Annual Pro Bono Challenge Report
January 1, 2013—December 31, 2013

Frequently Asked Questions

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Technical Questions about Submitting Your Data

What is the reporting period?
The reporting period is January 1, 2013 thru December 31, 2013.

I forgot to save my information. How do I get it back?
The responses are automatically saved when you click the red “Back” or “Next” buttons on the page.

I lost the link to my form. Can I get another copy of the link?
Please contact Tammy Taylor for another link.

This was sent to the wrong person at my firm. Can you resend the form to the appropriate respondent?
Please contact Tammy Taylor with the contact information of the correct person.

I submitted my form but found a mistake. Can I go back and edit?
Please send changes to Tammy Taylor .

Can I preview the whole form to see what information I need before filling it out?
A PDF of the form can be found here. Please *do not* submit your information on this PDF. We cannot accept data submitted in this fashion.

What if my firm’s prior year data as displayed is wrong?
Please contact Tammy Taylor with what you believe is the correct information.

What if I want to provide both numbers on Page 2 (pro bono % and total client paying billable hours)?
Please fill in only one number. You may provide both numbers in the comments box at the end of the page if you choose. *Please do not include any commas or percentage signs when filling in your numbers.*

What if I haven’t hit the “Next” or “Back” buttons but just exited my browser? How do I get back to the form?
A saved copy of the form may be reached by re-using the original link that was provided.

Explanatory Comments

***Please do not include any commas or percentage signs when filling in your numbers.**

*Hours spent on pro bono should be recorded and calculated using the guidelines provided in the Challenge. Please check the website for copies of *What Counts?*, a compilation of specific questions about the Challenge definition, the Challenge, and the Commentary. If the firm includes the time spent by paralegals, summer associates, non-U.S. attorneys and staff/contract attorneys in the percentage or the total pro bono hours, you must include their time in the computation of total firm billable hours.

*The percentage in this initial question is arrived at by dividing (1) the number of pro bono hours spent on the "…delivery of legal services on a pro bono basis to persons of limited means or to charitable, religious, civic, community, governmental and educational organizations in matters which are designed primarily to address the needs of persons of limited means…" by (2) the total paying client billable hours of the firm for the period January 1, 2013-December 31, 2013.

*****In determining whether a particular matter should be classified as litigation or non-litigation, please use your best judgment and base your decision primarily on the nature of the legal skills utilized and the matter in question. For those matters that are difficult to classify, it may be useful to look at the department/practice group of the person doing the work as an indicator.

*Unless all of the pro bono work the firm has done in the past year matches the Challenge definition of legal services to those of limited means, the percentage of the number of hours in this question should not be the same as the percentage and number of hours given in the first question.

*Where there is a question of whether the firm is representing an individual, who was referred to the firm through an organization, or the organization itself, the firm should look to the retainer agreement for clarification. "Organizational clients" here means organizations that primarily service those of limited means or representations which primarily benefit those of limited means.