POLICY MEMORANDUM

TO: Clinical Students

FROM: Clinical Professors

DATE: August 6, 2020

RE: Clinic Operations During Coronavirus National Emergency

This memo describes UF Law clinical procedures during the coronavirus crisis. Consult individual professors’ syllabi for more guidance.

**Operational Needs Shared by all Clinics**

Clinical staff will not sit within 10 feet of physical file cabinets to preserve social distancing. Clinical staff workspace will have plexiglass shields for protection. No clinic will record class lectures to avoid inadvertent release of confidential client info. Instead, students who miss classes must do make-up work as assigned by the clinic’s professor. However, students who need accommodations requiring recording of lectures should contact the UF Law Administration pursuant to the instructions in clinical professors’ syllabi.

Veterans and Servicemembers Legal Clinic

The Supervising Attorney will have weekly clinical class sessions by Zoom, the assigned classroom, or outside, as indicated on the syllabus. The Supervising Attorney will hold office hours, case rounds, team meetings, and individual instruction sessions by Zoom or conference call. The Supervising Attorney will provide feedback to students’ briefs, letters, and memos electronically. Students will interview clients through Zoom or conference call. Students will deliver Know Your Rights presentations to UF ROTC cadets through Zoom. Students will prepare briefs, conduct legal research, collaborate with experts, lawyers, and fellow students, review the appellate record, and do all other client work electronically, in a confidential space, from home. Students will not maintain physical copies of confidential client information at home. The clinical administrator will file pleadings, motions, and other court documents electronically. Guest speakers will participate in classroom sessions through Zoom. Students will not deliver live Know Your Rights presentations to the HONOR Center until the coronavirus crisis is over. Moreover, the clinic will not hold its live biannual Wills for Warriors event but will instead prepare wills and advance directives for clients remotely, coordinating with attorneys, clients, and witnesses electronically. Students do not do office hours but instead earn clinical hours through legal work, background research, online continuing education, and other veterans’ advocates’ online activities and training opportunities. Students will not do clinical work in the clinical space.

Gator TeamChild Juvenile Law Clinic

The Supervising Attorney will hold weekly clinical class sessions in the designated large classroom, outside to allow for social distancing, or by Zoom, as indicated on the syllabus. The Supervising Attorney will hold office hours, case rounds, team meetings, and individual instruction sessions by Zoom or conference call. The Supervising Attorney will provide feedback to student work electronically. Students will interview clients mostly through Zoom or conference calls. However, students who are comfortable meeting with clients in the community will use appropriate CDC/UF safety guidelines. Students will attend court either through Zoom or in person (if court hearings resume) following appropriate CDC/UF/Court guidelines. Students will possibly deliver presentations to high school students through Zoom and may also collaborate, electronically, with students from the Department of Health and Clinical Psychology at the University of Florida or students from other universities worldwide. Students may prepare briefs, conduct legal research, collaborate with experts, lawyers, and fellow students, and do all other client work electronically, in a confidential space, from home. Students will not maintain physical copies of confidential client information at home. The clinical administrator will file pleadings, motions, and other court documents electronically. Guest speakers will participate in classroom sessions and the speaker series through Zoom. Students do not do office hours but instead earn clinical hours through legal work, background research, online CLE, and other juvenile law online activities and training opportunities. Students will not do clinical work in the clinical space.

Mediation Clinic

The Mediation Clinic Director will hold weekly clinical class sessions in the designated classrooms or by Zoom, as indicated on the syllabus. All class activities will meet in accordance with all UF and College of Law Covid-related requirements.  Students will meet with the Director by appointment, either by telephone or video conference. The Clinic Director will also provide synchronous (screen share) learning opportunities, by Zoom, to students who have been cleared to attend classes via distance learning.  The Mediation Clinic does not deal with live clients until approximately the second half of the semester.  Said contact takes place at Small Claims hearings at the Alachua County Civil Justice Center.  Those hearings are currently being held by Zoom.  Depending on how the future unfolds, we will either attend the hearings live at the courthouse or by Zoom.  If live, the students will proceed with their mediation mentorships in person.  If the hearings are still being held by Zoom, the Clinic students will attend by Zoom and proceed to conduct mock mediations based on the cases’ fact patterns.  It is also possible that the students will participate in telephone mediations at the courthouse.  The final requirement of the Florida Supreme Court-required curriculum requires the students to participate in two entire mediations while being critiqued by a certified mediator trainer or assistant trainer.  Since the beginning of the Mediation Clinic’s history, we have always employed local certified mediators to conduct these critiques in 2 sessions of four simultaneous mediations on the last day before the mentorships begin at the courthouse. As the semester progresses, we will evaluate the feasibility of having outside mediators participate in this exercise at the law school, and, if so, this will likely happen by Zoom.

**Intimate Partner Violence Assistance Clinic**

The Supervising Attorney will have weekly clinical class sessions by Zoom, as indicated on the syllabus. The Supervising Attorney will hold office hours, case rounds, team meetings, and individual instruction sessions by Zoom or conference call. The Supervising Attorney will provide feedback to student work electronically. Students will interview clients mostly through Zoom or conference calls. However, it may be possible that students will meet with clients in person, but if this occurs, it will happen outdoors, using appropriate CDC/UF safety guidelines. Students will attend court either through Zoom or by following appropriate CDC/UF/Court guidelines. Students may prepare briefs, conduct legal research, collaborate with experts, lawyers, and fellow students, and do all other client work electronically, in a confidential space, from home. Students will not maintain physical copies of confidential client information at home. The clinical administrator will file pleadings, motions, and other court documents electronically. Guest speakers will participate in classroom sessions and the speaker series through Zoom. Students will earn office/clinical hours through legal work, background research, online CLE, and other online activities and training opportunities. These hours will be set at the beginning of the term and placed on the IPVAC calendar. Students will be expected to be available for client calls during these hours. Students will not do clinical work in the clinical space.

**Conservation Clinic**

The Clinic Director will hold weekly clinical class sessions in the designated classroom, outside, or by Zoom. If scheduling permits, in-person weekly clinical class sessions may be divided into 2 separate group sessions to enhance physical distancing and may also be a combination of on-line and in-person (blended).  The Clinic Director will meet with Student Associates individually or as project teams of 2-3 students in-person, by Zoom or conference call. The Clinic Director will provide synchronous (screen share) and asynchronous feedback to students’ work product electronically.  When meeting in-person, Student Associates and the Clinic Director will meet with clients or other project stakeholders physically distanced, preferably outside, or through Zoom or conference call if requested by any party. Students will not maintain office hours but instead earn clinical hours through regular clinic meetings, skills exercises and assignments, project work, and online continuing education.  Students will not enter the clinical space. Student Associates will conduct collaborative work in accordance with physical distancing and all other University or College of Law Covid-related requirements.

Defense and Prosecution Field Placement Clinics

The Faculty Supervisor will hold clinical class sessions in the designated classroom, outside, or by Zoom, as indicated on the syllabus. The Faculty Supervisor will hold office hours, case rounds, courtroom exercises, and individual instruction sessions by Zoom or conference call. The Faculty Supervisor will provide feedback to student work electronically. Students will interview clients, victims, and witnesses through Zoom or conference calls, but students who are comfortable meeting with clients, victims, and witnesses in the Public Defender/State Attorney Offices will be welcome to do so using appropriate CDC, UF, and 8th Judicial Circuit safety guidelines (wearing masks, physical distancing, etc.). Students will attend/conduct depositions and testimonies and make court appearances either through Zoom or in person following all appropriate safety guidelines.

**Immigration Clinic**

The Supervising Attorney will hold weekly clinical class in the designated classroom, outside, or by Zoom, as indicated on the syllabus. The Supervising Attorney will hold office hours, case rounds, team meetings, and individual instruction sessions by Zoom or conference call. The Supervising Attorney will provide feedback to student work electronically. Students will interview clients mostly through Zoom or conference calls. However, it is possible that students who are comfortable meeting with clients in the community will do so outside, using appropriate CDC/UF safety guidelines. Students may prepare briefs, conduct legal research, collaborate with experts, lawyers, and fellow students, and do all other client work electronically, in a confidential space, from home. Students will not maintain physical copies of confidential client information at home. The clinical administrator will file petitions, motions, etc. via mail. Incoming mail will be scanned for remote access. Guest speakers will participate in classroom sessions and the speaker series through Zoom. Students will not maintain office hours, but instead earn clinical hours through legal work, client interviews, petition preparations, background research, online CLE, and other online activities and training opportunities. Students will not do clinical work in the clinical space