

**ABA Section of Labor and Employment Law**  
**Model Law Firm Pro Bono Policy**

**Pro Bono Commitment**

Our firm is committed to providing pro bono services as part of our professional responsibility to provide access to the legal system for all, especially the poor and marginalized in our community. We encourage all attorneys in our firm to perform at least 50 hours of pro bono work per year.

Pro bono work provides many benefits to our firm, individual attorneys, and, of course, to the individuals and organizations to whom we provide free legal services. Pro bono work provides opportunities for attorneys to gain invaluable training and experience. It also helps us develop relationships with individuals and organizations as we demonstrate our firm's commitment to the community.

Pro bono work should meet the same standards of professionalism and service as any other work undertaken by the firm. To signal the firm's commitment to pro bono work, the quality and level of an attorney's pro bono work will be considered in the same way as fee-generating work when the firm completes performance reviews and decides compensation. Further, our firm will consider as billable hours up to 50 hours [OR ALL] of an attorney's pro bono work.

In addition to providing pro bono legal services, we encourage our lawyers to contribute financial support to organizations that provide legal services to persons of limited means.

**Definition of Pro Bono Services**

Pro bono work can be defined in many ways. Our firm defines pro bono work in accordance with ABA Model Rule of Professional Conduct 6.1.

Every lawyer has a professional responsibility to provide legal services to those unable to pay. Our lawyers should aspire to render at least 50 hours of pro bono publico legal services per year. In fulfilling this responsibility, each lawyer should: (a) provide a substantial majority of the 50 hours of legal services without fee or expectation of fee to: (1) persons of limited means or (2) charitable, religious, civic, community, worker rights centers and related organizations, governmental and educational organizations in matters which are designed primarily to address the needs of persons of limited means; and (b) provide any additional services through: (1) delivery of legal services at no fee or substantially reduced fee to individuals, groups or organizations seeking to secure or protect civil rights, civil liberties or public rights, or charitable, religious, civic, community, governmental and educational organizations in matters in furtherance of their organizational purposes, where the payment of standard legal fees would significantly deplete the organization's economic resources or would be otherwise inappropriate; (2)

delivery of legal services at a substantially reduced fee to persons of limited means; or (3) participation in activities for improving the law, the legal system or the legal profession.

Although our attorneys are encouraged to perform any pro bono work that meets the above definition, our firm is particularly interested in providing free legal services in the area[s] of \_\_\_\_\_ [LIST FIRM'S INTEREST AREAS]. To that end, our firm encourages attorneys to do pro bono work at \_\_\_\_\_ [LIST LOCAL ORGANIZATIONS]

### **Pro Bono Committee/ Coordinator**

Our firm has established a Pro Bono Committee [or, for smaller firms, a pro bono coordinator] responsible for implementing our pro bono policy and overseeing the firm's pro bono activities. The Pro Bono Committee includes partners and associates who represent the firm's different practice groups. The firm's managing partner/ management committee will appoint the members of the Pro Bono Committee and the chair of the committee. The Pro Bono Committee will also include secretarial and paralegal representatives.

The Pro Bono Committee/ Coordinator will be responsible for the following activities in furtherance of realizing our firm's public interest policy:

- develop, monitor and implement the firm's pro bono policy;
- create relationships with pro bono programs;
- coordinate case screening and assignments;
- disseminate information on pro bono opportunities and available services to all lawyers in the firm, including incoming attorneys not yet familiar with the firms' policies;
- coordinate and monitor the status of all pro bono activities, ensuring that proper assistance, supervision and resources are available for services;
- provide quarterly and annual reports on the number of attorneys who did pro bono work, the hours of services rendered, the monetary value of such service and total disbursements paid;
- coordinate publicity on pro bono work;
- recognize outstanding pro bono service; and
- ensure that the same firm standards of quality and care given to our paying clients are afforded to our pro bono projects

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