



Lawyers Alliance for New York

Connecting lawyers, nonprofits, and communities

CLE CREDIT FOR PRO BONO

Lawyers Alliance for New York is authorized by the New York State Continuing Legal Education Board as a Pro Bono CLE Provider.

1. **Eligible pro bono work** - Attorneys can earn CLE credit for pro bono legal services performed for nonprofit clients of Lawyers Alliance for New York serving the poor in New York.

2. **Amount of CLE Credit** – Attorneys will earn 1 CLE skills credit hour for every six 50-minute hours of pro bono legal service. Half credits are available. Attorneys can earn up to 6 CLE credits for pro bono during any one two-year reporting cycle. Attorneys can carry over credits into the next biennial cycle under certain circumstances. Newly admitted attorneys can earn CLE credits for pro bono work, solely for the purpose of carrying over credits to the following biennial reporting cycle.

3. **How to get pro bono CLE credit** - The New York State CLE Board Regulations and Guidelines require attorneys to keep time records of their participation in pro bono CLE activities and to maintain those records for four years. The Regulations also require the following:
 - 1) Attorneys who perform Pro Bono for CLE activities sponsored by Lawyers Alliance for New York must complete an Affirmation of Participation describing the services provided, and stating the number of hours of pro bono legal service that the attorney performed (Lawyers Alliance for New York will provide attorneys with an Affirmation of Participation form); and
 - 2) The pro bono attorney must submit a signed Affirmation of Participation to Lawyers Alliance for New York.
 - 3) Once Lawyers Alliance for New York receives an attorney's Affirmation of Participation, we will provide the attorney with a Letter of Participation which the attorney should retain for 4 years along with the attorney's own pro bono time records. (The Letter of Participation is your "proof" that you have earned a certain amount of CLE credit for pro bono services.)

If you have any questions about CLE credit for pro bono services, please check the CLE website www.courts.state.ny.us or contact Jolynda Burton, Pro Bono Manager at (212) 219-1800 ext. 242 or jbarton@lawyersalliance.org with any specific questions about Lawyers Alliance's CLE program.



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AFFIRMATION OF PARTICIPATION BY PRO BONO ATTORNEY Lawyers Alliance *Pro Bono* CLE Program

Attorney's Name: _____
Firm Name: _____
Address: _____
Phone #: _____

Provider's Name: Lawyers Alliance for New York
Address: 171 Madison Avenue
New York, NY 10016
Phone #: 212-219-1800
E-mail: jburton@lawyersalliance.org
Fax: 212-941-7458

Client Name: _____
Lawyers Alliance Case #: _____
Start Date/Completion Date: _____ / _____

Description of Legal Services Provided (attach additional sheet if necessary):

of CLE Hours of Pro Bono Legal Service Calendar Year 2010* _____
of CLE Hours of Pro Bono Legal Service Calendar Year 2011* _____
of CLE Hours of Pro Bono Legal Service Calendar Year 2012* _____
Total # of CLE Hours of Pro Bono Legal Service Spent*: _____

Notwithstanding the limit on CLE credits for pro bono, please report to us your total hours so we can assess volunteer contributions. If for your biennial registration you seek to use a shorter time period, please specify that period. For our internal records, we must track this information by calendar year.

*CLE Hours are equivalent to 50 minutes

AFFIRMATION:

I hereby affirm that I have performed the above-stated number of hours of legal services for the above referenced client, and that such service was uncompensated under the CLE regulations and guidelines.

Attorney's Signature

Date