



CUBE Consultation Center

*A limited representation small business brief advice clinic
involving alumni attorneys, students, student leaders, and
CUBE faculty*

April 16th, 2014 6PM – 8PM

Host: Carroll Gardens Association, Inc.
Address: 201 Columbia Street, Brooklyn, NY, 11201
Host Contact: 718-243-9301

Details: For profit and nonprofit clients will sign up in advance for a legal consult with an alum attorney and up to three students. The consults will run in four thirty minute slots from 6:00-8:00 p.m. Consultations will involve brief advice on a variety of legal issues, including business entity formation, leasing, contracts, permits and licensing, and basic intellectual property (i.e. trademark). This document covers how the Consultation Center will flow.

Intake Procedure: Waiver and Initial Intake

As clients arrive they will be directed to a check in table staffed by up to four students as well as an intake captain student leader or faculty member. Clients will complete the limited scope of legal services waiver, if they have not already, and the brief intake form on the back of the waiver. If the client has a consult time already scheduled they will either be directed to the appropriate table, or to a waiting area until their table becomes available. Student runners will direct clients to their table when it the previous consult is completed.

Consultations

Consults are brief “legal pit stops” where clients tell their stories and can ask general questions about startup issues, or ask specific questions about rights in a given contract, transaction, or regulatory process. Attorneys are free to provide advice as they see fit based on the interview with the client and client questions. Up to three student observers can collect information in a longer intake form, and possibly ask questions, depending on instructions from the attorney.

Consults will be organized roughly depending on attorney’s comfort in each area of expertise (i.e. clients with intellectual property questions will be directed to an attorney with knowledge in that area).

Follow-Up:

Following the consult, one of the students will take the client to a check-out/ follow up table where the client can take information from the Host, as well as a referral sheet with information about accessing additional CUBE resources, including the Brooklyn Law Incubator & Policy (BLIP) Clinic, the Community Development Clinic, Urban Economic Development Clinic, or the Corporate Real Estate Clinic, and other legal resources.