

## Annual Pro Bono Challenge Report

January 1, 2013 - December 31, 2013

### Firm info

Responses to the following questions will be confidential and will not be disclosed by the Law Firm Pro Bono Project in a disaggregated form which identifies individual law firms. Please complete and return this form to the Project no later than February 28, 2014.

Below is the contact information we have on file. Please correct any fields that should be updated.

	Firm Information
Firm Name	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Phone	<input type="text"/>
Primary Challenge Contact	<input type="text"/>
-- Primary contact email	<input type="text"/>
Secondary Challenge Contact	<input type="text"/>
-- Secondary contact email	<input type="text"/>

If there are more than two contacts, please add them in the comments box below or send their information directly to the Project. ([probono@probonoinst.org](mailto:probono@probonoinst.org))

	Please state the total hours spent on pro bono work, as defined by the Law Firm Pro Bono Challenge, for the reporting period.
Response	<input type="text"/>

### How do we calculate the pro bono percentage?

100 paying client billable hours	
3 Pro bono hours	97 Revenue- generating hours
$\text{Pro bono \%} = \frac{\text{Pro bono hours (3)}}{\text{Paying client billable hours (100)}} = 3\%$	

**Total paying client billable hours =  
revenue-generating hours +  
pro bono hours**

In addition to the number of pro bono hours, please also provide one of the following metrics.

	YOU MAY ENTER ONLY ONE VALUE	
	% of total paying client billable hours dedicated to pro bono work (from 0 to 100)	Total paying client billable hours, <u>including</u> hours dedicated to pro bono clients
Response	<input type="text"/>	<input type="text"/>

	How many of the total pro bono hours reported?
Litigation hours	<input type="text"/>
Non-litigation hours	<input type="text"/>

	How many of the total paying client billable hours reported?
Litigation hours	<input type="text"/>
Non-litigation hours	<input type="text"/>

#### Limited means

Does your firm track the number of pro bono hours dedicated to those of limited means?	Of the pro bono hours performed during the reporting period, how many of those hours were provided to those of limited means?
Yes	Hours
<input type="radio"/>	<input type="text"/>
No	
<input type="radio"/>	

	How many of the hours spent on pro bono work for those of limited means were:
Litigation hours	<input type="text"/>
Non-litigation hours	<input type="text"/>
For organizational clients	<input type="text"/>
For individual clients	<input type="text"/>

As of December 31, 2013, please state the number of attorneys in the firm, and how many of those attorneys participated in pro bono activities as defined by the Challenge during the reporting period.

Enter 0 if there are no attorneys for a category.

	Total attorneys at firm	Participating attorneys
Partners	<input type="text"/>	<input type="text"/>
Associates	<input type="text"/>	<input type="text"/>
Counsel	<input type="text"/>	<input type="text"/>
Staff/Other Attorneys*	<input type="text"/>	<input type="text"/>

\*Staff or other attorneys refers to attorneys who are employees of the firm but who are not on a partnership track. This category does not include attorneys employed via an agency, and who are not firm employees.

## Optional Information

The information requested below will assist the Law Firm Pro Bono Project in identifying new trends and issues in law firm pro bono. Materials provided will be made part of the Project's Resource Clearinghouse and will be considered for inclusion in our Annual Best Practices Compilation. Please notify the Project if you would prefer these materials to be kept confidential.

**How much did your firm contribute to organizations that provide legal services free of charge to those of limited means during the reporting period (In U.S. dollars)? Responses will be confidential and will not be disclosed by the Law Firm Pro Bono Project in a disaggregated form.**

	Numerical values only. If nothing, enter 0.
Response	<input type="text"/>

**Has your firm developed any innovative pro bono activity or project since the last reporting period? (Please check all that apply.)**

- ☐ an international program
- ☐ a partnership with a corporate in-house department
- ☐ a firmwide signature project
- ☐ a rotation/fellowship/externship program
- ☐ other activity or project not mentioned above (describe below)

**Which of the following periodic reports of its pro bono activities does your firm produce? (Please check all that apply.)**

- ☐ annual reports
- ☐ newsletters
- ☐ recruiting brochures
- ☐ videos
- ☐ other (describe below)

**Please help us assemble materials for the Project's Resource Clearinghouse and our Annual Best Practices Compilation. Please send copies or descriptions of any of the following to [ttaylor@probonoinst.org](mailto:ttaylor@probonoinst.org).**

- Eligibility criteria for clients (including nonprofit organizations)
- Engagement letters or retainer agreements
- Attorney interest surveys
- Job descriptions for pro bono partners/public service counsel/pro bono counsel/coordinators/other staff
- Pro bono budgets or budget templates
- Pro bono policies
- Strategic plans
- Pro bono recognition events
- Annual reports or newsletters
- Attorneys' fees policies or guidelines
- Conflict of interest/positional conflict policies