

CONFIDENTIAL
PRO BONO CIRCLE OF EXCELLENCE 2016 APPLICATION FORM
FOR CALENDAR YEAR 2015 PRO BONO ACTIVITIES
COE, 306 Townsend St., Lansing, MI 48933, FAX: 517-371-3325

The Pro Bono Circle of Excellence (COE) recognizes law firms and corporate legal departments for their demonstrated compliance with the State Bar's Voluntary Pro Bono Standard through pro bono activities in Michigan. The COE includes two recognition categories - "large firms" or corporations with 10 or more attorneys and "other firms" with 2 to 9 attorneys. See the State Bar's COE policies at http://www.michbar.org/programs/ATJ/pdfs/CircleOfExcellence_policies.pdf.

The State Bar Voluntary Standard was amended in 2011 to increase the minimum suggested financial donation from \$300 per year to \$500 for those lawyers whose income allows a higher contribution. The 2016 Circle of Excellence (for calendar year 2015 activities) includes a "Leadership Level" recognition tier for firms whose lawyers give at the \$500 level.

Please provide or update the information below in the space provided:

1. Firm Name _____

Firm Address _____

Firm Address _____

City _____ State _____ Zip _____

Firm Website Address _____

2. Firm Management Level Contact _____ Position _____

Phone _____ Fax _____ Email _____

3. Pro Bono Coordinator _____

Phone _____ Fax _____ Email _____

4a. Law Firms: Number of attorneys practicing in the law firm in Michigan: _____
 Number of Partners _____
 Number of Associates _____
 Number of Of Counsel _____
 Total _____

4b. Corporations: Total number of attorneys on corporation's legal staff in Michigan: _____
 Number of Attorneys _____

5. Does your firm have a written pro bono policy? Yes No

Does the policy incorporate the State Bar's *Voluntary Pro Bono Standard*? Yes No

If this is a new COE application, please attach your pro bono policy; renewal applications need only attach a copy of the policy if there have been changes over the last year. We encourage firms to maintain a written pro bono policy which incorporates the Standard (<http://www.michbar.org/programs/ATJ/voluntarystds>).

6. Briefly describe how your firm maintains a record of pro bono hours contributed.

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FirmID	App Year				

7. Provide the total number of pro bono hours consistent with the *Standard* contributed by lawyers in your law firm during calendar year 2015. Only attorneys practicing in Michigan and pro bono hours contributed by Michigan-based lawyers will be considered. Pro bono hours credited will primarily be those provided without charge to clients; however, a reduced-fee program may be considered. The pro bono hours of legal specialists, paralegals, law students and summer associates may be considered if the firm's attorney combined contributions and services do not reach 100% participation. See Question 10 below.

_____ Total 2015 Pro Bono Hours

8. Indicate the referral source(s) or program(s) of the pro bono cases that your firm handles and the contact person(s) for the referring source/program.

Name of Referral Source	Contact Person at Referral Source

9. Provide the total amount of money contributed by your law firm and its lawyers during calendar year 2015 to the ATJ Fund or directly to ATJ Fund approved organizations. United Way contributions can be included only if designated to an ATJ Fund eligible program. For a list of ATJ Fund eligible programs see http://www.michbar.org/atj/fund_eligibility.pdf.

ATJ Fund*	\$ _____	*This ATJ Fund donations figure comes from records at the Michigan State Bar Foundation, which administers the ATJ Fund. If your records show a different amount of ATJ Fund contributions for 2015, please enter it here and Foundation staff will contact you to reconcile these records. \$ <input type="text"/>
Direct Donations (Enter Below) \$	_____	
Total	\$ _____	

Please itemize the 2015 donations (including United Way Donations) made by the firm directly to a legal aid program (not through the ATJ Fund). This is a breakdown of "Direct Donations" which will be totaled above as you enter contributions below. If you have more than 4 direct donations, list additional donations in the 5th line below, with one total amount for these donations on that line.

Agency Name	Amount Contributed
Total	

10. (OPTIONAL). A firm that is ineligible upon review of its pro bono hours and contributions alone may be determined eligible based on the following optional additional information.

Provide the number of reduced fee hours offered by your firm in 2015: _____

Provide the number of pro bono hours provided by the firm's legal specialists, paralegals, law students, or summer associates. Non-Lawyer Hours during calendar year 2015: _____

11-12. Be sure to complete the narrative (Q. 11) and pro bono case summaries (Q. 12) on pages 3 and 4.

Signature (Type name here for electronic submission) _____
Date

Typed/Printed Name _____
Title

11. Provide a narrative (one page or less) of how your law firm has fully complied with the Standard during 2015.

Compliance can be accomplished collectively through a combination of hours (30 per lawyer) and dollars (\$300 or \$500 per lawyer).

For example, a firm would qualify if 2 lawyers in a 3-person firm did no pro bono work but the third lawyer did 90 hours of pro bono service because the average meets the 30 hours per lawyer standard. The firm would also qualify if none of those lawyers did pro bono work but each gave \$300 or the firm gave \$900.

Hours are calculated first and then financial contributions are applied to the remainder needed to qualify, e.g., a 3-person firm would qualify with 50 hours (55.56% of 90 hours) and a donation of \$400 (44.44% of \$900). (Note that achieving the "Leadership Level" uses the figure of \$500 rather than \$300 in the calculation.)

12. Provide one-paragraph summaries of three pro bono cases or projects handled by your law firm during 2015. For each matter, indicate the source of the referral. (Do not disclose client identifying information.)

a. Pro Bono Case 1

b. Pro Bono Case 2

c. Pro Bono Case 3