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.

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 Ac	ddress								
2. Firm Management L	evel Contact				Position				
Phone		Fax			Email				
3. Pro Bono Coordinate	or				_				
Phone		Fax			Email				
4a. <u>Law Firms</u> : Number	I TOURIDOR OF I	artners		4b. Corporations: Total number Number of Attorneys of attorneys on corporation's legal staff in Michigan:					
of attorneys practicing i the law firm in Michigar		ssociates							
	Number of Of Counsel								
	Total								
5. Does your firm have	a written pro bon	o policy?	Yes 🔿	No					
Does the policy i	ncorporate the S	tate Bar's <i>Volui</i>	ntary Pro	Bono S	andard?	○Yes ○ N	Мо		
there have been		e last year. We	encoura	age firms				a copy of the policy if ich incorporates the	
6. Briefly describe how	your firm mainta	ains a record of	pro bono	o hours c	ontributed.				
_			OR OF	FICE US	E ONLY				
	FirmID	App Year							

2017. Only attorneys practicing in Michigan and pro bono ho hours credited will primarily be those provided without charge	the <i>Standard</i> contributed by lawyers in your law firm during calendar year urs contributed by Michigan-based lawyers will be considered. Pro bono to clients; however, a reduced-fee program may be considered. The and summer associates may be considered if the firm's attorney combined see Question 10 below.
Total 2017 Pro Bono Hours	
8. Indicate the referral source(s) or program(s) of the pro bon for the referring source/program.	o cases that your firm handles and the contact person(s)
Name of Referral Source	Contact Person at Referral Source
to ATJ Fund approved organizations. United Way contribution For a list of ATJ Fund eligible programs see http://www.michb ATJ Fund*	firm and its lawyers during calendar year 2017 to the ATJ Fund or directly ins can be included only if designated to an ATJ Fund eligible program. Dear.org/atj/fund_eligibility.pdf. S ATJ Fund donations figure comes from records at the Michigan State Foundation, which administers the ATJ Fund. If your records show a rent amount of ATJ Fund contributions for 2017, please enter it here and indication staff will contact you to reconcile these records. S anations) made by the firm directly to a legal aid program (not through the will be totaled above as you enter contributions below. If you have more as below, with one total amount for these donations on that line. Amount Contributed
Tota	ı
10. (OPTIONAL). A firm that is ineligible upon review of based on the following optional additional information. Provide the number of reduced fee hours offered by your provide the number of pro bono hours provided by the law students, or summer associates. Non-Lawyer Hours	firm's legal specialists, paralegals,
11-12. Be sure to complete the narrative (Q. 11) and pro b	ono case summaries (Q. 12) on pages 3 and 4.
Signature (Type name here for electronic submission)	Date
Typed/Printed Name	

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 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-persofirm 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.)						

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

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