Applications for the TU Law Co-Op (TLC) are now available.

APPLICATION DEADLINE:

Applications must be submitted electronically to legalclinic@utulsa.edu. Applications must contain the following:

___ Application
___ Resume
___ Business Plan

If you are selected as a potential candidate, the TLC will contact you to schedule an interview.

APPLICATION REQUIREMENTS:

1. Completed TLC Application form
2. Current Resume: Your resume should be up to date and include law school accomplishments, internships, externships, clinic experience and other relevant business experience.
3. Proposed Law Practice Business Plan: TLC recognizes that most law students will not have experience in creating a business plan. A business plan, however, is vital to the success of any new business. Not just an academic exercise, formulating a business plan can help you concretize how you will launch and maintain your business. Examples of business plans can be found at http://ceoclubs.org/section/resources.php. Remember to think specifically about your business as a law firm. How does that change or impact your business plan? Your business plan should consider, at a minimum, the following factors in no particular order:

   • What is my monthly budget?
   • What is my source of funds as I build my business?
   • What are the advantages to launching my business as part of TLC?
   • What is an effective marketing plan?
     o How will people know that I am out there?
     o Why would they choose me?
   • What areas of practice am I interested in?
   • What is my target population?
   • Why is my solo practice viable in Tulsa, OK?
Tulsa Law Co-Op (TLC) Application

In order to be considered for participation in TLC, please complete and submit this application, and all supporting materials, by email to legalclinic@utulsa.edu. Please indicate “TLC Application” in the email subject heading.

The following documents must be submitted with this application:

1. Current resume, including the names, email addresses and telephone/cell numbers of three professional references (one TU Law professor, one attorney, and one non-attorney);

2. Personal statement of no more than 750 words indicating the following:
   
   a. Your motivations for pursuing an opportunity as a solo or small firm practitioner. (If applicable, discuss how a former work or educational experience in the legal profession [either through an externship, internship, clinic program, or work experience prior to law school] influenced your decision to start your own practice);
   
   b. The strengths you would bring to TLC and any other reason you believe you should be selected to participate in TLC; and
   
   c. Your plans for using your practice to serve underrepresented low- and moderate-income members of the Tulsa immigrant community (including providing pro bono and “low bono” representation) and how, if at all, you anticipate using alternative delivery methods in your provision of legal services (e.g., unbundling, sliding-scale fee structures, etc.); and

3. Your proposed law practice business plan addressing, at a minimum, the following questions:

   - What is my monthly budget?
   - What is my source of funds as I build my business?
   - What are the advantages to launching my business as part of TLC?
   - What is an effective marketing plan?
     - How will people know that I am out there?
     - Why would they choose me?
   - What areas of practice am I interested in?
   - What is my target population?
   - Why is my solo practice viable in Tulsa, OK?
Applicant Information:

Name: _______________________________________________________________________

Home Address: ______________________________________________________________________

City, State, and Zip: ______________________________________________________________________

Home Phone: ________________________________ Cell Phone: _______________________

E-mail address: _______________________________ Year of TU Law degree: __________

Date of admission to the OK Bar and OK Bar number:

_____________________________________________________________________________

Other bar admissions and dates:

_____________________________________________________________________________

Are you available to begin at TLC on October 3, 2016?

___Yes ___No. (If no, please provide your proposed start date, with explanation, on a separate sheet of paper.)

Has any disciplinary agency of any court, bar association or governmental entity ever found you to have violated any rules or canons of ethics, or laws in your capacity as a professional?

_____Yes _____No (If yes, please provide the details, in full, on a separate sheet of paper.)

Are any formal charges of professional misconduct by any agency of a court, bar association or governmental entity presently pending against you?

_____Yes _____No (If yes, please provide the details, in full, on a separate sheet of paper.)

Please initial each statement below indicating your agreement:

__________I understand that eligibility to enter or continue in the TLC requires that I continue to be a member of the OK State Bar in good standing. I agree to notify the Director of TLC immediately of any change in my status or any action taken against me by the Oklahoma Bar Professional Responsibility Commission (or such other agency).

__________If I am selected to as a participant in TLC,  I agree to carry at all times while I am part of TLC malpractice insurance in an amount of at least $250,000/$500,000, and to pay for any tail if the policy is a claims-reported policy.

__________If I am selected as a participant in TLC, I agree to abide by and remain compliant with all the rules and policies governing the program. I understand that TIRN may unilaterally amend the TLC rules and policies at any time.

__________If I am selected, I agree to perform a minimum of 450 hours of pro bono work during the first six months of my participation in TLC in programs or with clients approved of by the
Director of the TLC, and 50 hours of pro bono work during the next 12 months of my participation in TLC.

__________ If I am selected as a participant in TLC, I agree to pay a monthly participation fee to TLC beginning on the first day of my seventh month in TLC, the details of which will be the subject of a separate agreement.

__________ If I am selected as a participant in TLC, I understand that I will be provided with office space at no charge but will be required to contribute to certain shared expenses of TLC participants, including but not limited to office supplies and shared copying services.

__________ If I am selected as a participant in TLC, I agree to participate in all training programs for the TLC attorneys.

__________ If I am selected as a participant in TLC, I consent to use of my image, biography and information about my practice in marketing and other promotional or informational materials about TLC and/or TIRN and I agree to cooperate in the preparation of any such materials.

__________ If I am selected as a participant in TLC, I understand that the duration of my participation in TLC is not intended to exceed 18 months, and that an extension of that duration is at the sole discretion of TIRN.

__________ All statements in this application and accompanying attachments are true to the best of my knowledge and reflect realistic projections based on information reasonably available to me. I understand that any material misstatements herein may be the basis for termination of my participation in TLC should I be selected.

Signature: _______________________________

Date: ________________________________
TU LAW CO-OP ("TLC") FACT SHEET

TU Law Co-op (TLC) is TU College of Law’s new incubator program that will open in October 2016. This fact sheet provides an overview of incubator programs, and then summarizes how TLC will operate. Additional questions should be addressed to Prof. Miriam Marton, mimi-marton@utulsa.edu.

What is a legal incubator?

A legal incubator is a post-graduate program for new lawyers who are committed to (a) solo or small firm law practice; and (b) providing legal representation to traditionally marginalized populations. The incubator program provides its participants with office space in which to operate, as well as networking and client building opportunities, practice support, and training in substantive law, lawyering/professional skills, and law office management. Most incubator programs are 12-18 months long and require participants to contribute a certain amount of pro bono services and a monthly participation fee as a condition of participation. Currently, approximately XX incubator programs exist throughout the United States. Graduates of incubator programs rave about value of the experience to their professional development and success, especially the collegial environment and the access to practice support offered by the incubator.

What is TLC?

The TU Law Co-op ("TLC") is an 18 month incubator program of the University of Tulsa, Tulsa Immigrant Resource Network. TLC has two goals: to provide greater access to justice to the Tulsa area’s non-citizen population, and to support recent TU College of Law graduates committed to socially entrepreneurial solo or small firm practices providing legal representation to traditionally underserved populations. Each participant lawyer in the incubator program will develop their own, independent law firm, but in a cooperative shared space. Participants will pay a modest fee for participation in TLC. TLC will provide training and mentoring in substantive law and procedure, and in building an economically sustainable, socially entrepreneurial law practice.

This opportunity is open to lawyers who:

- Graduated from TU College of Law
- Are admitted to practice in Oklahoma
- Have a demonstrated commitment to provide access to justice for underserved populations
- Are willing to commit to ongoing pro and low bono service arranged through TLC
- Work well in intimate settings with a diverse group of individuals
- Have references to support their credentials
- Commit to establishing a solo/small firm practice and to continue to serve underserved populations after completion of their incubator training
- Have malpractice insurance

How will TLC operate?

TLC will operate as part of the Tulsa Immigrant Resource Network (TIRN), TU Law’s existing post-graduate residential program, and will be funded by a portion of TIRN’s George Kaiser Family Foundation grant. Professor Miriam Marton will serve as the director of both TIRN and TLC. TIRN

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1 Admission to TLC will be considered on a case-by-case basis for participants admitted in other states who are committed to immigration law practice only.
and TLC will be housed with faculty and students from the TU Oxley College of Health Sciences in a downtown Tulsa location, the Bolder Boulder Clinic. TLC’s co-location downtown with the College of Health Sciences will provide incubator participants with easy access to state and federal courts, as well as an opportunity for interdisciplinary collaboration with health care practitioners serving the same community of clients, and enhanced availability to potential client bases.

Each individual selected for participation in TLC will own and operate their own, independent law firm while enjoying the benefits of TLC’s 18 month program, as follows:

- **Session 1** (6 months beginning annually in October)
  - Four hour weekly training curriculum focused on substantive law and procedural practice and opening and managing law practice
  - Two hour weekly case rounds with TIRN/TLC Director and TIRN fellows
  - 450 hours of pro bono hour legal services to GKFF target population, the noncitizen community of Tulsa

- **Session 2**: (12 months, beginning annually in April)
  - On-going monthly training in substantive law and practice, professional responsibility and practice management.
  - Two hour weekly case rounds with TIRN/TLC Director and TIRN fellows
  - 50 hours of pro bono legal services to GKFF target population, the noncitizen community of Tulsa.

**Who are the best candidates for TLC?**

Remember that TLC has two main goals: providing space and training for new lawyers committed to a socially entrepreneurial solo/small firm practice, and increasing access to justice for traditionally underrepresented clients. What does that mean for you? It means that, in addition to being committed to owning and operating your own business, you are committed to that business being financially successful from servicing underserved clients. If you find yourself committed to both of those goals, apply to TLC! If you find yourself committed but terrified, come talk to us, talk to folks currently operating solo/small firms successfully in Tulsa or elsewhere, and talk to folks currently operating successfully out of an existing incubator program. See [http://www.americanbar.org/groups/delivery_legal_services/initiatives_awards/program_main/program_directory.html](http://www.americanbar.org/groups/delivery_legal_services/initiatives_awards/program_main/program_directory.html) for a list of incubator programs around the United States, including contact information for each incubator director. Consider reaching out to a few of the individuals on this list to find participants willing to speak with you regarding their incubator experience.