



Annual Pro Bono Challenge Report

January 1, 2017 - December 31, 2017

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 March 2, 2018.

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. (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 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 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?

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

| | | | | | |
|--|--------------------------|-----------|----------------|--------------------------|--|
| 100 paying client billable hours | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 50%;">3</td> <td style="text-align: center; width: 50%;">97</td> </tr> <tr> <td style="text-align: center;">Pro bono hours</td> <td style="text-align: center;">Revenue-generating hours</td> </tr> </table> | 3 | 97 | Pro bono hours | Revenue-generating hours | |
| 3 | 97 | | | | |
| Pro bono hours | Revenue-generating hours | | | | |
| $\text{Pro bono \%} = \frac{\text{Pro bono hours (3)}}{\text{Paying client billable hours (100)}} = 3\%$ | | | | | |

are your Law Firm

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

| | |
|------------------------------------|-------------|
| | 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 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, 2017, 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 participation rate higher than 100 percent if the firm’s headcount at the end of the year is smaller than the total number of attorneys who participated in pro bono throughout the year. When reporting your firm’s data, however, the number of participating attorneys cannot exceed the total number of attorneys at the firm as of December 31, because, for the purposes of data analysis in the Challenge Report, we cap attorney participation at 100 percent.

Enter 0 if there are no attorneys for a category.

| | Total attorneys at the firm | Participating attorneys |
|------------------------|-----------------------------|-------------------------|
| Partners | _____ | _____ |
| Associates | _____ | _____ |
| Counsel | _____ | _____ |
| Staff/Other Attorneys* | _____ | _____ |

**Staff or 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.*

For reference, here are your responses to 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. 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 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 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 (calculated) | |
| 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 | | |