

LAW6940: Civil Clinic

Juvenile (9 credits), Spring 2018

Professor Meshon Rawls
105K Bruton-Geer Hall
(352) 273-0813 (office)
(352) 392-0414 (fax)
rawls@law.ufl.edu (faculty email)
rawls.m@uflawclinics.org (client email)

Tiffany Castellanos, LCSW
105G Bruton-Geer Hall
(352) 273-0822 (office)
(352) 392-0414 (fax)
castellanos.t@uflawclinics.org

Coreen Yawn, Legal Assistant
yawn.c@uflawclinics.org

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

Welcome to Gator TeamChild Juvenile Law Clinic. The clinic is divided into two components. There is a PRACTICE component and SKILLS component. You are registered for 9 credits and required to complete both the PRACTICE AND SKILLS component. Similar to an apprenticeship, you will learn and enhance lawyering skills while simultaneously representing clients. In an effort to be very clear about what you are accomplishing throughout the semester, you will have classes and assignments geared specifically towards the PRACTICE component and classes and assignments geared specifically towards the SKILLS component. You must read the syllabus in its entirety to understand what is required to satisfactorily complete the course.

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 a meeting by contacting me at rawls@law.ufl.edu.

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.)Links to an external site.. Your grade will be based on written assignments, class participation, management of case assignments (see minimum case requirements below), quality of preparation and performance during class exercises and role plays 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.)

PRACTICE COMPONENT:

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.

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)

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.

SKILLS COMPONENT:

CLASS MEETING TIMES & LOCATION

Classes will be held on Thursdays in the Virgil Hawkins Civil Clinic Room 101. The time will be determined after a review of the schedules of all the students who are enrolled in the course.

COURSE DESCRIPTION

The SKILLS component of the course will track what you would have learned in the Interviewing and Counseling for Civil Clinics (also known as IC3). You will learn the theory behind the skills and models of how to apply them. Then, you will actually practice the skills through simulated client conferences. The lectures will be delivered via the web. You will be required to view the recorded lectures prior to practicing specific skills and completing specific assignments. To reinforce what you learned from the recorded lectures and assignments, during class we will discuss what you learned and engage in intense hands on practice, in which your classmates and your professor will critique your performances.

The SKILLS component is divided into modules. The introduction, interviewing, and counseling modules need to be done in the order presented. The other modules can be done out of order. All must be done on or before the stated deadlines or corresponding class.

Most of these modules will also have a web component containing a recorded lecture, slide show, video snippets, and other content. You will be provided links here on canvas. Note that you will be assigned to reflect on and respond to readings, videos, hypotheticals, etc. More information can be found in the assignments themselves. Some assignments may require you to video your performances for later review. As you refine your skills, you will conduct out of class complete interview and counseling conferences with an assigned partner, then meet with your professor for critique. Again, more information can be found in the assignments themselves.

COURSE OBJECTIVES

By the end of this course, you should possess fundamental skills in the following:

1. Planning the interview
2. Introducing yourself and beginning the interview
3. Soliciting a narrative
4. Transitioning from narrative to post-narrative at the appropriate time
5. Use of T and I funnels
6. Developing a chronology / time line
7. Ending the interview
8. Using listening skills
9. Asking appropriate questions
10. Motivating communications
11. Developing rapport
12. Ascertaining what the client wants to accomplish
13. Planning to counsel your client
14. Conducting the counseling conference, with the ultimate goal of helping your client decide what on the best course of action
15. Interviewing witnesses
16. Working with victims of domestic violence
17. Setting boundaries with your clients
18. And more... .

As noted earlier, you will learn the basics. Much more learning and practice will be needed for you to master interviewing and counseling clients.

COURSE MATERIALS

Herman and Cary, *A Practical Approach to Client Interviewing, Counseling, and Decision-Making* (LexisNexis 2009). This is available on Amazon, in both print and Kindle versions. The LexisNexis store also has it (more expensive). Perhaps the UFLaw bookstore could get you a copy as well.

An alternative is Herman and Cary, *Legal Counseling, Negotiating, and Mediating: A Practical Approach* (LexisNexis 2d Edition 2009). This text is used in UFLaw's Interviewing, Counseling, and Negotiation course, so you might be able to find it used. The interviewing and counseling portions are essentially the same as the other Herman and Cary book.

Do not buy both Herman and Cary books. Just pick one.

To distinguish these books, the first will be called Herman 1, and the second, Herman 2. You will also be assigned readings from a variety of sources. They are as important as the text.

You will need a *LAPTOP COMPUTER* and a *WEB CAMERA* (either built into the laptop, or stand-alone), with software that allows you to record video to your laptop using the web cam. This will be used to record your performances so you and your professor can review them. You will also need high speed Internet for the streamed videos to play correctly. Before your clinic semester starts, please make sure your equipment works.

EXPECTATIONS

We assume, and expect, that you will complete all assignments and learn what the readings teach, so you can benefit from observing and analyzing demonstrated skills, and begin to practice those skills yourself. We will not micro manage you, or ask if you finished the readings; we might not even discuss them, as they are intended to help you develop your skills and understand the theory behind the choices that you will make as you engage in the practice of law, not "be on the test."

As for time commitments, **in addition to the ten (10) hours that you will set aside to be in the office under the PRACTICE component, you must set aside two (2) additional office (clinic) hours for the SKILLS component of the course.** These additional hours will provide you with the opportunity to observe and participate in court appearances, depositions, client interviews and client counseling sessions. The goal is to put you in a position to utilize the skills that you are learning.

ADDITIONAL INFORMATION

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.](https://evaluations.ufl.edu))[Links to an external site.](https://evaluations.ufl.edu). 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.)[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.)[Links to an external site.](#)

Specific to the SKILLS component, because we use so many role play exercises, there are many opportunities to game the system. For example, we know of instances in which students have traded role play instructions to make the exercise "easier" and the students appear better prepared. If you read any confidential instructions than your own, or access any other information regarding the SKILL component exercises during this or earlier semesters, we consider this to be an honor code violation.

If you obtain the wrong instructions for a role play, notify your professor **immediately** so the problem can be corrected.

No matter what you do in your future legal life you will use the essential skills of client interviewing and counseling. It takes years of practice to master the science and art of these skills, but you can learn the essentials in a relatively short time.

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.)[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.)[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 date of the class or the date the assignment is due.

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
Thu Jan 11, 2018	Overview of GTC Skills Component (IC3)	12am
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 3pm
	Dependency Statute Review	due by 1pm
Wed Jan 17, 2018	Delinquency Process: Pleas, Adjudicatory Hearings, Disposition and Commitment.	1pm to 3pm
Thu Jan 18, 2018	Introduction to SKILLS component (IC3)	12am
	Introduction Assignment	due by 11:59pm
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

Date	Details	
Wed Jan 24, 2018	Dependency Process: Shelter Hearing and Disposition Hearing.	1pm to 3pm
Thu Jan 25, 2018	Interviewing 1 - Preparation & Presentation.	12am
	Client Interviewing 1 Assignment	due by 11:59pm
	Interviewing 1 Exercise	due by 11:59pm
Fri Jan 26, 2018	Ashley Boyle Assignment #2	due by 5pm
	Ashley Boyle Assignment #3	due by 5pm
	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
Thu Feb 1, 2018	Interviewing 2 - Preparation & Presentation	12am
	Client Interviewing 1 Homework	due by 11:59pm
	Client Interviewing 2 Assignment	due by 11:59pm
	Interviewing 2 Exercises	due by 11:59pm
Fri Feb 2, 2018	First Case Analysis Assignment - Due	due by 5pm
Tue Feb 6, 2018	First Case Analysis - Presentations	1pm to 3pm
Wed Feb 7, 2018	Motion Practice: Motion to Continue, Notice of Discovery, Plea Petitions & Colloquy	1pm to 3pm
Thu Feb 8, 2018	IC3 Pt 2: Interviewing	5pm to 8pm
	Complete Interview: Sign up with partner	due by 11:59pm
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 Analysis - Presentations	1pm to 3pm

Date	Details	
Wed Feb 14, 2018	Motion Practice: Medication Authorization, Notice of Hearing, and Notice of Filing	1pm to 3pm
Thu Feb 15, 2018	Counseling 1- Preparation & Presentation	12am
	Client Counseling 1 Assignment	due by 11:59pm
	Client Counseling 1 Exercises	due by 11:59pm
Fri Feb 16, 2018	Complete Interview	due by 11:59pm
Tue Feb 20, 2018	Sealing & Expunging Records	1pm to 3pm
Wed Feb 21, 2018	Tour Alachua Regional Juvenile Detention Center	1pm to 3pm
Thu Feb 22, 2018	Counseling 2 - Preparation & Practice	12am
	Client Counseling 2 Assignment	due by 11:59pm
	Client Counseling 2 Exercise	due by 11:59pm
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
Thu Mar 1, 2018	Beech Counseling Chart	due by 4:30pm
	Gloria Strong Counseling Chart	due by 4:30pm
	IC3 Pt 2 Counseling	5pm to 8pm
	Complete Counseling: Sign up with partner	due by 6pm
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
Thu Mar 15, 2018	Interviewing Children in General	12am

Date	Details	
Fri Mar 16, 2018	Interviewing Children Assignment	due by 11:59pm
Tue Mar 20, 2018	Complete Counseling Conference	due by 11:59pm
Wed Mar 21, 2018	Tour Alachua County Jail	1pm to 2:50pm
Thu Mar 22, 2018	Case Rounds 1 and Hot Topics	1pm to 3pm
	Counseling Children in Delinquency Cases	12am
	Interviewing & Counseling Children in Delinquency Cases Assignment	due by 11:59pm
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
Thu Mar 29, 2018	Ethical Considerations in Interviewing & Counseling	12am
	Ethical Considerations in Counseling Assignment	due by 11:59pm
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
Thu Apr 5, 2018	Interviewing Witnesses	12am
	Interviewing Witnesses Assignment	due by 11:59pm
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
Thu Apr 12, 2018	Interviewing & Counseling Victims of IPV	12am
	Interviewing & Counseling Victims of IPV Assignment	due by 11:59pm
Tue Apr 17, 2018	Ethical and Professional Responsibilities	1pm to 3pm

Date	Details	
Wed Apr 18, 2018	<u>Reflection on Clinical Experience and Professional Accomplishments</u>	1pm to 3pm
Fri Apr 20, 2018	<u>Transfer Memos</u>	due by 5pm
	<u>GTC Accomplishments</u>	due by 5pm
Wed Apr 25, 2018	<u>GTC Portfolio</u>	due by 5pm
	<u>Looking Back Paper</u>	due by 5pm
	<u>Self Evaluation</u>	due by 5pm