

STOUT STUDENT ASSOCIATION LEGAL SERVICES PLAN

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Article I. Purpose

- A. The purpose of this plan is to provide initial legal services and general legal information to the students of University of Wisconsin-Stout who carry validated University Identification cards. The plan arises from the ideal of providing our students with legal counseling services to help them navigate the judicial system and educate them on their responsibilities under the law, so that they know their rights and how to protect them.

Article II. General Information

- A. The legal services plan is offered to all segregated fee-paying students holding a validated University Identification Card.
- B. This plan is authorized and governed by the University Student Senate of the Stout Student Association.
- C. The plan is funded by allocation from the University Student Senate, with such monies being collected by the University at registration each semester as segregated fees.
- D. The estimated number of participants will be all of the current students of UW-Stout (Open to all ID carrying students) and the annual budget will be approximately \$4,650 for 93 hours of work by the attorney at \$50 per hour.
- E. The Legal Services Commission of the S.S.A. may propose amendments to this plan that will be considered and approved by the University Student Senate.
- F. Legal Services Available
 - I. The plan provides initial legal counseling to the students by allotting a fifteen-minute consultation with a duly licensed attorney. Appointments shall be made on a first come, first scheduled basis. The attorney shall be available 3 hours one day a week during the school year, although scheduling conflicts will be

accommodated when possible. Any matter incapable of resolution on initial interview will generally be referred to a more appropriate source of assistance, such as outside counsel, or the public defender's office, or the student will be instructed as to how to protect or pursue their interests on their own; for example in a small claims action.

II. The Attorney will also do two informational sessions, one per semester, to reach a broader audience of the student population. These sessions should be on topics pertaining to legal advice for student life. The biggest of which being off campus housing (what to watch out for, what to do to protect yourself, what to be aware of as a first time renter, etc..), which must be talked about, but is not the only topic that can be addressed. These sessions should be 1-2 hours including time for questions from those in attendance and will be offered to all students.

III. The attorney will counsel students regarding any legal matter with the following exceptions:

- a. Any matter upon which the attorney has an interest, either professionally or privately, which conflicts with the interest of the student seeking legal service. In the event of such a conflict, the attorney shall make reasonable efforts to make an appropriate referral outside the scope of the program.
- b. The attorney, during the term of employment, may not represent students, faculty or staff members of the UW System at any stage in any proceeding in federal, state, county or local court where such proceeding is antagonistic of the UW System or any person in his official or individual capacity with the UW System.
- c. Any matter which can be handled by the State Public Defender's Office, the local or regional prosecution authorities.
- d. Any matter concerning taxation, whether the tax is federal, state or locally imposed.

- e. Any matter which would commonly be taken by an attorney on a contingency fee basis, such as a tort claim or collection claim.
- f. The plan does not include costs of filing fees, transcripts, mileage, or witness fees and these must be borne by the participant where necessary.

IV. To provide these services included in the plan, the University Student Senate shall:

- a. Retain a duly licensed attorney at law to take complete and exclusive charge of all professional responsibilities incident to the legal services program.
- b. Provide office space and secretarial (a member of the Legal Services Commission) assistance sufficient to meet the demands of the program. These being a reservable room in the Memorial Student Center or the Price Commons, and an S.S.A. Senator who does:
 - i. Student Check in
 - ii. Time limiting (in cases of high demand)
 - iii. Any other duties determined by the Legal Services Commission

I. Independent Professional Judgement and Professional Responsibilities

- a. The attorney providing counsel and any attorney to which a referral is made shall at no time be infringed upon in the exercise of his or her independent professional judgement; nor shall said attorney be required to act in derogation of their professional responsibilities.

Article II. Procedure for Review and Resolution of Disputes

- A. Disputes arising under this plan, whether as to inclusion or exclusion of a matter in the plan or otherwise, shall be reviewable and resolved by the following method:

- I. The Legal Services Commission shall convene and by majority vote resolve such a dispute.
- II. If the dispute directly involves the Legal Services Commission, then an outside body can either be created (ad-hoc) or the U.S.S. of the S.S.A. shall handle the matter directly.
- III. Any dispute wherein a party is dissatisfied with the outcome may appeal to University Court.

Article III. Alternative Legal Service

- A. Any student may at their own cost seek legal counsel from any independent source and the attorney for the plan shall make reasonable efforts to assist students in their selection of counsel, including referral to the county Bar Association, Wisconsin Judicare, and Wisconsin Informational Services.

Article IV. Advisory Group

- A. The Legal Services Commission shall seek an advisory group to periodically review and evaluate the organization and operation of the plan and to offer suggestions for its improvement.
 - I. The Advisory group shall be, an ad-hoc committee comprised of Senators, Directors, and Executives of the S.S.A., who have no current involvement with the Legal Services Commission, and at least one Advisor of the S.S.A.
 - II. This group shall be called upon at the discretion of the President or by a motion of the University Student Senate.

Article V. Miscellaneous Provisions

- A. The Legal Services Commission/any oversight authority will keep the plan's Attorney informed in all matters regarding this plan, Legal Service Commission members, and any other relevant matters that impact the hired Attorney.
- B. The Legal Services Commission/any oversight authority in conjunction with the Visibility and Outreach Committee shall make available to the student body a

brief description of the legal services this plan will provide and how to access it. This should be done around October/November in the fall and again around February/March in the Spring.

- C. An Annual Review will be given to the U.S.S of the S.S.A. once per year by the chair of the Legal Services Commission, this includes but is not limited to...
- I. Data on how many students are using the service.
 - II. Cost of the service, and if the service will need more or less funding.
 - III. Updates and changes to the service.
 - IV. Current standing of the relationship between Commission and Attorney.

Responsibilities for student oversight

- **Keep connect/student management software events updated (Dates and times TBD as with what works best for the attorney) for available times to meet with students. (ex. Financial Affairs Committee annual budget sign ups (Connect ticketing system))**
- **Add Section to S.S.A. Website**
- Collect basic info from students when performing consultation. (Name and University ID number via ID swiper). **(health services tracking system – seg fee students only)**
- **Set up an email to provide *automatic response for sign up times and links to the connect page with all the services information and add section to tell them to ask additional questions of the Chair of the Legal Services Commission and attach that email. (ex. ssavicepres@uwstout.edu)***

Basic responsibilities for legal services/Position Description for attorney

- Provide legal consultation 3 hours per week in MSC, and Education Sessions for general information 2 per year.
- Keep record of basic information about visits, how many students per week and what they visited for this should be **very basic information** or **frequent topics** to help inform the Legal Services Commission on what areas the attorney should be knowledgeable about in the future. (ex. Off Campus Housing, Alcohol Misdemeanor)
- Use email to provide updates to the Chair of the Legal Services Commission (Chief Oversight Officer on the S.S.A.) on a **monthly basis**, giving information of number of students helped, and the basic info of what they visited for. (Metrics, **note for future** maybe have Connect do this automatically?)
- Prepare an educational session once a semester for the general student audience, on topics pertaining to legal advice for student life. The main one being off campus housing (what to watch out for, what to do to protect yourself, what to be aware of as a first time renter, etc.), which must be talked about, but is not limited to being the only topic. (1-2 hours of lecture with up to 5 hours of paid prep time.)
- When not meeting with student the lawyer should handle sending letters on behalf of the students if necessary, update report to S.S.A., research how to better support student in their legal concerns/possible legal concerns (ex. Authorization to Appear, Fair Trade Act), create helpful materials for students to view on basic legal conduct such as flyer information to be given to the Legal Services Commission to be printed and distributed (ex. Forfeiture), build connections that will benefit the students with other legal services (ex. Judicare)

Notes for Future Legal Services Commissions

- **Next year have lawyer at leadership summit (presentation to org leaders) and backyard bash (promote the service)**