

## **30-Hour Pro Bono Requirement for Graduation – Quick Facts**

### **Samuel L. Greenebaum Public Service Program**

### **Louis D. Brandeis School of Law - University of Louisville**

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Below is a quick reference to assist you with understanding your 30-hour Public Service Requirement and to fulfill it. A more comprehensive *Public Service Manual* which contains all the policies and procedures for the Greenebaum Public Service Program is available in the Document Library on [Simplicity](#) (Select the Tag for “Greenebaum Public Service Program” to find all documents) and on the Greenebaum Public Service Section of the [intranet](#) for the Brandeis School of Law. Copies of all forms needed for your public service requirement are also located on both of these sites.

**GRADUATION 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. You may perform and submit all your required paperwork for review and approval for the Public Service Graduation requirement no later than 12:00 p.m. on the dates below.

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

#### **TIMELINE FOR COMPLETION:**

**1L Restriction to Performing Public Service Hours:** Students may not begin working on your public service hours until you have completed the coursework of your first semester. Therefore, 1L students may begin acquiring hours after your last exam is taken in your first semester, including during winter break.

**Paperwork Submission Deadlines:** In order to receive credit for your volunteer hours, you must submit your completed *Timesheet*, and *Student Evaluation* by the last day of exams in the semester in which you completed your service hours and your Supervisor should submit their *Supervisor Evaluation* by this date. If you perform your public service hours in the same semester in which you are graduating, then all your required documents are due to the Greenebaum Program for review and approval no later than 12:00 p.m. on:

- April 20<sup>th</sup> if you plan to graduate that May
- July 20<sup>th</sup> if you plan to graduate that August
- November 20<sup>th</sup> if you plan to graduate that December

**DEFINITION OF PUBLIC SERVICE:** 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.

Students may volunteer at any non-profit, government agency or court that meets this requirement anywhere in the U.S. provided it is approved by the Greenebaum Program before you start volunteering and you follow other directions followed in this Quick Facts handout.

### **RESTRICTIONS:**

Because this is a graduation requirement, students must adhere to the following guidelines:

- The volunteer work must be legal in nature
- Brandeis students performing public services hours must volunteer under the direction of a licensed attorneys.
- Only two (2) hours of your required public service may be for Orientation Training.
- Only one (1) hour may be for observation (i.e. watching a trial in court) when you are not actively engaged in performing work that will assist your placement site.
- Your volunteer hours will not be reviewed and counted toward your 30-hour graduation requirement unless the placement was first approved by the Greenebaum Program and the proper forms were properly submitted.
- You must receive approval for your pro bono placement in the semester in which you plan to perform your service hours so that the hours may be tracked, and the required forms submitted no later than the last day of the semester in which you volunteered.

### **GREENEBAUM FORMS:**

**Forms Needed to Register for your public service requirement** and must be completed before you begin to volunteer:

- ***Student Internship Agreement & COVID Waiver:*** must be signed before you begin to volunteer.
- ***Self-Initiated Placement Form:*** only complete if you request a placement not on the pre-approved list.

**Forms that must be completed when you are finished with you pro bono project.** These must be completed by the last day of the semester in which you perform the volunteer hours to receive credit (3Ls completing their public service in the semester in which they plan to graduate must follow deadlines contained in the “Graduation Requirement” section of this document:

- ***Timesheet:*** must be completed signed by both you and your supervisor.
- ***Student Evaluation:*** must be completed and signed by you.
- ***Supervisor Evaluation:*** must be completed by your supervisor and directly emailed to Jina Scinta.

All paperwork should be submitted to Jina Scinta at [jina.scinta@louisville.edu](mailto:jina.scinta@louisville.edu) when completed and signed. The latest the paperwork can be submitted is the last day of the semester in which the work is performed.

**SUPPORT:** Direct any questions you may have about the Greenebaum Public Service Program and your pro bono requirement for graduation to:

- Jina Scinta, Public Service Coordinator, Room 180 | (502) 852-5647 | [Jina.scinta@louisville.edu](mailto:Jina.scinta@louisville.edu).
- Laurel Hajek, Assistant Dean & Director of the Samuel L. Greenebaum Public Service Program. Room 182 | (502) 852-6096 | [laurel.hajek@louisville.edu](mailto:laurel.hajek@louisville.edu).

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## How do I Find a Placement and Sign Up for My Public Service Hour Requirement?

**Step 1: Review the *Public Service Catalog*, which contains over 150 pre-approved placements with non-profits, judges and government agencies.**

**Step 2: Select placement(s) where you would like to volunteer and notify Jina Scinta, the Public Service Coordinator, at [jina.scinta@louisville.edu](mailto:jina.scinta@louisville.edu)**

- Choose placements in which you are interested and fill out the [Reservation Form](#), located both on the Document Library in Symplicity and the on the intranet. List your placements in order of preference.
- Because not all placements are available every semester, you are encouraged to select more than one placement.

**Step 3: If you have reviewed the Public Service Catalog and cannot find a placement to fit your interests or availability, contact Jina Scinta or Dean Hajek for assistance with finding a placement.**

- Your placement options are not limited to those in the Catalog. The Greenebaum staff will assist you with finding a Public Service Placement that fits your interests and availability.

**Step 4: Complete and submit your *Student Internship Agreement* and receive approval for your placement before you begin volunteering.**

- Once your registration paperwork is completed and you are approved, begin volunteering and recording your time on a Greenebaum Timesheet.
- When the project is over, submit a completed *Timesheet* and *Student Evaluation* and have your supervisor submit their *Supervisor Evaluation* directly to the Greenebaum Program.

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## What if I have Already Found an Organization/Agency Where I Want to Perform My Volunteer Hours?

**Step 1: Check to see if the organization/agency is listed on the *Greenebaum Program Catalog of Pre-Approved Placements*.**

- If it is on the pre-approved list in the Catalog, go to Step #2.
- If it is not on the pre-approved list in the Catalog, complete and submit a *Student-Initiated Placement Form* to request your placement be approved. If approved, go to Step #2.

**Step 2: Complete and submit your *Student Internship Agreement* and receive approval for your placement before you begin volunteering.**

- Once your registration paperwork is completed and you are approved, begin volunteering and recording your time on a Greenebaum Timesheet.
- When the project is over, submit a completed *Timesheet* and *Student Evaluation* and have your supervisor submit their *Supervisor Evaluation* directly to the Greenebaum Program.

Direct any questions or issues to [jina.scinta@louisville.edu](mailto:jina.scinta@louisville.edu) or [laurel.hajek@louisville.edu](mailto:laurel.hajek@louisville.edu).