

CIRCLE OF EXCELLENCE 2009 APPLICATION FORM

The Circle of Excellence (COE) will recognize the contributions of law firms and corporations for pro bono activities in Michigan. The categories are "large firms" or corporations with 10 or more attorneys and "other firms" with 2 to 9 attorneys. Recognition will be of those firms that:

- Are in compliance with the *Voluntary Standard for Pro Bono Participation*,
- Maintain a written pro bono policy, and
- Provide a calculation of financial contributions to pro bono eligible programs and/or the Access to Justice Fund (ATJ Fund), and total hours volunteered by firm attorneys.

1. Firm name _____
2. Firm address (City, State, Zip) _____
3. Firm phone and fax numbers _____
4. Firm pro bono coordinator, phone, and e-mail if available _____

5. Indicate the referral source(s) or program (s) of the pro bono cases that your firm handles.

6. Contact person for the referring source/ program _____
7. Number of attorneys *practicing in Michigan in the firm: _____
8. Does your firm have a written pro bono policy? Yes: _____ No: _____ (If a new application, please attach; renewal firms/organizations only attach a copy if there have been changes over the last year.)
9. Does your firm's pro bono policy incorporate the *Voluntary Standard for Pro Bono Participation*? (A copy of the Standard is posted under <http://www.michbar.org/programs/ATJ/voluntarystds.cfm>) Yes: _____ No: _____
10. Provide a narrative (*one page or less*) of how your law firm fully complies with the requirements of the Standard. Compliance can be accomplished collectively. (*e.g., If two attorneys in a three lawyer firm do no pro bono work, but the third lawyer provides 90 hours of pro bono service, the firm is in compliance pursuant to the 30 hour per attorney requirement. Or, if each attorney in the firm contributes at least \$300 to the ATJ Fund or if the three lawyer firm contributes \$900 to the ATJ Fund, the firm is compliant pursuant to the \$300 per attorney requirement.*)
11. Provide one-paragraph summaries of three pro bono cases or projects handled by your law firm during the past year. For each matter, indicate the source of the referral. (Please provide this information as an attachment.)
12. Provide the total number of pro bono hours contributed by lawyers in your law firm during calendar year 2008: _____.
How does your firm maintain a record of pro bono hours contributed?
13. Provide the total amount of money donated by your law firm during calendar year 2008 to the organizations eligible to receive pro bono contributions or to the ATJ Fund: \$ _____ (This figure should reflect both cash gifts and pledges).

14. List the total amount of non-ATJ Fund donations made by the firm during calendar year 2008.

Agency: _____ Amount of contribution to the agency: \$ _____

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OPTIONAL**

15. Provide the number of reduced fee hours offered by your firm in 2008: _____

16. 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 2008: _____.

*Only attorneys practicing in Michigan and pro bono hours contributed by Michigan-based lawyers will be considered.

**A firm that is ineligible upon review of its pro bono hours and contributions alone may be determined eligible based on additional information provided in the "OPTIONAL" category.

Signature

Typed/Printed Name

Date _____

**PBI POLICIES
REGARDING THE CIRCLE OF EXCELLENCE**

As adopted by the Pro Bono Initiative, May 31, 2007

Eligibility will be determined on a calendar year basis.

Compliance with the Standard will be calculated by dividing the Total Contributions reported by \$300 and the Total Hours reported by 30. These two numbers combined equal the number of lawyers in the firm who met the Standard.

Firms whose total is equal to or greater than the number of lawyers in the firm will be recognized as eligible for the Circle of Excellence (COE). Firms whose total is less than the number of lawyers in the firm will not be in the COE.

Pledged dollars will be counted in the year received.