CPBO | CORPORATE PRO BONO

PRO BONO POLICY QUESTIONS TO ASK

I. Introduction/Policy Statement

- Are there ethical rules or regulations that govern? Does your company want to include them in its policy?
- Is there a general policy statement that should govern the activities of the law department?
- Do you want to include a statement in support of pro bono work? If so, what should it say?

II. Definition of Pro Bono

- Will your policy distinguish between legal pro bono work and general community service activities? If so, how?
- Will your policy define what type of work is included under the policy and what type of work is not?
- Will your policy prohibit staff from doing certain types of pro bono work?

III. Participation

- Who in your legal department may do pro bono work?
- Will the policy govern the activities of all members of the legal department?
- Will the legal department be permitted or encouraged to work with other company staff and departments?
- Is participation mandatory or voluntary?
- Are there consequences for those who do not participate?
- May members of the law department do pro bono work/community service work that falls outside of the scope of the policy?

IV. Time Commitment

- When can members of the legal department do pro bono work? During work hours? Are there any restrictions? Are there limits?
- Is time doing pro bono work recorded? How?
- Are there different rules or requirements for lawyers? For non-lawyers?

V. Administration of Program

- What is the structure of the program?
- Will it have a committee? Chairs? Co-chairs? How many? What are their responsibilities?
- Will each company department have its own committee? Chair? Co-chair?

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- How will assignments be made? How will pro bono assignments and opportunities be communicated to the legal department?
- Will you have a Pro Bono Coordinator? What are his/her responsibilities?
- How will you handle intake? Who will be responsible? What will be the process?
- How will you handle conflict checks? Who will be responsible? What process will there be?
- Will individual employees need approval before they can start working on a pro bono project? From whom?
- Will you require status reports?
- Who will be the point of contact to respond to questions and concerns?
- Will you have performance reviews? What is the process?
- Will you recognize the work people in the department are doing? How?
- Will you provide supervision, mentoring, and/or training to those doing pro bono work? How?

VI. Role of Support Staff and Use of Company Resources

- How will your company address expenses incurred by the legal department doing pro bono work? How will expenses be recorded?
- Will you use your company's letter head?
- Where can you hold client meetings?
- Can you use your company's resources (phone, fax, copy machine, email, computer, etc.) to do pro bono work?
- Will your company cover travel expenses?
- Will staff doing pro bono work be working on an individual basis or as a firm/company representative?

VII. Malpractice Insurance

- Does your company provide malpractice insurance coverage?
- If not, who will provide coverage?

VIII. Unauthorized Practice of Law

- Will your policy describe how the unauthorized practice of law can be avoided?

IX. Partnership Relationships/Approved Organizations

- Will your policy identify partner organizations? Law firms? Legal aid/service organizations?
- Will your policy define the nature of your relationship with your partner organizations?

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