

**CIVIL LAW CLINIC**  
**UNIVERSITY OF ALABAMA SCHOOL OF LAW**  
**LAW 665-004**  
**Syllabus: Fall 2010**

Director: Prof. Anne Sikes Hornsby  
348-0262 (work direct dial)  
706-5129 (cell)  
752-8567 (home)  
[ahornsby@law.ua.edu](mailto:ahornsby@law.ua.edu)

Civil Law Clinic  
Admin Assistant: Kim Stewart  
[kstewart@law.ua.edu](mailto:kstewart@law.ua.edu)  
348-4960 (public clinic number)  
348-6851 (fax)  
348-7291 Civil Clinic A142

Supervising Atty: Jessica Varnon Tubbs  
[jtubbs@law.ua.edu](mailto:jtubbs@law.ua.edu)  
348-8239 (work direct dial)  
205-492-3216 (cell)

Regular Class Schedule

Monday 3:30-4:40 Clinic A142 (large conference room)  
Wednesday 2:00-3:25 Clinic A137 (workroom)

Other class times may be scheduled on an as-needed basis, especially early in the semester to get started, and location may change for certain classes. Monday classes will be the seminar portion of the course. Wednesday class meetings will be case staffing and case rounds sessions.

Intake interviews:

Each student will be required to staff intake interviews for a block of two hours each week from August 30 through November 15. You will be assigned the interview times in pairs, based on overall schedules and needs.

Course Requirements:

- Each student will maintain a caseload for which the student will be responsible for all aspects of case management, including client and adverse party communications, development of case theory, legal research, legal drafting, internal office filing (paper and electronic database), case scheduling, and representation of the client in negotiations, hearings or trials as needed.
- Each student is responsible for arranging and attending weekly supervisory meetings with the Director and/or Staff Attorney on every case to which the student has been assigned.
- Students will participate in client intake and office hours at the clinic.
- Students will collectively attend a weekly case rounds meeting, at which cases received on intake that week or in progress will be assigned or discussed.
- Students will participate in classroom exercises to learn and develop lawyering skills.
- Students will attend to the administrative necessities of professional practice, including: compliance with AL student practice rules, completing confidentiality and conflicts forms, maintaining internal office paper and electronic database files, and keeping complete and detailed time sheets and phone logs.
- Students are expected to dedicate an average of 12-14 hours per week to Clinic work, but may require more or less depending on what is necessary to represent clients competently.

### Assignments and Participation

It is expected that you will attend all classes and meet other staffing and office assignments as set out in this Syllabus and the Orientation materials. If, for some unavoidable reason, you miss class, you should make every effort to let the Director know in advance. It will be your responsibility to make up class work and to obtain the information from any missed class. Everyone is expected to be prepared to participate in classroom activities and to discuss any assignments or readings. **Any assignments and reference materials will be sent to you or handed out in advance.**

#### Week 1

Aug. 16	M	3:30-4:40	A142	Introduction and Orientation  Sign up for intake hours, weekly meetings (bring calendar and schedule)
Aug. 18	W	2:00-3:25	A137	Clinic procedures (AMICUS system, file systems and maintenance, phones, fax, etc.)
Aug. 20	F	2:00-3:00	A137	Amicus computer training

#### Week 2:

WEEKLY MEETINGS BEGIN				
Aug. 23	M	3:30-4:40	A142	Interviewing Applicants/Clients
Aug. 25	W	2:00-3:25	A137	Witness Interviewing

#### Week 3:

INTAKE INTERVIEWS BEGIN				
Aug. 30	M	3:30-4:40	A142	Counseling clients and offering legal advice
Sept. 2	W	2:00-3:25	A137	Case Rounds (come prepared to discuss intakes, issues in pending cases)

#### Week 4:

Sept. 6	M	3:30-4:40	A142	LABOR DAY HOLIDAY
Sept. 8	W	2:00-3:25	A137	Case Rounds

#### Week 5:

Sept. 13	M	3:30-4:40	A142	Case Theory Development
Sept. 15	W	2:00-3:25	A137	Case Rounds

Week 6:

Sept. 20	M	3:30-4:40	A142	Fact Investigation and Analysis
Sept. 22	W	2:00-3:25	A137	Case Rounds

Week 7:

Sept. 27	M	3:30-4:40	A142	Discovery Strategies and Plans
Sept. 29	W	2:00-3:25	A137	Case Rounds

Week 8:

<b>MIDTERM MEETINGS AND EVALUATIONS</b>				
Oct. 4	M	3:30-4:40	A142	Direct and Cross Examination
Oct. 6	W	2:00-3:25	A137	Case Rounds

Week 9:

Oct. 11	M	3:30-4:40	A234	Evidence issues and trial exercises
Oct. 13	W	2:00-3:25	A137	Case Rounds

Week 10:

Oct. 18	M	3:30-4:40	A142	Trial Plans
Oct. 20	W	2:00-3:25	A137	Case Rounds

Week 11:

Oct. 25	M	3:30-4:40	A142	Negotiation
Oct. 27	W	2:00-3:25	A137	Case Rounds

Week 12:

Nov. 1	M	3:30-4:40	A142	TBA
Nov. 3	W	2:00-3:25	A137	Case Rounds

Week 13:

Nov. 8	M	3:30-4:40	A234	TBA
Nov. 10	W	2:00-3:25	A137	Case Rounds

Week 14

<b>** FINAL SUPERVISORY MEETINGS**</b>				
Nov. 15	M	3:30-4:40	TBA	Access to Justice issues
Nov. 17	W	2:00-3:25	A137	Case Rounds

Week 15:

Nov. 22	M	3:30-4:40		Final Case Rounds- review closed files and transfers; wrap-up and transitions.
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Week 16

Nov. 29				LAST DAY OF CLASSES – last day to turn in files
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The School of Law Honor Code, Grading Policies and other policies will be applicable to this class, and are available for review and reference at <http://www.law.ua.edu/students/>

Students with disabilities are encouraged to register with the Office of Disability Services, 348-4285, and to meet with Assoc. Dean Jenelle Marsh, 348-5750 or [jmarsh@law.ua.edu](mailto:jmarsh@law.ua.edu) . You are invited to see the Director to discuss accommodations and other special needs.

## Grading criteria for Clinic

Student performance in the law clinic will be monitored by clinic instructors through discussion and editing of student work product, and through weekly review of student case files. A student's grade will be based upon **performance in class** and **performance on their own cases**.

Classroom performance includes preparation for class and participation in classroom discussions and exercises, including case staffing and rounds.

Performance on cases will be evaluated by the following criteria:

1. Preparation and use of the law. Students must demonstrate knowledge and analysis of relevant statutory and regulatory provisions. Students must identify meritorious legal issues that need to be researched and pursued, and objectively assess the relative merits of alternative legal theories.
2. Development, analysis, and use of facts. Students must thoroughly investigate all pertinent facts and witnesses (favorable and unfavorable), obtain relevant documents through appropriate means, and develop and implement strategies for using the facts in client representation (including, where appropriate, introducing the evidence into a proceeding). Students must actively pursue information and make strategic decisions about how best to gather and use these materials.
3. Problem solving. Students must employ creative, thoughtful use of legal analysis and other information in order to identify client concerns/legal problems and objectives, and to generate alternative strategies and new ideas/approaches to achieve a client's goals.
4. Self-Reflection/Professional Development. Self reflection and awareness are essential to good lawyering, and students must strive to identify their own strengths and weaknesses, work to improve areas of weakness, and seek to ensure that areas of weakness do not impair the quality of client representation.
5. Legal writing. Students must prepare and draft written materials such as motions, pleadings, briefs, legal instruments, comments, and letters on behalf of their clients. Written materials should be well organized, clearly written, and persuasive.
6. Oral communication. Students must speak knowledgeably and persuasively on behalf of their clients during trials, hearings, meetings, or telephone calls. Oral presentations at public proceedings should be well-rehearsed with supervising attorneys, and presented in a convincing manner.
7. Time management. Students must prepare for proceedings and meetings in a

timely manner (respecting the time schedules of supervising attorneys, who must be involved in the hearing preparation). Students must practice good time management in utilizing available resources and managing competing priorities in the day-to-day work of the Clinic. Oral presentations and written materials must be prepared well in advance of deadlines. Students must share written materials with supervising attorneys sufficiently far in advance of the due date so that the materials can be reviewed and edited before submission. Students risk a lower grade if deficient work product is turned into a supervising attorney that requires the supervising attorney to engage in substantive lawyering efforts on the student's behalf in order that a client's case not be jeopardized.

8. Development of client relationships. Students must strive to develop positive and professional client relationships. The client/student lawyer relationship should function so as to: clearly delineate the role of client and attorney; identify, and seek to address, client needs and concerns; promote open and honest communication; bridge any personal or cultural gaps between the student lawyer and the client; and empower the client to make her own decisions about the case.
9. Clinic administrative procedures. Students must manage case files efficiently, and include all case information that is crucial to competent and effective representation of their clients. Students must follow the Clinic's procedures concerning timekeeping, supervisory check-ins, file maintenance (both well organized and current), and scheduling.
10. Professional behavior. Students are expected to act in a professional manner in the handling of client cases, and in the development of relationships with clients, opposing parties and attorneys, and third parties. Students must engage supervising attorneys in discussions regarding issues that arise in connection with cases or clients. Students must be punctual, and keep supervisors apprised of one's schedule and availability for Clinic work. Students must demonstrate a professional manner in answering phones, greeting clients, working with administrative support staff, and other responsibilities coming out of a professional office working environment.
11. Ethical Considerations. Students must be alert to the possibility of ethical problems, and bring such concerns and questions to the attention of the Clinic director and/or supervising attorneys immediately. Students must promptly and accurately recognize and resolve ethical dilemmas in their work with the Clinic and other law Clinics.