



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 one CLE skills credit hour for every two 60-minute hours of pro bono legal service. Half credits are available. Attorneys can earn up to 10 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 for this purpose.)
 - 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 Victoria Gaffney, Pro Bono Associate at vgaffney@lawyersalliance.org with any specific questions about Lawyers Alliance's CLE program.

July, 2015



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: vgaffney@lawyersalliance.org
Fax: 212-941-7458

Matter Name: _____
Matter #: _____

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

Total # of Hours of Pro Bono Legal Service

<u>Dates*</u>	<u>Total Hours**</u>
between _____ and _____ :	_____
between _____ and _____ :	_____
between _____ and _____ :	_____

**Please limit your dates on this form to a single biennial reporting cycle. To report time during two separate biennial cycles, please submit two forms.*

****Report all hours, even though there is a maximum amount of CLE credit for pro bono each cycle. CLE Hours are equivalent to 60 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