



Application

Thank you for your interest in applying to CCLI. CCLI is a law practice incubator that provides essential mentorship, guidance, education and other resources to new law graduates of Mitchell Hamline School of Law or its predecessor schools, allowing them to focus their individual law practices on representing modest-means clients who face barriers to accessing legal services.

Please submit the following written materials to us by a single email to karin@cclimn.org:

- Statement of interest*
- Current resume or CV
- Law school transcript
- Business plan*
- At least 2 references*
- Statement that you have registered for the Legal Mapmaker mailing list at <http://legalmapmaker.com>

*If you have taken the Sole Practice Residency class at MHSL, your work in class may serve as your statement of interest and business plan; your faculty may serve as your reference.

We accept applications on a rolling basis and will contact you for a follow-up conversation after we've had a chance to review your application. We fill each cohort as we receive applications. If we do not have space to offer you a place in the current class, we may defer your application and offer you a place if a space opens up or in a later cohort.

Applicants for the fall 2017 cohort (beginning November 1, 2017) will be notified of the status of their application on or before August 1, 2017. If you are accepted we will ask you to participate in programming before bar admission, including August 6-8 (Strategic Solutions for Solo & Small Firms in Duluth) and 16-18 (Legal Mapmaker webcast).

Things you should know about CCLI

- Each year we can accept only a limited number of program participants; we refer to them as “advocates.”
- We ask advocates to commit to the program for 18 months, during which time they will form solo law practices, serve clients, receive mentorship and guidance in running a law practice, and keep all fees they collect.
- Advocates are required to obtain professional liability insurance to cover their law practices.
- CCLI maintains collaborative workspace in the Central Midway Building at 393 Dunlap Street North near Lexington and University in Saint Paul; the space has wireless internet, an address for mail and courier delivery, a room for informal meetings, a copier, and desks with USB chargers and outlets (available on a first-come first-served basis) in a private area where advocates can work quietly and prepare for meetings. We also have access to two conference rooms, a waiting area, and a kitchenette. All current advocates may use CCLI’s space as their business address and to work and have meetings.
- We charge advocates an educational fee, currently \$5,000 over 18 months, to offset the cost of providing training, mentorship, and case referrals. The first two months are \$100, months 3-10 are \$250, and months 11-18 are \$350; the fee structure is intended to assist new lawyers in better managing their expenses in the early stages of practice. The fee isn’t rent: even if you choose to office elsewhere, we’ll still ask for the fee.
- We provide case referrals in areas where there is a great need for modest-means representation – currently family law, immigration, criminal expungement, landlord-tenant, administrative proceedings involving occupational licensing and driver licensing, small business formation, and elder law – and we will expect all our advocates to accept case referrals in at least one of these areas. If you’re interested in providing different services to another specific underserved group, and have thoughts about how you will get referrals for those cases, we’re open to proposals as part of your business plan.
- We ask that all advocates devote a substantial percentage of their practice – currently 30%--to serving Minnesotans of moderate means who do not qualify for legal aid but cannot afford market rates. This gives our advocates experience in developing a sliding-scale, low bono practice, which we consider

essential to serving clients in the justice gap. CCLI will provide referrals for these cases; you are also welcome and encouraged to develop your own referral sources.

- As part of their training, advocates will be asked to perform pro bono service through other legal services organizations, to become involved in bar and community organizations, to be mentored by more experienced practitioners, to mentor others, to develop self-care routines, to collaborate with others, to seek timely and appropriate advice on professional ethics, and to make reasonable financial investments in their practices (for example in third-party coursework or technology).
- We will ask advocates to attend training and events in the Twin Cities metro area. That said, we will facilitate remote participation to the extent practicable, and will encourage advocates to develop practices in underserved areas. We're open to proposals for law practices in greater Minnesota; please discuss these in your business plan.
- We are a BYOD ("bring your own devices") environment; you should expect to use your own devices and technology.
- Participating in CCLI is not employment. You are starting your own firm. We cannot pay you, we will not supervise your work in the traditional sense, and we cannot and do not guarantee that your practice will succeed. What we can do is provide mentorship, education, and case referrals that will save a committed new lawyer time and trouble during the launch phase of a practice, and increase the likelihood of success.
- You can't become a CCLI advocate until you are admitted to the Minnesota bar. If we offer you a place and you do not pass the bar exam, we will defer your application until you advise us that you've passed the bar exam.
- Required programming will begin in August, so please plan accordingly. We will ask you to attend the Solo & Small conference in Duluth on August 6-8 and the Legal MapMaker training sessions on August 16-18.
- We understand that life happens, and may make exceptions based on individual circumstances when there are good reasons.

Statement of interest

Your statement of interest may be a written or video narrative (up to 3 pages or 3 minutes, respectively) addressing:

- Why you're interested in and committed to running a solo practice – including examples such as relevant employment, volunteer work, clinical or residency experience, internships, coursework, and scholarship – and what attitudes and characteristics you think are helpful for a successful solo practitioner to have.
- Why you're interested in helping modest-means Minnesotans with family law, criminal expungement, immigration, housing law, occupational or driver licensing, small business law, elder law, or other services you propose. If you've already had experience providing some of the services you intend to provide to your target clientele, please tell us about it, including examples such as relevant employment, volunteer work, clinical or residency experience, internships, coursework, and scholarship.
- Whether you will accept case referrals in the areas of family law, criminal expungement, housing, immigration, occupational or driver licensing, small business formation, or elder law. Please identify all that apply, as well as any other areas of interest.
- What experiences you've had mentoring others and being mentored, what you have learned from your mentors, what in your opinion makes for a good mentoring experience, and how you plan to meet and develop relationships with mentors who can help you in your practice.
- Any other factors you think might be relevant or interesting. For example, do you have a prior career in a field other than law? Do you have experience in business, sales, administration, project management, or other areas that might help you in starting a practice? (We view "experience" broadly, by the way – family, volunteer, and community activities all count.) Can you communicate in languages other than English? Are you familiar with people and communities who struggle to get their legal needs met? Do you have a personal connection to the place where you plan to practice? Have you volunteered with or otherwise supported any Minnesota nonprofits, faith communities, or community organizations, and would you be willing to serve as a liaison to those organizations? Are you interested in serving modest-means clients as a permanent part of your practice? Would you consider staying involved with CCLI after your practice "fledges" from the incubator by teaching and mentoring our incoming advocates? Is there anything we're likely to find in

your online profiles or in an internet search about you that you'd like to discuss with us in advance?

Resume or CV

Your resume or CV can be any format up to 5 pages in length. It should include your bar admissions or anticipated dates of bar exams.

Transcript

We accept unofficial and photocopied law school transcripts.

Business plan

No specific format of business plan is required, but we need to know where you plan to locate, whom you plan to serve, what services you intend to provide (and why), how you intend to price those services, what obstacles and challenges you anticipate, what resources you can call upon, what investments you anticipate making, and how you propose to manage 18 months of limited and uncertain income. Imagine where you see your practice after six months, one year, and five years. The plan will of course change over time and with experience; please share your thinking as it exists right now. If you are interested in developing a law practice in greater Minnesota, discuss what you have in mind and how we can help you develop the practice you envision.

References

You may choose whoever you like as a reference. References should be in the form of a short statement (written or 1-minute video) by the person providing the reference; we would ask you to collect those and submit them with your other materials.

Our need for references is not so much to verify what's on your resume or transcript, but to offer a third-party perspective about the issues in your letter of interest. What can your reference tell us about your desire, commitment, and ability to start your own firm, and to serve low- and moderate-income Minnesotans? What details can they provide about your problem-solving skills, people skills, work ethic, creativity, integrity, commitment to client service within a community, and other skills that they consider relevant to this type of work? What can they tell us about your history, relevant accomplishments, and outstanding qualities that might not be obvious from the other materials you've provided? Why do they believe you'll make good use of a place in a legal incubator? As in all writing, specific examples are more compelling than general assertions.

Thank you

Thank you for your interest in working with CCLI. We look forward to hearing from you!