

LAW6940: Civil Clinic

Juvenile (6 credits), Spring 2018

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One Child, One Advocate, One Voice - Gator TeamChild Motto

Welcome to Gator TeamChild Juvenile Law Clinic. This canvas site will provide you with important information, assignments, course materials, links, etc. about the clinic. It is important to check this site daily. Class assignments may change and I may add material depending on the issues that are encountered during the representation of our clients. The initial canvas class schedule is preliminary and fluid.

CLASS MEETING TIMES & LOCATION

Classes will be held on Tuesdays and Wednesdays from 1:00 pm - 2:50 pm in the Virgil Hawkins Civil Clinic Room 101.

OFFICE HOURS

In the Gator TeamChild Juvenile Law Clinic, we have an open door policy. We enjoy teaching, supervising, and talking to interns. If you have questions please do not hesitate to stop by. Provided there is no conflict with court or client meetings, I will be available for an hour on Tuesdays and Wednesdays after our scheduled class time. You are welcome to schedule meeting by contacting me at rawls@law.ufl.edu

COURSE DESCRIPTION

The Gator TeamChild Clinic provides free legal services to children and gives students an opportunity to advocate for children regarding a broad spectrum of issues. The Clinic is a full service law firm, providing representation primarily in dependency, delinquency and educational proceedings.

COURSE OBJECTIVES

The objective of this course is to prepare students for the practice of law. You will learn and apply essential lawyering skills through the representation of children in various legal proceedings.

At the conclusion of the course you will know how to:

1. Assist clients in achieving their objectives
2. Synthesize convoluted information and material
3. Develop persuasive arguments
4. Interact with professionals from various agencies and in opposing positions

5. Speak appropriately in various court proceedings
6. Draft and file basic motions
7. Utilize law office case management systems
8. Navigate complex systems embedded within various administrative agencies

COURSE MATERIALS

Florida Rules of Judicial Administration and Juvenile Procedure, 2017 Edition (required)
Florida Juvenile Law and Practice, Fourteenth Edition (recommended)

GRADES & EVALUATION

This course is graded Satisfactory or Unsatisfactory. For Further information on current UF LAW grading policies, see: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx> (Links to an external site.) Your grade will be based on written assignments, class participation, management of case assignments (see minimum case requirements below) and class attendance. There is no final exam. A S+ will be **awarded to students who perform exceptionally throughout the semester.**

ATTENDANCE POLICY

Class attendance is mandatory. You will be representing real people and appearing in court. Class time will be used to prepare you to provide competent representation. Unavoidable incidents will be excused. If you must miss class due to documented illness, religious holidays, or an emergency notify your supervising attorney immediately. If possible give the supervising attorney advance notice of your absence. Requirements for class attendance and make-up assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx> (Links to an external site.)

EXPECTATIONS

Time Requirements. Gator TeamChild operates simultaneously as a law office and as a classroom. It is engaged in the practice of law— representing children with real problems—and educating future lawyers in the basic skills of their profession. During the semester, you will assume full responsibility for cases. The Civil Clinic is the equivalent of a part - time job. You should expect to spend 24 hours a week to fulfill clinic responsibilities. **Even after classes end, students are responsible for handling their cases.** This means you must be available for clients and cases over semester breaks and until the next semester begins, when the cases are formally transferred to the new legal interns.

- Class: These meetings will be held on Tuesdays and Wednesdays from 1:00 pm – 2:50 pm. At the beginning of the semester the time will be used to cover substantive areas of juvenile law and completing assignments that will prepare you to handle cases. Later in the semester this time will be used for the following: to conduct grand rounds, additional skills training, presentations by invited guests, discussion of hot topics and court house and jail visits.
- Team Meetings & Firm Meeting: Two hours each week will be dedicated to team meetings and firm meetings. Your professor, our social worker and your clinic partner will participate in Team Meetings. You and your partner will meet for one hour with your professor and the other one hour will be spent with other members of the firm and the social work team. At the team meeting with the supervising attorney, we will discuss the details of your cases, problems and concerns you may have, how to divide up your work, and other matters that we need to discuss to keep you and your case on track. This is also time for the supervising attorney to give you feedback on your performance. During the Firm Meetings we will work together as a firm to address issues that are common among all teams or novel issues that need more attention.

- **Office Hours:** You must set aside at least ten hours per week to be in the office. Your office hours must be distributed over at least four days. Our cases are somewhat unpredictable, and we have busy times and slow times. It is not unusual to spend more than ten hours in the office.
- **Other Events:** Court hearings, staffings, educational meetings, and some client appointments are often scheduled at odd and unpredictable times. These events may require you to work outside of the times that you typically set aside to do client work. If you have a conflict with another College of Law class, see me as soon as you determine that you have a problem so we can work it out. As an attorney, it is your responsibility to set your own schedule to minimize conflicts.

Preparation. Adequate preparation includes identifying and researching issues in your case. We assume that you have read, understood, and digested any assigned material before class. Bring your files (in up to date, working order) to all Team Meetings. Complete all written assignments **ON TIME**. Extensions for completion of work will be assessed on a case by case basis. Late assignments will be considered when determining the end of the semester grade.

Participation. Agreement, disagreement, intelligent debate, and thoughtful argument are encouraged. We will brainstorm on every case. Bring your ideas and share them. We believe this is the way to give our clients our best. Students often disagree with each other, and with their supervisors, on how a case should be handled. Our cases often have an emotional aspect. **We must always treat each other with respect, consideration and professionalism.** We will allow you to make the final decisions on your cases to the greatest extent that we can and still avoid disbarment.

Minimum Case Requirements. Our minimum case requirements include:

- Attendance at **ALL** hearings, depositions, negotiation conferences, client meetings, and other client events at which you are primary counsel;
- Attendance at all hearings, depositions, negotiation conferences, and other significant client meetings and events conducted by your teammate. (Routine client meetings handled by your teammate, such as those needed to sign pleadings, are exempted from this requirement);
- Adequately preparing for court appearances and client meetings and other major case events such as depositions, negotiations, and significant client counseling sessions;
- Appropriate and timely handling of case tasks as they are identified by you, your teammate, and your supervisor at team meetings. Deadlines for task completion will typically be discussed and arranged at these meetings;
- Maintaining regular office hours in the Clinic Suite;
- Proper management of client files, both hard files and Clio files; and
- Professional representation of clients at all times.

FIRST WEEK ASSIGNMENTS

In preparing for your semester as a Certified Legal Intern, you should begin by reviewing and completing the First Week Assignments. The First Week Assignments are available [here](#). Please review the assignments carefully and pay attention to the dates as some of the assignments are due later than others. In addition, I have included readings and materials to assist you in becoming familiar with issues that are ripe and relevant in the area of law you will be immersed in throughout the semester, rules that will govern your behavior as you begin practicing law under your certified legal intern status, and standards for interviewing and counseling child clients.

WRITTEN ASSIGNMENTS

The clinic requires a fair amount of writing (even without taking client work into account). The primary goal of your written assignments is to inspire you to think about and learn from what you have done and seen. Reflecting critically on theory and behavior is a central component of the Clinic experience.

The old saying “learn by doing” is popular and seems true on its face, but it is only partially true. The “doing” is important, but the digestion of the experience, the extraction of every ounce of learning, is where lawyering skills develop.

Motions. At the beginning of the semester you will be required to complete 7 drafting assignments for Ashley Boyle. These assignments will consist of drafting motions, orders, and notices. The purpose of the assignment is to expose you to the following: (1) office practice when drafting documents, (2) documents that you may be required to draft for your real clients and (3) the process and procedures for filing documents with the court.

Billable Hours. Beginning the third week of classes, I expect to receive your hours **each Monday by noon**. You **must** submit your hours, in a form similar to the way you would bill a client. That includes date, activity (in detail), and time spent on the activity. For example, a notation that says, “Research, one hour” is not acceptable. “Date, Case Name, Research on the issue of right of child to child support in guardianship case; 1 hour” is acceptable. See [Billable Hours Instructions](#) for a detailed explanation for billing your hours. The billable hour form is available here [Billable Hours Template updated.xls](#).

First Case Analysis. I will assign each student a case to review and analyze. Follow the [First Case Analysis Instructions](#) as you begin to analyze the assigned case. You will be required to prepare a written summary of your findings. This summary will be the outline that you will use to present your case during the Grand Rounds.

Reflection Papers. You will be asked to reflect on experiences throughout the semester. You will have the opportunity to choose three experiences upon which you will elaborate on what you learned and observed. One paper must focus on an experience with a client in which you intentionally utilized specific interviewing or counseling techniques.

Mid-Term Evaluation. Each student will submit a mid-term evaluation, approximately two double-spaced typed pages, which outline: (a) what skills you need to improve, (b) which areas need more explanation by the instructor, and (c) what goals you have set for the rest of the semester.

Looking Back Paper. Each student will also submit a final paper. Your paper will include a review of your performance, areas in which you hope to improve, and your impressions of the clinical experience and how it can be improved. There is no page length requirement; we are looking for quality, not quantity. See [Looking Back Paper Issues to Address](#) for the topics that must be covered in completing the Looking Back Paper.

Transfer Memos. Prior to the end of the semester you will be required to write a transfer memo for the cases assigned to your team. See [Guidelines for Writing Transfer Memo](#). Transfer memos **MUST** be completed for you to receive a passing grade in the course.

Portfolio. At the end of the semester you must submit a collection of the work that demonstrates what you have done and learned throughout the semester. The portfolio should include, but is not limited to, billable hours, written assignments, reflection papers, research assignments, class discussion notes, self-evaluation, and GTC accomplishments.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester. <https://drc.dso.ufl.edu/>

ONLINE COURSE EVALUATIONS

Students are expected provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu> (Links to an external site.)Links to an external site.. Evaluations are typically open during the last two or three weeks of the semester, but students will receive notice of the specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/> (Links to an external site.)

COURSE ETHICS

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with your professor. The student honor code can be located at <https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/> (Links to an external site.)

HEALTH AND WELLNESS

U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies. <http://www.counseling.ufl.edu/cwc/Default.aspx> (Links to an external site.)

Sexual Assault Recovery Services (SARS): Student Health Care Center: 392-1161.

University Police Department: 392-1111 (or 9-1-1 for emergencies). <http://www.police.ufl.edu/> (Links to an external site.)

Below is a list of classes and assignments. When you click on a class or assignment, it will open a window in the calendar which provides further information. You can also access our classes and assignments through the calendar directly. I am still in the process of updating the class and assignment descriptions so don't be alarmed if you touch on a class or assignment and there is no information describing what you should do. This information will be updated prior to the start of classes.

Course Summary:

Date	Details	
Mon Jan 8, 2018	6 Questions Related to Delinquency & Dependency	due by 11:59pm
	Semester Goals	due by 11:59pm
Tue Jan 9, 2018	Introduction to GTC	1pm to 3pm
	Resume	due by 1pm
Wed Jan 10, 2018	An Overview of Delinquency Court	1pm to 3pm
	Delinquency Statute Review	due by 1pm
Fri Jan 12, 2018	GTC Office & Technology Orientation	9am to 12pm
Tue Jan 16, 2018	Delinquency Process: Arrest, Detention Hearings, and Diversion	1pm to 3pm
	Motion Practice Assignments - Introduction & Instructions	1pm to 2:50pm
	Dependency Statute Review	due by 1pm
Wed Jan 17, 2018	Delinquency Process: Pleas, Adjudicatory Hearings, Disposition and Commitment.	1pm to 3pm
Fri Jan 19, 2018	Ashley Boyle Motion Assignment #1	due by 5pm
	Technology Assignment	due by 5pm
Mon Jan 22, 2018	Begin Recording Billable Hours	8am
Tue Jan 23, 2018	Motion Practice: Introduction to the Court, Notice of Appearance, Consent to Represent CLI.	1pm to 3pm
	First Case Analysis - Case Assignments	1pm to 2:50pm
	Case Assignment Survey	due by 1pm
Wed Jan 24, 2018	Dependency Process: Shelter Hearing and Disposition Hearing.	1pm to 3pm
Fri Jan 26, 2018	Ashley Boyle Assignment #2	due by 5pm
	Ashley Boyle Assignment #3	due by 5pm

Date	Details	
	Ashley Boyle Assignment #4	due by 5pm
Tue Jan 30, 2018	Dependency Process: Judicial Review and Permanency Hearings.	1pm to 3pm
Wed Jan 31, 2018	Handling GTC Cases	1pm to 3pm
Fri Feb 2, 2018	First Case Analysis Assignment - Due	due by 5pm
Tue Feb 6, 2018	First Case Analysis - Presentations	1pm to 2:50pm
Wed Feb 7, 2018	Motion Practice: Motion to Continue and Notice of Discovery	1pm to 3pm
Fri Feb 9, 2018	Ashley Boyle Assignment #5	due by 5pm
	Ashley Boyle Assignment #6	due by 5pm
	Ashley Boyle Assignment #7	due by 5pm
Tue Feb 13, 2018	First Case Anlysis Presentations	1pm to 2:50pm
Wed Feb 14, 2018	Motion Practice: Medication Authorization, Notice of Hearing, and Notice of Filing	1pm to 3pm
Tue Feb 20, 2018	Sealing & Expunging Records	1pm to 3pm
Wed Feb 21, 2018	Tour Alachua Regional Juvenile Detention Center	1pm to 3pm
Fri Feb 23, 2018	Mid Term Paper	due by 5pm
Tue Feb 27, 2018	Child Development	1pm to 3pm
Wed Feb 28, 2018	Road to Independence and Extended Foster Care	1pm to 3pm
Mon Mar 5, 2018	Spring Break Begins	12am
Tue Mar 13, 2018	Mental Health and Disabilities	1pm to 3pm
Wed Mar 14, 2018	Transferring Children to Adult Court	1pm to 3pm
Tue Mar 20, 2018	Tour Alachua County Jail	1pm to 2:50pm

Date	Details	
Wed Mar 21, 2018	Case Rounds 1 and Hot Topics	1pm to 3pm
Tue Mar 27, 2018	Substantive Area Juvenile Law: Special Education Advocacy	1pm to 3pm
Wed Mar 28, 2018	Case Rounds 2 and Hot Topics	1pm to 3pm
Tue Apr 3, 2018	Substantive Areas Juvenile Law and Procedures: School Discipline	1pm to 3pm
Wed Apr 4, 2018	Case Rounds 3 and Hot Topics	1pm to 3pm
Fri Apr 6, 2018	Draft of Transfer Memos	due by 5pm
Tue Apr 10, 2018	Lawyers & Self Care & Transferring GTC Cases	1pm to 3pm
Wed Apr 11, 2018	Case Rounds 4 and Hot Topics	1pm to 3pm
Tue Apr 17, 2018	Ethical and Professional Responsibilities	1pm to 3pm
Wed Apr 18, 2018	Reflection on Clinical Experience and Professional Accomplishments	1pm to 3pm
Fri Apr 20, 2018	Transfer Memos	due by 5pm
Wed Apr 25, 2018	GTC Accomplishments	due by 5pm
	GTC Portfolio	due by 5pm
	Looking Back Paper	due by 5pm
	Self Evaluation	due by 5pm