

## SAMUEL L. GREENEBAUM PUBLIC SERVICE PROGRAM LAW STUDENT PRO BONO REQUIREMENT FOR GRADUATION – QUICK FACTS

**REQUIREMENT:** Because of the Brandeis School of Law’s strong commitment to public service, each law student is required to perform a minimum of thirty (30) hours of law-related public service work at an approved placement prior to graduation.

**RATIONALE:** Performing public service while in law school fosters an awareness of an attorney’s pro bono obligation, it provides legal services to persons of limited means and it gives students practical, real world experience.

**PLACEMENTS:** In order for a placement to meet the pro bono requirement, it must be performed at an organization or agency dedicated:

- Primarily, for persons of limited means or for charitable, religious, civic, community, governmental and educational organizations in matters which are designed generally to address the needs of persons of limited means and for governmental organizations in matters in furtherance of their organizational purposes.
- Secondly, for groups or organizations seeking to secure or protect civil rights, civil liberties, animals, the environment, or public rights; or
- In special cases (not routine clerk work), in activities for improving the law, the legal system or the legal profession, or educating the public about the law and the legal system

### **PROCEDURES:**

**Pre-Approved Placements:** Nearly 150 placements with non-profits, judges and government agencies have been pre-approved. If you would like to complete pro bono hours at one or more of these placements, Jina Scinta, the Public Service Coordinator, will contact them and request a placement for you if you follow the following steps:

- Log onto Symplicity at <https://law-louisville-csm.symplicity.com/> and go to the Documents Library. Scroll down to the Public Service Catalog to review the list of available placements. You may also access the list of Pre-Approved Placements by logging onto the law school’s intranet.
- Review the list of public service opportunities in the Placement Catalog and then choose at least two placements in which you are interested. Fill out the Reservation Form in the Document Library listing your placements in order of preference. Reservation Forms are also available on the law school’s intranet.
- Submit your Reservation Form to Ms. Scinta either in person or by e-mail at [jina.scinta@louisville.edu](mailto:jina.scinta@louisville.edu).
- After you submit the Reservation Form, Ms. Scinta, will email you further instructions.

**Self-Initiated Placements:** In addition to the placements above, students may request approval for an agency not on the list. This option is particularly popular with students who would like to complete their pro bono hours outside of Louisville. To submit a placement proposal for consideration:

- Log on to Symplicity and go to the Document Library. Scroll down to the Student Initiated Placement Form. (This form is also available on the law school’s intranet).
- Print out a hard copy, complete it and submit to Jina Scinta either by e-mail or in person.
- Your proposal will be reviewed to determine whether it meets the criteria of the public service program definition. If your proposed placement is approved, Ms. Scinta will email you further instructions.

**SUPPORT:** Jina Scinta serves as the Samuel L. Greenebaum Public Service Program Coordinator. She works in Room 180 and may be reached at 852-5647 or [jina.scinta@louisville.edu](mailto:jina.scinta@louisville.edu). Assistant Dean Laurel Hajek serves as the Director of the Samuel L. Greenebaum Public Service Program. She works in Room 180 and may be reached at 852-6096 or [laurel.hajek@louisville.edu](mailto:laurel.hajek@louisville.edu).