

MANUAL OF PRACTICE AND PROCEDURES

CSU LAW TERRY GILBERT WRONGFUL CONVICTION CLINIC

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INTRODUCTION

Welcome to the Wrongful Conviction Clinic. This Manual will introduce the practices and the procedures you will need to observe as a member of the Clinic.

The Clinic has two main purposes: (1) serving clients and (2) legal education. Your responsibility as a Clinic member, therefore, is twofold. First, you have a professional duty to the Clinic's clients to do thorough and high-quality legal work. Second, you have an academic duty which involves acquiring practice skills, professional values, and knowledge of substantive law for the matters which you are assigned. These responsibilities are more fully described in the Evaluation Guidelines section of this Manual.

The responsibility of the supervising staff of the Clinic is also twofold and mirrors yours. First, we must assure that the work done for Clinic clients meets professional standards; and, second, we must facilitate, supervise and evaluate your learning experience.

CLINIC STAFF AND MEMBERS

Professor Laura Greig directs the work performed by the Clinic. In law firm parlance, she is the managing partner.

As a student registered for this course, you are a **Clinic Member**. You are practicing law under supervision at an entry level with all the professional responsibilities of a practicing attorney. In law firm parlance, you would be an Associate of the firm.

STANDARD PROCEDURES

Certain standard procedures are necessary for us to work together efficiently in serving our clients. Your adherence to these procedures is a matter of professional responsibility. The information and tools you will be given are intended to assist all of us in meeting our responsibilities.

Standard Procedures and Supervision

- (1) We meet as a Clinic every Thursday from 4:15-5:45 pm. Your attendance and participation are required and essential. **You are not allowed any unexcused absences.**
 - a. Any unauthorized absence is an unexcused absence. To excuse an absence, you must submit a written Request for Excused Absence via email.
 - b. Regardless of your other obligations, **you are under a professional obligation while you are a Clinic student to produce timely and complete work and to zealously represent our client.**

- (2) Students will also meet individually with the Director every week.
- a. The agenda for these meetings must be prepared by *you*, submitted at least 24 hours in advance or our meeting and must include:
 - i. Review of the past week's activity;
 - ii. Plan for the next week's activity; and,
 - iii. Identification of substantive issues that require review, guidance, or evaluation.The meetings may also include:
 - iv. Your evaluation of client relations, staff relations, team effectiveness and Clinic seminars;
 - v. Clinic staff evaluation of your professional performance.
 - b. Preliminary Investigation Memoranda and/or Investigation Weekly Status Memoranda must be updated and submitted with the agenda. Memoranda must be prepared for each matter or project that you are assigned. Please save these to the relevant client file in OneShare and email a copy to me. When you save the on OneShare, save them as a new version with the date in the file name, for example "Doe, Jane 123456 (inmate number) Weekly Status Memo 10.20.2023." Please also keep up to date and be prepared to discuss investigation checklists and other investigation tracking documents (*e.g.*, document log, case chronologies, witness lists).
 - c. All students are responsible for writing a memo to file briefly summarizing their meetings with the Director which must be emailed to the Director within 24 hours after the meeting. Typically, the emails will contain a summary of our discussion about your workplan, any new or revised due dates, and any new tasks or work assigned.
- (3) Like all legal professionals, you are expected to keep track of your time. Your time entries must be complete and entered into Clio (case management software) at least as often as every week. I review each student's time entries every week. **Your time entries for the preceding week are due no later than 9am on Monday.**
- (4) You are expected to carefully document your case activity both in Clio Notes and in the relevant Memos and case documents. **Your documentation is critical to the investigation and will be reviewed both for purposes of grading and for quality control.**
- (5) Email is an essential means of communication in the Clinic. You must manage it (and the devices that you use to access it) in a manner that protects confidentiality. You are expected to check your email at least daily. **You must use your law school email address for Clinic client work. You may not use or forward your law school email address through any other email provider (*e.g.* Gmail).**

- (6) At the end of the term, you must prepare a **Transition Memorandum** for each matter or project for which you had responsibility, unless it has been closed before the end of the term, in which case you will prepare a **Closing Memorandum**. The Transition Memorandum serves as a starting point and initial investigation plan for the next Clinic members responsible for the investigation and is a crucial document to ensure the next student understands the status of the case in order to avoid duplicating efforts or missing vital case information.
- (7) All client documents must be saved in the appropriate client file on OneShare with the appropriate file naming convention (Last Name, First Name Inmate Number Date description of document, *e.g.* Doe, John 452897 11.1.2023 Correspondence re Scheduled Prison Visit).

TEAMWORK

You will frequently work as part of a team with other Clinic members. The complexity of most clinical projects requires a coordination of labor in order to keep the work load reasonable. The ability to work in teams is also a critical skill for all professionals. It is a learned skill, one which often does not come easily, and one which students (particularly in law school) are given few opportunities to develop. Though part of a team, you are each still **personally responsible for planning your own work and that of the team.**

INITIATIVE & TIME MANAGEMENT

The key to this Clinic is responsibility and initiative. You are responsible for planning the most appropriate way to address the client's needs and goals. The ability to assess problems and create appropriate solutions is a skill that students generally have little opportunity to develop and is critical to a successful future as a legal professional.

Many students find that the hardest thing about the Clinic is managing their time so that they fulfill their professional responsibilities to their clients in a timely way. A failure to manage your time that negatively effects a client is a breach of your ethical obligations as an attorney. Please note that if you fail to take full responsibility for your work, the ethical requirement for competent representation may require me to take a more proactive role. A failure to manage your time appropriately will result in a lower grade.

CLIENTS

The Clinic's clientele are incarcerated individuals in Ohio. Some of the Clinic's legal work is conducted on behalf of a specific case; some of it is initiated by the Clinic to meet the needs of more than one client.

Students should not contact clients, their family members, witnesses, or any other parties without prior authorization from the Director. After each interaction with the client or related party, you are required to

prepare a memo for the file summarizing the interaction/interview. The meeting must be documented in Clio Notes and memoranda uploaded to the appropriate OneShare folder.

OHIO RULES OF PROFESSIONAL CONDUCT

You are responsible for understanding and applying the Ohio Rules of Professional Conduct to your work in the Clinic. While all of the Rules of Professional Conduct are important, we pay special attention to compliance with confidentiality and conflicts of interest. The Ohio Rules may be found at

<http://www.supremecourt.ohio.gov/LegalResources/Rules/ProfConduct/profConductRules.pdf>

Confidentiality

A lawyer is prohibited from revealing information relating to the representation of a client, including information protected by the attorney-client privilege, unless the client gives informed consent. You must take steps to prevent the inadvertent or unauthorized disclosure of or unauthorized access to information relating to the representation of the Clinic's clients. You must: 1) secure any device that you receive email or perform client work on with an effective password (laptop, phone tablet, desktop), 2) not discuss client information or issues with students or others who are not members of the Clinic, 3) not display any device screen that contains client information in public or at home if you live with other persons who are not Clinic students, 4) secure documents and printed client information including draft work product in a locked drawer or locker at home and at school, 5) return any client materials to me at the end of the semester, and, 6) delete all client files and communications from all of your electronic devices.

Conflicts of Interest

In the legal profession, conflicts of interest may arise at any time. In order to handle conflicts of interest ethically, attorneys in Ohio must adhere to standards of conduct set forth in the Ohio Rules of Professional Conduct. These are rooted in an attorney's duty of loyalty and duty to protect client confidences.

A conflict of interest exists whenever an attorney, any other attorney with whom the attorney is working, or any other client represented by the attorney, has adverse or potentially adverse interests to that of another client of the attorney, the attorney's firm, or the attorney personally. When an actual or potential conflict of interest does arise, an attorney generally has three options to resolve the problem:

- (1) inform all interested parties of the conflict, potential consequences, and, only if all parties give their express consent, continue or begin the legal relationship;
- (2) after informing the parties of the conflict, withdraw or refrain from providing legal services to one of the parties, if this will sufficiently resolve the conflict; or

(3) withdraw from providing legal services to all interested parties.

You are obligated to follow these rules and must provide ethical and responsible service to clients. So, when there are actual or potential conflicts, it is our duty to protect our clients' interests first. In order to accomplish this and to carry out an effective Conflict of Interest Policy, Clinic Members shall do the following:

1. Review the Ohio Rules governing conflicts and complete, sign and return copies of the **Conflict of Interest Form**. You are responsible for updating the conflicts of interest form, as necessary.
2. Be alert to conflicts of interest throughout your time as a Clinic Member and report any that arise whether in the course of your involvement in the Clinic or at work or in any extracurricular activity (which definitely includes your social life). If you begin working during the semester or change employers, you must notify me.
3. Speak with me if you have any questions concerning compliance with the Conflict of Interest Policy.

EVALUATION GUIDELINES

Evaluation of Clinic Members

I evaluate your work and provide feedback. Because one of the Clinic's primary goals is to develop your self-evaluation skills, you will complete two in-depth self-evaluations during the semester – one in the middle of the semester and one at the end of the semester.

The dual goals of the Clinic require varied methods of providing feedback to you:

- (1) Regular Weekly Individual Meetings: These meetings provide an opportunity to informally discuss all aspects of your work. The agenda for these discussions is primarily your responsibility.
- (2) Work Product: You will produce written and orally delivered work products. I comment on and evaluate all student work, which may range from verbal comments to comments on a memorandum.
- (3) Evaluation Conferences: At the middle and end of every semester, I will meet with you to discuss your progress and self-evaluations.

Responsibilities for Time and Participation

The requirement for billable time (in addition to attending class) each semester is indicated in the following chart:

Credit Hours	Total service hours required
2	70
3	110
4	155

The required total service hours are derived from ABA Standard 310.¹ Service hours include all time spent on client matters (*e.g.*, attending meetings, performing research, and discussing assignments with team members) as well as time spent on class preparation (*e.g.*, reading, drafting documents, etc.) and your individual meeting with me. The only time that is not billable is the time you spend in class. Because there are holidays and breaks, it is important to manage your time carefully. A failure to manage your time in a professional manner **will** impact your grade. Under no circumstances may you bill time for work that isn't assigned to you except if you are editing/reading or commenting on the work of one of your clinical colleagues. If there is a CLE or other program that you would like to attend and bill for, you need advance permission.

Managing your time to meet your obligations in clinical practice is critical. Your participation in the Clinic will undoubtedly lead to time conflicts with your other course work or employment or family responsibilities. This is a normal fact of professional life. However, time conflicts are not acceptable reasons for failure to meet Clinic deadlines or responsibilities. Each student is responsible for anticipating time conflicts and dealing with them in a professionally responsible manner.

As noted above, you are required to record (*i.e.*, bill) your hours each week in Clio (our case management system) by 9am on the following Monday. Instructions on how to enter time is detailed later in the Manual.

¹ ABA Standard 310 requires students to spend approximately 3 hours per week in class or other learning activities for each academic credit granted in a fifteen-week semester.

Grading Process

Grading is a three-step process at the end of the semester. First, I review each student's work product, time reports, investigative plans, research, memoranda, class assignments, class participation, mid-semester self-evaluation, final self-evaluation, and other notes. On the basis of this review, I assign a grade in each of three areas. The grading areas and weights given to each are:

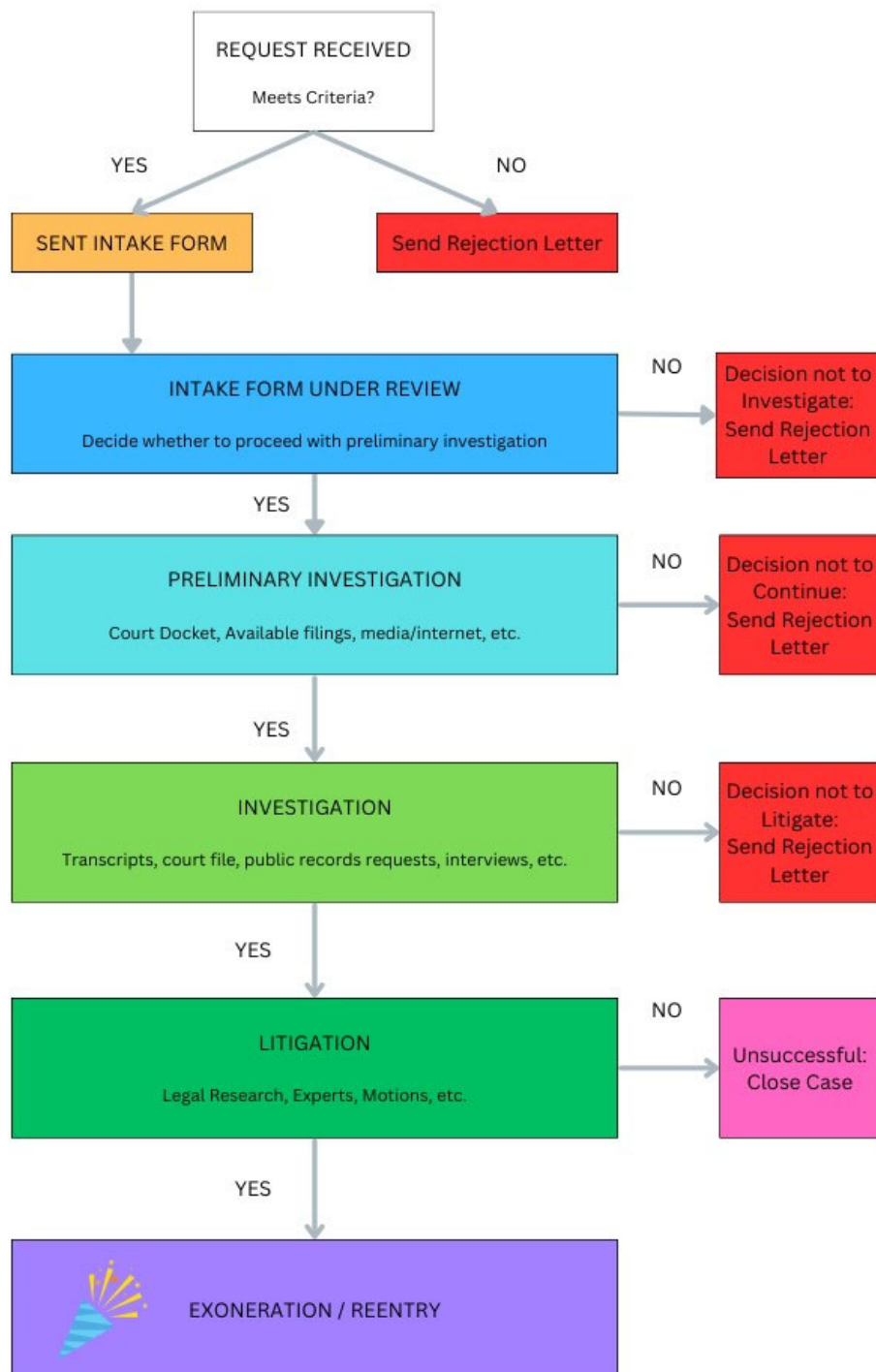
- 30% Practice & professional responsibility (prof. conduct, ethics, time management, and planning).
- 50% Investigative work, legal research, analysis, and applied professional skills. This includes following Clinic protocols and documentation of investigative activities.
- 20% Communication skills (both written work product and oral communication).

The second step is to combine these grades into one composite letter grade for overall performance. Improvement during the course of the semester is taken into account to tip any border-line assessments in the student's favor.

The final step is a Clinic-wide comparison of grades and their rationales. This is done to assure fairness among students. It is the Clinic's policy to grade on performance criteria and not on a statistical curve.

CASE PROCESSES AND PROCEDURES

There are several levels of review and investigation before the Clinic assumes representation of a client and a signed representation agreement. **Students may not commit to client representation without the prior approval from the Director.** The following flow chart provides an overview of the case review process:



CASE STATUSES

Initial Screening: The Clinic receives requests for assistance and referral of cases frequently. The immediate task when sorting through correspondence is to determine whether the request falls within the Clinic criteria. If the case on its face is not outside the scope of the Clinic, we send the individual a Client Intake Form. Additionally, if there is mention that the case is within the timely post-conviction petition window, you should alert the Director immediately. Ideally, students do not have to screen initial correspondence from incarcerated individuals.

Intake Form Under Review: Student involvement begins when the Clinic receives a completed Client Intake Form. During this phase of review, the student will carefully review the Intake Form to see if the claim is outside the scope of the Clinic (*e.g.*, in the appeals process, the individual is represented by counsel, the individual is not claiming actual innocence or manifest injustice). If the claim appears to fit within the Clinic criteria, the student should begin the Preliminary Investigation.

Preliminary Investigation: The student should use information and resources available online to investigate the case (*e.g.*, internet search, docket, media coverage, Lexis/Westlaw). Once this process is complete, the student writes a Preliminary Investigation Memo-- a short summary of the individual's claim, any information that weighs in favor or against moving forward with investigating the case, and the student's recommendation whether to continue the investigation. If presented in class, the students may vote on the decision, though the Director has ultimate decision-making authority.

Investigation: During the investigative stage of case review, students work in pairs to begin an in-depth review of the case. Students will obtain all available documents related to the case through public records requests. Students will review and summarize transcripts, filings, create a cast of characters, develop case timelines, write interview outlines, interview witnesses, and conduct legal research relevant to their case, among other activities. Students will check in with the Director on a weekly basis regarding case progress, and the students and Director will periodically review the merits of continuing the investigation. The stronger the case appears as it progresses, the more resources the Clinic can dedicate to the case.

Litigation: Working with outside counsel, the students determine appropriate form(s) of post-conviction relief and pursue a legal remedy (*e.g.*, untimely post-conviction petition, motion for a new trial). Students conduct legal research and draft petitions/motions.

STUDENT CASE REVIEW RESPONSIBILITIES

As a Clinic participant, your job is to advance our client's claim of wrongful conviction as far as you can during your time in the Clinic. You should approach all claims with an open mind and rigorously evaluate potential avenues of relief for each individual who writes to us for assistance. In addition to investigating and developing wrongful conviction claims, an equally important responsibility in this Clinic is to document every step you take, no matter how small, according to the processes and procedures detailed in this Manual. The reality is that wrongful conviction cases can take years. *The transfer of information from one student to the next is the single most important factor to continue building a wrongful conviction claim.* If you do not meticulously detail the information you have learned in a transcript or police report, but have marked it as reviewed, another student may lose vital information that could help an innocent person get out of prison. This transfer of information will take place using all of the Clinic documents listed below, and by rigid adherence to the processes and procedures. **The most important thing to remember in this Clinic: every step or action related to a case, no matter how small, must be recorded! All activities must be documented in Clio and related documents saved on OneShare.** Please follow the WCC File Organization Structure Guide for saving items to OneShare.

****All templates referenced below are located in the "Wrongful Conviction Clinic" (02716) matter on Clio under the Documents tab in the "Investigative Templates" folder****

Initial Screening and Intake Form under Review

Initial screening of a potential case may take place when an incarcerated individual writes or calls to request assistance or after an inmate returns an application. Most eligibility review is performed by staff, but occasionally students will be called upon to apply eligibility criteria to cases using the **Screening Checklist**.

If you are assigned a Client Intake Form that has not yet been reviewed, you will first need to screen the Client Intake Form according to the Clinic criteria below and in the **Screening Checklist**. If the claim meets Clinic criteria, you should begin the preliminary investigation.

In order to qualify for representation, an individual must meet the following minimum eligibility criteria:

- Have a claim of actual innocence or manifest injustice;
- Be convicted of a felony in Ohio;
- Be currently incarcerated;
- *Generally*, have at least three years prison time remaining;
- Have exhausted appeals process;
- Be unable to afford counsel; and
- No longer have right to appointed counsel.

If a request appears to meet the initial screening criteria, notify the Director and we will mail a Client Intake Form to the individual.

Individuals convicted of crimes outside of Ohio are referred to other state wrongful conviction organizations. If the individual is still in the appeals process, he or she may be asked to contact the Clinic after the appeals process is completed. If an individual has counsel, he or she should be directed to contact the Clinic when counsel is no longer available.

Cases that do not fit within the Clinic's other criteria are rejected. We do not typically have resources to provide referral information for those cases.

Preliminary Investigation

During the Preliminary Investigation, students are assigned a Client Intake Form to review. The goal is to identify whether this is a case that is appropriate for further investigative review. Students will complete items on the **Preliminary Investigation Checklist** to document all work on the case. Each student should discuss updates and proposed next steps with the Director at their weekly meeting. At times, it may be necessary to correspond with the inmate to request additional or clarifying information. Preliminary Investigation steps include, but are not limited to, the following:

- Conduct an initial screening of the Client Intake Form for eligibility;
- Ensure you (the student) do not have a potential conflict from past or present employment;
- If the case was transferred to you, read all the prior Memos and review all collected materials;
- Review any court documents/opinions and dockets available online, including Lexis/Westlaw;
- Conduct an internet search for any media or articles regarding the case;
- Depending on the case, analyze whether there may be other public information relevant to the case;
- Electronically organize documents according to the **WCC File Organization Structure Guide**;
- Determine whether more information is required from the inmate and discuss with Director;
- Document each step taken in the **Preliminary Investigation Memorandum** and **Preliminary Investigation Checklist** and update the appropriate documentation
- When you and the Director have determined the Preliminary Investigation is complete, finalize the **Preliminary Investigation Memorandum**. Consider:
 - Does this case provide new evidence or the potential for evidence outside the trial record?
 - Do we have enough information now to reject or accept the case for further investigation?
 - What additional information/documentation is needed to make that determination?
 - What questions do you have for the defendant?
- Present Preliminary Investigation Memorandum findings to the Director;
- Track all of your time in Clio under **WCC matter " 02716 - Wrongful Conviction Clinic;"**and
- **REMEMBER, every step or action related to a case, no matter how small, must be recorded!**

Investigation

The majority of your Clinic work is likely to involve working on cases in the Investigation phase of review. The Investigation is the gathering of information that supports or refutes the legal elements of a case and whether the client's claim provides sufficient evidence to support a legal claim that the client's conviction should be reversed. This step requires students to conduct a thorough review of the case by completing the following tasks, in an effort to determine whether a case is appropriate for litigation:

- Check for potential conflict due to past or present student employment (a general conflicts check is conducted by staff, but you (the student) will need to ensure that you do not have a conflict with the client based on your past or present employment and/or personal contacts);
- If initiating the Investigation or if it has been transferred to you, prepare a Case Assignment Letter to the defendant;
- If transferred to you, read the case file, Intake Form, and any additional background documents, correspondence, and Memoranda (e.g., Preliminary Investigation and Transfer memos);
- Review the court documents, dockets, media articles, etc., and collect additional materials if necessary;
- Create summary documents (e.g., transcripts, police reports, evidence)
- Continue to enter tasks and actions performed in the Clio Notes tab and other case documents;
- Ensure the case **Document Index** is up to date and list all documents related to the case and their source;
- Update the **Investigation Weekly Status Report** each week for review with the Director;
- Create and maintain a brief case summary in the Clio Matter Description;
- Identify additional documents/information needed to complete the investigative review and work to obtain those records;
- Locate witnesses and conduct necessary interviews;
- Electronically organize documents according to the **WCC File Organization Structure Guide**;
- Track all time you spend on your case outside of class time in the Clio client matter;
- If transferring to another student or on hiatus for summer, prepare Case Transfer Letter to defendant; and
- **Every step or action related to a case, no matter how small, must be recorded!**

Case Investigation Documents

Investigation Overview and Checklist

The Investigation Checklist is a living document that provides important investigative information about the case and client. Students will use the Investigation Checklist to guide their investigative efforts. Student teams must update the Investigation Checklist regularly so that supervising attorneys can reference this document in preparation for status meetings.

Weekly Status Reports

Weekly updates based on recent case activity (e.g., witness interviews, receipt of public records, etc.) and any other notable occurrences. This document should be prepared no less than 24 hours prior to your scheduled meeting time with the Director. Provide context for why certain activities or transactions are important. Provide next steps in investigation or other recommendations (e.g., close the case).

Case Chronologies

You should create two case chronologies: one detailing the events as described by the prosecution/police, and the other detailing what your own investigation discloses (based preliminarily on the client's claim as a guide, and then adding to it using evidence uncovered in the investigation).

Witness List

Create an alphabetized and annotated witness list. The witness list should include:

- All names used by the witness;
- Last known contact information (address, phone number, employer, email, etc.)
- Identifying information (date of birth, social security number);
- Relationship to client and/or case (relative, friend, employer, co-defendant; testifying witness, non-testifying witness, eyewitness, etc.)

This list should be updated as you learn more about the facts of the case and the witnesses. Do not cull out people at an early state—you do not know who will be important until much later in the investigation.

Transcript Summary

Careful review and summary of the transcripts is necessary to assess the wrongful conviction claim and assist in future litigation efforts. It may be helpful to initially read the opening and closing arguments in a transcript and then begin a chronological review of the proceedings. It is important to note that trials are not always conducted in a logical order and witnesses may start and resume their testimony on different days. Please use CaseFleet to create the transcript summary.

Police Report Summary

The Police Report Summary provides a helpful investigative document that sets forth the major evidence in the case as identified by the law enforcement agency. Reports of witness interviews and evidence collection and processing can be critical to our review. Additionally, there is significant information contained in police reports that does not become part of the trial transcript record.

Physical Evidence Summary

An Evidence Summary outlining the various items of physical evidence collected in a case, along with the nature of any testing performed, is critical to assessing the strength of a client's claim and establishing possible sources for post-conviction testing. A focus of this review and analysis should be on the chain of custody, location, and the handling of evidence, while completing an assessment about the potential for further scientific testing to support the wrongful conviction claim.

Notes Entry in Clio

Every step or action related to a case, no matter how small, must be recorded. Log all activities in "Notes" field in Clio. For example, "Sent letter to Mr. Morris on 5.20.2023 regarding upcoming prison visit," then file the correspondence in the appropriate OneShare folder.

Communications in Clio

Log all phone calls and emails made regarding the case in the communications tab in Clio. Save emails to PDF and include in client's correspondence file on OneShare. For letters, log the correspondence in the Notes tab in Clio and file a copy of the correspondence in the OneShare correspondence file. For phone calls, in addition to logging them, write a summary of the communication and save it to the Correspondence folder in OneShare.

Litigation

When it is determined that a case warrants litigation, the Wrongful Conviction Clinic will enter into a Legal Services Agreement with the client that clearly outlines the work the Clinic is agreeing to take on. Students may not enter into a Legal Services Agreement without approval from the Director. The importance of carefully advising clients about the scope of the Agreement is critical. Once an agreement is reached, the Clinic will partner with outside counsel and initiate litigation. Students will assist in legal research and drafting briefs.

Closing/Rejecting a Case

Students must investigate cases with an open mind, remembering that clients may struggle or lack the ability to articulate claims of wrongful conviction. Students must thoroughly investigate all avenues open to them in their attempts to substantiate or refute the client's claim(s). Students must have a full grasp of the facts before considering rejection.

It is unfortunate that most Clinic cases end in rejection. It is helpful to remember that moving cases through to rejection allows the opportunity to find a claim that can lead to litigation, and, eventually, exoneration. Importantly, incarcerated individuals often appreciate the mere fact that the Clinic took an interest in their case.

Once students have gathered and processed all the case information, the students may schedule the case for a “Closing/Rejection Review” meeting. In preparation for this meeting, the students must update all documents and investigation results. The students should prepare the “Reason for Closing” section of the Weekly Status Memorandum, noting the reasons for closing the investigation.

At the meeting, the students will present the case overview, procedural history, the claim(s), the results of their investigation, and basis for the proposed rejection. The Director will either approve the rejection or send the case back with instructions for further investigation. At the conclusion of the meeting, the student must document the Closing/Rejection Review meeting in a brief memo saved to OneShare and emailed to the Director.

When the case has been approved for closing/rejection by the Director, the student should draft a final Closing Memorandum and file it to OneShare. Additionally, the student will draft a rejection letter from the template rejection letter for the Director’s approval, which will then be sent to the incarcerated individual.

CLIENT COMMUNICATION

Students must reply to correspondence from inmates related to their assigned investigations within one week. The student should draft correspondence for the Director’s review. Under no circumstances should a student send correspondence to any party without the Director’s prior authorization.

Until the Clinic signs an engagement letter with a client, the Clinic is conducting its own, separate investigation of the wrongful conviction claim and we are not representing or agents of the inmate who submitted the claim. Therefore, we will never provide documents we received through public records requests to the incarcerated individual, and if the individual sends us documentation, we must make clear we will not return those documents.

TIME ENTRIES IN CLIO

As mentioned, students must record their time at least weekly in Clio. For Screening and Preliminary Investigations, time should be billed to matter “**02716 - Wrongful Conviction Clinic.**” For Investigations, time should be billed to the individual matter open in Clio.

To bill time, select the “Create New” tab in the top right corner of Clio and select “Time Entry.”

The screenshot shows the Clio web interface. At the top, there is a search bar with the text "Search Legal Clinics/Cleveland-Marshall College of Law" and a "Recents" dropdown. To the right of the search bar is a timer showing "00:00:00" and a "Create new" button with a plus icon. A dropdown menu is open from the "Create new" button, listing various options: "Time entry", "Expense entry", "Task", "Matter", "Contact", "Record payment", "Email log", "Phone log", "Internal message", "Event", and "Note". The "Time entry" option is highlighted. Below the dropdown, the main content area shows the "Notes" section for matter "02716 - Wrongful Conviction Clinic". The "Notes" section has tabs for "All", "With time", and "Without time". Below these tabs is a table with columns: "Actions", "Recorded time", "Date", "Subject", "Note", and "Author". The table is currently empty, displaying "No results found". At the bottom of the table, there are navigation controls (left and right arrows), the text "No results found", a toggle for "Expand rows", and an "Export" button.

Select the relevant matter, enter the amount of time, and a detailed description of the work you are billing, and save the entry.

The screenshot shows the "New time entry" modal form in Clio. The form has a title bar with a close button (X). The form is divided into several sections. The "Duration" section has a text input field with the value "2" and a time picker showing "00:00:00". The "Matter" section has a dropdown menu with the selected value "02716 - Wrongful Conviction Clinic". The "Activity category" section has a dropdown menu with the selected value "Researching Cases". The "Date" section has a text input field with the value "01/02/2024" and a calendar icon. The "Description" section has a text area with the value "Doe, John 521478 - Reviewed and analyzed case docket and updated case files with relevant information". The "Firm user" section has a dropdown menu with the selected value "Laura Greig". The "Rate" section has a text input field with the value "0.00", a unit selector showing "/ hr", and a "Default rate" label. There are two checkboxes at the bottom: "Non-billable" and "Show this entry on the bill". At the bottom of the form, there are four buttons: "Save entry", "Save and create another", "Save and duplicate", and "Cancel".

MEDIA INQUIRIES

Clinic cases may garner the attention of the news media. **Students are not authorized to communicate with the media concerning any WCC case and must promptly forward all inquiries to the Director.**