

## Annual Law Firm Pro Bono Challenge® Report

### Frequently Answered Questions

**Q: What is the reporting period?**

**A:** The reporting period is January 1, 2014 through December 31, 2014.

**Q: What is this year's reporting deadline?**

**A:** February 27.

**Q: The survey was sent to the wrong person at my firm. Can you resend the link to the appropriate respondent?**

**A:** Please contact [Tammy Taylor](#) with the contact information of the correct person.

**Q: Can I preview all of the questions to see what information I need?**

**A:** Yes; all of the questions are reproduced at the end of this document for your reference.

**Q: What if my firm's prior year data, as displayed, is inaccurate?**

**A:** Please contact [Tammy Taylor](#) with what you believe is the correct information.

**Q: What if I want to provide both numbers (pro bono percentage and total paying client billable hours) on Page Two?**

**A:** Please fill in only one number. You may provide both numbers in the comments box at the end of the page. *Please do not use commas, percentage signs, or decimals when entering your numbers.*

**Q: Should I include the time spent by paralegals, summer associates, and non-U.S. attorneys in our pro bono hours?**

**A:** If the firm includes the time spent by paralegals, summer associates, and non-U.S. attorneys in its computation of total pro bono hours, you must include their time in the computation of total paying client billable hours.

**Q: I forgot to save my information. Is my work lost?**

**A:** The responses are automatically saved when you click the red "Back" or "Next" buttons on the page.

**Q: What if I haven't hit the "Next" or "Back" buttons but just exited my browser? How do I get back to the questions?**

**A:** A saved copy of the questions may be reached by re-using your original link.

**Q: I lost the original link. How can I get a replacement link?**

**A:** Please contact [Tammy Taylor](#) for another link.

**Q: I submitted my responses but found a mistake. How can I go back and make edits?**

**A:** Please send changes to [Tammy Taylor](#).

## Reporting Pro Bono for those of Limited Means

As a Signatory to the Law Firm Pro Bono Challenge®, your firm has made an institutional commitment to abide by the principles of the Challenge, which include devoting “a majority” of your firm’s pro bono hours 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.” We know that Challenge Signatories are doing significant pro bono work for low-income individuals, but the information we have received over the past few years has been incomplete and unrepresentative of the overall work that firms are doing. While the question about pro bono for those of limited means has always been mandatory, this information is particularly meaningful and compelling at a time when poverty in the U.S. remains high and resources for legal aid assistance have been diminished.

Why is this information critical? Advocates for increased funding for legal services organizations rely on this information to effectively make their case. According to Jim Sandman, president of the Legal Services Corporation, “we need to be able to demonstrate that the legal profession supports us in our work for low-income Americans, that we are maximizing pro bono assistance for the clients we serve, and that we are leveraging federal dollars with significant in-kind private contributions.” Conversely, an inability to collect and report comprehensive information from Challenge Signatories about their pro bono work for persons of limited means contributes to the perception that large firms are not supporting legal aid programs as much as they could and that they should do more before other funding streams, especially public ones, be made available.

In the ideal world, your pro bono timekeeping system would have a separate designation for categorizing pro bono time spent on matters for those of limited means or organizations serving them. This would provide the most accurate means of gathering data. Not all firms have this capability at this time. There are several other methods by which you can still report these hours, recognizing that at best, each method is an approximation. We would rather have your best estimate of the time spent than have your firm report a zero – we know a zero is inaccurate.

For those of you who do not currently have a separate reporting number for pro bono work dedicated to those of limited means, here are some suggested methods for developing an approximation:

- By case type: You know certain types of cases are most likely only serving those of limited means. Only count hours spent on those types of cases.

- By source of referral: Just as you know certain types of cases can generally be classified as serving primarily those of limited means, you also know that certain referral organizations only refer or serve clients of limited means. Only count hours spent on those referrals.
- By sampling and extrapolating: This is likely not as accurate a means of estimating hours, but again, we would rather have an approximation of hours than no data at all. Take a representative sample of your firm's pro bono work – look at 10 percent of all work done. Of that 10 percent, how much can be classified as work for those of limited means or for organizations serving them? For instance, say 33 percent of that 10 percent was devoted to work for those of limited means. Take that 33 percent and extrapolate to all your pro bono hours. Again for example, say the firm spends 25,000 hours on pro bono over the past reporting year; through extrapolation, you have estimated that 33 percent of that time, or 8,250 hours, could reasonably be said to have been performed for individuals of limited means or organizations serving them. This is the number you would report for Question 2.

In order to meaningfully tackle the access to justice crisis, we need a detailed picture of the sources and nature of pro bono services provided annually by Challenge Signatories. This data will enable us to better work with you and the public interest community to identify and address challenges and emerging trends. We need your help on this front and encourage Challenge Signatories to be in touch with the [Law Firm Pro Bono Project](#) if you need assistance in maintaining and reporting accurate information regarding your pro bono performance, including service to persons of limited means.

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## Annual Pro Bono Challenge Report

January 1, 2014 - December 31, 2014

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 27, 2015.

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.  
([ttaylor@probonoinst.org](mailto:ttaylor@probonoinst.org))

Please add any comments:

Please state the total hours spent on pro bono work, as defined by the Law Firm Pro Bono Challenge®, for the reporting period. Please do not use commas, percentage signs, or decimals when entering your numbers.

Response

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, including hours dedicated to pro bono clients

Response

How do we calculate the pro bono percentage?

100 paying client billable hours

3	:	97
Pro bono hours	:	Revenue-generating hours

Pro bono % =  $\frac{\text{Pro bono hours (3)}}{\text{Paying client billable hours (100)}} = 3\%$

Total paying client billable hours =

For reference, here are your responses from last year's Law Firm Challenge report:

	Total Hours
Total Pro Bono Hours	
Total Paying Client Billable Hours	

Please add any comments:

Does your firm track the number of pro bono hours dedicated to those of limited means or are you providing an estimate?

Tracked



Estimated



Of the pro bono hours performed during the reporting period, how many of those hours were provided to those of limited means?

Hours

*For reference, here are your responses from last year's Law Firm Challenge Report:*

	Total Hours
For those of limited means	

Please add any comments:

As of December 31, 2014, 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.*

*For reference, here are your responses from last year's Law Firm Challenge report:*

	Total attorneys at firm	Participating attorneys
Partners		
Associates		
Counsel		
Staff/Other Attorneys		

Please add any comments:



## 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

**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

**Please add any comments:**



This is the end of the report. Please review your responses below before submitting! You MUST click the Submit button to send your responses to PBI. Once you submit your survey, you will be able to save and print a PDF of your responses from the following page.

Item	Amount
Total pro bono hours	
Pro bono %	
Total billable hours	
Pro bono hours to those of limited means	
Donations to legal services organizations	

	Total attorneys at firm	Pro bono participants
Partners		
Associates		
Counsel		
Staff/Other Attorneys		