

Online reporting is no longer available. Email the required form to the address listed below.

## INSTRUCTIONS FOR COMPLETING THE PRO BONO LEGAL SERVICE REPORT FORM

This form is provided for attorneys who have been decertified for failing to file the PRO BONO LEGAL SERVICE REPORT for the reporting cycle listed above. **THIS FORM CAN ONLY BE USED FOR RECERTIFICATION.**

To be recertified, complete the form below and submit it by email to: [AIS.Reinstatement@mdcourts.gov](mailto:AIS.Reinstatement@mdcourts.gov). You will also be required to pay a fee to the Supreme Court of Maryland before the court will issue a recertification order. See the instructions available at: [https://mdcourts.gov/sites/default/files/import/probono/pdfs/probono\\_latefiling.pdf](https://mdcourts.gov/sites/default/files/import/probono/pdfs/probono_latefiling.pdf).

### GENERAL

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/](http://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, 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](http://www.MLSC.org), or contact the agencies directly.

**Prohibitions Against the Outside Practice of Law:**

The commentary to Rule 19-306.1 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 specifies that the reporting forms are confidential under the Maryland Public Information Act and may be released only by order of the Supreme Court of Maryland. 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. 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.

**FILING**

Complete this form and email to [AIS.Reinstatement@mdcourts.gov](mailto:AIS.Reinstatement@mdcourts.gov). You will also be required to pay a fee to the Supreme Court of Maryland before the court will issue a recertification order. See the instructions available at: [https://mdcourts.gov/sites/default/files/import/probono/pdfs/probono\\_latefiling.pdf](https://mdcourts.gov/sites/default/files/import/probono/pdfs/probono_latefiling.pdf).

**QUESTIONS**

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 x 3045 or send an email to [reporting@ProBonoMD.org](mailto:reporting@ProBonoMD.org).

**SUPREME COURT 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 BEFORE YOU CAN BE RECERTIFIED.** Your report is confidential under the Maryland Public Information Act, although the non-identifying data in it is not confidential.

**THE REPORTING PERIOD IS** \_\_\_\_\_.

*Please print or type responses.*

**ATTORNEY 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**

**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

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 during this reporting period.  
*If at any time during the reporting period you were not a Judge or Clerk, then you are required to file Pro Bono and IOLTA reports.*

SIGNATURE OF LAWYER \_\_\_\_\_

DATE \_\_\_\_\_

**EMAIL THIS FORM TO: [AIS.REINSTATEMENT@MDCOURTS.GOV](mailto:AIS.REINSTATEMENT@MDCOURTS.GOV).**

PLEASE DO NOT SEND THE REPORTING FORMS TO THE CLIENT PROTECTION FUND, THE CHIEF JUSTICE, OR THE SUPREME COURT OF MARYLAND, 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 x 3045 or 800-396-1274 x 3045, or visit: [www.probonomd.org](http://www.probonomd.org) or [www.mdcourts.gov/probono/opportunities.html](http://www.mdcourts.gov/probono/opportunities.html).

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

Maintain your address and contact information online using the **Attorney Information System** (AIS) available at [www.mdcourts.gov/lawyers/ais.html](http://www.mdcourts.gov/lawyers/ais.html).