Racine County Public Defender's Office
14. Supervised Fieldwork: Wisconsin State Public Defender Juvenile Division (Milwaukee)

Want writing as part of your internship?

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 District Court—Judge Adelman
5. **(new)** Judicial Internship: United States District Court—Judge Stadtmueller
6. Judicial Internship: Waukesha County Circuit Court Civil Division
7. Judicial Internship: Wisconsin Court of Appeals, District II
8. Judicial Internship: Wisconsin Supreme Court
9. **(newer)** Supervised Fieldwork: Labor and Industry Review Commission
10. Supervised Fieldwork: Wisconsin Department of Justice (Office of the Attorney General)
11. Supervised Fieldwork: Wisconsin Institute for Law & Liberty
12. Supervised Fieldwork: Wisconsin Legislative Council

Want administrative law as part of your internship?

1. Judicial internships: Federal district courts
2. Supervised Fieldwork: Internal Revenue Service
3. Supervised Fieldwork: Legal Action, Unemployment Division
4. Supervised Fieldwork: Labor and Industry Review Commission
5. Supervised Fieldwork: Medical College of Wisconsin, General Counsel's Office
6. Supervised Fieldwork: United States Department of Veteran's Affairs Office of Regional Counsel
7. Supervised Fieldwork: Wisconsin Department of Natural Resources

Interested in Criminal Law?

1. Restorative Justice Clinic
2. Judicial Internship: Milwaukee County Circuit Court Felony Division
3. Supervised Fieldwork: Central Wisconsin Community Law

4. Supervised Fieldwork: Federal Defender Services of Wisconsin
5. Supervised Fieldwork: Milwaukee County District Attorney CHIPS/TPR Unit
6. Supervised Fieldwork: Outagamie County District Attorney's Office; Ozaukee County District Attorney's Office; Sheboygan District Attorney's Office, Washington County District Attorney's Office, and other District Attorney's Offices in various other counties
7. Supervised Fieldwork: United States Attorney's Office for the Eastern District of Wisconsin
8. Supervised Fieldwork: Wisconsin State Public Defender Juvenile Division (Milwaukee)

Interested in Environmental Law?

1. Supervised Fieldwork: Midwest Environmental Advocates
2. Supervised Fieldwork: Milwaukee Metropolitan Sewerage District General Counsel
3. Supervised Fieldwork: Wisconsin Department of Natural Resources

Interested in Labor and Employment Law?

1. Mediation Clinic
2. Restorative Justice Clinic
3. Supervised Fieldwork: Blood Center of Wisconsin (Versiti)
4. Supervised Fieldwork: Legal Action of Wisconsin, Unemployment Division
5. Supervised Fieldwork: Labor and Industry Review Commission
6. Supervised Fieldwork: National Labor and Relations Board
7. Supervised Fieldwork: South Milwaukee School District
8. Supervised Fieldwork: United States Department of Veteran's Affairs

Interested in Sports Law?

1. Marquette Law and Entrepreneurship Clinic
2. Mediation Clinic
3. Restorative Justice Clinic
4. Judicial internship: federal courts
5. Judicial internship: Milwaukee county circuit courts (criminal and civil)
6. Judicial Internship: Wisconsin Court of Appeals, District II
7. Judicial Internship: Wisconsin Supreme Court
8. Supervised Fieldwork: Internal Revenue Service
9. Supervised Fieldwork: Marquette University General Counsel's Office
10. Supervised Fieldwork: United States Attorney's Office for the Eastern District of Wisconsin
11. Supervised Fieldwork: Wisconsin Association of School Boards
12. Supervised Fieldwork: University of Wisconsin System Office of the General Counsel

Interested in Creating your Own Internship?

You might be considering an internship with a court, governmental agency, or nonprofit providing legal services with which the Law School does not have an ongoing clinical arrangement. This opportunity may qualify for academic credit if the organization meets the requirements imposed by the Law School and the American Bar Association. Please contact with Director Anne Kearney to discuss the possibility. You will want to 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 CLINICS, JUDICIAL INTERNSHIPS, SUPERVISED FIELDWORK PLACEMENTS

- 1. WORKING AN INTERNSHIP INTO YOUR SCHEDULE.** Will you have time and schedule space for a clinic, internship, or supervised field placement?
 - Clinic, judicial internships, and supervised fieldwork placements at Marquette law school consist of 60 hours of time for each internship credit earned. Generally, **placements are 2 credits and require 120 hours of internship work in the semester.** Placements for more credits (and more hours) are specifically noted in the application.
 - Placements generally offer the best learning opportunities to students who can spend blocks of time (part of a morning or part of an afternoon rather than an hour here and there) at the non-profit or governmental organization or the court.
 - Consider all your other obligations before enrolling in a clinic or internship. Take into account your regular classes, extracurricular activities, employment and family obligations when determining if a clinic or internship will work.
 - Please carefully note any scheduling advice for particular internships 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 should be evenly distributed across the weeks. No student may participate a clinic and internship or in multiple internships in any given semester.
- 2. PROGRAM PREREQUISITES.** Consider whether you meet the clinic or internship placement requirements. To participate in a Clinic, Judicial Internship or Supervised Fieldwork Placement, you must be in good academic standing (not on academic probation) and must have completed at least 28 credits. Some programs have prerequisites or co-requisites to ensure that participants have the background necessary for meaningful participation and success in the internship. Consult the descriptions of placements in this application packet and on the selection sheets for prerequisites and co-requisites.
- 3. SELECTION CRITERIA.** The law school's placement process seeks to match applicants with internships in which they have expressed a high priority interest and in which they have the best opportunity for a successful internship experience. Selection factors to be considered include: 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 past participation 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, such as 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 if they are in good standing 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 Placements broadly available to qualified students, including part-time students. While an internship may be challenging for part-time students who have substantial commitments outside the Law School during normal daytime business hours, there are placements within the clinical program that can accommodate part-time students who have some flexibility in their daytime work schedules. Recommendations for part-time students with some flexibility include:
 1. Mediation Clinic
 2. Judicial Internship: Wisconsin Court of Appeals
 3. Judicial Internship: U.S. Bankruptcy Court, U.S. District Court, U.S. Magistrate Judge
 4. Supervised Fieldwork: Catholic Charities Legal Services for Immigrants
 5. Supervised Fieldwork: Legal Action of Wisconsin
 6. Supervised Fieldwork: Legal Aid Society
 7. Supervised Fieldwork: Medical College of Wisconsin Office of Risk Management
 8. Supervised Fieldwork: Milwaukee County Office of Corporation Counsel
 9. Supervised Fieldwork: Wisconsin National Guard Staff Judge Advocate

6. **TRAVEL EXPENSES.** Some internship programs require travel to locations outside of Milwaukee County such as Chicago, Madison, Racine, Waukesha. To somewhat assist students in financing the cost of their travel, Dean Kearney has approved a partial mileage reimbursement plan. Details will be given to interns in those placements.

7. **COMPENSATION.** The Clinics, Judicial Internship, and Supervised Fieldwork Placements at Marquette Law School are a for-credit program. There is **no** monetary compensation for these placements.

8. **LIABILITY RELEASE AND WAIVER.** The Law School does not require participation in a clinic or internship as a requirement for the award of the Juris Doctor degree. Students participate in a clinic or internship as a voluntary curricular choice. To be placed into a clinic or internship, an applicant must execute a standard “Liability Release and Waiver” form developed by the Office of General Counsel of Marquette University. That form is attached to the internship packet (**page 33**) and must be executed and filed with the application in order for a student to be considered for an internship.

9. **QUESTIONS?** If you have any questions about the Clinics, Judicial Internships or Supervised Fieldwork Placements, please contact Director Anne Berleman Kearney at anne.kearney@marquette.edu or at her office in Room 202B.

CLINICS

MARQUETTE LAW AND ENTREPRENEURSHIP CLINIC

The Law and Entrepreneurship Clinic: The Law and Entrepreneurship Clinic is a **one-semester experience** with new cohorts of students each semester.

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: Strong preference for the clinic will be given to 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, securities regulation, or secured transactions).

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 Marquette 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 and Waukesha County Circuit Courts 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 alternate between appearing in-person at the Milwaukee County courthouse to observe Commissioners in scheduled mediations with parties and conducting mediations 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

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 general **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, 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, correctional staff, teachers, and those persons impacted by harm;
- 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 survivors as well as the impact on those responsible for harm;
- Embrace roles in engaging with communities to help right relationships and support social cohesion;
- Serve as resources for survivors of harm, communities, and organizations seeking restorative justice services;
- Be responsible for researching various restorative justice issues arising in the context of the clinic;
- Become creative peacemaking leaders in their communities after graduation.

CREDITS: 2

TIME COMMITMENT: 120 hours (time spent in the classroom, working on individual and class-related projects, and participating in community restorative justice dialogues)

PREREQUISITES: Limited to students who have completed 28 credits. Preference will be given to students who have either completed the Restorative Justice Workshop or who have some past restorative justice experience.

****If you have not completed the Restorative Justice Workshop and wish to register for the clinic, please contact Professor Triggiano before registering for the Clinic.**

GRADED: Satisfactory/Unsatisfactory

CLASSROOM COMPONENT: Please see class schedule. Students in the clinic meet weekly either in a classroom or a community setting from 5:30pm to 7:40pm.

JUDICIAL INTERNSHIP PROGRAMS

(2 credits; in-person unless otherwise noted)

Judicial Internship programs give students an opportunity to experience the work of the judiciary through assignment to a specific appellate or trial court. 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. The class meets on Wednesdays from 12:15 to 1:15 p.m. throughout the semester.

JUDICIAL INTERNSHIP: APPELLATE COURTS

Judicial Internship-Appellate Courts. Students intern with the United States Court of Appeals for the Seventh Circuit (Milwaukee Chambers of Chief Judge Diane Sykes); with justices of the Wisconsin Supreme Court, or with judges of 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 a research, analysis and writing experience where a student is assigned to a Justice's Chambers and prepares bench memos for the Justice for upcoming oral arguments. A student intern also performs other research or opinion drafting as assigned. Supervisory feedback is received primarily from the assigned Justice's law clerk. **Notes: (1) A student participating in the Wisconsin Supreme Court judicial internship may not simultaneously be employed in a law-related position. (2) This internship is primarily in a remote mode with travel to Madison once or twice during the**

semester for oral arguments. (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 a research, 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. Interns have law clerks as their supervisors. The District II Court of Appeals 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.** Chief Judge Diane Sykes maintains her chambers in the U.S. Courthouse at 517 East Wisconsin Avenue in Milwaukee. This internship is a research, analysis and legal writing experience. 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.

Notes: (1) A student participating in this judicial internship may not simultaneously be employed in a law-related position. (2) Much of the work for this internship can be done in a remote mode. (3) This position is likely to involve hours in excess of 120 hours. The workflow 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.

JUDICIAL INTERNSHIP: TRIAL COURTS

Judicial Internship-Trial Courts. 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 (civil or criminal), or a Waukesha County Circuit Court Judge (civil).

Credits: 2

Duration of Internship: One Semester

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

Grade: Satisfactory/Unsatisfactory

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

Limited to students who have completed 28 credits

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. Placements with Judge J.P. Stadtmueller and Judge Adelman are available this session.

Internships with federal trial courts are principally research, analysis, 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 United States Magistrate Judge Nancy Joseph who sits in Milwaukee. 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. Placements is with United States Bankruptcy Judge Beth Hanan. The student 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 generally legal writing experiences, but rather are opportunities to develop litigation skills by active observation of proceedings in the courtroom and in chambers. The judges who participate in this program are generous in spending time with interns to discuss matters on the court's docket and proceedings observed by interns, such as voir dire, motion hearings, pretrial conferences, and trials. Some research and writing may be involved depending on the needs of the judge. *Prerequisites: None.*

Milwaukee County Circuit Court: Civil Division. A Civil Division internship consists of two components: an in-court observation experience in civil court and a research/writing experience in which interns work with the Milwaukee County circuit court research coordinator preparing written decisions for the civil judges, such as pretrial motions. *Prerequisites: Civil Procedure, LAWR 1 & LAWR 2.*

Scheduling Note for Milwaukee Circuit Court Internships: Circuit Court internships are most valuable if a student is available to be at the court for blocks of time. This allows for meaningful opportunities to observe court proceedings and discussions in chambers. Circuit courts tend to have busier and more interesting calendars in the early part of the week; the Friday calendar may be somewhat light. Fridays should 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 in civil court and a research/writing experience. Interns work with the civil court judge on preparing memos and, possibly, written decisions (many of which involve a variety of pretrial motions). *Prerequisites: Civil Procedure, LAWR 1 & LAWR 2.*
Notes: The law school will nominate an applicant. The applicant will need to submit a resume and writing sample, and then interview with the Judge.

SUPERVISED FIELDWORK PROGRAMS (2 credits unless otherwise noted; in-person unless otherwise noted)

Supervised Fieldwork placements are designed for student experiential learning in a wide variety of governmental agencies and non-profit organizations. Interns work under the guidance of experienced lawyers in the field and under the general supervision of faculty members. The program provides practical learning experiences in virtually every area of law practice.

Depending on particular placements, students may develop in authentic legal settings lawyering skills that include interviewing and counseling, factual investigation and analysis, legal research, problem-solving, written and oral communication, dispute resolution, courtroom advocacy, time and project management.

Note: Most fieldwork placements are in-person experiences. Any remote aspect to the internship is included 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

Prerequisites and co-requisites are listed in each placement description.

Limited to students who have completed 28 credits. Student practice rule internships (which are noted in the materials that follow) require satisfactory completion of the 1L curriculum for full-time students.

Note: Two orientation sessions are required at the start of the semester and an in-person session is required at the end of the semester. Periodic learning sessions may be offered; however, there is no weekly classroom component in the Supervised Fieldwork Program. 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 Placements

AIDS Resource Center. The AIDS Resource Center, officially known as Vivent Health, has several different locations across the state. The largest office is located in downtown Milwaukee. You will be part

of the legal services team providing problem-solving on issues that include medical care, housing services, and trust & estates. <https://viventhealth.org>. A student intern will work with staff lawyers to address client 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. The Authors Guild, a non-profit, is the nation's oldest and largest professional organization for published writers. More than 12,000 members are offered a variety of legal services, including assistance with contract reviews, copyright questions, and dispute intervention. The Guild is headquartered in New York. A student intern may review authors' contracts and answer other 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 nationwide, competitive position.

Blood Center of Wisconsin Office of Corporate Counsel. The Blood Center of Wisconsin (now Versiti Blood Center of Wisconsin) advances patient care and scientific understanding. It helps provide a safe supply of blood to hospitals as well as enhances lives through blood drives, the Wisconsin Donor Network, and the Wisconsin Tissue Bank. The internship is located just two blocks west of the Marquette campus at 638 North 18th Street. This is a **transactional** internship giving interns a first-hand experience in the work of in-house counsel. Interns may have the opportunity to work on employment matters, contract management (including review, negotiation, execution and implementation of contracts), corporate governance, internal and external audit activities, regulatory compliance, and employment issues. *Prerequisite: Contracts. Business Associations or Contract Drafting preferred but not required.*

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 experienced 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.*

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.

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, a student intern can expect to assist 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, 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 preferred but not required.*

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. The focus of the agency's work is on family law litigation, representing victims of domestic violence in proceedings such as divorce, child custody and placement. Students under the Wisconsin Student Practice Rule 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.*

(back) City Attorney's Office, City of Milwaukee. Attorneys in this office act as the in-house legal counsel for the City of Milwaukee. Attorneys handle matters that include all aspects of municipal law (transaction or litigation) involving the City, ordinance enforcement, and policymaking. Student interns may be working on research and writing projects or may appear in court to enforce ordinances. *Prerequisites: None.*

City Attorney's Office, City of West Allis. Attorneys in this local 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. Student intern work may include research and writing as well as participation in meetings, court proceedings, and negotiations involving municipal law issues. *Prerequisite: None.*

Disability Rights Wisconsin. Disability Rights Wisconsin is a private nonprofit organization working to ensure the rights of all Wisconsin citizens with disabilities through individual advocacy and system change. <https://disabilityrightswi.org>. In this internship, students may assist agency lawyers with research, drafting pleadings, investigations, court actions, client interviews, special education matters, 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 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. Students will assist the Assistant District Attorneys in advocating during the phases of a criminal case from charging to sentencing. The office is located in Fond du Lac, Wisconsin (about 60 miles north of Milwaukee). 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.*

Internal Revenue Service. This internship is with the Office of Chief Counsel for the United States Department of the Treasury, in the Milwaukee Region. Student interns typically assist attorneys with resolving tax problems, which may include drafting opinions and memoranda, as well as 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. Otherwise, student interns participate in a mock trial in the office. *Prerequisites: None. Federal Income Tax Course or Administrative law preferred but not required.*

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. www.legalaction.org. Student interns may do work in practice areas at Legal Action that include consumer debt, eviction defense, and elder

law. Intern work may include case investigation, legal research, interviewing clients and witnesses, providing assistance with 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 placement is with the attorney who handles unemployment compensation cases. Interns will learn how unemployment compensation claims are litigated. They will participate in client counseling and witness preparation for proceedings before administrative law judges. The student intern may represent clients before administrative law judges. 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. <https://lasmilwaukee.com> 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, immigration 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.

Areas of interest for interns may include consumer debt, immigration, and GAL work. Interns may engage in the full range of lawyering activities, including client counseling, case investigation, legal research, witness preparation, assistance with litigation, attending court proceedings, and drafting motions and briefs for both trial and appellate courts. *Prerequisite for all Legal Aid Society internships: Civil Procedure.*

Special note about Legal Aid Society Internships: Interns assigned to the Guardian ad Litem Division at the Children’s Court may have the opportunity to appear on the record in court 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 transmitting a resume and a cover letter, which addresses the student’s particular interest in serving as an intern at the Commission. The applicant will be interviewing with Commissioner Townsend for the position.

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 counsel office may 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: Business Associations or Contract drafting.*

(new) Medical College of Wisconsin, General Counsel's Office. The General Counsel's Office supports Wisconsin's largest physician practice and the medical college. This internship is an introduction to the **in-house counsel** environment. Student interns will be involved in a large research project and smaller research projects that may be related to the medical mission of the Medical College of Wisconsin, the higher education mission of the institution, real estate, contracting, employment, or research. At least one half day in the office is required to meet and work with the attorney team. *Any health law class, employment class, advanced legal writing, contract drafting class or administrative law class is 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 Office of Risk Management, which is located in Wauwatosa, provide legal advice to physicians and to the College on patient and doctor matters, sometimes involving allegations of medical negligence. Attorneys also provide legal advice intended to proactively prevent claims. The office responds to legal issues; may assist 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. 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. <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. The Office of Corporation Counsel acts as the legal advisor to County departments, the Milwaukee County Board of Supervisors and the Milwaukee County Executive. The Office of 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. Student interns may assist attorneys in civil litigation, employment law matters, and in various transactional assignments. Students certified under the Wisconsin Student Practice Rule may assist in representing 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. Their caseload includes Children in Need of Protection or Services

(“CHIPS”) cases and Termination of Parental Rights (“TPR”) proceedings. An intern 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. A student intern may make supervised court appearances on behalf of the State under the Student Practice Rule. *Prerequisite: Evidence, 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.

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 is in a remote mode.**

Scheduling Note: The Economic Development staff meeting is held in-person on Tuesday mornings at 9 a.m.

Milwaukee County Parks Department Office of the Contracts Manager. Milwaukee County owns and operates an extensive park system. In this internship, students work with attorneys who serve as Contracts Managers for the Parks Department at its headquarters at 9480 West Watertown Plank Road in Milwaukee. The Department engages in contracting with numerous vendors and renters of its property. In this **transactional** internship, the student intern will work with the Contracts Managers on contract review, drafting, negotiation, and enforcement. Other intern duties may include research into encroachments on County Parks property, researching best practices as they relate to contracting, Milwaukee County Board approvals for County Parks matters. *Prerequisite: Contract Drafting.*

Milwaukee Metropolitan Sewerage District General Counsel. The Milwaukee Metropolitan Sewerage District (MMSD) is a regional governmental agency that provides water reclamation and flood management services for about 1.1 million people in 28 communities in the Greater Milwaukee Area. A student intern works with MMSD’s in-house legal group to provide 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. 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. 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.*

Scheduling Note for Expungement and Pardon Clinic: Clinic occurs on Mondays from 1:15-3:15 p.m. and during select times Wednesday morning and afternoon.

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.*

Outagamie County District Attorney's Office. Students will observe and assist the Assistant District Attorneys in advocacy during the phases of a criminal case from charging through sentencing. The office is located in Appleton, Wisconsin. Students likely will have the opportunity to develop courtroom skills by appearing on the record in court proceedings. *Prerequisites: Criminal Law, Evidence, and Criminal Process.*

Ozaukee County District Attorney's Office. Students will observe and assist the Assistant District Attorneys in advocacy during the phases of a criminal case from charging through sentencing. The office is located in Port Washington, Wisconsin (about 25 miles north of Milwaukee). Using student practice certification, students likely will have the opportunity to develop courtroom 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 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.

(new) Racine County Public Defender's Office. Student interns will observe and assist Assistant Public Defenders in the defense of low-income individuals charged with a crime. The office is located in Racine County. Student intern work may include reviewing discovery, research, writing motions and briefs, assisting with trial preparations, and appearing in court proceedings under the Student Practice Rule. *Prerequisites: Criminal Law, Evidence, and Criminal Process.*

Sheboygan County District Attorney's Office. Students will assist the Assistant District Attorneys in advocacy during the phases of a criminal case from charging to sentencing. The office is located in Sheboygan, Wisconsin (about one hour north of Milwaukee). Students likely will have the opportunity to develop courtroom 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. This office handles a number of functions typically performed by in-house counsel. This internship combines experience in public sector **labor/employment law** and **education law**. A student may work on matters

involving employment, education policies, open records and open meetings, student discipline, student rights and speech. *Prerequisites: None. Any Employment Law course or Education Law preferred.*

United States Attorney for 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. The United States Attorney's Office is located in the federal courthouse at 517 E. Wisconsin Avenue. This internship affords a research and writing experience complemented by the opportunity to accompany prosecutors in federal trial court. In certain situations, students may appear on the record 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 back to a one-semester internship. This agency provides in-house counsel legal services to VA entities in Wisconsin and the Upper Peninsula of Michigan, including four hospitals and a regional pension/benefits center. Cases may involve **health law, employment law and federal tort matters**. Interns have drafted discovery documents, researched administrative law matters, attended EEOC hearings, and 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.*

Scheduling Note: Try to schedule for Wednesdays to attend Regional Counsel meeting.

University of Wisconsin System Office of the General Counsel. The General Counsel for the University of Wisconsin provides in-house counsel legal services to the UW System Administration, the UW Board of Regents, and to 11 of UW's 13 campuses throughout the State. Attorneys in this office deal with 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. Students will assist the Assistant District Attorneys in advocacy during the phases of a criminal case from charging to sentencing. The office is located in nearby West Bend, Wisconsin. Students will have the opportunity to develop courtroom 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 in Madison that supports local Wisconsin public school boards. An intern will work with the legal staff of WASB who respond to legal issue inquiries 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.*

Scheduling Note: The WASB staff holds TEAMS meetings Monday-Friday at 11 a.m. Try for attendance one day during that time.

Wisconsin Department of Justice (Office of the Attorney General) Legal Services Division (Madison). In this 3-credit internship, students are assigned to one of the units of the Legal Services Division of the Wisconsin Department of Justice, which may include the Appeals unit. Students work with Assistant

Attorneys General on assignments that may include motions and responses to motions, trial and appellate court briefs as well as research memoranda on case-related issues, analysis of legislative proposals, and observing court hearings. *Prerequisites: Civil Procedure; Legal Analysis, Writing, and Research 1 and 2. Interns will earn 3 credits (a 180-hour time commitment).*

(newer) Wisconsin Department of Natural Resources Bureau of Legal Services. *Now a 3-credit internship.* The Wisconsin Department of Natural Resources 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 related to **environmental law, natural resource law, and administrative law**. Students will assist DNR attorneys in a full range of activities including, 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 counselling clients. *Prerequisite: Any environmental law course or Administrative Law. Interns will earn 3 credits (a 180-hour time commitment).* **Notes: A student is nominated to interview for this position. This internship occurs partially in a remote mode and partially in-person at the Milwaukee office.**

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 Education 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.). <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 intern can expect to be assigned projects that will involve research and writing as well as 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. <http://elections.wi.gov>. A student intern 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. An intern 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 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. A student intern may have an opportunity to conduct research and provide analysis on a wide range of state legal and policy issues. The intern 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. An intern performs legal research, writes legal memoranda, and assists 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). *Now a 3-credit internship.* 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 (1) will 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) may answer constituent questions; (3) will complete research and writing projects in response to legislative requests for information; (4) will attend committee meetings; and (5) will learn how to research statutes and legislation. *Prerequisites: LAWR 1 & LAWR 2. Legislation course is preferred but not required. This is a 3-credit internship, so 180 hours required.*

Scheduling Note: Legislative activity occurs on Tuesdays, Wednesdays, and Thursdays, so try to schedule at least one of those days. Mondays and Fridays are writing days.

Wisconsin National Guard Staff Judge Advocate (Madison). Staff Judge Advocate lawyers provide legal services to military personnel and legal advice to the military service. A student intern works on matters such 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 Special Education Mediation System (WSEMS). The Wisconsin Special Education Mediation System is grant-funded by the Wisconsin Department of Public Instruction to provide mediation services to assist parents of children with disabilities resolve disputes with school districts that are related to the special education needs of the children. In this **mediation** internship, the student intern will work on drafting guidance through mediation outlines and videos for mediating special education disputes in State of Wisconsin. The student intern will have the opportunity to observe mediations. *Prerequisites: Alternative Dispute Resolution or Mediation Clinic. Education Law preferred but not required.*

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 intern assists public defenders by performing legal research and writing assignments, client interviews, and appearing in 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 intern 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). A student intern with the Waukesha Office of the Wisconsin State Public Defender Trial Division participates in the defense of low-income individuals charged with a crime under the Wisconsin Student Practice Rule. Working under the supervision of Assistant State Public Defenders, students assist in all phases of representing individuals who are accused of crimes. Student 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.*

Questions? Make an appointment with Director Anne Kearney
(anne.kearney@marquette.edu) or visit in Room 202B.

Please submit this application, an unofficial transcript, and resumes to Director Anne Kearney in Office 202B by 3:00 p.m. on Monday, November 11, 2024.

**Application for Placement in a Clinic,
Judicial Internship, or Supervised Fieldwork Program**
SPRING SEMESTER 2025

Name: _____

Your marquette.edu address: _____

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

Tele: _____

Credit hours completed as of December 31, 2024: _____

Anticipated month and year of graduation: _____

Clinics, Judicial Internships and Supervised Fieldwork Placements 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 2025 spring semester:

INSTRUCTIONS FOR SUBMITTING YOUR APPLICATION

PLEASE 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 useful in making placements.

PLEASE 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 unofficial 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.

PLEASE SIGN THE “LIABILITY RELEASE AND WAIVER” FORM THAT IS ATTACHED TO THIS APPLICATION. An application is not complete without the “liability release and waiver” form. This form is on page 33. It should be submitted along with your application materials.

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 December 31, 2024? Yes ___ No ___

Will you have completed Law Governing Lawyers by April 21, 2025? Yes ___ No ___

Which of the following courses will you have completed by
December 31, 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 ___
Secured Transactions	Yes ___ No ___

CLINICS

Priority

_____ Mediation Clinic

_____ Restorative Justice Clinic

Will you have completed the Restorative Justice class
by December 31, 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 District II (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. (Chief Judge Sykes)*
Civil Procedure and Legal Analysis, Writing and Research 1 & 2 are prerequisites
for this internship.

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

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

_____ Judicial Internship: Trial Courts: *United States Bankruptcy Court (Judge Hanan)*
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 December 31, 2024 (preferred but not required)? Yes ___ No ___

_____ Blood Center of Wisconsin Office of Corporate Counsel

Will you have completed Contracts by December 31, 2024 Yes ___ No ___
Will you have completed Business Associations or Contract Drafting (preferred but not required) by December 31, 2024? Yes ___ No ___

_____ Catholic Charities Immigration Assistance Project

Do you speak Spanish (not required)? Yes ___ No ___

_____ Central Wisconsin Community Law (Milwaukee Office)

Will you have completed Criminal Law by December 31, 2024? Yes ___ No ___
Will you have completed Evidence or Criminal Process by December 31, 2024 (preferred but not required)? Yes ___ No ___

_____ Centro Legal

Will you have completed any Family Law course by December 31, 2024 (preferred but not required) Yes ___ No ___

_____ City Attorney's Office, City of Milwaukee

_____ 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 December 31, 2024? Yes ___ No ___

_____ Fond du Lac County District Attorney's Office

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

___ Internal Revenue Service (U.S. Treasury Office of Chief Counsel)
Will you have completed a Federal Income Tax class or Administrative law by December 31, 2024 (preferred but not required)? Yes ___ No ___

___ Legal Action of Wisconsin, Inc.
Will you have completed Civil Procedure by December 31, 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 December 31, 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 ___

___ Marquette University Office of General Counsel
Will you have completed Business Associations or Contract Drafting by December 31, 2024? Yes ___ No ___

___ **(new)** Medical College of Wisconsin General Counsel's Office
Have you taken any Health Law course, Employment Law course, Advanced Legal Writing, Contracting Drafting or Administrative Law course? (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 December 31, 2024? Yes ___ No ___

___ Milwaukee County Office of Corporation Counsel

___ Milwaukee County District Attorney CHIPS/TPR Unit
Will you have completed Evidence by December 31, 2024? Yes ___ No ___

Will you have completed any Juvenile Law or Family Law course
by December 31, 2024 (preferred but not required)? Yes ___ No ___

___ Milwaukee County Economic Development Division
Will you have completed Contracts by December 31, 2024? Yes ___ No ___
Will you have completed Contract Drafting or Community
and Economic Development by December 31, 2024 (preferred but not
required)? Yes ___ No ___

___ Milwaukee County Parks Department Office of the Contracts Managers
Will you have completed Contracts by December 31, 2024? Yes ___ No ___
Will you have completed Contract Drafting
by December 31, 2024 (preferred but not required)? Yes ___ No ___

___ Milwaukee Metropolitan Sewerage District General Counsel
Will you have completed any Environmental Law course by December 31, 2024?
Yes ___ No ___
Will you have completed Business Associations or Contract Drafting
by December 31, 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 December 31, 2024? Yes ___ No ___

___ Outagamie County District Attorney's Office
Will you have completed Criminal Law, Evidence and Criminal Process
by December 31, 2024? Yes ___ No ___

___ Ozaukee County District Attorney's Office
Will you have completed Criminal Law, Evidence and Criminal Process
by December 31, 2024? Yes ___ No ___

___ Racine County District Attorney's Office
Will you have completed Criminal Law, Evidence and Criminal Process
by December 31, 2024? Yes ___ No ___

___ Racine County Public Defender's Office
Will you have completed Criminal Law, Evidence and Criminal Process
by December 31, 2024? Yes ___ No ___

___ Sheboygan County District Attorney's Office
Will you have completed Criminal Law, Evidence and Criminal Process
by December 31, 2024? Yes ___ No ___

___ South Milwaukee School District
Will you have completed any Employment Law course or Education Law

by December 31, 2024? Yes ___ No__

- ___ United States Attorney for the Eastern District of Wisconsin
Will you have completed Criminal Law, Criminal Process and Evidence
by December 31, 2024? Yes ___ No__
- ___ United States Department of Veterans Affairs Office of Regional Counsel
Will you have completed any Employment Law or Administrative law course
by December 31, 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 December 31, 2024? Yes ___ No ___
- ___ Wisconsin Association of School Boards
Will you have completed Education Law (preferred but not required)
by December 31, 2024? Yes ___ No__
- ___ Wisconsin Department of Justice (Attorney General) *Legal Services Division*
Will you have completed Civil Procedure, LAWR 1 & LAWR 2
by December 31, 2024? Yes ___ No ___
- ___ Wisconsin Dept. of Natural Resources Bureau of Legal Services
Will you have completed any Environmental Law course or Administrative Law
by December 31, 2024? Yes ___ No ___
- ___ Wisconsin Department of Public Instruction (Special Education Team)
Will you have completed Education Law (preferred but not required)
by December 31, 2024? Yes ___ No__
- ___ Wisconsin Department of Safety and Professional Services
- ___ Wisconsin Elections Commission
Will you have completed Civil Procedure, LAWR 1 & LAWR 2
by December 31, 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
by December 31, 2024? Yes ___ No ___
- ___ Wisconsin Legislative Council
Will you have completed Civil Procedure, LAWR 1 & LAWR 2
by December 31, 2024? Yes ___ No ___
Will you have completed the Legislation course by December 31, 2024

(preferred but not required)? Yes ___ No ___

_____ Wisconsin National Guard Staff Judge Advocate

_____ Wisconsin Special Education Mediation System (WSEMS)

Will you have completed an Alternative Dispute Resolution class or the Mediation clinic by December 31, 2024? Yes ___ No ___

Will you have completed Education law by December 31, 2024 (preferred but not required)? Yes ___ No ___

_____ Wisconsin State Public Defender Juvenile Division (Milwaukee)

Will you have completed Evidence by December 31, 2024? Yes ___ No ___

Will you have completed any Juvenile Law course or Criminal Process (preferred but not required) by December 31, 2024? Yes ___ No ___

_____ Wisconsin State Public Defender Trial Division – Waukesha Office

Will you have completed Criminal Law, Evidence and Criminal Process by December 31, 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, PROPOSED SUPERVISOR, AND CONTACT INFORMATION

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