

TEXAS TECH UNIVERSITY SCHOOL OF LAW

Elma Moreno, Clinical Programs Office Manager, Texas Tech University School of Law,
Lubbock, TX (emoreno@law.ttu.edu or 806/742-3787, Ext. 222)

GUIDE TO ESTABLISHING AND IMPLEMENTING A PRO BONO WILLS PROJECT

1. Identify partnerships
 - a. Law School
 - b. Legal services provider
 - c. Community centers
2. Schedule clinic sites, dates, and times
 - a. Community centers
 - b. Law school clinical program offices
 - c. Schedule days and times
3. Schedule deadlines for students and orientation sessions and prepare material
 - a. Due date for questionnaire
 - b. Due date for draft of will and final will
 - c. Deadline for execution of will
 - d. Schedule orientation sessions and prepare information
4. Assignments during class
 - a. Student information form (see Form #1)
 - b. Team Name and assignments project form (see Form #2)
 - c. Distribute list of clinics (see Form #3) and deadlines (see Form #4)
 - d. Sign-ups for clinics (when project form turned in) (see Form #5)
 - e. Information on orientation sessions (see Form #6)
5. Publicize
 - a. Prepare flyers for distribution to all centers and social service providers
 - b. Prepare and mail public service announcements to radio, television, and newspaper
 - c. Make sure contact person/organization is listed for scheduling an appointment

6. Appointment scheduling
 - a. Screen for eligibility
 - b. Fill in appointment slots available
 - c. Confirm appointments with potential clients prior to appointment date

7. Prepare spreadsheet for each clinic (see Form #7)
 - a. Team Name
 - b. Due date for draft of questionnaire - name of student(s)
 - c. Name of student(s) conducting interview
 - d. Due draft for draft of will and final will - name of student(s)
 - e. Deadline for execution of will - name of student(s)