



VanSickle Family Law Clinic COVID-19 Application Procedures

Thank you for inquiring about legal representation at SMU VanSickle Family Law Clinic (“VanSickle Clinic”). The VanSickle Clinic limits its practice to *Dallas County Family District Courts* (venue) on the following family law matters: divorce, child custody, visitation, paternity, modifications, enforcement actions, child support, and adoption. The VanSickle Clinic will consider the following factors in determining whether to accept a legal matter: (1) venue; (2) type of case; (3) income level and resources available to applicant; (4) the educational value of the dispute; and (5) caseload of the VanSickle Clinic.

To be considered for legal services through the VanSickle Clinic, please follow the steps below:

STEP 1: Please read the following COVID-19 notice: All intake interviews will be by phone or video conference (Zoom or Teams). No in-person interviews will be conducted during the pandemic. The clinic is open by appointment only. No walk-in at this time. Thank you for your understanding.

STEP 2: Complete the PDF application and submit by mail to PO Box 750116, Dallas, Texas 75275, fax (214) 768-1611 or email VanSickleFamilyLaw@smu.edu.

It is the goal of the VanSickle Clinic to process applications within 14 days of receipt. Please do not contact the VanSickle Clinic to inquire about your application status. We will contact you when we have processed your application. *Please do not send any documents with your application.*

STEP 3: After an initial review of your application, if it is determined that you meet our criteria, you will be contacted to schedule an intake interview. The purpose of the intake interview is to gather more information and to evaluate your case further. The decision on whether to take your case will be made after the intake interview. All potential clients are required to participate in an intake interview before the VanSickle Clinic accepts a case. You will only be allowed one (1) time to reschedule your intake interview. [NO CALLS, NO SHOWS will not be rescheduled] **Intake Interviews generally begin the third week of each semester (Fall & Spring only). We DO NOT accept cases during the summer.**



SMU Legal Clinics

If your application for legal representation does not pass the initial review process after it is submitted or the VanSickle Clinic has reached its caseload capacity, you will be contacted in writing at the address or email you provide on your application to inform you that we are unable to accept your case. The VanSickle Clinic **does not** have a waiting list.

STEP 4: Please review Important Notice below

IMPORTANT NOTICE

If the SMU VanSickle Family Law Clinic accepts you as a client, primarily student associates under the supervision of a clinical faculty member or supervising attorney will handle your case. If the SMU VanSickle Family Law Clinic accepts your case, you understand and agree that several different student associates may handle your case, especially if your case lasts for several months.

The SMU VanSickle Family Law Clinic is not obligated in any way to provide you with legal representation of any kind until and unless the SMU VanSickle Family Law Clinic accepts you as a client (and an employment contract is executed). Inquiring about legal representation at the SMU VanSickle Family Law Clinic does not preserve your legal rights. DO NOT wait to hear from the SMU VanSickle Family Law Clinic before you take further action necessary to preserve your legal rights. If you have been served court papers or have a court date set, you MUST respond to them and continue to seek legal representation from other sources.

Disclaimer: Thank you for visiting the VanSickle Clinic website. The site is provided for informational purposes only and should not be considered legal advice. The use of the internet or submission of an application to communicate with the VanSickle Clinic does not establish an attorney-client relationship.