

SAMUEL L. GREENEBAUM PUBLIC SERVICE PROGRAM QUICK FACTS - LAW STUDENT PRO BONO REQUIREMENT FOR 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.

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, complete the following registration steps:

- Log onto Symplicity at <https://law-louisville-csm.symplicity.com/> and go to the Document Library under Resources which is located under the left navigation menu. Scroll down and click on the *Public Service Catalog* to review the list of available placements. You may also access the catalog by logging onto the law school's intranet and selecting "Greenebaum Public Service Program".
- Review the list of public service opportunities in the *Public Service Catalog* and choose at least one placement that interests you. Fill out the *Public Service Reservation Form* (available in the Document Library and on the intranet) listing your placements in order of preference.
- Submit your *Public Service Reservation Form* to Ms. Scinta in Room 180 or email to jina.scinta@louisville.edu.
- After you submit the *Reservation Form*, Ms. Scinta will email you further instructions and paperwork.

Self-Initiated Placements: You have the option of proposing your own public service placement if there is a place you would like to volunteer and it is not listed in the catalog above. This option is particularly popular with students who want 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 *Public Service 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 Ms. Scinta in Room 180 or at jina.scinta@louisville.edu.
- Your proposal will be reviewed to determine whether it meets the criteria of the public service program definition. A determination will be made quickly and you will be notified of how to proceed if approved.

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. Assistant Dean Laurel Hajek serves as the Director of the Samuel L. Greenebaum Public Service Program. She works in Room 182 and may be reached at 852-6096 or laurel.hajek@louisville.edu.