Legal Clinics

Pre-registration Packet

Summer and Fall 2018
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Pre-Registration Procedures

1. **Eligibility:** a) COMPLETION OF 50% of the hours required for graduation (minimum 44 hours) by the end of the Spring 2018 semester and b) GPA above 2.0. If you are currently on academic probation, you may not pre-register for any of the clinics.

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<td>W.W. Caruth, Jr. Child Advocacy Clinic</td>
<td>Evidence*</td>
<td>Fri., 8/17/18</td>
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<td>Civil/Consumer Clinic</td>
<td>Professional Responsibility*</td>
<td>Summer: TBD</td>
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<td>Fall: Fri., 8/17/18</td>
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<tr>
<td>Criminal Defense Clinic</td>
<td>Evidence</td>
<td>Th. &amp; Fri., 8/16-17/18</td>
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<td>Hunter Legal Center for Victims of Crimes</td>
<td>1) Professional Responsibility*</td>
<td>Tues. &amp; Wed., 8/14-15/18, and</td>
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<tr>
<td>Against Women</td>
<td>2) Evidence &amp; Family Law (recommended only)</td>
<td>Fri., 8/17/18, 12:30-2:00pm</td>
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<tr>
<td>Innocence Clinic</td>
<td>N/A</td>
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<td>Patent Law Clinic</td>
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<td>TBD</td>
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<td>Small Business &amp; Trademark Clinics</td>
<td>1) Business Enterprise</td>
<td>Summer: Mon., 5/21/18, 9:30 a.m. – 3:30 p.m.</td>
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<tr>
<td></td>
<td>2) Counseling the Small Business Owner* (recommended only)</td>
<td>Fall: Fri., 8/17/18 9:30 a.m. – 4:00 p.m.</td>
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<td>Tax Clinic</td>
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<tr>
<td></td>
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<tr>
<td>VanSickle Family Law Clinic</td>
<td>Professional Responsibility*</td>
<td>Fri., 8/17/18 All Day</td>
</tr>
</tbody>
</table>

2. **Mandatory Orientations and Prerequisites/Co-Requisites:** MAY NOT BE WAIVED.

3. **Rank clinic choices:** Please rank your choice of clinic on the Clinic Application Form. Number 1 is first choice, 2 is second choice, etc. We will fill the Clinics according to your stated preference.

4. **Submit Application:** Download Application, complete, sign and initial application, then submit online via Symplicity ID # 14911. *Deadline to submit your Lottery Application online is Monday, April 9, 2018, by 8:00 a.m.*

5. **Drawing and Waiting List:** If your name is drawn for a Clinic slot, your name will be entered on the roll for that Clinic and your name will not be placed on any waiting list. After all Clinics slots have been filled, we will continue drawing names for the waiting lists and names will be placed on the waiting list of each clinic the student ranked on his/her application. Students will be notified of any openings in the order in which their names appear on the list. Clinic lists will be posted by Thursday, April 12, 2018.

6. **Prior Clinic Experience:** If you have been enrolled in any of the Clinics at SMU (or in a clinical program at another school) **you cannot participate in the drawing**. Students without prior Clinic experience have priority. However, you may put your name on the waiting list for one or more of the Clinics **after** the drawing is completed. Your name will be added to the bottom of the waiting list.

7. **Registration:** If you are drawn for a clinic, your name will be on a Clinic list to register and you may only register for the Clinic for which you were selected. **Registration begins on Monday, April 16, 2018.**

8. **Dropping Clinic:** If you must drop Clinic, you must receive permission from the appropriate clinic director so other students on the waiting lists can enroll. **Drop deadline is SUMMER:** Monday, May 7, 2018, by 5:00 p.m.; **FALL:** Monday, August 6, 2018, by 5:00 p.m.
W.W. Caruth, Jr.
Child Advocacy
Clinic: Fall 2018

Our Clients:
We represent abused and neglected children in child welfare cases in Dallas County Juvenile District Courts as their attorney and guardian ad litem.

Eligibility:
* Good academic standing.
* Completed at least one-half of the credits required for graduation.
* Completed Evidence before being enrolled OR be enrolled in Evidence while in the Clinic.

Considerations:
~You should expect to spend 10-20 hours each week on Clinic-related work. The workload fluctuates with case events.
~You will handle from 1-3 cases, sometimes with a partner, sometimes on your own (with Director supervision).
~You will handle at least one, probably two, and possibly more court hearings (of varying length/detail/complexity). Most (but not all) hearings take place in the morning.
~You will need to visit your child clients in their placement homes about once a month and will otherwise need to conduct “fieldwork” investigation activities around the Dallas area (and occasionally beyond).
~ You will receive 5 credits for this Clinic.

Legal Experience:
Student lawyers represent their clients as the first chair attorney at all hearings, mediations, and trial, with the close supervision of the Director. Student lawyers interview child clients and their family members; investigate the facts of the case, including conducting discovery; monitor and obtain records regarding the client’s status with health care professionals, school officials, and others; conduct home studies on potential relative placements for the children; monitor the children while in foster care; attend meetings regarding the case scheduled by CPS; advocate for the child’s needs, informally and through motion practice.

Class Experience:
Class occurs twice a week and covers federal and state law and procedural and ethical issues involved in the legal representation of children. Class also covers litigation skills (oral and written advocacy, drafting pleadings, interviewing and counseling, mediation, trial preparation, and trial advocacy).
Guest speakers provide an interdisciplinary perspective on the law.
Interaction is emphasized. Although classes may include lectures by the Director, they also often consist of “rounds” where Clinic cases are discussed among the class as a law firm with a Clinic student attorney leading the discussion. Classes also include simulated or “mock” court and investigative situations – but based on real Clinic cases.
Supervision and Mentoring happens through one-on-one pre-scheduled weekly “tutorial” meetings with the Director.

Community Interaction:
Students will work on a podcast project recording the stories of aged out foster youth, attend Grand Rounds at Children’s Health, and attend other community events/activities that arise.

Mandatory Orientation:
Friday August 17, 2018 (all day)
CIVIL/CONSUMER CLINIC
4 CREDITS SUMMER 2018
5 CREDITS FALL 2018

PRACTICE LAW ON BEHALF OF REAL CLIENTS

Student attorneys in the clinic handle real problems involving low-income clients as authorized by the Student Practice Rules of the State Bar of Texas. Currently, student attorneys are representing clients in landlord-tenant disputes, consumer fraud, real estate transactions, mortgage and credit matters involving debt and identity theft in addition to FEMA appeals related to Hurricane Harvey. In recent semesters, clinic attorneys have also secured U-Visas for immigrant clients, tracked down stolen cars and the “ring” engaged in scam sales, helped a client enforce an elder healthcare employment contract, and stepped in to enforce a roofing contract.

In addition to the direct representation student attorneys provide, they also engage in outreach and education in the community. In past semesters, they have worked with nonprofit organizations to educate immigrants, low-income taxpayers and consumers on a range of matters. They have also engaged in legislative advocacy on issues related to groups of consumers. Currently, students are providing assistance to self-represented litigants in the Dallas County Courts on a monthly basis. In the Fall, students may engage in some legislative advocacy on issues relating to service of process and consumer debt.

While all student work is supervised by a clinic faculty member, the student attorney is first chair. Students work and learn in all aspects of the lawyering process. They conduct client and witness interviews, fact investigation, legal research, and problem solving. Clinic attorneys are responsible for advising and counseling their clients regarding available options, conduct negotiations and mediations, and if needed, they pursue litigation. Clinic attorneys handle all aspects of litigation including case planning, drafting pleadings and discovery, and conducting depositions. Clinic attorneys are lead counsel in the courtroom where they handle motion practice and hearings, trials and appeals.

CLINIC FACULTY

Students work individually with Clinic faculty members. Associate Dean for Clinics, Professor Mary Spector is the Director of the Civil/Consumer Clinic and a Supervising Attorney; Clinical Professor Eliot Shavin is the Assistant Director and is also a Supervising Attorney.

In coordination with the student attorneys, Clinic faculty select cases that raise interesting legal and factual issues and that expose students to disputes and contested legal issues. Faculty try to keep caseloads small to allow student attorneys to fully explore the facts and legal issues of each case and to insure that students provide excellent legal representation to their clients.

TIME COMMITMENT

In the SUMMER 2018 semester, students should expect to spend a minimum of 180 hours spread throughout the summer semester. The classroom component of the Summer semester will be determined after consultation with the supervising attorney.

In the FALL 2018 semester, Clinic students should expect to spend a minimum of 15 hours each week on clinic related work including preparing for and attending the clinic lawyering seminar, interviewing potential new clients, and handling their assigned casework. The FALL 2018 mandatory lawyering seminar is held twice each week on Mondays and Wednesdays, from 4:30-5:45 p.m. In addition, as part of their clinic work, student attorneys participate in weekly supervisory conferences where they work with faculty to develop their lawyering skills, discuss ethical issues, and review other dimensions of client representation including the dynamics of client decision making. In scheduling other courses, students should not take a larger than normal course load and students should take into account the flexibility that is needed to represent clinic clients.

ELIGIBILITY, REGISTRATION AND ORIENTATION

Students must have completed 44 hours by the time they begin their clinic semester. Students must not be on academic probation at the time of pre-registration. The Legal Clinics cannot accommodate all eligible students who wish to enroll. For each student who enrolls, the faculty and staff engage in significant preparations prior to the beginning of the semester. Do not pre-register for a Clinic unless you intend to enroll. If you MUST drop Civil/Consumer notify SUMMER: Eliot Shavin at eshavin@smu.edu, no later than 5:00 p.m. on Monday, May 7, 2018; FALL: Professor Mary Spector at mspector@smu.edu, no later than 5:00 p.m., on Monday, August 6, 2018.

MANDATORY ORIENTATION

The date for Summer Orientation will be determined in consultation with the Supervising Attorney Eliot Shavin in mid-May. Fall Orientation will be held on Friday, August 17, 2018.

Attendance at Orientation is MANDATORY. NO WAIVERS will be provided.
SMU DEDMAN School of Law
Fall 2018
Criminal Clinic (6 Credits)

The Criminal Clinic is a combination of academic and practical experience affording the law students the privilege of practicing criminal defense law in the Dallas County Criminal Courts. For that to occur, supervising attorneys certify to the Courts that we will properly train and supervise the student attorneys. This in turn requires student receptiveness to both learning and supervising.

Criminal Clinic student attorneys represent low-income clients charged with misdemeanor offenses in the Dallas County Criminal Courts. Some of the most common charges you will handle for your clients include: Assault, Criminal Mischief, Criminal Trespass, DWI, Possession of Marijuana, Prostitution, Theft, and Unlawfully Carrying a Weapon. YOU will be the attorney for your clients and engage in investigation, interviewing, discovery, plea negotiations, case planning, motion practice and trial. With the assistance of the supervising attorneys, you will be handling real cases and represent real clients. Clinic students will act as trial counsel-arguing everything from a motion to suppress evidence with live police witnesses to a jury trial!

SMU’s Criminal Clinic is in its 42nd year. The supervising attorneys have been practicing criminal defense law for over a combined 80 years. Criminal Clinic Associate Director Mike McCollum has been with the Clinic for more than 40 years, and Instructor Brook Busbee is a Board Certified Criminal Attorney who has represented many high profile individuals in her 39 years of practice including six Death Penalty trials.

Your responsibility to the Clinic and your clients requires a substantial commitment on your part. Your time commitment to the Clinic is a minimum of 20 hours per week (total of at least 280 hours for the semester). This includes time spent at the courthouse, office hours (you must log 3 hours per week during business hours in the criminal clinic library) and class time. When you have a motion or trial scheduled, considerably more time than the minimal time commitment is required.

Mandatory classes are held on Tuesday and Thursday afternoons from 3:30 p.m. to 4:45 p.m. Additionally, clinic assignments will include short reflective/observation papers, a trial notebook and meeting to review case file management. In scheduling your other courses, you should take into account the flexibility you need to represent clients. It is highly recommended that you do not register for morning classes because you will be at the courthouse almost every day. Clinic students should also be mindful of the fact that court takes up most of the morning- do not schedule 9 or 10 o’clock classes in order to avoid conflicts.

The clinic is a one semester, graded course. We will enroll 12 students for the Fall semester for 6 credits each.

To be eligible for the Criminal Clinic, you must be a student in good academic standing, you must have completed at least one-half (44 hours) of the credits required for graduation at the end of the Spring 2018 semester, and you must have already taken EVIDENCE. Student selection for the Criminal Clinic is done as part of the general clinic pre-registration process.

MANDATORY TWO-DAY ORIENTATION: AUG. 16 & 17, 2018

If you MUST DROP Criminal Clinic, you MUST RECEIVE PERMISSION from Administrative Assistant Gloria Zapata (gzapata@smu.edu) by 5:00 on Monday, August 6, 2018.
Student attorneys enrolled in the Hunter Legal Center for Victims of Crimes Against Women ("the Clinic") will, under faculty supervision, provide representation to survivors of gender-based harms, including domestic violence, sexual assault and human trafficking. Eight (8) students may enroll each semester and will receive six (6) credit hours for the course.

**Client Representation / Fieldwork**

Student attorneys will undertake a broad range of legal work while enrolled in the Clinic:

- Working in teams of two, student attorneys will represent an individual client in a legal matter impacting the life of a survivor of gender-based violence. The legal work performed by student attorneys is holistic and varied; examples of potential matters include: obtaining an order of protection, a family law claim (e.g., divorce, child custody, child support), a humanitarian immigration petition, or post-conviction relief. Students will have extensive client contact and the opportunity to practice a number of lawyering skills, including drafting legal memoranda, motions and written pleadings; interviewing, counseling and negotiating on behalf of clients; and litigating before a variety of tribunals.

- Working in teams of four, student attorneys will seek long-term solutions to the problem of violence against women through representation of an institutional client. Such systemic advocacy could include creating educational or pro se materials; writing policy papers or reports; or conducting policy or legislative advocacy.

**Classroom Component - Clinic Seminar**

Students in the Clinic will enroll in a seminar that provides the legal and analytical foundation for their lawyering experiences. Through small group work, exercises, role-plays and large class discussions, the seminar is designed to help students adopt critical perspectives on the practical issues they are experiencing in their casework. Seminar for fall 2018 is tentatively scheduled on **Thursdays from 9:00 to 11:00 a.m.**

**Eligibility**

Students must have completed 50% of the hours required for graduation (44 hours), have a GPA over 2.0 and may not be on academic probation. Professional Responsibility is a required co-requisite; Family Law and Evidence are recommended. **Mandatory orientation** will be held on **August 14 and 15** and during the lunch hour on **August 17**.

**Time Commitment**

Students should expect to spend approximately 20 hours per week on clinic work, however, the precise amount of time each week will vary depending on the demands of casework.
SMU DEDMAN School of Law  
Fall 2018  
Innocence Clinic (4 Credits)

The Innocence Clinic is a combination of academic and practical experience affording the participants the privilege of practicing post-conviction law on several cases out of the Dallas County Felony Courts.

Clinic participants review the cases of individuals who have been convicted of crimes, sentenced to prison and who now claim actual innocence. Some of the most common charges you will handle for your clients include: Murder, Sexual Assault, and Aggravated Robbery. As the student attorney, you will engage in any or all of the following: locating and reviewing original trial records; searching for and identifying remaining evidence, if any; analyzing cases for viability; submission of evidence for additional testing; interviewing potential witnesses; communicating with clients, including face-to-face meetings either in the county jail or the assigned prison unit; interacting with assigned personnel from the District Attorney’s Office; identifying and communicating with potential experts; drafting briefs, motions and proposed Findings of Fact and Conclusions of Law

This is the third year for SMU’s Innocence Clinic. Innocence Clinic Supervising Attorney Chris Young has been with Dallas County since 2005 and during that time he has served as an Assistant District Attorney for the Dallas County District Attorney’s Office and most recently as Assistant Public Defender where he currently leads the Dallas County Public Defender’s Office Exoneration Unit.

With the assistance of the supervising attorneys, you will be handling real cases involving real clients. Your responsibility to the Clinic and your clients goes beyond the classroom and requires a substantial commitment on your part. Your time commitment to the Clinic is a minimum of 12 hours per week. This includes time spent at the courthouse, office hours and class time. The classroom portion of the course will meet weekly for one hour. In scheduling your other courses, you should take into account the flexibility you need to represent clients.

The clinic is a single semester, graded course. Clinic assignments will include weekly clinic meeting participation, written case history/overview, status reports, timesheets, periodic memos to the files, and closing memo submitted by each student at stated intervals during the year.

To be eligible for the Innocence Clinic, you must be a student in good academic standing, you must have completed at least one-half (44 hours) of the credits required for graduation by the end of the spring 2018 semester, and be eligible for a student bar card. Student selection for the Innocence Clinic is done as part of the general clinic pre-registration process.

**MANDATORY ORIENTATION:**  
Fri., August 17, 2018.  
Time: TBD

Deadline to drop Clinic is Monday, August 6, 2018 by 5:00. You MUST RECEIVE PERMISSION from Administrative Assistant Gloria Zapata (gzapata@smu.edu) who will then contact the Innocence Clinic Professor.
The Patent Clinic provides students with the opportunity to gain experience advising clients on patent-related matters, with the potential to represent these clients in front of the U.S. Patent and Trademark Office (USPTO).

Students, under the supervision of an adjunct clinical professor who is a practicing patent attorney, will provide pro bono legal services to individual and small business clients seeking to protect their inventions using the patent system. The work will typically involve counseling clients regarding patent-related matters, conducting inventor interviews, conducting patentability searches, preparing patentability opinions, drafting and filing patent applications, and drafting and filing responses to actions received from the USPTO.

All students will meet with the clinic director one hour a week, at a regularly scheduled time, for advanced instruction on selected patent prosecution topics.

The Patent Clinic will be offered during the fall and spring terms. Students successfully completing the Patent Clinic will earn 3 credit hours.

To be able to participate in the clinic, you cannot be a USPTO employee, must have successfully completed 1/2 of credits required for graduation, must not be on academic probation, and meet one or more following: (a) Successful completion of Patent Law; (b) Significant patent-related experience; (c) Registered with the PTO. Preference will be given to those who have completed or are concurrently enrolled in Patent Prosecution.

Though you need not already be registered with the USPTO, you must have the necessary technical background to qualify for registration to practice before the USPTO. The necessary technical qualifications are explained in the USPTO’s General Requirements Bulletin. (See http://www.uspto.gov/ip/boards/oed/exam/OED_GRB.pdf, pages 4-8.)

Important dates:
- Deadline to drop Monday, August 6, 2018 at 5:00 p.m. You must contact Gloria Zapata at gzapata@smu.edu who will then contact the Director.
- Orientation TBD.

There will be a mandatory orientation at a date yet to be determined.
SMU DEDMAN SCHOOL OF LAW  
SMALL BUSINESS AND TRADEMARK CLINIC

SMALL BUSINESS AND TRADEMARK CLINIC. The Small Business and Trademark Clinic provides free legal services to new and existing small businesses and non-profit organizations that cannot afford to pay legal fees. Student lawyers learn how to become transactional attorneys by advising clients about the start-up of their businesses and non-profit corporations, preparing necessary formation documents, counseling clients regarding various legal issues, and drafting transactional contracts. Students in the Small Business and Trademark Clinic work directly with clients as they experience the transactional practice of law.

In addition, this Clinic is a member of the U.S. Patent and Trademark Office’s prestigious Law School Clinic program. Student lawyers advise clients about basic trademark matters and draft, file and handle trademark applications with the USPTO. If you are accepted for the Small Business and Trademark Clinic, you will represent clients with trademark matters.

Number of Students 6 for Fall 2018, TBD for summer 2018.
Prerequisites Business Enterprises and a student in good standing.
Recommended course Counseling the Small Business Owner (not required).
Time Commitment Minimum 180 working hours during the semester. You need to be available during the day.
Class Thursday afternoons 4:00-5:20 pm
Credit 4 credits, no exam.
Orientation Summer: May 21, 2018, 9:30-3:30
Fall: August 17, 2018, 9:30-4:00.

SELECTION OF STUDENTS is done by a lottery process. DO NOT PRE-REGISTER FOR ANY CLINIC UNLESS YOU INTEND TO ENROLL AND ATTEND ORIENTATION.

Tremendous time and effort goes into preparing for the Clinics. Please do not sign up if you do not intend to follow through on your registration. Students who drop within 10 days of school starting may result in a Clinic slot going unfilled. If you must drop the Small Business and Trademark Clinic, you must notify Gloria Zapata, Administrative Assistant, at gzapata@smu.edu by 5:00 on Monday May 7, 2018 for summer session and 5:00 on Monday August 6, 2018 for the fall so other students on the waiting lists can enroll. In scheduling your other courses, you should take into account the flexibility of time you will need to represent clients. YOU MUST HAVE COMPLETED 1/2 OF YOUR HOURS FOR GRADUATION (MINIMUM 44 HOURS) BY THE END OF THE SPRING SEMESTER 2018.

ORIENTATION IS MANDATORY. NO EXCUSED ABSENCES.
SMU DEDMAN SCHOOL OF LAW
TAX CLINIC CLINIC

TAX CLINIC - The Tax Clinic is a combination of academic and practical experience. Students represent low-income clients who have tax problems before the Internal Revenue Service. The scope of representation ranges from negotiating settlements and collection plans with the IRS to taking a client’s case to Tax Court. Participation in the Tax Clinic will be a unique educational experience in which you will be participating in the representation of actual clients before the IRS and in certain instances in the Tax Court.

Number of Students  8 for fall and 4 for summer.
Prerequisites Federal Income Taxation and a student in good standing.
Time Commitment Fall—Minimum of 12 hours per week. You need to be available during the day.
Summer Minimum of 15 hours per week. You need to be available during the day.
Class Tuesday, 8:30 a.m. to 9:30 p.m. for the fall semester. Summer class time will be determined by agreement of all students.
Credit 4 hours for the fall semester and 3 hours for the summer semester. No Exam.

SELECTION OF STUDENTS is done by a lottery process. DO NOT PRE-REGISTER FOR ANY CLINIC UNLESS YOU INTEND TO ENROLL AND ATTEND ORIENTATION. Tremendous time and effort goes into preparing for the Clinics. Please do not sign up if you do not intend to follow through on your registration. Students who drop within 10 days of school starting may result in a Clinic slot going unfilled. If you must drop the Tax Clinic, you must notify Gloria Zapata, Administrative Assistant, at gzapata@smu.edu by 5:00 on Monday, May 7, 2018 for Summer students and by 5:00 on Monday, August 6, 2018 for Fall students, so other students on the waiting lists can enroll. In scheduling your other courses you should take into account the flexibility of time you will need to represent clients. YOU MUST HAVE COMPLETED 1/2 OF YOUR HOURS FOR GRADUATION (MINIMUM 44 HOURS) BY THE END OF THE SPRING SEMESTER 2018.

Orientation - Summer: Friday, May 18, 2018 at 8:30 am
Fall: Friday, August 17, 2018 at 8:30 am

ORIENTATION IS MANDATORY NO EXCUSED ABSENCES
The VanSickle Family Law Clinic ("the Clinic") launched in the spring of 2016 with 6 student attorneys! I am excited about the opportunity to teach and work with student attorneys to be reflective and ethical practitioners. As you might know, family law can be highly charged and contentious. But, it can also be a rewarding and eye-opening experience.

The chief mission of the Clinic is to train student attorneys to think and act like competent and ethical lawyers with the consequence of providing a valuable service to the community and legal representation to clients. The seminar component will integrate substantive law and theory relevant to family law, core lawyering skills and legal ethics to provide law students real world law practice experience. Under the supervision of an experienced clinical faculty member, student attorneys will represent and provide counsel to low-income clients in matters of family law such as divorce, child custody, possession and access, paternity, modifications, enforcement actions, child and spousal support and adoption. Student attorneys will be the primary practitioners on the case and meet one-on-one with the clinical faculty member weekly for guidance, case consultation and updates.

The Clinic will engage student attorneys in the performance of fundamental lawyering skills and tasks including but not limited to interviewing and counseling clients, negotiating, fact development and analysis, strategic case planning, conflict resolution and decision making, motion and trial practice, drafting legal pleadings and ancillary documents, organization and management of legal work, cultural competency, collaboration and self-evaluation. Student attorneys will also provide services to pro se litigants at the clinic’s “self-help desk” at the courthouse on matters such as how to complete uncontested divorce forms promulgated by the Texas Supreme Court.

The class will meet twice a week (tentatively -Tuesdays and Thursdays 2:00 p.m. to 3:15 p.m.) and the pedagogy will include lecturers, simulation exercises, and case-rounds. It will also include guest speakers, field trips and the clinic’s pro se project at the courthouse. You will spend a minimum of 18 hours a week in the Clinic.

**Additional information:**
- Mandatory Orientation (No Waivers) **Friday, August 17, 2018** (All Day)
- Clinic limited to 8 students