



Annual Law Firm Challenge Report

January 1, 2020 – December 31, 2020

Responses to the following questions will be confidential and will not be disclosed by the Law Firm Pro Bono Project® staff in a disaggregated form which identifies individual law firms. Please complete and return this form to the Project no later than March 19, 2021.

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

Firm Information

Firm name	_____
Address	_____
Address 2	_____
City	_____
State	_____
Zip	_____
Phone	_____
Primary Challenge Contact	_____
-- Primary Contact Email	_____
Secondary Challenge Contact	_____
-- Secondary Contact Email	_____

If there are more than two contacts, please add them in the comments box below or send their information directly to the Project. (lawfirm@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® initiative, for the reporting period. Please do not use commas, percentage signs, or decimals when entering your values.

Response _____

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

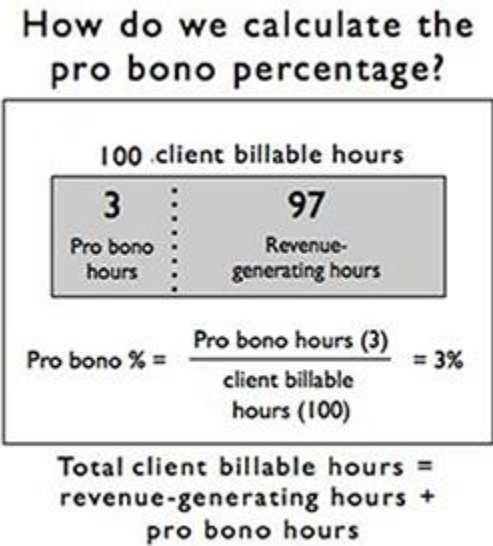
YOU MAY ENTER ONLY ONE VALUE

% of total client billable
hours* dedicated to pro bono work
(from 0 to 100)

Total client billable hours, including
hours dedicated to pro bono clients

Response _____

***Note:** While, for the purposes of clarity, the wording of the survey has changed slightly from previous years, the change does not represent a modification of the intended calculation.



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

	Total Hours
Total Pro Bono Hours	
Total 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 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, 2020, please state the number of attorneys at the firm, and how many of those attorneys participated in pro bono activities as defined by the Challenge during the reporting period.

Your firm may have an attorney headcount at the end of the year that is smaller than the total number of attorneys who participated in pro bono throughout the year. In such case, when reporting your firm's data, report the number of participating attorneys as the total number of attorneys at the firm as of December 31, because, for the purposes of data analysis, we cap attorney participation at 100 percent.

Enter 0 if there is no total or participating for a category.

	Total at the firm	Participating
Partners	_____	_____
Associates	_____	_____
Counsel	_____	_____
Other Attorneys*	_____	_____
Law Students	_____	_____
Paralegals/Legal Assistants/ Other Staff	_____	_____

****Other attorneys refers to practicing 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 who are not firm employees, nor does it include attorneys already reported***

in the associates or counsel figures. This category no longer includes law students (e.g. summer law clerks, summer associates) and paralegals.

Note: Please list total and participating law students (e.g. summer law clerks, summer associates, etc.) and paralegals/legal assistants/other staff only to the extent that the work performed is substantive in nature and results in the delivery of legal services to qualifying groups or individuals. Moreover, to the extent law student or paralegal/legal assistant/other staff time is included, then their hours spent working for paying clients must be included in Total Client Billable Hours reported above.

For reference, here are your responses to last year’s Law Firm Challenge Report:

	Total at Firm	Total Participating
Partners		
Associates		
Counsel		
Staff/Other Attorneys		

Please add any comments:

Please check whether the data you have reported reflects pro bono conducted by your firm’s:

- ☐ One US office
- ☐ US offices
- ☐ Global & US offices
- ☐ Other (describe below)
-

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 and providing the industry with information on the current extent of law firms' collective response to key developments of the day. Materials provided will be made part of the Project's Resource Clearinghouse. Please [notify](#) the Project to request that these materials to be kept confidential.

What percentage of pro bono hours dedicated to those of limited means were devoted to matters for which the client was an individual of limited means (as opposed to an organization of limited means or an organization devoted to providing legal services to those of limited means)?

Response _____ %

How much did your firm contribute (in U.S. dollars) to organizations that provide legal services free of charge to those of limited means during the reporting period Reminder: 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 _____

Did your firm provide any pro bono legal work directly in response to the COVID-19 crisis?

___ Yes

___ No

If yes, please:

a) Describe such work:

b) Estimate the number of pro bono hours devoted to such work falling within the Challenge definition of pro bono:

Hours

c) Estimate the number of hours, if any, of additional legal services performed on a no fee basis related to COVID-19 that fell outside the scope of the Challenge?

Hours

In the past year, has your firm adopted a new or renewed focus on racial justice, as reflected in its pro bono legal work?

☐ Yes

☐ No

If yes, please:

- a) Describe the activities that your firm has undertaken:

- b) Briefly explain how this focus differs from your pro bono program in prior years (e.g., program scope expanded, program hours expanded, program hours shifted from other areas to racial justice, etc.):

Has your firm developed an innovative pro bono 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 on 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. Please send copies or descriptions of any of the following to lawfirm@probonoinst.org:

- Eligibility criteria for clients (including nonprofit organizations)
- Engagement letters or retainer agreements
- Attorney interest surveys
- Job descriptions for pro bono 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 (calculated)	
Pro bono hours to those of limited means	
Donations to legal services organizations	

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