

CLINIC REGISTRATION INFORMATION

FALL 2020

All students who wish to take the clinic in the fall of 2020 must meet minimum eligibility requirements and register for the clinic lottery in the following manner (as well as pre-register for the course in the regular manner):

- STEP ONE:** **GET THE APPLICATION.** Obtain a copy of the Clinic Registration Information Materials and the Clinic Lottery Sign-Up, Statement of Interest, and Preference Sheet in Room 380, located in the Clinic Suite on the 3rd floor.
- STEP TWO:** **COMPLETE AND SUBMIT THE APPLICATION.** Complete and return the Clinic Lottery Sign-Up, Statement of Interest, and Preference Sheet to the clinic office no later than 4:30 p.m. Friday, April 10, 2020. Only applications that have all three documents fully completed will be included in the clinic lottery.
- If you choose to email the completed Sign-Up, Statement of Interest, and Preference Sheet or confirm your position by email, you are responsible for making sure the email correspondence was received, either by a return receipt or an email confirmation from the clinic.
- STEP THREE:** **CHECK THE RESULTS.** The fall clinic lottery will be completed and the results posted by 5:00 p.m. on Tuesday, April 14, 2020.
- STEP FOUR:** **ACCEPT YOUR SPOT.** You must confirm that you accept your position in the clinic OR your position on the wait list no later than 4:30 p.m. on Monday, April 20, 2020. Failure to confirm in a timely manner means that your position will be given to the next student in line for that position. You are responsible for confirming the position.
- STEP FIVE:** **REGISTER FOR THE COURSE.** Once you are admitted to the clinic via the lottery process (or once you get in off the wait list), register for the clinic in the regular manner with the appropriate course number (LAW:9302).

Please note that many clinic activities such as court proceedings, client meetings, visits to correctional facilities, the statehouse, etc. might be limited during the fall semester. We will not know details until closer to the start of fall classes.

I. ELIGIBILITY

Under the Iowa Student Practice Rule (Rule 31.15(1) and the Student Practice Rule for the U.S. District Courts for the Northern and Southern Districts of Iowa (Rule 83(h)), students are allowed to appear in court and otherwise represent clients in civil and criminal cases if they have completed the equivalent of three semesters of law school (a minimum of 39 credit hours). Students are eligible to practice in the clinic if they have completed a full summer (for a total of 9 hours) and two regular fall or spring semesters.

The Student Practice Rule (Rule 31.15(2)), also allows students to appear in administrative hearings and otherwise represent clients in administrative proceedings if they have completed two semesters of their coursework. A limited number of spaces in the clinic may be available for students who are eligible to practice in the clinic under Rule 31.15(2) but not 31.15(1).

To be eligible for the clinic, you must be in good standing (GPA of 2.1 or greater) at the time of the lottery, and you must have successfully completed all required first-year courses by the end of the current semester.

If you have questions about eligibility, contact the clinic office.

II. LOTTERY PROCESS

You must complete and return the Lottery Sign-Up, Statement of Interest, and Preference Sheet to the clinic office no later than 4:30 p.m. Friday, April 10, 2020, in order to be included in the clinic lottery. The fall lottery will be completed and the results posted by 5:00 p.m. on Tuesday, April 14, 2020.

Clinic positions AND positions on the wait list must be confirmed by Monday, April 20, 2020 at 4:30 p.m. Failure to confirm any position in a timely manner means that the position will be offered to the next student in line. You are responsible for confirming your position.

If you choose to email your application, or to confirm your position by email, you are responsible for making sure that email was received, either by a return receipt or an email confirmation.

Lastly, once you are admitted to the clinic via the lottery process (or once you get in off the wait list), register for the clinic in the regular manner with the appropriate course number (LAW:9302).

III. CREDITS AND SELECTION PREFERENCES

A. Credits

You must indicate on your application the number of credits you commit to taking in the clinic this semester. The maximum number of credits available in the fall 2020 semester is 9, while the minimum number is 6. As with non-clinical courses, you are expected to devote 3 to 4 hours each week per credit hour to your work in the course. This translates to 27 to 36 hours per week in a 9-credit clinic placement and 18 to 24 hours per week in a 6-credit clinic placement. Unlike non-clinical courses, your

work in clinic is governed by your duty of zealous advocacy and will often need to be prioritized over other commitments, even when your clinic commitments arise on short notice. Please be careful with regard to scheduling too many commitments outside of clinic.

You may not take more than a total of 15 credits for the semester except by permission of the clinic faculty. (For example, if you take 9 credits in the clinic, you could not take more than 6 credits in addition to clinic.)

The goal of the clinic is to immerse students in the practice of law. Because logistics for scheduling client meetings, court appearances, and group work becomes difficult when students spend fewer hours in clinic, the clinic faculty encourage students to select the greatest number of credits possible. (Of course, do not commit to more credits in the Clinic than you will actually be able to perform during the semester.) If a significant number of students applying for the clinic indicate on their applications that they commit to fewer than 9 credits, new students who indicate on their applications that they will commit to 9 credits may receive preference in the lottery process over new students who commit to fewer hours.

Once you have enrolled in clinic, the number of credits you have committed to may only be reduced in extraordinary circumstances and with special permission of the clinic faculty.

The last date to drop a clinic position without penalty is July 31, 2020. If you drop the clinic after that deadline without a medical or unexpected emergency, you will receive a grade of 1.5 for a minimum of 1 credit hour.

B. Selection and Preferences

Because demand for the clinic usually exceeds supply, selection for the program is done by means of a lottery. All students who successfully complete an application will be entered in the lottery, with the following exceptions:

If a significant number of students seek to enroll for fewer than 9 credits, students who enroll for 9 credits may receive preference in the lottery.

Depending on case-specific needs, students seeking a second semester in the clinic may receive preference in the lottery on a case-by-case basis.

Students in their final semester of law school who have not yet satisfied the experiential requirement for graduation may receive special consideration.

IV. PROGRAM DESCRIPTION

A. The Legal Clinic Internship (LAW:9302)

The Clinical Law Program offers an in-house clinic known as the Legal Clinic, which is located on the third floor of the law school. The cases are supervised by full-time faculty members, and clinic students have primary responsibility for the representation of their clients at all stages of the legal process, including interviewing and counseling, negotiation, fact investigation, depositions, drafting and briefing, and courtroom appearances. Many students will have an opportunity to appear before various state and federal trial or appellate courts, or before administrative agencies, or to advise and represent community groups, or to develop policy analysis and expertise regarding cutting-edge issues.

You are required to submit a Sign-up Sheet and a Statement of Interest outlining why you are interested in the work of the Legal Clinic. You also must express a preference for particular types of cases and projects on which you would like to work. Areas of practice in the Legal Clinic include:

1. Community Empowerment Law Project: Representation of nonprofit organizations and municipalities who are working to strengthen their communities, create economic opportunity, and advance social justice. Students will work in teams and across disciplines in non-litigation matters, which may include entity formation, strategic planning, coalition building, designing advocacy plans, and/or legislative drafting. In addition, students in this practice area will also participate in the Voting Rights Restoration Clinic, which represents individuals seeking the restoration of their citizenship rights following a felony conviction.
2. Federal Criminal Defense: Representation of indigent criminal defendants facing federal charges in the U.S. District Courts for the Northern and Southern Districts of Iowa and the U.S. Court of Appeals for the Eighth Circuit. Representation may include any and all stages of the federal criminal proceedings, including bail hearings, preliminary hearings, motion hearings, change of plea hearings, jury trials, sentencings, appeals, and post-conviction work. Types of cases include drug trafficking, firearms, fraud, immigration, escape, and supervised release revocations, First Step Act, compassionate release, among others. On occasion, the Clinic will take state cases involving issues in the criminal legal system where there is otherwise a gap in representation (e.g., executive clemency petitions). Students in this practice area will also participate in the Voting Rights Restoration Clinic, which represents individuals seeking the restoration of their citizenship rights following a felony conviction. Although it is the hope that the impact of COVID-19 will have diminished enough for students to be able to enter detention facilities and courtrooms by the fall semester, students interested in the Federal Criminal Defense practice area are cautioned that district court work may be limited until all health-based movement restrictions are lifted.
3. Employment Law: Concentrates on discrimination, unfair employment practices, wage payment, unemployment insurance, and related matters.

4. Estate Planning: Clinic Law Students provide individual representation, counsel, advice and document preparation services, and conduct public workshops about wills, trusts, powers of attorney, living wills, guardianship and conservatorship, and related matters.
5. General Civil: May include torts, family law, consumer law, and public benefits.
6. Immigration: Representation of immigrants - primarily in the areas of removal defense, asylum, family-based benefits, and occasional immigrant rights issues in state and federal courts - and immigration policy work at the local, state and national levels, often in consultation with advocacy organizations.
7. Law Policy in Action: Furnish technical and consultant services and advice to community organizations, local government, lawmakers, and business on a host of issues. Current projects focus on combatting predatory practices by real estate and capital equity firms that acquired Iowa mobile home parks, assisting advocates to protect Iowans from elder abuse, neglect and exploitation, educating parents, teachers, and persons with disabilities about significant changes in Iowa guardianship law, having the Iowa Department of Education adopt rules limiting the use of seclusion and physical restraints in Iowa K-12 schools, transgender health care, and other matters. Projects include legislative advocacy, community education programs, workshops and training, research studies, and policy development surrounding mental health, disability, housing, and universal design.

If you have questions about the sort of experiences students have had in any of these practice areas, clinic secretaries can, upon request, try to put you in touch with former clinic students who have worked in a specific practice area.

B. Classroom Component

The classroom component is a required element for every new clinic student. The classroom component will include both a skills “boot camp” early in the semester and group meetings in your practice areas throughout the semester.

C. Expectations and Time Commitments (both generally and specific to certain practice areas)

Generally: You are expected to be available for clinic work for the entire semester. To the extent possible, absences must be approved in advance by the entire clinic faculty. We will of course make exceptions for unanticipated emergencies. While clinic schedules may be altered to accommodate final exams, clinic responsibilities in most practice areas will continue through the exam period.

At least 3 hours per week per enrolled credit hour must be scheduled as a time you are physically present in the clinic (“office hours”) during the business hours of Monday through Friday, 8:00 am to 5:00 pm. No matter how your office hours are scheduled, you are required to be available for clinic work, even if not physically present in the office, every business day.

The skills “boot camp” is scheduled for August 28-30, 2020. The session will run from 1:00-5:00 on Friday, and 9:00-5:00 on Saturday and Sunday. Attendance will be mandatory. Food will be

provided. Please keep these dates and times open on your personal schedule. We look forward to all getting to know each other and working together at boot camp.

Additional Clinic-wide supplemental workshops will be scheduled for 2-hour periods throughout the fall semester. The dates will be determined when each student's schedules have been received. Participation in these supplemental workshops is mandatory.

Specific to the Community Empowerment Law Project Practice Area: The classroom component for the Community Empowerment Law Project practice area will be Wednesdays from 9:00 am to 11:00 am. If you have a conflict with that time, you will not be allowed to join the practice area.

Specific to the Federal Criminal Defense Practice Area: Court dates and client visits for the Criminal Defense practice area are often scheduled on very short notice and may make planning for non-clinical obligations difficult. If you are interested in this practice area, you should take this into consideration when registering for classes. Past students have reported that having two days during the week without classes or any commitments other than clinic is particularly helpful for this practice area.

Students who have not completed Trial Advocacy will not be eligible for the clinic's Criminal Defense practice area unless they get permission in advance from Prof. Alison Guernsey. If this may affect you, contact Prof. Guernsey *before* completing your clinic application.

The classroom component for the Criminal Defense practice area will be Wednesdays from 9:00 am to 11:00 am. If you have a conflict with that time, you will not be allowed to join the practice area.

VI. GRADING

The clinic program is graded and is not pass-fail. Work with clients and work in the classroom components contribute to students' grades.

VII. CONFLICTS OF INTEREST

Students enrolled in the clinic are certified to practice law under the student practice rule, and bound by the Iowa Rules of Professional Conduct, including the provisions on conflicts of interest. Therefore, it is important that you not be engaged in the performance of legal or legally-related work, paid or unpaid, anywhere else that might cause a professional conflict with your clinic work.

As a general rule, concurrent work by students at local law firms, for government agencies such as county prosecutors, public defenders, municipalities, or legal aid offices, or in the legal departments of local businesses, creates a substantial risk of conflict of interest. In addition, if you have done such work immediately before your time in the clinic, or plan to do so immediately after being in the clinic, there may be additional concerns. If you are uncertain as to whether or not your situation falls within this rule, or you believe that your situation warrants an exception, please speak with a member of the clinic faculty as soon as possible.

IX. QUESTIONS

If you have questions about any of the information provided in this handout, please contact the clinic office.

Nondiscrimination Statement: The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Director, Office of Equal Opportunity and Diversity, the University of Iowa, 202 Jessup Hall, Iowa City, IA, 52242-1316, 319-335-0705 (voice), 319-335-0697 (TDD), diversity@uiowa.edu

**SIGN-UP SHEET
FALL 2020 CLINIC LOTTERY**

Name _____

Credits earned _____
(Include current semester)

Anticipated date of graduation _____

Semesters completed _____

The programs available are:

Credits available

101 The Legal Clinic (in-house)

6-9

Credit Hours

1. Indicate any jobs or other non-flexible time commitments (for example, picking kids up at daycare or competition teams that may require travelling) you will have during the semester.

2. To assist us in determining whether there is a potential for conflict of interest, please list any legal employment you have had in the past, have now, or plan to have during the semester you are applying to be in the clinic.

3. Email address and telephone number where you can be reached during the remainder of the year.

Spring 2020

Summer 2020

Fall 2020

Phone:

Phone:

Phone:

E-mail:

E-mail:

E-mail:

4. Please list below all the law school courses you have taken other than required courses. Although admission to the clinic is determined by lottery, it is easier for us to plan clinic projects and classroom components if we know what courses you have completed. We do not need to know your grades in these courses – just which courses you have taken. (Note: Students who have not completed Trial Advocacy will not be eligible for the clinic's Federal Criminal Defense practice area unless they get permission in advance from Prof. Alison Guernsey. If this may affect you, contact Prof. Guernsey *before* completing this application.)
5. How many experiential credits will you have completed by the end of this current semester?
6. If next semester is your final semester in law school, you have previously applied to be in the clinic but have not been able to enroll, and this is your last chance to join the clinic as a new student, please list below the semesters in which you applied to be the clinic.
7. Are there any other issues the clinic faculty should know about with regard to your clinic application?

STATEMENT OF INTEREST FALL 2020 CLINIC LOTTERY

Please answer the following three questions.

1. Why are you interested in enrolling in the clinic?
2. What practice areas do you hope to work in during your time in the clinic? Why?
3. What skills do you hope to gain competency in during your time in the clinic? Why?

Your statement will help us in the case-assignment process that precedes the beginning of the semester and help you think in advance about your goals and reflect on your priorities (both key clinical skills).

Your statement (1) must be typed, (2) must be no shorter than 200 words, (3) must be no longer than 500 words, and (4) must fit on one printed page. Students whose statements do not comply with these requirements will not be entered in the clinic lottery and will not be able to enroll in the clinic.

**STATEMENT OF PREFERENCE
FALL 2020 CLINIC LOTTERY**

As outlined above (Program Description, Part IV), the clinic works on cases and projects of varied subject matter. Please select and designate below – in order of preference – the subjects on which you would prefer to work.

I am interested in working in the following practice area(s):

1. _____ (most interested)
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____ (least interested)

I am fluent in the following languages besides English:

I would prefer not to work in the following practice area(s) (list no more than two):

1. _____
2. _____

**THE SIGN-UP SHEET, STATEMENT OF INTEREST, AND PREFERENCE FORM MUST BE COMPLETED
AND RETURNED TO THE LEGAL CLINIC, ROOM 380, BY FRIDAY, APRIL 10, 2020 AT 4:30 P.M.**