

Online reporting is no longer available. Mail or fax to Access to Justice at the address listed below.

INSTRUCTIONS FOR COMPLETING THE PRO BONO LEGAL SERVICE REPORT FORM For Calendar Year 2017

Online Filing Fax Form to: 410-260-2504.

Online reporting no longer available.

Online filing of your reports is strongly encouraged for a number of reasons, including ease of use, accuracy of reporting, and automatic filing confirmation. To file online, go to www.MDCourts.gov. Under "HOW TO" click **File Pro Bono/IOLTA Reports**. On the next page, click **ONLINE FILING**. Finally, type in your FIRST and LAST names, click SEARCH, and then click on your ID number (in blue) on the left. (Your ID number can also be found at www.MDCourts.gov/cpf/attylist.html.) Upon completion of the Pro Bono Legal Service Report, you will be prompted to complete the IOLTA Compliance Report. **YOU MUST COMPLETE AND SUBMIT BOTH FORMS**. Print the confirmation pages upon completion of each report and retain them for your records. If you are unable to file online, you may download and print a Word and PDF versions of the reporting forms from the website, which you can mail to Administrative Office of the Courts at the address provided on page two of these instructions. Retain a hard copy of your forms for your records.

GENERAL

This report is **due on February 15** of every year for the prior year's reporting. *Use your best professional judgment* in answering the questions. If you do not have a system for tracking pro bono service hours, then estimate the number of hours donated to the best of your ability. If you did not perform any pro bono service in a category, simply write a zero ("0") in the space provided. For a list of **Frequently Asked Questions**, visit the judiciary's website at www.MDCourts.gov/probono/.

The following are intended to clarify certain provisions of the reporting form:

Question #1 - Definition of Terms:

"Without fee or expectation of fee" - The work must be performed with the intent of waiving your fee and making it clear to the client that there is no expectation of a fee. This does not contemplate lost or unrealized revenue due to a client's failure to pay a bill for legal services, or a lawyer who does not prevail on a contingency fee case.

1. a. - "People of limited means"

This includes individuals who either qualify for an income-based legal services program or who the lawyer knows cannot afford to pay for legal assistance.

1. d. - When payment would "significantly deplete the organization's economic resources or would otherwise be inappropriate"

There are occasions when organizations have such limited resources that paying for legal fees would preclude them from providing critical services or jeopardize their existence. In these circumstances, donating legal services may qualify as pro bono.

Question #3 - Activities for improving the law, the legal system, or the legal profession:

Examples of such activities include: teaching legal education courses without compensation, engaging in public speaking on legal issues, serving as faculty for the MSBA Professionalism Course, or serving on court created committees (such as the Standing Committee on Rules of Practice and Procedure). This list is not exhaustive, as there are many other activities that may qualify.

Question #4 - Financial Contributions:

The allowance for discharging your professional responsibility by contributing financial support to organizations that provide legal services to persons of limited means has always been a part of Rule 19-306.1 (*formerly Rule 6.1*). There are numerous legal services organizations as well as organizations that have a legal services component. The enclosed list of organizations funded by the Maryland Legal Services Corporation provides examples of organizations that utilize income-eligibility guidelines for legal services. These are not, however, the only entities that would qualify under this rule. For more specific information about these organizations, visit the MLSC website at www.MLSC.org, or contact the agencies directly.

Prohibitions Against the Outside Practice of Law:

The commentary to Rule 19-306.1 (*formerly Rule 6.1*) recognizes that some lawyers are prohibited by constitutional provision, statute, rule or other regulatory restrictions from engaging in representational pro bono service. When those restrictions apply, you may still fulfill your professional responsibility by engaging in non-representational pro bono service activities, or by making a financial contribution to a legal services organization.

Confidentiality:

Rule 19-503 (*formerly Rule 16-903*) specifies that the reporting forms are confidential under the Maryland Public Information Act and may be released only by order of the Court of Appeals. The reports are filed with the Administrative Office of the Courts and will not be disseminated. Non-identifying information and data culled from the reports are not confidential.

Out of State Lawyers:


All lawyers authorized to practice law in Maryland are required to file reports. Pro bono service rendered out of state counts as pro bono service under Rule 19-306.1 (*formerly Rule 6.1*). Therefore, if you are a member of the Maryland bar and practice out of state, the pro bono service you provide elsewhere counts toward the target hours.

Additional Copies of Forms:

You can download the forms from www.MDCourts.gov under Pro Bono.

FILING

The Court requests that the reports be submitted simultaneously via filing online **no later than February 15, 2018**. (Do not mail the forms to the Judge’s chambers or to the Court of Appeals as this will delay confirmation of your compliance.) If it is necessary to mail the reports, send to:

 Access to Justice Dept.
Administrative Office of the Courts
2001 E/F Commerce Park Drive
Annapolis, MD 21401
or FAX to 410-260-2504

If you have any further questions regarding the Pro Bono Legal Service Report Form, please call the Pro Bono Resource Center at 443-703-3045 or 800-396-1274, or send an email to reporting@ProBonoMD.org.

**It is recommended that you schedule a one month reminder about reporting requirements in your own calendar for January 15 of each year, and include the website www.MDCourts.gov with your ID number.*

**COURT OF APPEALS OF MARYLAND
LAWYER PRO BONO LEGAL SERVICE REPORT**

ID No: _____

This is a report of Pro Bono Legal Service under Rule 19-306 of the Maryland Attorneys' Rules of Professional Conduct. **YOUR COMPLETED LAWYER PRO BONO LEGAL SERVICE REPORT MUST BE SUBMITTED TO THE ADMINISTRATIVE OFFICE OF THE COURTS BY FEBRUARY 15, 2018. FAILURE TO DO SO MAY RESULT IN YOUR DECERTIFICATION TO PRACTICE LAW IN MARYLAND, as provided in Rule 19-503** [formerly Rule 16-903]. Your report is confidential under the Maryland Public Information Act, although the non-identifying data in it is not confidential. You may also file this report online at: www.mdcourts.gov/probono.

THE REPORTING PERIOD IS JANUARY 1, 2017 THROUGH DECEMBER 31, 2017.

Please print or type responses.

COMPLETE NAME: _____

BUSINESS ADDRESS: _____

City _____ State _____ ZIP _____

TELEPHONE NUMBER(S): _____

PRACTICE: Please select one of the following to indicate where you practice:

Private Firm* Corporate Counsel Government Agency Not Practicing
 Legal Services Org. Public Interest Org.

***If "Private Firm" is selected above, please select one of the following:**

Solo Practitioner (1 lawyer) Small Firm (2-5 lawyers) Medium Firm (6-20 lawyers)
 Large Firm (21-49 lawyers) Extra Large Firm (50+ lawyers)

PRIMARY PRACTICE AREA(S): _____

PRIMARY PRACTICE JURISDICTION(S): _____

(List your top three jurisdictions to include Maryland County names, Washington, DC, or Out of State)

PRO BONO SERVICE AND SUPPORT PROVIDED DURING THE REPORTING PERIOD (calendar year 2017)

1. I rendered the following number of hours of *pro bono* legal service *without fee or expectation of fee*, or at a substantially reduced fee:
 - a. To people of limited means, I donated _____ hours in total, and out of these total hours, _____ hours were spent in matters that was referred through a pro bono or legal services organization.
 - b. To charitable, religious, civic, community, governmental, or educational organizations in matters designed primarily to address the needs of people of limited means, I donated _____ hours in total, and out of these total hours, _____ hours were spent in matters that was referred through a *pro bono* or legal services organization.
 - c. To individuals, groups, or organizations seeking to secure or protect civil rights, civil liberties, or public rights, I donated _____ hours in total, and out of these total hours, _____ hours were spent in matters that was referred through a pro bono or legal services organization.
 - d. To charitable, religious, civic, community, governmental, or educational organizations in matters in furtherance of their organizational purposes, when the payment of the standard legal fees would significantly deplete the organization's economic resources or would otherwise be inappropriate, I donated _____ hours in total, and out of these total hours, _____ hours were spent in matters that was referred through a pro bono or legal services organization.

2. The pro bono legal service hours reported above were rendered in the following areas of law: _____

3. I devoted ____ hours to participating in activities for improving the law, the legal system, or the legal profession.

Specify Activities: _____

4. I *contributed* a total of \$ _____ to one or more agencies that provide legal services to people of limited means.

5. Most legal services organizations provide training, mentoring, malpractice insurance, eligibility screening of clients, and a litigation fund, to name a few benefits. If you did pro bono **outside** of an organized program, why?

____ In-house pro bono program ____ Clients come to me directly ____ Control over client selection
____ Too much paperwork/bureaucracy ____ Negative past experience ____ Was unaware of benefits
____ Lack of interest in case-types ____ Never contacted by an organization

6. If you **did not** engage in pro bono this past year, what prevented you?

____ Prohibited by employer ____ Lack of training/expertise ____ Conflict of interest
____ Prefer non-legal charitable work ____ Financial constraints ____ Lack of time
____ Unaware of opportunities ____ Unrealistic client expectations ____ Lack of interest

LAWYER'S STATUS DURING ALL OR PART OF THIS REPORTING PERIOD (calendar year 2017)

7. Please check all that apply:

- I was prohibited by statute, ordinance, rule, or regulation from rendering *pro bono* legal service as described in Rule 19-306.1 [formerly Rule 6.1(b)(1)] of the Maryland Lawyers' Rules of Professional Conduct.
- I was retired or not actively engaged in the practice of law.
- I was practicing law part-time.
- I was a Judicial Law Clerk or a Sitting or Senior Judge from January through December.

If at any time in 2017 you were not a Judge or Clerk, then you are required to file Pro Bono and IOLTA reports.

SIGNATURE OF LAWYER _____

DATE _____

~~RETURN THIS REPORT BY FEBRUARY 15, 2018, TO:~~

~~Access to Justice Dept., Admin. Ofc. of the Courts, 2001 E/F Commerce Park Dr., Annapolis, MD 21401 or FAX to 410-260-2504.~~

~~Administrative Office of the Courts, P.O. Box 319, Simpsonville, MD 21150-0319~~

~~PLEASE DO NOT SEND THE REPORTING FORMS TO THE CLIENT PROTECTION FUND, THE CHIEF JUDGE, OR THE COURT OF APPEALS, AS DOING SO WILL DELAY RECEIPT AND CONFIRMATION OF YOUR COMPLIANCE.~~

FOR MORE INFORMATION ON PRO BONO OPPORTUNITIES:

For training, mentorship, and volunteer opportunities, call the Pro Bono Resource Center of Maryland at 410-837-9379 or 800-396-1274, or visit: www.probonomd.org or www.mdcourts.gov/probono/opportunities.html.

TO UPDATE CONTACT INFORMATION WITH THE CLIENT PROTECTION FUND (CPF):

Rule 19-605 (b) provides that each attorney shall give written notice to the trustees of the Client Protection Fund of every change in the attorney's resident address, business address, e-mail address, telephone number, or facsimile number within 30 days of the change. This address is used for billing and correspondence with Maryland attorneys concerning payment and reporting requirements. Maintain your address and contact information online using the **Attorney Information System (AIS)** available at www.mdcourts.gov/lawyers/ais.html. In the alternative, you may submit a change of address by mailing or faxing the form found here www.mdcourts.gov/cpf/pdfs/changeofaddress_f.pdf to the address listed on the form.