Hybrid Clinic Checklist

1) **Governing Documents**
   a) ABA Standards
   b) State Bar Rules
   c) Local Statutes

2) **Institutional Procedures**
   a) Proposal to the curriculum or other committee
   b) Faculty approval

3) **Community Partner**

4) **Space**
   a) Client interviews
   b) Student work

5) **Equipment**
   a) Computer
   b) Office supplies

6) **Malpractice Insurance**
   a) National Legal Aid & Defender Association (NLDA) Insurance Program--

7) **Support Staff**

8) **Conflict checks**

9) **Case selection**
   a) Issues?
   b) Time commitment?

10) **Training**
    a) Orientation
    b) Pre-clinic sessions
    c) Concurrent training

11) **Supervision**
    a) On-site attorney
    b) Professor

12) **Dates/Times**
    a) Policy for tardiness/absences

13) **Student selection and criteria**
    a) Perquisites
    b) 3rd Year?