The University of Maryland Francis King Carey School of Law operates one of the largest and most diverse teaching law practice programs in the country. The highly ranked Clinical Law Program provides exciting opportunities for you to impact the lives of individuals, families, and communities throughout Maryland by working under the direct supervision of an experienced faculty attorney to represent clients, work on law reform projects, work on legislative and policy projects, and educate communities. You will apply and build upon what you have learned in your doctrinal courses and begin to develop basic lawyering skills. You will experience and analyze the challenges inherent in the attorney/client relationship and lawyering in general. You will also critically reflect on the ways in which law and legal systems interact with race, socioeconomic status, economic power, and political power.

Please study this material and the School of Law course catalog descriptions at www.law.umaryland.edu/Faculty-and-Staff/Course-Catalog/index.asp to learn more about the wide range of opportunities available and of the special obligations of Clinic and Legal Theory & Practice ("LTP") students.

We look forward to having you join this exciting program of practice and reflection. If you have any questions, you should feel free to email or call us.

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**CRITICAL DATES**

**MANDATORY ORIENTATION**
All students enrolled in a clinic/ LTP course for the first time must attend law practice orientation, scheduled immediately prior to the beginning of your first semester of clinic. Please mark your calendars now, and plan your summer and winter breaks accordingly. The mandatory orientation dates are as follows:

**Fall 2019** Clinics/LTPs:
- Thursday, August 22 – All Day
- Friday, August 23 – Morning*

**Spring 2020** Clinics/LTPs:
- Thursday, January 2 – All Day
- Friday, January 3 – Morning*

*Professors may schedule clinic-specific orientation sessions to take place during the same week as law practice orientation. Many take place the afternoon of the second day of orientation.*

If, because of an extraordinary circumstance, you cannot attend law practice orientation you must seek written permission from the Managing Director of the Clinical Law Program to complete the requirement through a make-up session. Establishing an “extraordinary circumstance” is a high bar, comparable to the one used by the courts to excuse an attorney from appearing for a scheduled court hearing, such as a documented serious illness or a personal/family emergency. **An “extraordinary circumstance” does not include a vacation, extended summer employment, or other foreseeable and preventable reasons for absence.** If you have any questions about these requirements, please contact the Managing Director.

**CLINIC/LTP ADD/DROP DEADLINES**

To provide students with the best learning opportunity, clinic faculty are required to make commitments to represent clients and projects well before the start of the semester. For this reason, clinical courses are subject to different add/drop deadlines than other courses. **Students will not be permitted to drop a fall 2019 clinic/LTP or the JustAdvice® Project after July 15, 2019. Students will not be permitted to drop a spring 2020 clinic/LTP or the JustAdvice® Project after December 13, 2019.** These Clinical Law Program-specific add/drop deadlines will only be waived in extraordinary circumstances, and then only with the express written permission of the clinic faculty member.
I. General Information

(1) The Cardin Requirement

Each student who initially enrolls in Maryland Carey Law's full-time, first-year day division must complete a course that fulfills the Cardin Requirement. To satisfy Cardin, a course must (1) provide students with experience of how the law operates in practice; (2) provide students substantial responsibility for providing legal assistance on behalf of persons who are economically or socially disadvantaged, or otherwise lack access to justice in the legal system, or to organizations acting on behalf of such persons; (3) include regular classes in which a member of the School of Law faculty provides instruction that integrates students' practice experiences in ways that help them understand, apply, and critique legal theory and law practice; (4) require students to do substantial writing in connection with their practice; and (5) have a professional responsibility component.

For the 2019-20 academic year, all Clinic and LTP courses fulfill the Cardin Requirement. Please note: although managed by the Clinical Law Program, the JustAdvice® Project is not a Clinic or LTP course, and does not satisfy the Cardin Requirement. However, the JustAdvice® Project is subject to the same add/drop deadlines as Clinic and LTP courses.

(2) Eligibility

All students wishing to participate in a Clinic or LTP course MUST satisfy all eligibility requirements set forth in Rule 19-220 of the Maryland Rules Governing Admission to the Bar. Maryland Rule 19-220 permits students to be certified by the Dean to engage in the practice of law under the supervision of an authorized attorney if those students 1) are enrolled in a clinical program, 2) are in good academic standing, and 3) have completed one-third of their legal education. Students seeking to enroll in a Clinic or LTP course must have earned at least one third of the credits required for graduation (28 credits) prior to the start of the semester in which they plan to enroll. Certification also requires students to affirm familiarity with state and federal rules of procedure and professional responsibility.

(3) Becoming Competent to Represent Clients

Competence is the first requirement of being a lawyer. Rule 19-301.1 of the Maryland Rules of Professional Conduct states: “A lawyer shall provide competent representation to a client,” which “requires legal knowledge, skill, thoroughness and preparation reasonably necessary for the representation.” In clinic and LTP courses, students learn experientially what it means to be a competent lawyer by practicing law under the close and supportive supervision of an experienced attorney and analyzing their practice experiences in a structured classroom setting. Mandatory law practice orientation is an important step in becoming competent to practice.
(4) **Hours of Commitment**

For every credit hour taken, a student must complete between 45 and 48 hours per credit (the exact number is determined by your professor) over the time span of the course. To determine what your average weekly commitment to a clinical course will be, multiply the course credit hours per semester by 45 - 48, then divide by 13 (because there are 13 weeks in a semester).

**Example:** Student takes a five (5) credit clinic/LTP class. Professor has set the hours per credit hour at 45. Credits multiplied by required hours, divided by thirteen weeks equals average hours per week.

\[
(C \times H) \div W = N \\
(5 \times 45) \div 13 = N \\
225 \div 13 = 17.31 \text{ hours per week (average)}
\]

As in practice, there will be weeks where you exceed this number and weeks where you do not meet this number, and we expect you to work with your professor to adjust your hours accordingly. We encourage you to speak with clinic faculty about hour expectations, particularly if you have irregular hours or if you have any concerns about your ability to meet the minimum hours in light of your other commitments.

(5) **Specialty Interests**

Although many students enroll in a Clinic or LTP course related to their particular subject matter interests, the skills and concepts taught in all of the clinics are transferrable to other practice settings and areas of the law. We encourage you to study course descriptions and speak with individual faculty members about how their particular clinic might complement your overall course of study and/or career goals. The following chart identifies types of legal practice that you should expect from the different Clinic/LTP offerings.
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<tr>
<th>Civil Rights/Persons w/ Disabilities</th>
<th>Litigation</th>
<th>Public Policy</th>
<th>Legislative</th>
<th>Community Ed/Lawyering</th>
<th>Transactional</th>
<th>Negotiation /ADR</th>
<th>Administrative</th>
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<td>JustAdvice® Project*</td>
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*Note: JustAdvice® Project is the only course on this list that does not satisfy the Cardin requirement.

Please note: This chart is an attempt to generally categorize the type of work that each clinic takes part in; however, different “litigation,” “transactional,” or “regulatory” skills might be emphasized in different clinics. For example, litigation may include any number of skills, e.g. extensive case law research, drafting pleadings or briefs, reviewing documents to look for support/evidence, counseling clients on decisions and risks, and presenting an argument in front of a judge. Please consult the course catalog description for more detailed information about what you should expect to be doing in a particular clinic, and reach out to clinical faculty if you have any questions at all about what your clinic work will entail.

(6) Certificate and Track Programs

If you are planning to work toward a certificate in health or environmental law, or to satisfy elements of the business law, intellectual property, or dispute resolution tracks, you will want to pay special attention to which clinics fulfill the experiential learning requirements for each of those specializations. Please note that externships in these fields also satisfy experiential learning requirements. The following clinics fulfill experiential learning requirements for the corresponding track or certificate programs:
Dispute Resolution Track: Mediation Clinic, Civil Rights for Persons with Disabilities Clinic, Environmental Law Clinic

Business Track: Low-Income Taxpayer Clinic, Consumer Bankruptcy LTP, Intellectual Property and Entrepreneurship Clinic, Small Business & Community Equity Development Clinic

Intellectual Property Track: Intellectual Property and Entrepreneurship Clinic

Environmental Law Certificate: Public Health Law Clinic, Environmental Law Clinic

Health Law Certificate: Public Health Law Clinic, Civil Rights for Persons with Disabilities Clinic, Medical Legal Partnership Clinic

(7) Multiple Experience-Based Offerings

Though we encourage you to expose yourselves to multiple experiential learning opportunities while in law school, it is difficult to meet hourly requirements for more than one such course at a time. More importantly, conflicts frequently arise between the two commitments. As such, you may not simultaneously enroll in more than one experiential learning course, such as an externship or Clinic, during the same semester without prior authorization from both course instructors and the Assistant Dean for Academic Affairs.

(8) Outside Employment/Internships/Volunteer

While we do not prohibit outside employment or internships while taking a Clinic or LTP course, we require that you speak with your prospective clinic’s professor about the flexibility of that clinic’s work hours, as well as potential conflicts that may arise between your employment and your clinic work that could make participating in both at the same time prohibitive or otherwise problematic. Because the Clinical Law Program is one law firm and the conflict of any one member is imputed to the whole law firm, any single student’s potential conflict is assessed based on all of our clinic work. Work at certain agencies, such as Immigration and Customs Enforcement or the State’s Attorney’s Office, while enrolled in Clinic is considered a per se conflict of interest. Please consult with the Managing Director if you have any questions about potential conflicts.

(9) Course Scheduling

Each clinical offering has a seminar component as well as a practice component. Attendance at all seminar components is mandatory. For meeting times of all clinic and LTP courses, refer to the fall 2019 and spring 2020 curriculum, which can be found at www.law.umd.edu/Current-and-Incoming-Students/Get-Ready-for-Next-Semester/.
II. Advance Registration

(1) Registration Procedures and Enrollment Priorities

Registration for Clinic and LTP courses is integrated into the Law School’s advance registration process. Students who wish to enroll in a clinic/LTP for either semester in the upcoming academic year (fall 2019 and/or spring 2020) should submit preference forms during this year’s pre-registration process. This year, pre-registration opens on March 29 and ends April 3. Please familiarize yourselves with the entire advance registration schedule at www.law.umaryland.edu/students/registration/advance/schedule.pdf. Please keep in mind that very few, if any, slots are available in any clinic following the pre-registration process.

During the pre-registration process, you will be asked to provide your top four preferences for Clinic/LTP courses for the 2019-20 academic year. You will be registered for your highest-ranked clinic that you are able to get into (based on the priorities below) and waitlisted for all clinics that you did not get into but that you ranked higher. Please note: If you are a rising 3L, you are strongly advised to select four clinics; if you do not, you may not get into any clinic and won’t be able to graduate. Pre-registration results will be posted on April 5.

The Clinic and LTP registration process is not first-come, first-served; rather, once the pre-registration period ends, students are enrolled based on priority. What follows are the faculty-approved priorities for determining enrollment in Clinic & LTP courses:

| Priority One: | Senior; uses Wild Card; needs to satisfy Cardin; completing Certificate requirements and has completed six credits toward Environmental or Health Law Certificate by the end of second year and needs clinic Course to satisfy Certificate program requirements |
| Priority Two: | Senior; uses Wild Card; needs to satisfy Cardin |
| Priority Three: | Senior; needs to satisfy Cardin |
| Priority Four: | Senior; uses Wild Card; needs for certificate; has taken no prior clinics |
| Priority Five: | Non-Senior; needs to satisfy Cardin |
| Priority Six: | Senior; uses Wild Card; has taken no prior clinics |
| Priority Seven: | Senior; uses Wild Card; has prior clinic |
| Priority Eight: | Senior; needs for certificate; has prior clinic |
| Priority Nine: | Senior; has taken no prior clinics |
| Priority Ten: | Senior; has prior clinic |
| Priority Eleven: | Non-Senior |

The order in which students who share the same priority level are placed into clinics is determined at random by our automated registration system.

(2) Advance Registration Eligibility

You must be in good academic standing in order to register. While you will be able to complete pre-registration forms and clinic/LTP selection while you have holds on your account,
you must resolve any holds before the end of Advance Registration (Friday, April 19). If holds are not resolved by that date, you will lose whatever priority you might otherwise have had in registering for clinics.

(3) Add/Drop Requirements

Students who in April are approved for enrollment in a fall or spring clinic or LTP course will have that course entered on their on-line course registration form by the Office of Registration and Enrollment. If you are no longer interested in taking this course, simply drop it during the open on-line registration window, which this year is between April 22 and July 15, 2019. However, once your pre-registration request form is submitted, you will not get a second chance in the same academic year to register a clinic/LTP preference, even if you later drop the course that you’ve been approved for. You will be able to submit another preference form in the following year.

You may not drop a clinic or LTP course any time after July 15, 2019 for the fall 2019 semester, or after December 13, 2019 for the spring 2020 semester. Under extraordinary circumstances and with the written approval of the faculty member who teaches the clinic/LTP you’d like to drop, you may drop after these dates. Once the add/drop form is completed and signed by the relevant faculty, you must provide a copy to the Office of Registration & Enrollment and to the Managing Director of the Clinical Law Program.

(4) Clinic and LTP Course Co- and Pre-Requisites

You must read the course descriptions (available in the Course Catalog at www.law.umaryland.edu/Faculty-and-Staff/Course-Catalog/index.asp ) to determine whether the clinic or LTP in which you are interested has co-requisites or pre-requisites and plan accordingly. Please note: our finalized course catalog descriptions will be posted on the website as of Friday, March 29, 2019. Our online registration system can’t block you from registering for a course for which you haven’t satisfied a pre-requisite or are not enrolled in a co-requisite. However, if you fail to meet these pre- or co-reqs, we will administratively drop you from the clinic or LTP during the review process that takes place before each semester begins, and you may be left with few options to fulfill Cardin in the upcoming academic year.

(5) Registering for Clinic II

Clinic II is an opportunity for students who have already completed a clinical experience to engage in advanced clinical work, ordinarily in the same subject matter area under the direct supervision of a faculty member. If you want to enroll in Clinic II, you must secure the express written approval of the faculty member with whom you will be working by completing and having them sign the Courses Requiring Faculty Approval Form, available from the Office of Registration & Enrollment. You will also need to obtain the signature of the Managing Director of the Clinic before returning the signed form to the Office of Registration and Enrollment.
III. Clinic & Legal Theory & Practice Courses – 2019-2020

Full descriptions of each of the Clinic or LTP courses may be found in the Course Catalog, online at www.law.umaryland.edu/Faculty-and-Staff/Course-Catalog/index.asp beginning on Friday, March 29, 2019.