

SMU[®] Dedman School of Law

Small Business and Trademark Clinic

Small Business and Trademark Clinic Application Procedures

Thank you for your interest in the SMU Small Business and Trademark (SBT) Clinic. We appreciate your consideration of our Clinic and welcome the opportunity to review your application.

Eligibility Requirements

The SBT Clinic serves the Dallas–Fort Worth area and seeks to serve clients who would not otherwise have access to legal service. Financial Need of prospective clients is considered heavily. Other criteria include but are not limited to, the difficulty of the matter, the educational value to the student, the availability of students, etc.

Legal Services Offered

- Assistance with the formation of nonprofit organizations (NPO), including guidance on applying for tax-exempt status.
- Preparation of LLCs and related legal documents to form new businesses.
- Drafting of contracts and other documents for small businesses and NPO.
- Review of contracts and agreements presented to small businesses and NPO by third parties.
- Preparation of federal trademark applications with USPTO.

Application and Review Process

- **STEP 1:** Submit Application.
Please complete the attached PDF application and email completed application to carranzag@smu.edu.
- **STEP 2:** Initial Application Review and Waiting List.
 - ◊ Upon receipt, your application will be reviewed to determine whether it meets the Clinic's initial eligibility and case acceptance criteria.
 - ◊ If your application meets these requirements, you will be notified by email and placed on the waiting list.
 - ◊ Please be advised that the waiting period for an interview may extend from several months to a year, depending on the current student workload.
- **STEP 3:** Initial Interview.
 - ◊ When your application is selected from the Waiting List, you will be contacted by a clinic law student for an interview.
 - ◊ If we do not receive a response after two attempts to contact you, we will proceed to the next applicant on the Waiting List.
- **STEP 4:** Acceptance and Legal Representation.
If the Clinic accepts your case, your matter will be handled primarily by law students working under the supervision the SBT Clinic Director (an experienced attorney). As the Clinic is an educational setting, multiple student attorneys may work on your matter throughout the course of representation. Please also be aware that many cases require more than six months to complete.

Fees

- Please note that there is a one-time administrative fee of \$25.
- The client will also be responsible for all filing and registration fees due to the Texas Secretary of State, United States Patent and Trademark Office and/or Internal Revenue Service, etc.

Important Considerations

- If your application does not meet the Clinic's initial review criteria, you will be notified by email. Please understand that submitting an application does not guarantee acceptance or representation by the Clinic.
- If you are facing an upcoming legal deadline, we strongly encourage you to seek alternative legal assistance while your application is under review and while you await a decision regarding representation.
- The Clinic cannot guarantee that it will be able to accept your case or address any time-sensitive legal matters within the required timeframe.

Thank you for considering the SMU Small Business and Trademark Clinic.

****FOR OFFICE USE ONLY****

Application #: _____

Date Received: _____

Action: _____

Conflicts Check: _____

APPLICATION FOR LEGAL REPRESENTATION

*Please type or print. Fill out the application as completely as possible and submit via mail, fax or e-mail.**

Do not send any documents with your application.

SMU Dedman School of Law

Small Business and Trademark Clinic

New Applicant File

P. O. Box 750116

Dallas, TX 75275-0116

Telephone: [214.768.8299](tel:214.768.8299)

Fax: 214-764-0012

Email: carranzag@smu.edu

APPLICANT INFORMATION

Name: _____

Phone: _____

(Home)

(Cell)

Address: _____

(Street)

(City)

(State)

(Zip)

Email Address: _____

Employer: _____

Occupation: _____

Annual Income: _____

If your occupation is STUDENT, what school do you attend and when do you graduate?

1. Have you formed an entity? If so, is it a nonprofit organization or a for-profit company?

2. State the names of any other individuals or companies who have or will have an ownership interest in your business:

3. What is the purpose of your organization or business?

4. What products or services does your organization provide?

5. What legal services are you requesting from the Small Business and Trademark Clinic? Do you have upcoming any deadlines?

6. Who is the opposing party? For example, if you are requesting the clinic to review a contract or lease, who is on the "other side" of the deal?

7. Why are you seeking legal services from the Clinic instead of from a private lawyer?

8. If the Clinic offers to represent you, is there anything that would prevent you from communicating with student attorneys and clinic personnel in a timely way?

9. What is your preferred method of communication? _____

10. How often do you check the following? MAIL: _____; EMAIL: _____; VOICEMAIL: _____

I hereby state that the above information is true to the best of my knowledge, and I give permission to the SMU Dedman School of Law Small Business and Trademark Clinic to check for potential conflicts of interest (including those arising as a result of current and former clients of the Clinic and clients of firms at which student attorneys or clinic personnel may be working).

Applicant's signature: _____ Date: _____

Please return the completed application by email or fax or U.S. Mail. You should hear back from the clinic within two weeks. Keep in mind that there is a waiting list to become a client of the clinic. The clinic cannot accept all applicants, so continue to look for other legal assistance in the meantime, especially if you have upcoming deadlines.