

*Please Note: This information is subject to change - for the most current
clinical registration information, please visit our website:
hls.harvard.edu/dept/clinical*



HARVARD LAW SCHOOL
**Clinical &
Pro Bono
Programs**

Learning the Law — Serving the World

Clinical Registration Handbook 2018-2019

Office of Clinical and Pro Bono Programs (OCP)

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hls.harvard.edu/dept/clinical

Quick Links

The Office of Clinical and Pro Bono Programs website:

<https://hls.harvard.edu/dept/clinical>

Book an advising appointment with an OCP staff member:

<https://hls.harvard.edu/dept/clinical/advising-appointments-for-students>

For up-to-date information about each clinic, please check the clinic's description in the HLS Course Catalog:

<https://hls.harvard.edu/academics/curriculum/catalog>

Updated clinical registration information can be found on the "Clinical Registration" section of our website:

<https://hls.harvard.edu/dept/clinical/clinical-registration-and-adddrop-deadlines>

HLS Handbook of Academic Policies:

<http://hls.harvard.edu/dept/academics/handbook-of-academic-policies/>

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Opportunities for Clinical Work

In-House Clinics:

- ❖ Criminal Justice Institute
- ❖ Crimmigration Clinic (of the HIRC)
- ❖ Cyberlaw Clinic
- ❖ Education Law Clinic: Individual Representation
- ❖ Education Law Clinic: Legislative and Administrative Lawyering
- ❖ Emmett Environmental Law and Policy Clinic
- ❖ Federal Tax Clinic (LSC)
- ❖ Food Law and Policy Clinic
- ❖ Harvard Immigration and Refugee Clinical Program
- ❖ Harvard Legal Aid Bureau
- ❖ Harvard Negotiation and Mediation Clinic
- ❖ Health Law and Policy Clinic
- ❖ Housing Law Clinic (LSC)
- ❖ International Human Rights Clinic
- ❖ International Human Rights Clinic – Advanced
- ❖ Litigating in the Family Courts: Domestic Violence and Family Law Clinic (LSC)
- ❖ Mediation Clinic
- ❖ Predatory Lending and Consumer Protection Clinic (LSC)
- ❖ Transactional Law Clinics
- ❖ Veterans Law and Disability Benefits Clinic (LSC)

Externship Clinics:

- ❖ Capital Punishment Clinic
- ❖ Child Advocacy Clinic
- ❖ Criminal Prosecution Clinic (ITA Prosecution Perspectives)
- ❖ Delivery of Legal Services Clinic
- ❖ Democracy and the Rule of Law Clinic
- ❖ Education Law Clinic: Externships
- ❖ Employment Law Clinic
- ❖ Government Lawyer: Attorney General Clinic
- ❖ Government Lawyer: Semester in Washington Clinic
- ❖ Government Lawyer: United States Attorney Clinic
- ❖ Judicial Process in Trial Courts Clinic
- ❖ Sports Law Clinic
- ❖ Supreme Court Litigation Clinic

Opportunities for Clinical Work (Continued)

The Independent Clinical Program

(APPLICATION REQUIRED)

Enables students who are interested in a specialized area of the law or field of practice not otherwise available through HLS clinics to create their own educational experience. A number of students take the opportunity to work full-time at organizations overseas during the winter term.

The Advanced Clinical Program

(APPLICATION REQUIRED)

Allows students to continue their clinical work in subsequent semesters or academic years at their clinical placement on an advanced level, with permission from their clinical supervisor and the clinic director.

Applications Due

Fall 2018: August 28, 2018

Winter 2019: October 30, 2018

Spring 2019: January 11, 2019

Clinical Policies

Students may take up to 16 clinical credits during their time at HLS.

Only clinical credits counts towards this maximum.

Clinical course component credits are counted as regular HLS classroom credits.

Students may only take one clinic per semester.

Clinical Credits

In a clinic, you earn academic credit for the work you complete. The majority of clinics allow students to elect 3, 4, or 5 clinical credits for fall and spring terms, although some clinics have a set number of clinical credits. **Each clinical credit equals four hours of clinical work per week.**

For the winter term, students must work full time over the entire term for 2 clinical credits.

| Terms available | Clinical Credits | Hours/week | Hours/semester |
|-----------------|--------------------|---------------|----------------|
| Fall, Spring | 2 clinical credits | 8 hours/week | 96 hours |
| Fall, Spring | 3 clinical credits | 12 hours/week | 144 hours |
| Fall, Spring | 4 clinical credits | 16 hours/week | 192 hours |
| Fall, Spring | 5 clinical credits | 20 hours/week | 240 hours |

Important Dates to Remember

Clinical Registration Dates

**Clinical Preferencing Opens –
Wednesday, March 28 at 9am**

**Clinical Preferencing Closes –
Thursday, March 29 at 5pm**

**Clinical Results Released –
Monday, April 2 by 5pm**

Please do not hesitate to contact us if you have any questions while preferencing clinics for the 2018-2019 year.

Important Dates to Remember (Continued)

Clinical Deadlines

Drop Deadlines

Clinics have earlier drop deadlines than most courses. Below are the clinical drop deadlines for 2018-2019. **Please note that some clinics have even earlier drop deadlines - please check the clinic's description in the HLS Course Catalog for more information about individual clinic drop deadlines.**

Fall 2018 Clinical Drop Deadline: **August 28, 2018**

Winter 2019 Clinical Drop Deadline: **November 30, 2018**

Spring 2019 Clinical Drop Deadline: **January 11, 2019**

Independent and Continuing Clinical Application Deadlines

Fall 2018: **August 28, 2018**

Winter 2019: **October 30, 2018**

Spring 2019: **January 11, 2019**

Clinical Credit Change Deadlines

For clinics that offer students the option to enroll for a variable amount of credits, students may adjust the number of clinical credits they are enrolled for up until the following deadlines (please note that winter credits are set at 2 clinical credits unless otherwise specified):

Fall 2018: **October 9, 2018**

Spring 2019: **February 19, 2019**

Registration Basics

Students register for clinics in one of two ways:

- Helios registration preferencing
- OR
- Submitting an application and being accepted into a clinic (processes and required materials vary) – outside of Helios.

Most clinics are included in the general Helios registration preferencing.

Clinics Included in Helios Registration Preferencing

- ❖ Capital Punishment Clinic
- ❖ Child Advocacy Clinic
- ❖ Criminal Justice Institute
- ❖ Criminal Prosecution Clinic (ITA Prosecution Perspectives)
- ❖ Cyberlaw Clinic
- ❖ Delivery of Legal Services Clinic
- ❖ Democracy and the Rule of Law Clinic
- ❖ Education Law Clinic: Externships
- ❖ Education Law Clinic: Individual Representation
- ❖ Education Law Clinic: Legislative and Administrative Lawyering
- ❖ Emmett Environmental Law and Policy Clinic
- ❖ Employment Law Clinic
- ❖ Federal Tax Clinic (LSC)
- ❖ Food Law and Policy Clinic
- ❖ Government Lawyer: Attorney General Clinic
- ❖ Harvard Immigration and Refugee Clinical Program
- ❖ Harvard Negotiation and Mediation Clinic
- ❖ Health Law and Policy Clinic
- ❖ Housing Law Clinic (LSC)
- ❖ International Human Rights Clinic
- ❖ International Human Rights Clinic – Advanced
- ❖ Judicial Process in Trial Courts Clinic
- ❖ Litigating in the Family Courts: Domestic Violence and Family Law Clinic (LSC)
- ❖ Mediation Clinic
- ❖ Predatory Lending and Consumer Protection Clinic (LSC)
- ❖ Transactional Law Clinics
- ❖ Veterans Law and Disability Benefits Clinic (LSC)

Registration Basics (Continued)

Students must log in to Helios during clinical registration preferencing and submit their ranked clinical preferences.

Students may submit a maximum of 6 clinical preferences.

Students do not preference the associated clinical course component when submitting their clinical preferences. Students who are enrolled in a clinic through clinical registration preferencing will also be enrolled in the required clinical course component.

- All students are assigned a random registration ID. Preferences are processed in registration ID order. Registration IDs are re-assigned before each preferencing round.
- You should preference the clinic (and semester) that you want the most as your #1 bid.
- It is not guaranteed that you will be enrolled in your #1 preference (it depends on your randomized spot in the algorithm and the popularity of your preference) - however, do not be discouraged if you are waitlisted!
- For any clinic that you preference during registration, but are not enrolled in, you will be waitlisted for.
- **Students may not be enrolled in the same clinic twice through Helios.**

Registration Basics (Continued)

Example of Registration Preferencing – Clinics:

***Please Note: This example is purely hypothetical for demonstrational purposes. It does not indicate actual chances of enrollment.**

Preference #1. International Human Rights Clinic - Fall

Preference #2. International Human Rights Clinic - Spring

Preference #3. Cyberlaw Clinic - Fall

Preference #4. Cyberlaw Clinic - Spring

Preference #5. Veterans Law and Disability Benefits Clinic – Spring

Round 1/Pass 1: Preferences processed from lowest registration ID to highest. Enrolled in preference #1, International Human Rights Clinic – Fall.

Round 2/Pass 1: Preferences processed from highest registration ID to lowest. Preference #2, International Human Rights Clinic – Spring (already enrolled in International Human Rights Clinic – Fall), student skipped and waitlisted for International Human Rights Clinic - Spring, moves on to next student.

Round 2/Pass 2: Preferences processed from highest registration ID to lowest. Start again with the next preference for each student who did not receive an enrollment in Round 1, Pass 1. Student already enrolled in fall clinic, waitlisted for preference #3, Cyberlaw Clinic – Fall, moves on to next student.

Round 2/Pass 3: Preferences processed from highest registration ID to lowest. Start again with the next preference for each student who did not receive an enrollment in Round 2, Pass 2. Enrolled in preference #4, Cyberlaw Clinic – Spring.

Round 3/Pass 1: Preferences processed from lowest registration ID to highest. Student already enrolled in spring clinic, waitlisted for preference #5, Veterans Law and Disability Benefits Clinic – Spring.

Registration Basics (Continued)

Add/Drop and Waitlists

Add/Drop

Add/Drop only applies to clinics included in clinical registration preferencing.

As soon as preferencing results are released, add/drop begins – students may drop any clinic they were enrolled in through preferencing, and add to any clinics that have open seats.

The add/drop period for a clinic ends at the clinic's drop deadline.

Waitlists

Clinical waitlists move significantly once registration results have been released. Students are encouraged to stick it out on waitlists for clinics that they are interested in – there is a good chance that waitlist offers will be received before the start of the relevant semester!

Once preferencing results are released, students may add to any clinic waitlists they are not already on.

Waitlists will continue to process up through the clinic's drop deadline.

If you ever have questions about the chances of getting off a waitlist for a particular clinic, please contact us!

Frequently Asked Questions

Basic Questions

What counts as clinical work?

Clinical work must be legal, and involve the application or interpretation of law, the formulation of legal policy, the drafting of legislation or regulations, or legal advocacy or representation. It should not be clerical in nature. All work must be supervised by a licensed attorney or a law professor. Work on political campaigns does not count for clinical credit, but may count for the pro bono requirement if the work is legal.

Who can take clinical placements?

Students must complete their first year of law school before participating in a clinical at HLS. Due to Massachusetts rules on representing clients in criminal proceedings, two clinics require students be in their 3L year: the Criminal Justice Institute and the Criminal Prosecution Clinic (ITA Prosecution Perspectives). Some clinics have additional restrictions and course pre-requisites. All clinics must have a classroom component (either co- or pre-requisite); check each clinic's description in the HLS course catalog.

Connection to Courses

Do I have to take a class in order to do a clinic?

All clinics must be taken in connection to a class, which will provide the substantive background to your clinical work. When you enroll for a clinic, carefully review the clinic description to find out what the class component is for the clinic.

In most instances, clinic enrollment is “bundled” with a particular class where the class and clinic are always added and dropped together (e.g. the Cyberlaw Clinic and the Cyberlaw Clinical Seminar). In other cases, you will need to sign up separately for the class (e.g. the Sports Law Clinic).

In a few situations, there are class seats reserved specifically for clinic students, and the Office of Clinical and Pro Bono Programs will take care of your enrollment in these courses. However, students who enroll in a course under a reserved clinical seat will lose their seat in the course should they choose to drop the clinic. The clinic description will indicate which course(s) you must take and whether enrollment is bundled, separate, or if it's separate but there are class seats reserved for clinic students.

I'm in a class that has a clinical option. How do I sign up for the clinical?

Clinic enrollment is separate from course enrollment, unless the class and clinic are bundled. You can search for clinics in the course catalog within Helios.

Are there any prerequisites for clinicals?

Few clinics have pre-requisites, but if you are looking to do a clinical that includes court practice, Evidence or Trial Advocacy Workshop is most likely a pre-requisite or co-requisite. The clinic description in the HLS Course Catalog will list pre-requisites and co-requisites.

Can I continue working on my clinical cases/projects in a subsequent semester?

Yes, students who complete the original course and clinical can arrange to continue clinical work in a subsequent semester (even into another year) by applying for an advanced clinical. Approval of the clinical supervisor and the clinic's faculty director is required.

Adding and Dropping

How do I add a clinic?

Most clinics are available to add through Helios. For clinics that require an application, the Office of Clinical and Pro Bono Programs will enroll you in the clinic once you have been accepted.

If I drop a clinic, can I stay in the class?

If you enrolled in the class as a direct result of your clinic enrollment (i.e. the clinic was bundled with the class, or you received priority into the class as a clinic student), then you must also drop the class.

Are all clinics in clinical registration?

Some clinics are by permission and cannot be added through clinical registration or during Add/Drop on Helios. Enrollment instructions for By-Permission clinicals are explained in the clinic descriptions. Independent clinicals and continuing clinicals require applications and are by-permission.

What if I drop after the clinical add/drop deadline?

Clinics line up clients, cases, and projects well before the semester begins, and depend on enrolled students to determine how many cases to take. Thus, clinics have add/drop deadlines that are **earlier** than non-clinical courses.

Dropping after the clinic's add/drop deadline results in a "Withdrawal" notation on your transcript. If you drop a clinic, you are dropped from both the clinical course and the clinic.

Placements

If I already went through the security clearance process for the U.S. Attorney's Office, do I have to do it again?

Yes. Typically security clearances for the U.S. Attorney's Office last for 3 months.

Can I receive transportation assistance to get to my clinical placement?

The Office of Clinical and Pro Bono Programs does not offer transportation assistance. However, you can sign up for discounted T passes through the Dean of Students Office before the semester begins. The Legal Services Center (LSC) in Jamaica Plain also offers their clinical students some limited financial assistance for travel.

Does transportation time count towards my clinical hours?

Travel time does not count towards your clinical hours.

I heard I can be certified to appear in court - how does that work?

Under the Massachusetts Supreme Judicial Court Student Practice Rule 3:03, J.D. students in their second and third year may appear in court in legal matters if certain criteria are met. In general, students must work under the direct supervision of a Massachusetts licensed attorney, be involved in a clinical program, and enrolled full time and in good standing with the law school. 2L students can only appear in court in civil matters; 3L students may appear in civil or criminal matters.

If court appearances are required for your clinical work, contact the Office of Clinical and Pro Bono Programs to determine if you are eligible for student certification (in-house clinics that involve court practice often arrange certification for all eligible students in the clinic). If you are eligible, the Office of Clinical and Pro Bono Programs will arrange for your certification. Please send inquiries to clinical@law.harvard.edu approximately 3-4 weeks before any court appearance.

Clinical Credits and Work Schedules

How many clinicals can I take in a semester?

You may only take one clinical per semester.

What is the maximum number of clinical credits I can take?

In the fall and spring semesters, there is a limit of 5 clinical credits. In the winter term, there is a limit of 2 clinical credits. J.D. students may take up to 16 clinical credits, which is the maximum that can count towards the degree requirement for the J.D. degree (52 upper-level credits are needed to graduate). Students who have questions about this policy should contact the Assistant Dean for Clinical Programs, Lisa Dealy. Combining clinical, cross-registration, and written work credits, up to 16 credits can count towards the J.D. degree requirement. Review the HLS Academic Handbook for more information on degree requirements.

How can I change my clinical credits?

Up until the clinic's drop deadline, you may adjust your clinical credits through Helios.

You can still change your clinical credits after the drop deadline by emailing Maggie Bay in the Office of Clinical and Pro Bono Programs up until the following dates:

Fall 2018 – October 9, 2018

Spring 2019 – February 19, 2019

Can I work from home?

You must fulfill all of your clinical work hours on-site at your clinical placement, if it is located on campus or in the Boston area. Any exceptions or deviations must be discussed in advance with your supervisor and the Office of Clinical and Pro Bono Programs.

Do I have to make up holidays or vacation weeks?

You are responsible for consistently working the required number of hours each week throughout the semester, with exceptions for the December holidays and spring break week. During these excused absences, which you should coordinate in advance with your placement supervisor, you are required to ensure that all casework is covered and that clients are aware of your absence. Any unplanned hours missed from your weekly schedule of clinical work must be made up within a reasonable period of time on a schedule developed in conjunction with your clinical supervisor.

Do my clinical credits count towards my pro bono requirement?

Clinical work that is for a non-profit or government entity will count for the pro bono requirement. Clinical credits are automatically converted into pro bono hours and placed on students' records at a set rate of 48 hours per clinical credit after grades are submitted. Please contact us if you have questions about your clinical qualifying for the pro bono requirement.

HLS Written Work Requirement

Clinical writing and attorney work product from your clinical placement may satisfy option 2 of the HLS Written Work Requirement. Please see the Written Work Requirement for more information and forms.

Please note: Your Clinical Faculty Director - or for externships, your Clinical Supervisor - must sign off on the form.

Clinical Email System Policy

All students are assigned a clinical email account.

Students should not use their regular HLS or personal email accounts for clinic, externship or pro bono work.

The clinic email account has extra security measures in place to protect the confidentiality and integrity of privileged client communication and case information. These measures protect the student, the supervisor, and the clients from inadvertent disclosure of confidential information. This email account should never be used for personal or other matters unrelated to clinical work.

Please visit the [Clinical Email System Policy](#) page for the complete policy.

Accessibility Resources

Harvard Law School is committed to the full inclusion of students with disabilities in the life of the University. Students who request accessibility resources or accommodations in any of HLS's Clinical and Pro Bono Programs may work with Accessibility Services in the Dean of Students Office. If you are a student with a documented disability and you are requesting accommodations in any of HLS's Clinical and Pro Bono Programs, please contact HLS Accessibility Services to register for and discuss accommodations.

Client Confidentiality and Professional Conduct

What kind of guidelines do I follow as a student attorney?

In order for HLS students to practice law, you must be practicing under the auspices of an HLS clinic or SPO. You may not identify yourself as an attorney or give the impression to clients that you are an attorney, even though you have all the responsibilities and obligations of an attorney. Always advise clients and others that you are a law student. If someone mistakenly refers to you as an attorney or otherwise indicates that they think you are an attorney, you must clarify that you are a student. The Massachusetts Rules of Professional Conduct or the rules or codes of the particular jurisdiction of your placement apply to you. Please make sure that you are familiar with these rules and can access them during the semester. When questions or problems arise, there are many resources available to you, including your supervising attorney and the Office of Clinical and Pro Bono Programs. Learn more at the Dean of Students page.

Are there any confidentiality issues I should know about?

The majority of students enrolled in a clinic are working in a law office environment, practicing under a special court rule. Because of this, you are bound by the same “attorney/client” confidentiality rules as staff at each placement site. While most clinical placements will address confidentiality issues with you, please feel free to raise any questions or concerns you may have with your supervisor.

We recommend the following as a starting point for dealing with client confidentiality:

At all times, assure the client that all matters discussed relating to his or her legal problem and all written materials relative to the client or case are confidential. This also applies to potential clients you interview who are seeking legal advice.

At the beginning of your clinical work, discuss any potential conflicts of interest with your supervisor, including any prior knowledge or legal work you may have accomplished on behalf of an opposing party.

Do not refer to a client by name, provide identifying information or talk

about details of the case in common areas of the office (reception area, hallway, elevators) where other clients or visitors may overhear you. This same rule applies when you are outside of the office (e.g., at a local restaurant), or when you're in a law school setting such as a class. Although we encourage the integration of clinical work into the classroom, you must never write a law school paper or exam, or provide your professor with case file documentation containing the client's name or other identifying information about the case or client.

Handle case files carefully to avoid breaching client confidentiality. Whenever possible, case files and case-related documents should be kept in a filing cabinet, not on a desktop, where confidential information could be viewed by anyone walking by. Case files belong to the clinic and as such, all case/client related papers, files, emails, and electronic documents must be returned to the clinic by the end of the semester.

Clinic Contact Information

**Looking for more information about specific clinics?
Reach out to them directly! They would love to hear from students
and are happy to answer any questions you may have.**

In-House Clinics:

Criminal Justice Institute – Administrative Director, Amy Soto (asoto@law.harvard.edu)
Crimmigration Clinic (of the HIRC) – Clinical Instructor, Phil Torrey (ptorrey@law.harvard.edu)
Cyberlaw Clinic – Project Coordinator, Hannah Hilligoss (hhilligoss@cyber.harvard.edu)
Education Law Clinic: Individual Representation – Program Administrator, Alex Horn (ahorn@law.harvard.edu)
Education Law Clinic: Legislative and Administrative Lawyering – Program Administrator, Alex Horn (ahorn@law.harvard.edu)
Emmett Environmental Law and Policy Clinic – Staff Assistant, Jackie Calahong (jcalahong@law.harvard.edu)
Federal Tax Clinic (LSC) – Paralegal, Maryna Sticksel (msticksel@law.harvard.edu)
Food Law and Policy Clinic – Administrative Director, Laura Johnston (ljohnston@law.harvard.edu)
Harvard Immigration and Refugee Clinical Program – Program Administrator, Jordana Arias (jarias@law.harvard.edu)
Harvard Legal Aid Bureau – Administrative Director, Susana Arteta (sarteta@law.harvard.edu)
Harvard Negotiation and Mediation Clinic – Program Coordinator, Tracy Blanchard (tblanchard@law.harvard.edu)
Health Law and Policy Clinic - Administrative Director, Laura Johnston (ljohnston@law.harvard.edu)
Housing Law Clinic (LSC) – Clinical Instructors, Maureen McDonagh (mmcdonagh@law.harvard.edu) and Julia Devanthery (jdevanthery@law.harvard.edu)
International Human Rights Clinic – Program Assistant, Debbie Frempong (dfrempong@law.harvard.edu)
International Human Rights Clinic – Advanced - Program Assistant, Debbie Frempong (dfrempong@law.harvard.edu)
Litigating in the Family Courts: Domestic Violence and Family Law Clinic (LSC) – Clinical Instructor, Nnena Odim (nodim@law.harvard.edu)
Mediation Clinic – Clinical Instructor, Cathy Mondell (cmondell@law.harvard.edu)
Predatory Lending and Consumer Protection Clinic (LSC) – Clinical Instructors, Roger Bertling (rbertlin@law.harvard.edu), Toby Merrill (tomerrill@law.harvard.edu), Eileen Connor (econnor@law.harvard.edu)
Transactional Law Clinics - Program Administrator, Alex Horn (ahorn@law.harvard.edu)
Veterans Law and Disability Benefits Clinic (LSC) – Faculty Assistant, Ebony Griffin (egriffin@law.harvard.edu)

Externship Clinics:

Capital Punishment Clinic – Liz Solar (esolar@law.harvard.edu)
Child Advocacy Clinic – Assistant Director, Crisanne Hazen (chazen@law.harvard.edu)
Criminal Prosecution Clinic (ITA Prosecution Perspectives) - Liz Solar (esolar@law.harvard.edu)
Delivery of Legal Services Clinic - Liz Solar (esolar@law.harvard.edu)
Democracy and the Rule of Law Clinic – Lecturer on Law, Ben Berwick (bberwick@law.harvard.edu)
Education Law Clinic: Externships – Lecturer on Law, Susan Cole (scole@law.harvard.edu)
Employment Law Clinic – Lecturer on Law, Steve Churchill (schurchi@law.harvard.edu)
Government Lawyer: Attorney General Clinic - Liz Solar (esolar@law.harvard.edu)
Government Lawyer: Semester in Washington Clinic – Lecturer on Law, Johnathan Wroblewski (jwroblewski@law.harvard.edu)
Government Lawyer: United States Attorney Clinic - Liz Solar (esolar@law.harvard.edu)
Judicial Process in Trial Courts Clinic – Faculty Assistant, Steven Trothen (strothen@law.harvard.edu)
Sports Law Clinic - Liz Solar (esolar@law.harvard.edu)
Supreme Court Litigation Clinic – Maggie Bay (mbay@law.harvard.edu)