

**CONFIDENTIAL**  
**PRO BONO CIRCLE OF EXCELLENCE 2018 APPLICATION FORM**  
**FOR CALENDAR YEAR 2017 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 recognizes law firms or corporations with 2 or more attorneys. See the State Bar's COE policies at [http://www.michbar.org/programs/ATJ/pdfs/CircleOfExcellence\\_policies.pdf](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 2018 Circle of Excellence (for calendar year 2017 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.

FOR OFFICE USE ONLY

<b>FirmID</b>	<b>App Year</b>				



11. Provide a narrative (one page or less) of how your law firm has fully complied with the Standard during 2017.

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 2017. 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