**Marquette Law and Entrepreneurship Clinic**

**Application for Legal Services**

**(FOR ALL APPLICANTS *OTHER THAN* MARQUETTE FACULTY)**

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| **Information for Applicants** |
| Thank you for your interest in the Law and Entrepreneurship Clinic at Marquette University Law School (the “LEC”, “we”, or “us”). The LEC is a clinical program that provides free legal services to entrepreneurs and new businesses in southeastern Wisconsin. The LEC is staffed by law students, who provide legal services under the supervision of Nathan Hammons, the director of the LEC and a licensed Wisconsin attorney.The LEC specifically serves clients who:* have a well-developed plan to start, or have recently started, a new business;
* cannot afford to pay an attorney (with certain limited exceptions);
* have the potential to create jobs or help the local economy in other ways; *and*
* are a good educational fit for the LEC and its students.

We generally select only clients who satisfy each of these criteria. Because we have limited resources, we are unfortunately unable to serve every business that applies for services. The LEC provides legal services to its clients in many key areas, with a focus on the following matters:* business entity selection and formation
* corporate governance
* funding/financing
* business contracts
* employment
* business licenses and permits
* trademark, copyright, and other basic intellectual property matters
* commercial leases

We refer businesses needing help with patents to other resources. In addition, we do not represent parties involved in litigation. The LEC is a learning opportunity for its students, so we ask clients to respond promptly to all emails and phone calls. Clients must directly pay all out-of-pocket expenses (e.g., filing, registration, and license fees).If you are interested in applying for the LEC’s services, please complete this Application for Legal Services (this “Application”) and email it to entrepreneurclinic@marquette.edu. If you wish to start a nonprofit organization, please contact the Marquette Legal Initiative for Nonprofit Corporations (M-LINC) at mlinc@marquette.edu or (414) 288-4965. **The LEC will use reasonable efforts to keep your Application confidential, except so far as disclosure is required or permitted by law or by the Wisconsin Rules of Professional Conduct for Attorneys. The Internet is not necessarily secure, however, and your business may not be selected as a client. We therefore strongly suggest that you limit sensitive and/or confidential information in your Application.****Please note that submitting an Application does not create an attorney-client relationship with the LEC. The LEC is not the attorney for your business until the LEC has checked for conflicts of interest *and* a formal engagement letter is in place. Please also note that the LEC generally serves as the attorney for the actual or anticipated business entity only (i.e., the corporation, LLC, or partnership), and not for any individuals (e.g., owners or employees) affiliated with that entity.** |

**Application for Legal Services**

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| **Contact Information** |
| 1. Business Name (actual or anticipated):
2. Business Location (actual or anticipated):
3. Mailing Address:
4. Phone Number:
5. Email Address:
6. Website (if applicable):
7. Other (preferred contact times and method, etc.):
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| **Founder/Owner Information** |
| 1. List the name, home address, phone number, and email address for each co-founder of, and owner in, the business:
2. Is your business women-owned, i.e., at least 51% owned, controlled, and actively managed by a woman or women? [ ]  Yes [ ]  No
3. Is your business minority-owned, i.e., at least 51% owned, controlled, and actively managed by a person or persons who are: Native American, African American, Hispanic, Asian Indian, Asian Pacific, Aleut, Eskimo, or Native Hawaiian? [ ]  Yes [ ]  No

**The information in this application about gender and minority ownership is used for statistical purposes only and is not used to determine client eligibility for services.** |
| **Business Information** |
| 1. What products or services does your business offer or will it offer?
2. Have you formed a business entity yet? [ ]  Yes [ ]  No If “yes”, please identify the name of the business entity and the date it was formed:
3. Describe the past activities and milestones of your business (developing the concept, testing the product/service, conducting market research, selecting real estate, etc.), including the dates of those activities and milestones:
4. Describe what you hope to accomplish with your business in the next 6-12 months:
5. What is the target market for your product or service?
6. Please describe how your business has the potential to create jobs or help the local economy in other ways:
7. Describe how you plan to fund your business (personal savings, credit cards, loans, angel/venture capital investment, etc.) and if you have received any funding to date:
8. How much time do the founders/owners of the business plan to devote to it?
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| **Legal Services** |
| 1. Please describe ***all*** the legal services you believe your business currently needs and may need in the next 3-6 months:
2. What is your desired timing for completion of the legal services?
3. Has a lawyer ever worked with your business? [ ]  Yes [ ]  No If “yes”, please list that lawyer’s name and contact information, and state why they are no longer your attorney:
4. Are you willing to be represented by law students who will be closely supervised by an attorney or attorneys who are licensed to practice law in Wisconsin? [ ]  Yes [ ]  No
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| **Financial Information** |
| The LEC requests an applicant’s financial information (1) to assess ability to afford counsel and (2) to enhance the LEC’s legal counsel, should an applicant become a client. We generally select clients who cannot afford to pay an attorney but may waive that requirement in compelling circumstances (e.g., if the legal work would be of significant pedagogical value). 1. Complete the following:

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|  | Household Size(including the number of people in the house claimed as dependents) | Total Annual Gross Income (including spousal income) |
| Owner 1 |       |       |
| Owner 2 |       |       |
| Owner 3 |       |       |
| Owner 4 |       |       |
| Owner 5 |       |       |

1. Complete the following:

|  |  |
| --- | --- |
|  | Liquid Assets\* |
| Owner 1 |       |
| Owner 2 |       |
| Owner 3 |       |
| Owner 4 |       |
| Owner 5 |       |

\* **Liquid assets** are cash or other assets that can easily be converted into cash in a short time. For purposes of this Application, it includes money in checking and savings accounts, funds in money market accounts, certificates of deposit (CDs), treasuries, mutual funds, bonds, and stocks (excluding investments held in retirement accounts).1. Total amount of money the owners have invested into the business to date:
2. Total amount of money third parties (e.g., friends, family, and investors) have provided for, or invested into, the business to date:
3. Total outstanding loans or other debt (commercial and personal, including credit cards) connected to the business at present:
4. Total loans or other debt (commercial and personal, including credit cards) the business likely *could* obtain at present, if the owners/business were to seek such loans/debt:
5. Total amount of money the business likely *could* obtain at present from third parties (friends, family, and investors), if the owners/business were to seek such money/investment:
6. Total liquid assets (see definition above) of the business at present:
7. Revenue of the business over the past 12 months:
8. Expenses of the business over the past 12 months:
9. Anticipated revenue of the business over the next 12 months:
10. Anticipated expenses of the business over the next 12 months:
11. Estimate the market cost of the legal services you believe the business needs or will likely need in the near future (described in Question 17 above):       ***NOTE: If you are unsure of the cost, please make your best guess. The LEC will make its own internal determination*.**
12. Please state whether there is any additional information you would like the LEC to consider regarding your finances or ability to afford an attorney:
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| **Other**  |
| 1. Does anyone involved with your business have any affiliation with Marquette University? [ ]  Yes [ ]  No If “yes”, please explain:
2. Does your business now, or might it in the future, do business with Marquette University? [ ]  Yes [ ]  No If “yes”, please explain:
3. Please let us know if there is any other information you would like us to consider in reviewing your application:
4. How did you hear about us?
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