

## 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--  
[http://www.nlada.org/Insurance/Insurance\\_Home](http://www.nlada.org/Insurance/Insurance_Home)

### **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) Prerequisites
- b) 3<sup>rd</sup> Year?