

**Tribone Center for Clinical Legal Education
Duquesne University
School of Law**

STUDENT MANUAL



“Salus Populi Suprema Lex”

Revised August 2019

**Tribone Center for Clinical Legal Education
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Introduction

This Manual will familiarize Clinic students with Clinic policies and procedures in order to ensure high quality client representation, adherence to ethical requirements, and the best possible educational experience.

Students are expected to review the contents of this Manual and to follow the policies and procedures set forth within.

Mission Statement of the School of Law

It is the mission of the Duquesne University School of Law to train lawyers to a high degree of professional skill with a special, Catholic sensitivity to ethical and moral concerns.

Cicero's dictum, *salus populi suprema lex* – the welfare of the people is the highest law – is central to the mission statement of Duquesne University School of Law.

PA Rules of Professional Responsibility

Students are required to adhere to the Pennsylvania Rules of Professional Responsibility while serving as student attorneys in clinical courses.

Please review and familiarize yourselves with the Rules at:
<http://www.padisciplinaryboard.org/documents/Pa%20RPC.pdf>

Please pay particular attention to the following rule:

1.6 Confidentiality of Information

(a) A lawyer shall not reveal information relating to representation of a client unless the client gives informed consent, except for disclosures that are impliedly authorized in order to carry out the representation, and except as stated in paragraphs (b) and (c).

(b) A lawyer shall reveal such information if necessary to comply with the duties stated in Rule 3.3.

(c) A lawyer may reveal such information to the extent that the lawyer reasonably believes necessary:

- (1) to prevent reasonably certain death or substantial bodily harm;
- (2) to prevent the client from committing a criminal act that the lawyer believes is likely to result in substantial injury to the financial interests or property of another;
- (3) to prevent, mitigate or rectify the consequences of a client's criminal or fraudulent act in the commission of which the lawyer's services are being or had been used; or
- (4) to establish a claim or defense on behalf of the lawyer in a controversy between the lawyer and the client, to establish a defense to a criminal charge or civil claim or disciplinary proceeding against the lawyer based upon conduct in which the client was involved, or to respond to allegations in any proceeding concerning the lawyer's representation of the client; or
- (5) to secure legal advice about the lawyer's compliance with these Rules; or
- (6) to effectuate the sale of a law practice consistent with Rule 1.17; or
- (7) to detect and resolve conflicts of interest from the lawyer's change of employment or from changes in the composition or ownership of a firm, but only if the revealed information would not compromise the attorney-client privilege or otherwise prejudice the client.

(d) A lawyer shall make reasonable efforts to prevent the inadvertent or unauthorized disclosure of, or unauthorized access to, information relating to the representation of a client.

(e) The duty not to reveal information relating to representation of a client continues after the client-lawyer relationship has terminated.

Confidentiality in Clinic Cases

Student attorneys will be privy to confidential information as part of their work. Student attorneys must exercise extreme care to ensure that a client's information is always protected. Student attorneys must also ensure that the attorney-client privilege is not violated by the inadvertent disclosure of client information to third-parties. Student attorneys **may** discuss their cases with students in the same clinic, with their supervising attorney, and with the Clinical Legal Education staff.

Student attorneys **may not** discuss the specifics of their cases with students in OTHER programs or students not enrolled in the clinical program. Students **may not** discuss their cases with Duquesne University School of Law faculty members or administrative staff OUTSIDE the Tribone Center.

Once a student attorney completes the term of the clinic, he/she is no longer entitled to receive confidential information about cases.

Students who enroll in any clinic acknowledge and agree by their registration and participation that if they cause harm to the Clinical Legal Education Program, Duquesne University School of Law has the right to take necessary disciplinary action against them. This disciplinary action may include, but is not limited to, termination from the clinical program, a failing mark in the student's final grade, and, in serious matters, dismissal from Duquesne University School of Law.

PA Requirements For Formal Participation In Legal Matters by Law Students

Pa. B.A.R. 321 and 322 set forth the requirements for law students to formally participate in legal matters and authorized activities that may be undertaken by legal interns. Duquesne University School of Law requires an additional qualification that a student has taken evidence sometime during the three required semesters of study.¹

Please review and familiarize yourselves with the Rules at:

http://www.pabarexam.org/bar_admission_rules/321.htm

http://www.pabarexam.org/bar_admission_rules/322.htm

¹ The requirement of Evidence can be waived under certain circumstances with the approval of the Clinic Director.

GRADING

Grading

The following provisions will be considered when determining a student's final grade for each semester. These provisions are evaluated in conjunction with your clinic's syllabus.

Clinic Evaluation Form

Attached as Addendum A to this handbook is the Clinic Evaluation Form, which incorporates the concepts set forth below.

Attendance

Attendance is required for all scheduled clinic classes. Students are expected to provide an excuse for any missed classes. Please refer to student attendance policies and clinical courses and programs in the latest version of the *Academic Bulletin*.

Class Preparation

Students are expected to be prepared for their clinic class. Preparation for class may include updating the supervising attorney and fellow student attorneys on the status of a case or providing an analysis of relevant case law.

Hours

Each semester of clinic education requires a time commitment of a minimum of one (1) hour and forty (40) minutes of class per week in addition to direct case hours of ten hours (10) per week. This direct case work may be completed by working on tasks assigned by the supervising attorney such as case research, case analysis, file preparation, file review, client interviews, client preparation and if applicable attendance at court or administrative hearings. This direct case work does not include homework or reading in other classes.

Students must provide their supervising attorney with a weekly timesheet documenting their hours and describing their work. All submitted time is subject to review by the supervising attorney(s) and the clinic director.

Weekly Time Reports

Students are required to submit weekly time reports documenting their clinic work. Students may turn in their timesheets during class or by 4:00 p.m. on Fridays.

The Law Clinic Administrative Assistant will keep track of student hours to ensure progress towards a semester's hourly requirement; however, the supervising attorney or the clinic director will approve, track and provide a finalized determination of all student hours.

Client Interviews

Interviews of current or prospective clinic clients are to be conducted only with the permission of the supervising attorney. Unless specifically authorized by a supervising attorney, no student attorney should meet with clients, potential clients, or witnesses outside of the clinic building. Student attorneys should not meet with clients or witnesses after regularly scheduled business hours. Any client meeting that must be scheduled outside of normal clinic office hours must be approved by the supervising attorney.

For each new client interviewed, students must complete a Clinic Client Intake Form as provided by your clinic's supervising attorney.

Correspondence

Student attorneys must submit outgoing letters and emails to their supervising attorney for review. **No letter, document, or email should be mailed, hand-delivered, faxed or transmitted in any way unless a supervising attorney has reviewed, edited, and approved the correspondence.** The final signed copy of the correspondence (not applicable to emails) must be on clinic letterhead. A copy of the final signed correspondence on letterhead or email must be placed in the case file and scanned for uploading to CLIO.

Professionalism

Student attorneys are expected to conduct themselves professionally in the clinic offices, with clients, in any hearings/ meetings with opposing counsel, with other lawyers, with judges, with officials, and with classmates. This includes not speaking about another client's case in front of another client.

File Management

Students will often be given assignments requiring them to maintain a case file. Each student attorney is responsible for opening, maintaining, and closing case files in the manner required by his/her respective supervising attorney. Students are also responsible for ensuring that files are kept in the designated location in the clinic assigned for case files.

Files must never be removed from the clinic offices without the permission of the supervising attorney. It is imperative that files are accessible at all times by the supervising attorney, clinic staff and classmates.

All phone messages must be placed in the specific case file with a notation on the message sheet indicating when the call was returned and by whom.

Please be careful not to disclose any confidential client information during review of the case file.

Students are required to ensure that all updates on their case files are added to the CLIO case management system in a timely fashion in accordance with the training provided by the Law Clinic Administrative Assistant.

All materials in hard copy files must be scanned into the CLIO client file.

In addition, hard files of your cases must be maintained in the format specified by the Law Clinic Administrative Assistant. Periodic reviews of your CLIO and hard copy files will be conducted.

CLIO

Students must input all clients taken by the clinic into the CLIO file management system. This will include a client's contact information as well as the information relating to the opposing party. Students shall utilize this system as provided in Addendum B of this handbook.

Conflict Checks

Before any client is taken on by the clinic, the responsible student shall conduct a conflict check. This conflict check shall be conducted by insuring that the client information is timely imputed into CLIO. Additionally, the student assigned to the client shall forward the client name, opposing party name as well as case type to the Clinic Administrative Assistant in order for a conflict email to be sent to all other clinics. All conflicts checks must be completed as soon as possible following an initial client intake.

OFFICE PROCEDURES

Telephones

The main number for the Duquesne University Clinic Office is 412-396-4704. Potential clients should be encouraged to call this number rather the supervising attorney directly.

- To dial a local number, dial 9 + area code + phone number
- To dial long distance numbers, dial 9 + 1 + area code + phone number
- The phones are to be used for clinic related calls only.
-
- Whenever possible students should utilize the clinic phones for client calls as opposed to their personal telephones.

When leaving messages for clients, do not leave any confidential information in the voicemail.

Text Messages

Absent an emergency, students should not text message a client. In the event that an emergency makes it absolutely necessary to text message a client, the student must print and place the message into both the digital and hard file.

Mail Service

The University delivers mail to the clinic between 10:30 and 11:00 a.m. Outgoing mail must be delivered to the outgoing mail table on the second floor by 10:00 a.m.

Any mail going out of the office after mail pickup must be delivered to the mailroom in the basement of Des Places Hall by 4:00 pm. If a letter needs to be **postmarked by a certain date**, please inform the Law Clinic Administrative Assistant that the mail must go out by this date.

When mailing certified mail with a green USPS certified mail receipt, the return receipt should be addressed to the relevant supervising attorney. The client's name and the related correspondence should be documented on the back of the receipt for record keeping purposes. All mailing receipts should be promptly stapled to the appropriate filed correspondence.

Requests for overnight UPS mail **must be** presented to the Law Clinic Administrative Assistant. If a large package needs to be sent UPS, please get it to the Law Clinic Administrative Assistant by 2:00pm for delivery to the mailroom. Letter-sized or UPS Paks must be given to the Assistant by 4:00pm. Please provide the name, address and a phone number for the recipient.

Please **do not** wait until the last minute to mail correspondence. Students are required to meet any noted mailing deadlines.

Office Supplies and Fixtures

Students are reminded that all office supplies and fixtures (computers, desks, file cabinets, USB drives, writeable cd, etc.) are the property of Duquesne University. Care should be taken to ensure that office supplies are not wasted and that school property is not damaged.

If you are in need of any office supplies that are not readily available, please ask the Law Clinic Administrative Assistant to obtain the needed items for you from the supply closet. Please note that taking and using office supplies for personal use is a violation of the Duquesne University policy.

Security

The University Security Department requires the use of your Duquesne issued University ID for access to the Tribone Center for Clinical Legal Education.

Please note, students will have access from 7:30 a.m. until 7:30 p.m. If you need access outside these hours please contact your supervising attorney and the Law Clinic Administrative Assistant in advance to ensure needed access.

For safety reasons, it is best if students access the Law Clinic from the Fifth Avenue entrance at all times.

CLINICAL DIRECTORY

Professors	Office Extension	E-mail	Room
Katherine Norton, Director	1688/4994	nortonk1@duq.edu	303
Barbara Griffin	1686	griffinb1@duq.edu	308
Dan Kunz	1685	kunz575@duq.edu	305
Tracey McCants Lewis	1686	lewist1@duq.edu	308
Grace Orsatti	1214	orsattig@duq.edu	309
John Rago	1039	ragoj@duq.edu	LS 236
Adrian Roe		aroe@roelawoffice.com	
Justin Romano		justin@arlaw.pitt	
Michael Simon	1686	simon@duq.edu	308
Sam Simon		ssimon@hh-law.com	
Tiffany Sizemore	5694	sizemoret@duq.edu	310

PA Innocence Project	Office Extension	E-mail	Room
Elizabeth Delosa	5877	delosae@duq.edu	109
Administrative Assistant	5877		107

Law Clinic Office Manager	Office Extension	E-mail	Room
Beth Licciardello	4730	licciardellos@duq.edu	304

Student Managers	E-mail
Civil Rights – Sarah Linder	linders@duq.edu
Education Law – Kaelyn Jacques	jacquesk@duq.edu
Externships – Karen Studeny	studenyk@duq.edu
Family Law – Paige Thomas	Thomasp2@duq.edu
Federal Litigation – Jordan Winslow	winslowj1@duq.edu
Juvenile Defender –	
Pro Bono – Mariah Mandy	mandym@duq.edu
Transactional/Wills & Adv. Directives – Mary Beth Kuznik	kuznikm@duq.edu
Unemployment Comp – Joe Berkebile	Berkebilej1@duq.edu
Veterans Clinic – Kyle Braun	braunk1@duq.edu
JDAP Training Coordinator-Michael Sylvester	sylvesterm@duq.edu

Other Rooms	Office Extension	Room
Front Desk	4704	108
First Floor Workroom	4707	110
First Floor Classroom	1691	201
Second Floor Classroom/Courtroom	2566	204
Second Floor Workroom	1690	208
Second Floor Back Classroom	1693	Hallway
Third Floor Hallway Workstation	1872	
FAX - Xerox Machine	3rd Floor	412-396-5287
FAX - HP Printer	2nd Floor	412-396-1369

As of 8/7/19

ADDENDUM A



Duquesne University School of Law Tribone Center for Clinical Legal Education

Semester Grade/Evaluation

Student name:

Evaluation Date:

1. BACKGROUND INFORMATION.

In completing this form, you should carefully evaluate your performance based on (1) the goals and expectations set forth in the course syllabus, (2) your knowledge, capabilities, and professionalism (your professionalism, including compassion, respect, inter-professional relationships, and conscientiousness) and (3) any additional goals set by you during the semester. Thus the evaluation addresses cognitive, behavioral, performance and attitudinal assessments.

Please read the evaluating factors carefully, circle the number next to the description, and make the necessary comments that most accurately reflect and support your evaluation. Use an attachment if more space is needed.

Total up the overall scores, then use those totals to appropriately assign your suggested grade.

2. EVALUATION OF STUDENT.

2.1 Analytical Skills

A. Problem Solving

1. Exercises poor problem solving. Unable to identify issues and possible solutions.
2. Problem solving inclined to be impulsive and poorly reasoned.
3. Exercises good problem solving skills. Decisions reasonably prompt and accurate.
4. Exercises excellent problem solving skills. Decisions in the main prompt and accurate.
5. Problem solving outstanding. Decisions prompt and accurate.

Comment:

B. Legal Analysis and Reasoning: Legal Judgment and Decision

1. Exercises poor legal judgment. Makes rash decisions or unwilling to make decisions.
2. Judgments are often inclined to be impulsive and poorly reasoned.
3. Exercises good judgment. Decisions reasonably prompt and accurate.
4. Exercises excellent judgment. Decisions in the main prompt and accurate.
5. Judgment outstanding. Decisions prompt and accurate.

Comment:

C. Theory of the case development and implementation

1. Unable to effectively develop theories of the case to accomplish client goals.
2. With significant assistance, able to develop theories of the case to accomplish client goals. Legal research and factual development below average in quality and depth.
3. Able to develop theories of the case to accomplish client goals. Legal research and factual development average in quality and depth.

4. Good ability to develop theories of the case to accomplish client goals. Legal research and factual development above average in quality and depth. Adequate substantive knowledge to implement all appropriate legal theories.
5. Excellent ability to develop theories of the case to accomplish client goals. Legal research and factual development excellent in quality and depth, utilizing effective interview and fact gathering techniques, with well-developed legal precedents to establish legally persuasive theories. Excellent substantive knowledge to implement all appropriate legal theories.

Comment:

D. Legal Research: Research Ability

1. Research ability consistently fails to meet minimum standards.
2. Research ability is occasionally below standard.
3. Research ability reasonably meets standards.
4. Above expected research ability is demonstrated.
5. Research ability is always well above standard.

Comment:

2.2 Practical Skills

A. Factual Investigation

1. Factual investigation ability consistently fails to meet minimum standards.
2. Factual investigation ability is occasionally below standard.
3. Factual investigation ability reasonably meets standards. Able to secure needed information in a timely fashion.
4. Above expected factual investigation ability is demonstrated.
5. Factual investigation ability is always well above standard.

Comment:

B. Quality of Writing including grammar, spelling, and other errors that proofing should uncover as well as structure, quality of advocacy, and soundness

1. Writing ability consistently fails to meet minimum standards.
2. Writing ability is occasionally below standard.
3. Writing ability reasonably meets standards.
4. Above expected Writing ability is demonstrated.
5. Writing ability is always well above standard.

Comment:

C. Oral Skills

1. Oral ability consistently fails to meet minimum standards.
2. Oral ability is occasionally below standard.
3. Oral ability reasonably meets standards.
4. Above expected Oral ability is demonstrated.
5. Oral ability is always well above standard.

Comment:

D. Counseling: Client Communications and Relationship

1. Unable or unwilling to effectively communicate with clients. Clients lacked confidence in representation.
2. Tried but generally struggled to communicate with clients. Clients concerned about representation.
3. Will communicate with clients when the need is great or prompted by the client. Normally maintains satisfactory working relationships with clients. Client confidence satisfactory.
4. Good communication skills. Will generally remember to advise clients of significant developments in the case and of significant dates, delays, and changes in schedules. Client confidence good.
5. Exceptionally strong communication skills. Proactively advises clients of significant developments in the case and of significant dates, delays, and changes in schedules. Educates clients so that they will be better able to protect their own interests in the future. Client confidence excellent

Comment:

E. Negotiation, Litigation and ADR

1. Unable to represent client or provide DR services in competent, professional manner. Failed to carry out representation as directed by clinical supervisor.
2. Generally provided minimally competent representation or DR services, but was ineffective, untimely or unprofessional in some respects. Had difficulty carrying out clinical supervisor's directives in a timely manner.
3. Provided competent representation or DR services in an adequately effective and timely manner. Observed ethical rules. Generally followed directions from clinical supervisor.
4. Usually provided quality representation or DR services which effectively served the clients' (or DR parties') interests. Consistently acted in a very professional and ethical manner. Consistently carried out tasks assigned well and on-time.
5. Consistently provided very high quality and effective representation or DR services in a very efficient and productive manner. Exceeded clinical supervisor's expectations as to volume, quality and timeliness of work completion.

Comment:

F. Practice/Case File management

1. Unable to properly manage the case file and to utilize practice management systems, such as conflict checks. Case files disorganized. Failed to work effectively with the clinical supervisor
2. Struggled to properly manage the case file and to utilize practice management systems, such as conflict checks. Case file organization needs help. Struggled to work effectively with the clinical supervisor
3. Able to adequately manage the case file and to utilize practice management systems, such as conflict checks. Case file organization adequate. Properly advised the clinical supervisor of sensitive and significant matters. Adequate job working with the clinical supervisor.
4. Good ability to manage the case file and to utilize practice management systems, such as conflict checks. Case file organization above average. Always advised the clinical supervisor of sensitive and significant matters. Good job working with the clinical supervisor.
5. Excellent ability to manage the case file and to utilize practice management systems, such as conflict checks. Case file organization excellent – files well organized and easy to find needed material. Proactive in advising the clinical supervisor of sensitive and significant matters. Excellent sense of when to consult with the clinical supervisor.

Comment:

G. Planning Skills/Use of Time

1. Work frequently shows lack of proper planning. Doesn't seek work to fill slack time.
2. Seems to understand value of planning but needs assistance with routine work. Easily sidetracked.
3. Plans routine work satisfactorily. Uses time well.
4. Plans work in an excellent manner and is able to meet most emergency situations promptly.
5. Outstanding. Competent in organizing and directing complicated procedures and operations. Maximizes efficiency by exceptional use of time.

Comment:

H. Ability to Improve Methods

1. Complacent. Does things as they have always been done. Not adaptable to changing needs of job.
2. Has difficulty adapting to changes in job routine.
3. Improves methods when need is apparent.
4. Resourceful. Reacts to change with little or no disruption in quantity and quality of output. Constantly improving ways to do things.
5. Highly innovative. Outstanding in adapting to change and improving methods regardless of obstacles.

Comment:

2.3 General Matters

A. Ability to Cooperate with Others in Clinic

1. Obstructionist. Difficult to work with. Poor communication skills.
2. Difficult to secure cooperation. At times causes friction.
3. Will cooperate when the need is great. Normally maintains satisfactory working relationships with others. Communication satisfactory.
4. Cooperative. Willing to help out other activities. Promotes teamwork. Communicates well.
5. Exceptionally cooperative. Ability and willingness to work for others. Effective communication skills.

Comment:

B. Acceptance of Responsibility

1. Unwilling to be held accountable.
2. Often avoids responsibilities. Reluctant to be committed or to be held accountable.
3. Accepts responsibilities to a satisfactory degree. Willing to accept risk of authority and to be held accountable.
4. Willing to make commitments and to assume full responsibility for all activities under direct control.
5. Makes commitments and assumes full responsibility including activities not under direct control.

Comment:

C. Initiative

1. Lacks initiative; often needs urging.
2. Somewhat lacking initiative; occasionally needs urging.
3. Exercises satisfactory initiative required for the job.

4. A "self-starter;" anticipates needs and meets them.
5. Exceptionally resourceful, originates and develops ideas.

Comment:

D. Dependability

1. Erratic and unreliable; must be supervised closely and constantly.
2. Sometimes unreliable; requires more than normal supervision.
3. Satisfactory dependability.
4. Very dependable and reliable.
5. Justifies utmost confidence; requires minimum supervision.

Comment:

E. Quality Assurance

1. Work consistently fails to meet quality requirements. Improvement necessary.
2. Work is occasionally below normal quality requirements.
3. Maintains quality to acceptable levels. Careful worker.
4. Standard of quality is usually exceeded. Consistently willing to make commitments toward improving quality performance.
5. All work and assignments are completed well above expected quality standards.

Comment:

F. Class Preparation/Participation

1. Unprepared. Poor class participation. Poor attendance.
2. Class preparation irregular. Would participate only when directly questioned.
3. Prepared for class. Generally participated.
4. Well prepared for class and able to discuss developments in cases in an effective manner with other students during case rounds. Participate regularly in class discussions voluntarily. Good attendance.
5. Excellent preparation for class and able to discuss developments in cases in an effective manner with other students during case rounds. Often initiated class discussions in an effective and useful manner. Excellent attendance.

Comment:

G. Overall Competence

1. Limited proficiency: overly simplistic, incomplete analysis that misses key issues and fails to use relevant legal rules, facts and policy.
2. Basic competence: formalistic analysis that recognizes many issues, distinguishes relevant and irrelevant principles, and makes substantial but incomplete use of relevant rules, facts and policy.
3. Intermediate competence: integrated analysis that addresses nearly all issues, focusing on and developing relevant rules, facts and policy in a meaningful way that reflects conceptual understanding rather than a formulaic approach, and spots but doesn't work extensively or effectively with issues involving substantial uncertainty or novelty.
4. Advanced proficiency: demonstrates characteristics of intermediate proficiency, but also considers implications of analysis more fully, brings to bear sound and creative approaches, works extensively and effectively with issues involving substantial uncertainty or novelty.

Comment:

2.4 Overall Rating/Grade: Circle appropriate evaluation.

Total _____

Inadequate - F
Below Standard - D
Standard - C
Above Standard - B
Exceptional - A

2.5 Clinic Supervisor Comments:

ADDENDUM B
Duquesne University School of Law
Tribone Center for Clinical Legal Education

Student CLIO Guide

- 1) Complete an Intake Sheet
- 2) Check to see the person is not already a client in CLIO by going to Contacts then search by name in the “Filter by Keyword” box at the TOP RIGHT – Advise Professor or Student Manager if a possible conflict appears, otherwise set up the new client.

How To Set Up New Client:

- 1) If that person’s name does not appear – add a new client by clicking on New Person
- 2) Add new information: Name, Address, Telephone, Email, DOB, etc.
– HIT Green **SAVE NEW PERSON** at the bottom of the screen
- 3) **ADDING/EDITING INFO:** Info can be **ADDED/EDITED** by searching the client
 - a. Their Contact Information box will appear
 - b. Click on **EDIT** on the **RIGHT**
 - c. Make sure to **SAVE** any changes made by clicking the **SAVE** button at the **VERY BOTTOM**
- 4) **DELETING A CLIENT:** Click on **DELETE** on the **RIGHT** of the Contact Information box

Set Up New Client Matter:

- 1) In CLIO, near the bottom of a client page, is a matter section. Hit the green button “**NEW**” on the right
- 2) Add the following information:
Matter Description, Responsible Attorney, Originating Attorney, Matter Number, Permissions (**VERY IMPORTANT TO SELECT YOUR CLINIC**), Practice Area
- 3) Save by hitting blue button at the bottom of the page “**SAVE MATTER**”

How To Add Documents:

- 1) Adding Documents:
 - a. Scan the document to yourself (pdf format) and save to your desktop
 - b. Name it: Client Name – Name of Document (i.e. Smith – Intake Sheet)
- 2) Under the Matters tab for that client, hit the Documents tab at the top of the page
- 3) Hit the “**NEW**” blue button
- 4) Select File Upload from the dropbox
- 5) Go to your desktop and double click your document
- 6) Hit the “**UPLOAD DOCUMENTS**” green button

Finding Client Documents/Files:

- a. Search for Client under contacts (see “Filter by Keyword” box) and click on the client’s name; Scroll down to bottom of the page and select the matter by clicking on it
- b. At the top of the page is a **LIGHT GREY** banner – with 10 tabs
- c. Click on “**DOCUMENTS**” it’s the 6th tab
- d. After you click on a document, it appears at the bottom of your screen, click on it twice to open

Calendar

A CLIO calendar for adding and organizing your appointments, tasks, meetings, etc. is available. Click on **CALENDAR** under the client matter. When an event is added, the client Matter and all CLIO users involved can be attached. This event will show up on their calendar as well. When adding an event, there is a **REMINDERS** tab that allows a reminder to be sent through email.

This page was left blank on purpose.

ACKNOWLEDGEMENT

I _____ (print name) have read, understand and will abide by the rules, policies and procedures contained within the Duquesne University School of Law Tribone Center for Clinical Legal Education Student Manual.

Signature required

Date





CONSENT AND RELEASE
FOR USE OF PHOTOS, IMAGES, VOICE,
VIDEO, QUOTE OR MUSIC REPRODUCTION

I hereby give to Duquesne University of the Holy Spirit (hereinafter referred to as “the University”), along with its agents, employees, legal representatives and assigns, the legal right and permission to take, produce, use, publish and copyright photos, images, quotes, voice, video/film/broadcast or music by/of me in conjunction with my own or a fictitious name. These can be produced through any medium now known or developed in the future without any restrictions, for any purpose whatsoever which is consistent with the mission, values and purposes of the University.

I waive any right to inspect or approve the finished product. It is hereby stipulated and agreed that such production and use of said words, music or images will not violate my rights, and I, for myself, my heirs, executors, administrators and assigns, hereby release and discharge the University and its agents and employees from any and all claims, demands and/or causes of action of whatever kind and nature for their actions taken pursuant to the authority granted herein.

Further, it is hereby stipulated and agreed that I will receive no compensation for the use of said words, music or images, and Duquesne University will incur no liability for payment of compensation to me nor any person or organization as a result of the production and use of the aforesaid photographic images.

I hereby certify that I am eighteen (18) years of age or older and legally competent to execute this Consent and Release. I have read this Consent and Release, understand the contents, and intend to be legally bound by it.

Signature _____ Date _____

Printed Name _____

Event/Project _____

Permanent Address _____

Phone _____ email _____

Witness _____

Printed Name _____

If under 18 signature of parent or guardian _____

Printed name of parent or guardian _____