

CHAPTER L

ASUCR Free Legal Clinic

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Section 1: Purpose

1. The purpose of the Free Legal Clinic, hereon after to be referred to as FLC, is to empower all UCR students no matter their legal, socioeconomic, or etc. status to have access to free legal advice available to them through hired professionals and the ASUCR website.

Section 2. Powers and Responsibilities

1. The powers and responsibilities of the free legal clinic shall be as follows:
 - a. To give free access to an approved, frequently asked questions (FAQ) page for undergraduate student concerns that is continuously updated quarterly to reflect current issues.
 - i. Students can frequent the FAQ page as a part of the ASUCR website if they'd like to receive quick answers before meeting with legal professionals
 - b. To meet bi-weekly as a committee as well as with the contracted attorney to revise and add additional FAQs as deemed necessary.
 - c. For the contracted attorney to host meetings with undergraduate students to discuss and assess their legal situations to then provide legal advice.
 - d. To host an internship program under the supervision of the Free Legal Clinic Attorney(s)

Section 3. Frequently Asked Questions Page

1. The Frequently Asked Questions Page, hereinafter referred to as the FAQ Page will provide a quick answer to common questions students may have.
2. All FAQ answers must be reviewed by the contracted attorney before being uploaded to the page for the public to see.
3. The FAQ Page will cover law areas such as housing, immigration, school, financial, safety, family, and personal injury. More law areas can be added as needed.

Section 4. Free Legal Clinic Executive Team

1. Shall consist of three (3) members. The three (3) shall consist of one representative from the Judicial, Legislative, and Executive Branch.
2. Led by the FLC Director, one (1) Senator, and one (1) Justice from the Judicial Council.

- a. The Free Legal Clinic Director must choose a Senator to commit to the Free Legal Clinic as one of their required committees for their full term.
 - b. The Senator will update the ASUCR Senate about progress with the Free Legal Clinic quarterly.
 - c. The Justice from Judicial Council will upkeep the FAQ page to ensure that it is continuously updated.
3. The ASUCR Free Legal Clinic Director is:
 - a. Responsible for setting up the meeting times for the Free Legal Clinic Committee and taking meeting minutes.
 - b. Managing the FLC Volunteer Internship.
 - c. Report to the President and the ASUCR Head of Staff.
 - d. It is heavily recommended that the FLC Director to be either a previous FLC Intern or someone with previous experience.
2. Must utilize the ASUCR free legal clinic bylaws for operations.
3. The committee must hold minimum bi-weekly meetings every quarter until the end of the academic year.
4. The new leadership team must foster relations with the Attorney hired for the ASUCR FLC.
 - a. includes scheduling minimum monthly meetings with the designated Attorney
 - b. encouraged to meet bi-weekly with the designated Attorney within the first one (1) or two (2) quarters of the academic year.
 - c. Evaluate at minimum yearly for the need to search for new attorneys as needed either to replace or improve the ASUCR FLC.
5. The FLC Committee must advertise and recruit interns for the internship program under the ASUCR Legal Clinic by Week 3 of Fall Quarter.

Section 5. Free Legal Clinic Volunteer Internship

1. The ASUCR FLC Internship is open to all undergraduate UCR students second year or higher. The purpose of this volunteer internship is to acquaint students with the legal processes of client intake, legal aid and advice, as well as professional oversight by a contracted attorney who will assign them miscellaneous tasks as need be.
2. The FLC Director will serve as the Internship Director.
 - a. Responsible for creating the FLC internship application and reviewing all application materials from respondents.
 - b. Responsible for scheduling interviews with the attorney and the interviewees as well as any other interested parties (with approval from the FLC Director) to select interns.
 - c. Responsible for weekly one-on-one progress meetings with the interns.
 - d. Responsible for any professional development opportunities for networking and collaboration between the interns and contracted attorney(s).
 - e. Assign strikes as needed to interns after consultation with the FLC Executive Team.
3. Free Legal Clinic Interns Duties:
 - a. Learn the processes of legal aid within the contexts of different legal avenues (family, contracts, housing, etc.).
 - b. Learn legal terms and apply them to communication with clients as requested.
 - c. Processing the ticketing of clients.

- d. Scheduling meetings between clients and attorneys.
- e. Review and summarize cases for the attorney to review.
- f. Assist the attorney as requested with any other additional tasks.
- g. Support the FLC Executive team as requested.

Section 6. Special Provisions

- 1. Disclaimer from FLC attorney(s):
 - a. The information provided within any conversation will not constitute legal or medical advice and should not be relied upon as such. Results are not guaranteed. Please contact an attorney or legal service provider for legal advice.
- 2. The Free Legal Clinic does not provide representation nor does it provide advice outside of the information provided in the FAQ sections.

Section 7. UCR Principles of Community

- 1. The University of California, Riverside is committed to equitable treatment of all students, faculty and staff. UCR's faculty, staff and students are committed to creating an environment in which each person has the opportunity to grow and develop, and is recognized for their contribution.

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