IN-HOUSE PRO BONO PROGRAM
FREQUENTLY ASKED QUESTIONS

How does [the Company] define pro bono service?

Does the Pro Bono Program have any areas of focus?

Who may volunteer to work on pro bono matters?

How do I find out about pro bono opportunities?

How do I start a pro bono matter?

Do I need approval to work on a pro bono matter?

Will there be training?

Who represents pro bono clients, individual attorneys or [the Company]?

What if I am not licensed to practice in the state where I work? Are there any practice rule limitations related to pro bono work?

Can I work on projects outside of [the Company] pro bono program's areas of focus?

Can I work with other [Company] legal department staff?

How much time will it take to work on a pro bono matter?

How much time can I spend on pro bono?

Can I use company resources when working on pro bono matters?

Can I meet a pro bono client, adversary, or witness at a [Company] location?

How should I identify myself when working on pro bono matters? Can I use my company letterhead?

Does [the Company] have malpractice insurance for pro bono matters?

What should I do if a problem arises in a pro bono matter, such as a potential ethical issue or a serious conflict with a client or third party?

How should I deal with pro bono deadlines that conflict with assignments for [the Company]?

Do I need to keep records of the time I spend on pro bono matters?

How do I handle expenses for pro bono matters?

What does the Pro Bono Committee do?

Can I get CLE credit for working on pro bono matters?

How do I close a pro bono matter?

Is there a pro bono website?

Who should I contact if I have questions?