

Louis D. Brandeis  
School of Law

# Samuel L. Greenebaum Public Service Program Manual

Jina Scinta  
Public Service Program Coordinator  
Room 180  
(502) 852-5647  
jina.scinta@louisville.edu

## **GRADUATES' DEADLINES FOR PUBLIC SERVICE REQUIREMENT**

If you plan to graduate in December 2009, you must complete your public service requirement on or before **Monday, December 7, 2009**.

If you plan to graduate in May 2010, you must complete your public service requirement on or before **Monday, March 29, 2010**.

If you plan to graduate in August 2010, you must complete your public service requirement on or before **Monday, July 6, 2010**.

Students have completed the public service requirement when they have finished their public service project **and** submitted all required documentation by the deadline. Only upon the completion of the hours **and** the submission of the documents will graduate credit be entered on your transcript.

Students are responsible for turning in their documents to the public service office prior to the graduation deadline. You will not be allowed to graduate if you do not complete the public service requirement.<sup>1</sup>

The Public Service Office strongly recommends that you complete your public service requirement prior to your final semester of law school. We do so for two reasons. First, public service is an opportunity to experience firsthand the activities that comprise the practice of law, and to do so in the spirit of giving and improving society. One begins to learn the power of the law. Second, your final semester of law school is an extremely busy one, and because you will not graduate without completing the public service requirement, it is much more advisable to do so earlier in your law school career.

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<sup>1</sup> The Faculty Committee on Professionalism and Public Service *may* grant an exemption after consideration of a student's written petition explaining the failure to meet the public service requirement.

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BRANDEIS SCHOOL OF LAW  
AT THE UNIVERSITY OF LOUISVILLE

SAMUEL L. GREENEBAUM  
PUBLIC SERVICE PROGRAM

**MANUAL**

Welcome to the Samuel L. Greenebaum Public Service Program. Because of the Brandeis School of Law's strong commitment to public service, each of our law students is required to perform a minimum of thirty (30) hours of law-related public service work at an approved placement prior to graduation. When this requirement was unanimously adopted by the faculty in 1990, the University of Louisville was the fifth law school in the country to require public service work prior to graduation. The first Brandeis School of Law class to fulfill this requirement graduated in May 1994.

Please take a few minutes to review the information contained in this manual. You must comply with all the requirements of the program in order to receive your credit. The current policies and procedures are set forth herein.

**I. THE RATIONALE FOR THE PROGRAM**

Rule 6.1 of the American Bar Association Model Rules of Professional Conduct states that "a lawyer should aspire to render at least fifty (50) hours of pro bono publico legal services per year."

The rationale behind the public service requirement is threefold. First, the Public Service Program fosters an awareness of an attorney's pro bono obligation. By fulfilling the thirty-hour public service requirement, a student learns about this professional duty. Furthermore, we believe that fulfillment of the public service requirement by our law students will lead to our graduates donating many hours of pro bono legal services in their future professional roles. Second, the Public Service Program provides legal services to persons of limited means or to agencies dedicated to the legal services for such persons or to entities dedicated to the improvement of the legal system. In other words, students, by helping displaced persons in our society, directly improve the life situations of these persons and agencies. Finally, the Public Service Program gives students practical, real world experience. While the legal curriculum schools them in the theory of law, the public service program gives them an opportunity for hands on experience. Thus, through service, not only will law students experience the inherent satisfaction of giving, but they will also be exposed to areas of substantive law, methods of practice, and career opportunities in public interest law.

## II. THE REQUIREMENT

The thirty (30) hour requirement can be performed at any time while you are in law school. The thirty (30) hour requirement may be satisfied by one project requiring thirty (30) or more total hours or several different projects involving less than thirty (30) hours so long as the student ultimately completes thirty (30) hours of public service. Thirty (30) hours is merely a minimum guideline, and students are encouraged to perform more hours if they so desire.

## III. THE DEFINITION OF PUBLIC SERVICE

For purposes of the Public Service Program, public service work is broadly defined as follows:

- 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 or for charitable, religious, civic, community, governmental and educational organizations in matters in furtherance of their organizational purposes, where the payment of standard legal fees would significantly deplete the organization's economic resources or would be otherwise inappropriate.
- Secondly, for groups or organizations seeking to secure or protect civil rights, civil liberties 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.

Furthermore, the volunteer service must be **unpaid, not for academic credit**, and **law-related** work at an approved placement:

**NO PUBLIC SERVICE WORK CREDIT WILL BE RECEIVED BY A STUDENT WHO IS CONCURRENTLY IN A PAID EMPLOYMENT RELATIONSHIP WITH THE PLACEMENT.**

The Public Service Program currently offers over 200 approved placement opportunities at 90 organizations. Types of approved placements include Public Defender offices; government entities; legal aid offices; refugee aid organizations; public interest organizations; and child and victim advocacy groups. Details on each of the approved placements are contained in the Public Service Program Catalog, which is available for review in Room 180, the Career Services/Public Service Library, and the front desk of the law library.

From time to time, the Public Service Office will also post flyers or publish notices via the Daily Docket of urgent requests for pro bono work at approved placements.

#### IV. STUDENT RESPONSIBILITIES

Students are responsible for choosing a suitable placement, completing a minimum of 30 hours of public service work prior to the graduation deadline, submitting all the necessary forms, and complying with the guidelines herein.

In choosing a suitable placement, you should first consider your learning objectives and philanthropic goals. Then, you should review your schedule to determine the best time for you to perform the public service work. Additionally, it is important to remember that some placements have specific requirements. For example, some placements have course prerequisites, mandated training or specific timeframes, including specific hours, and may require more than the law school's thirty (30)-hour commitment. These special requirements, if known in advance, will be listed on the placement information sheet in the Catalog.

We highly recommend that students do not wait until the last semester of their law school career to fulfill their public service requirement. Few placements are able to accommodate students with last minute, meaningful 30-hour projects in the final days before graduation. Furthermore, if a number of students wait to fulfill the requirement, these students risk not being able to find any placement much less a meaningful one. We encourage you to think about public service options early in your law school careers and begin your public service work well in advance of graduation.

If you are unsure about the different placement options or would like more guidance on choosing a suitable placement, please visit or make an appointment with the Public Service Office to discuss your concerns. We are always glad to talk with students about their public service requirement.

##### A. CHOOSING A PLACEMENT IN THE PUBLIC SERVICE PROGRAM CATALOG

Placements listed in the Catalog have been approved by the Faculty Committee on Professionalism and Public Service. You may reserve a placement listed in the Catalog, at any time, by completing and submitting a **Placement Reservation** form. We encourage you to sign up early in the semester in order to be given your first choice. You may sign up for projects to be completed during the summer period at any time after April 1st and throughout the summer.

The **Placement Reservation** form allows you to list your first, second, and third choice for public service projects selected from the Catalog. Absent any conflicts or other impediments to being placed with one of your three catalog selections, you will receive a **Placement Confirmation Form** indicating that the project has been "reserved" for you along with a date on which the **Confirmation Form** is to be returned to the Public Service Office. You will also receive the remaining forms necessary for completion of your public service work (**Timesheet, Student Evaluation and Supervisor Evaluation**).

Public service hours are not retroactive. At no time will a student be allowed to count any hours they deem as public service toward the requirement unless they have signed up with the Public Service Program by completing a **Placement Reservation Form**.

## **B. INITIATING YOUR OWN PUBLIC SERVICE PLACEMENT**

As an alternative to the approved placements in the Catalog, you can create and propose, for approval by the Faculty Committee on Professionalism and Public Service, a public service project at a placement chosen by you. Initiation of your own proposed placement is accomplished by completing a **Student Initiated Placement Form** and submitting the completed form to the Public Service Program. Student-initiated placements may be submitted at any time during the calendar year, but must be submitted **at least THIRTY (30) DAYS prior** to the proposed beginning date of the potential project. Upon receipt of the completed **Student Initiated Placement Form** by our office, the contact person of the proposed placement will be sent a packet of information about the Public Service Program, which will include a **Placement Profile** form.

**The approval process for student-proposed placements will begin when a Placement Profile form has been returned to the Public Service Program Office.** If your student-proposed placement is approved by the Faculty Committee on Professionalism and Public Service, you will receive a notice of the approval in your student mailbox, along with the remaining forms necessary for completion of your public service work (**Placement Confirmation Form, Timesheet, Student Evaluation and Supervisor Evaluation**). If your proposed placement is not approved, you will receive a notice of such disapproval in your mailbox and you will have the option of resubmitting your student-proposed placement with any additional information you may feel is necessary to obtain approval.

**UNDER NO CIRCUMSTANCES WILL YOU BE ALLOWED TO COUNT HOURS FOR PUBLIC SERVICE CREDIT PRIOR TO THE DATE YOU ARE NOTIFIED BY THE PUBLIC SERVICE PROGRAM, IN WRITING, OF THE PROJECTS' APPROVAL BY THE FACULTY COMMITTEE ON PROFESSIONALISM AND PUBLIC SERVICE.**

## **C. CONFIRMING YOUR PLACEMENT**

Once you have received notification that a placement is reserved for you or your student-proposed placement has been approved, you must confirm the placement by contacting the Supervising Attorney at the placement. At this time, you can discuss the parameters of your project, any potential conflicts, how to obtain timely feedback, and your work schedule. The notification you received, indicating that the placement has been reserved or approved, will give you a date by which the **Placement Confirmation Form** must be received in our office. You are generally given two weeks to make this contact. Signed **Placement Confirmation Forms** sent via mail or by fax to the Director are acceptable. Mailing and fax information is provided at the bottom of the forms.

Your placement reservation will expire of its own accord if the **Placement Confirmation Form** is not returned to Rm. 180 by the required date. Should your reservation expire, you will have to complete another **Placement Reservation Form** to reserve your selected

placements again. If you cannot complete and return the **Placement Confirmation Form** by the required date, you can obtain an extension by contacting the Program Assistant with your reasons for the extension. However, students in their final year who have missed this deadline will be contacted by the Program Assistant to determine the status of the reserved placement.

**IF YOU HAVE CONFIRMED YOUR PLACEMENT, BUT DETERMINE, LATER, THAT YOU ARE UNABLE TO COMPLETE THE REQUIREMENTS OF THE PROJECT, YOU MUST INFORM THE SUPERVISING ATTORNEY AND THE PROGRAM ASSISTANT, IMMEDIATELY. WITHDRAWAL FROM A CONFIRMED PLACEMENT, WITHOUT JUSTIFICATION AND PROPER NOTICE, REFLECTS POORLY ON YOUR PROFESSIONALISM AND ON THE SCHOOL OF LAW.**

## **D. TIMEKEEPING**

You are responsible for maintaining a record each workday of your public service time, including, but not limited to, a general description of the type of work performed and the amount of time spent each day on the public service project. This information is recorded on the **Timesheet** and is submitted to our office upon completion of the project or the thirty (30) hour requirement, whichever happens first. **Placement Supervisors are required to sign the Timesheet prior to submission to our office.** Please be sure to total your hours on your **Timesheet** prior to turning it in to our office.

### **1. Training**

Up to three (3) hours of training necessary to perform a particular placement can be credited toward the thirty (30) hour requirement. Training should be clearly indicated as such on the **Timesheet**. Some placements will require a great deal more training than others. The approximate amount of any training required will be listed in the information provided for each placement in the Catalog.

### **2. Observation**

Some placements allow you to "observe" certain legal processes--i.e., criminal trials, arraignment court, etc.--without having you perform any other function during that time. While educational, observation for observation's sake is not one of the primary purposes of the Public Service Program. Consequently, while you are encouraged to observe and learn all you can, only one (1) hour of observation may be counted toward the public service credit. Please plainly note your observation hour on your Timesheet.

### **3. Travel**

In general, travel time will not be credited toward the thirty (30) hour requirement. In certain cases, the Director may approve two (2) hours of travel time toward the thirty (30) hour requirement **if approval is sought and given before such travel time is incurred.**

#### **4. The Samuel L. Greenebaum Public Service Award**

You are encouraged to keep track on your timesheets any hours worked in excess of the thirty (30) hour requirement. Additional timesheets are available in the Public Service Office. This allows our office to accumulate data on the actual number of public service hours performed by the students. In addition, the Samuel L. Greenebaum Public Service Award wall plaque is given each year at the Awards Banquet, held during the spring semester, to the graduating senior who has performed and recorded the highest number of public service hours. For consideration for the Samuel L. Greenebaum Public Service Award, the public service hours have to be performed, recorded and submitted to our office before the deadline for this award. Notification of the deadline will be sent, usually in late January or early February, to all seniors.

#### **5. Terminating Your Placement Prior to Completing the Project.**

If you find that you have worked at your placement for at least thirty hours (30) and, to complete the project, substantially more public service hours would be required, we would suggest that you continue working until a reasonable withdrawal can be obtained. However, because you are only required to perform thirty public service hours, if such a situation arises, please provide advance notice to your supervisor when you must terminate your placement.

#### **E. EVALUATING YOUR PUBLIC SERVICE WORK**

You are responsible for completing a **Student Evaluation** form evaluating both the placement and the supervision received. Part of the evaluation form requires a brief written summary of the impact of your thirty hours -- on yourself, any particular client, and the placement. This portion must be completed fully for you to receive the Public Service credit. In addition, this evaluation form grants us permission to use your words or likeness in the future to promote the program. You are, of course, free to decline this honor if you so choose.

Your supervising attorney is required to complete the **Supervisor Evaluation** form, regarding, primarily, the quality and amount of work you performed. **Although your supervising attorney is required to complete the Supervisor Evaluation form, it is your responsibility to make sure the form is returned to our office in a timely manner.**

#### **F. TRANSFERRING PUBLIC SERVICE HOURS**

Transfer students may apply for public service credit for public service hours performed at another law school under the following circumstances:

1. The hours must have been performed as part of an established public service program at that institution; and
2. The student must apply for credit in a written document, which includes a written explanation of the project and confirmation by the previous law school's Program Director or other faculty member verifying the number of hours worked and the type of work performed by the student.

Each transfer request will be decided on a case-by-case basis by the Faculty Committee on Professionalism and Public Service.

## **G. GETTING YOUR GRADUATION CREDIT**

Upon completion of all the requirements for receiving graduation credit for public service work, we will certify such credit with the University Registrar's Office. In your final year of law school, we will periodically notify you via your student mailbox of any remaining forms or other requirements needed to receive graduation credit. Completion will also be reflected on your transcript.

**WE STRONGLY RECOMMEND THAT YOU COMPLETE YOUR PUBLIC SERVICE WORK BEFORE YOUR FINAL SEMESTER.**

## **V. MISCELLANEOUS PROVISIONS**

### **A. CONFIDENTIALITY**

Confidentiality is very important. You should treat your public service project work just as you would a clerkship with a firm or a judge. You are instructed to keep the information that you obtain about a case or a client to yourself. Avoid the temptation to engage in telling "war" stories about your cases.

### **B. CONFLICTS**

You and your Supervising Attorney are responsible for identifying and acknowledging any actual or potential conflicts of interest with a placement you have reserved. You are referred to the Kentucky Rules of Professional Conduct, and the Comments thereto, in making this inquiry. The **Placement Confirmation Form** requires your signature certifying that you do not have any knowledge of a conflict of interest occasioned by any previous or current employment, interest or activity. This form further requires that you agree to notify the Director and Placement Supervisor if questions regarding potential conflicts of interest arise at any time after work begins on a public service project.

### **C. THE UNAUTHORIZED PRACTICE OF LAW**

**IT IS OF THE UTMOST IMPORTANCE THAT BOTH SUPERVISORS AND LAW STUDENTS UNDERSTAND THE DIVISION OF RESPONSIBILITY WITH REGARD TO LEGAL MATTERS, AND THAT BOTH SUPERVISORS AND STUDENTS MAKE EVERY EFFORT TO AVOID ENGAGING IN OR AIDING IN THE UNAUTHORIZED PRACTICE OF LAW.**

You and your Supervising Attorney are strongly advised to take all possible precautions to avoid the unauthorized practice of law. As a law student, you are not authorized to practice law without the direct supervision of an attorney. Each placement in our Catalog has agreed to have in place a system whereby any legal work product, be it written, verbal or otherwise, is reviewed by an attorney prior to its use by the placement. Some student placements involve merely the type of work that non-attorneys routinely perform for the placement. In these cases, direct attorney supervision is not necessary. However, the placement is cautioned that it must in no way present you to its clients or employees as a lawyer, nor is it to substitute your work for the advice of legal counsel. You are cautioned that you are the primary line of defense to unauthorized practice issues. Any doubts about the review or use of your legal work product should be brought to the attention of the Public Service Office at once.

In some cases, you may be certified through the Public Service Program to practice under the Supreme Court's third-year practice rule. If you are interested in applying under this rule, please see Professor Ewald as soon as possible to initiate this process.

#### **D. USE OF LEXIS/WESTLAW**

You are authorized to use your student access to Lexis and Westlaw for research performed for an approved public service project, as long as the research request is within the scope of the approved project description and also does not exceed the thirty-hour minimum requirement. If you think you will need to use on-line research during the summer for your public service project, please take all necessary steps to keep your access activated for the summer months.

#### **E. PROFESSIONALISM**

You are advised to think of your public service work as a valuable career opportunity. You should be professional in all your dealings with placements, in your dress, in your manner and in your work.

#### **F. PUBLIC RELATIONS**

You may from time to time be photographed by the media or the law school and/or interviewed in conjunction with your work at the public service placement project. In addition, written comments from certain student or supervisor evaluations may reflect favorably on certain aspects of the program. Statistics from student and supervisor evaluations will be compiled from time to time for annual reports and other uses. Such publicity is beneficial for the program and the law school, and your cooperation is encouraged. Permission to use your words or likeness is included on the **Placement Confirmation Form**. You may decline to give this permission if you so choose.

#### **G. REASONABLE ACCOMMODATIONS**

The law school will work with the student to ensure reasonable accommodations for public service placements administered by the law school. It is essential that the student be

proactive in identifying the need for accommodations that might arise in these settings as early as possible. In some cases, there are issues of who is responsible for payment for accommodations that take time to resolve. The student should make known these requests for accommodations to the Director of the Public Service Program about any necessary or potential accommodations no later than the end of the student's first year of law school. Furthermore, students should speak with the placement supervisor about activities in such placement that might necessitate accommodation, the semester before signing up for the placement. Early notice allows the law school the time and opportunity to evaluate the accommodation request.