**CLINIC LOTTERY & REGISTRATION INFORMATION**

**SPRING 2023**

All students who wish to take the clinic in the Spring of 2023 must meet minimum eligibility requirements and register for the clinic lottery in the following 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 on the Clinical Law Program website at <https://law.uiowa.edu/current-students/law-clinic-registration-information> or pick up an application from the clinic office.

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 or to Ashley Peterson at ashley-n-peterson@uiowa.edu no later than 4:30 p.m. Tuesday, October 25th, 2022. Only applications that have all three documents fully completed will be included in the clinic lottery.

When emailing the completed Sign-Up, Statement of Interest, and Preference Sheet 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 Spring clinic lottery will be completed, and the results will be emailed by 5:00 p.m. on Monday, October 31st, 2022.

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 Friday, November 4th, 2022. 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: **REGISTERING FOR THE COURSE.** Ashley Peterson will inform the Registrar of the students who have accepted their spot in the clinic to be registered for Spring 2023.

# 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.

# LOTTERY PROCESS

You must complete and return the Lottery Sign-Up, Statement of Interest, and Preference Sheet to the clinic office or email to Ashley Peterson at Ashley-n-peterson@uiowa.edu no later than 4:30 p.m on Tuesday, October 25th, 2022, to be included in the clinic lottery. The Spring lottery will be completed, and the results will be emailed by 5:00 p.m. on Monday, October 31st, 2022.

You are responsible for making sure your lottery application email was received, either by a return receipt or an email confirmation.

Clinic positions AND positions on the wait list must be confirmed by 4:30 pm on Friday, November 4th, 2022. 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.

Lastly, once you are admitted to the clinic via the lottery process (or once you get in off the wait list), Ashley Peterson will inform the Registrar to register you for Spring 2023 clinic (LAW:9302).

# CREDITS AND SELECTION PREFERENCES

* 1. 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 Spring 2023 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 December 9, 2022. 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.

Students selected through the lottery process to register for the Spring 2023 clinic session will be required to attend an informational session with their assigned practice area clinic faculty member. This is **MANDATORY** for all new clinic students. This session will be scheduled prior to the drop deadline (December 9th, 2022).

* 1. 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.

# PROGRAM DESCRIPTION

* 1. 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. The projects for Spring 2023 will likely involve reproductive justice, entity formation/strategic planning, restorative justice, hate crimes, and advocacy planning.
2. Federal Criminal Defense: **\*Due to Professor Guernsey being on leave during the Fall 2022 semester, the lottery process for the Spring 2023 FCD practice area took place during the Fall application period prior to her leave – students accepted into this practice area have been notified\*** 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, among others. 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 regularly by the Spring 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. In lieu of or in addition to active district court work, students will be involved in decarceration litigation under the First Step Act.
3. General Civil/Employment Litigation: Represent clients in litigation-focused civil matters. This group has a particular emphasis on employment matters, including discrimination, wage theft, and unemployment insurance matters. We also take on other matters, including family law, consumer, and public benefits cases.
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. 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.
6. 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 assisting a church in Dubuque with ADA accessibility, universal design and historic preservation; advising the UI Trans Inclusivity Coalition and UILGBTQQ Health Clinic on important legal and policy issues; helping a network of mobile home park residents and advocates bolster legal protections through legislation and alternative means and conducting workshops and research on request.

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.

A. Classroom Component

The classroom component is a required element for every new clinic student. The classroom component could include “fun camp”, orientation and meetings in your practice areas throughout the semester.

B. 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.

**Clinic Orientation Requirements:**

Attendance is **MANDATORY** for all clinic students. Please keep these dates and times open on your personal schedule. We look forward to getting to know each other and working together.

Clinic-wide orientation: Tuesday, January 17th, 12:30 pm to 2:00 pm (BLB 225)

 Supplemental Orientations/Fun Camps: *(these are ONLY for students assigned to the listed practice areas, and these are also* ***MANDATORY****)*

Federal Criminal Defense: Friday, January 20th, 12:00 pm to 5:00 pm; Saturday and Sunday, January 21st and 22nd, 10:00 am to 5:00 pm (BLB 115)

Community Empowerment Law Project: Sunday, January 15th, 9:00 am to 4:00 pm (BLB 115)

General Civil/Employment Law/Immigration/Law Policy in Action/Estate Planning: Saturday, January 21st, 9:00 am to 4:00 pm (BLB 285) (clinic students from FCD and CELP practice areas are welcome as well)

Each practice area will have a weekly classroom component during the Spring semester. Participation is **MANDATORY**. Additional workshops may be scheduled throughout the semester that review various topics.

**Specific to the Community Empowerment Law Project Practice Area:** The classroom component for the Community Empowerment Law Project practice area will be **Tuesdays 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. Based on prior students’ experiences, students are encouraged to devote their full clinic hours – 6-9 credits -- to CELP. However, CELP students may also work in the Immigration or General Civil/Employment practice groups if they are taking clinic for at least 9 credits.

**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 pm**. If you have a conflict with that time, you will not be allowed to join the practice area.

**Specific to the General Civil/Employment Practice Area:** The classroom component for the General Civil and Employment practice areas will be **Wednesdays from 3:45 pm to 5:15 pm**. If you have a conflict with that time, you will not be allowed to join the practice area.

**Specific to the Immigration Practice Area:** The classroom component for the Immigration practice area will be **Mondays 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 Estate Planning Practice Area:** The classroom component for the Estate Planning

practice is **TBD** at the beginning of the semester. Student and clinical faculty schedules will be reviewed; once a time is determined, you will not be allowed to remain in the practice area if you are unable to attend.

**Specific to the Law and Policy in Action Practice Area:** The classroom component for the Law and Policy in Action practice area is to **TBD** at the beginning of the semester. Additionally, there will be a weekly team project meeting, time is also **TBD** at the beginning of the semester. Student and clinical faculty schedules will be reviewed; once a time is determined, you will not be allowed to remain in the practice area if you are unable to attend.

# GRADING

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

# 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 at 319-335-9023, or email Mishelle Eckland at Mishelle-eckland@uiowa.edu or Ashley Peterson at ashley-n-petrsn@uiowa.edu

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

# SPRING 2023 CLINIC LOTTERY

# **Sign-Up Information:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credits earned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Include current semester)

Semesters completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated date of graduation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credits available: 6-9 Requested 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. Please list a telephone number and email address where you can be reached during the remainder of the year.

|  |  |  |
| --- | --- | --- |
| **Spring 2023** | **Summer 2023** | **Fall 2023** |
| Phone: |  |  |
| Email: |  |  |

1. 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.)
2. How many experiential credits will you have completed by the end of this current semester?
3. 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.
4. Are there any other issues the clinic faculty should know about regarding your clinic application?

**Previous & Current Employers:**

To assist us in determining whether there is a potential for conflict of interest, please list all 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. Please be sure to include ALL legal related employers.

|  |  |  |
| --- | --- | --- |
| **Employer** | **Dates Employed** | **Type of Work** |
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# SPRING 2023 CLINIC LOTTERY

# **Statement of Interest:**

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.

SPRING 2023 CLINIC LOTTERY

**Statement of Preference:**

As outlined above (Pages 4-5, Program Description, Part IV), the clinic works on cases and projects of varied subject matter. **In the table below, please designate – in order of preference (1-most interested, 6-least interested) – the subjects on which you would prefer to work.**

|  |  |
| --- | --- |
| **Practice Areas:** | **Order of Preference:** |
| Community Empowerment Law Project |  |
| Estate Planning |  |
| Federal Criminal Defense |  |
| General Civil/Employment Litigation |  |
| Immigration |  |
| Law Policy in Action |  |

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

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am fluent in the following languages besides English:

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**THE SIGN-UP SHEET, STATEMENT OF INTEREST, AND PREFERENCE FORM MUST BE COMPLETED AND SUBMITTED BY TUESDAY, OCTOBER 25TH, 2022, AT 4:30 P.M.**

**Submit to Ashley Peterson at** **ashley-n-peterson@uiowa.edu** **or in person to the clinic office (380 BLB)**