Mission Statement

The mission of the Clinic for Legal Assistance to Servicemembers and Veterans (CLASV) is to provide (a) active-duty members of the armed forces, their families and veterans with free representation in matters of clear injustice or in which they could not retain counsel without undue hardship; and (b) law students with hands-on experience working with real clients and an opportunity to learn about, interact and give back to the military community.

Summary

General. This multidisciplinary clinic qualifies for the law school’s national and homeland security concentration. CLASV Student offices are located on the 4th floor of Hazel Hall. Access to CLASV is by security code which will be given out, along with computer and phone passwords, at the first class meeting.

Casework. The focus of clinic students’ efforts is casework on applicant and client matters, which are primarily accomplished outside the classroom. Students are required to submit weekly status reports (WSR and time sheets emailed to Director by 12 Noon each Wednesday of the semester), and should be prepared to discuss the same for that evening’s class.

Classwork. In addition to casework, CLASV students will meet each Wednesday during the term, from 4:00 pm to 5:50 pm, in Room 412, Hazel Hall, as to which normal academic rules apply. Classes will be devoted in part to instructional topics, drawn from the blocks of instruction set forth below, partially to a status roundtable and to scenarios selected to enhance the instructional topics. Course materials (provided or online) will be selected for review and classroom instruction at a schedule determined by class progress on casework.

At the outset of the term, time and attention will primarily be devoted to orientation to clinic operations and administration, a review of status reports, archives, time sheets, and a military history, status and law overview. As the semester progresses, attention and instruction will turn

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1 Attendance regulations are set forth in Academic Regulations 4-1 through 4-1.4.
to areas related to the substantive casework stemming from the intake of matters and how to
develop a case, ethics and conflicts, client interviewing and counseling, as well as other legal
developments that may have an impact on servicemembers and their families.

In-Clinic Requirement. In addition to the proscribed class time on Wednesday, students are
required to spend a minimum of one (1) additional hour per week in the CLASV office. Students
will sign up for a regularly time at the beginning of the semester and are expected to complete a
minimum of one hour of office time per week. This time shall be used for intake, electronic and
hard copy client file maintenance, and other assigned tasks.

Grades. There will be no exam. Students will be graded on written work, oral presentations, and
professional responsibility. Graded written work will relate to matters for which you have
primary responsibility (weekly and final status reports, factual and assessment memoranda,
understanding and analysis of legal issues, court filings, substantive communications with
clients, supervisors and adversaries (letters, emails, etc.), and other written assignments, as
needed). Graded oral work will be based on class participation and your oral presentation of your
status reports during weekly meeting, discussion of associated legal issues, as well as subjects of
instruction and discussion of assignments in individual meetings.

Other Grading Factors. In the work of CLASV you will need to be attentive to aspects of
legal representation such as responsiveness to supervisory direction, clients and
applicants; judgment in case management; effort and allocation in time management
(including timesheets); maintenance of electronic and paper files (including use of
standard clinic forms); and relationships with supervisor(s).

Every student will arrange a final, individual transition meeting with the Director at the
end of the semester to review case files (hard copy and electronic), activity logs, final
correspondence and transition memoranda.

Furthermore, the law school rule of thumb that each credit entails approximately 60 hours
of work applies.

Office Hours/Contact. I am regularly available in my office for meetings and discussions with
students, Monday through Thursday. I am also available by appointment and will typically be
available via phone and email for questions that may arise outside normal working hours.

Blocks of Instruction

Clinic Operations. E.g., organization (law-firm model), history, resources, procedures, students,
support, and publications.

Professional Skills. E.g., client interviewing, client development, case and file management, and
supervision.

Substantive Law. Military-unique (e.g., Titles 10 and 38, UCMJ, TSGLI, SCRA, USERRA,
USFSPA); professional responsibility (e.g., confidentiality, conflicts, communication and
competence); and case-related (e.g., administrative, consumer, contracts, benefits, domestic relations and landlord-tenant).

Relevant Communities. E.g., military, veterans, legal services, and clinical.

CLASV Cases. E.g., status, lessons, supervision, questions, and next steps.