

# Anonymous Report of Voluntary Pro Bono Services and Contributions

While pro bono service by attorneys is not mandatory in New York State, New York's attorneys have a long tradition of public and charitable service and contribution – of both a legal and non-legal nature – to their communities. In addition, Rule 6.1 of the Rules of Professional Conduct (22 NYCRR Part 1200, Rule 6.1) strongly encourages attorneys to perform pro bono legal services to benefit poor persons, and to contribute financially to organizations that provide legal services to poor persons. The reporting requirement set forth below is intended to recognize these broad accomplishments, as well as to provide empirical data by which the Administrative Board of the Courts may assess the full extent of the legal services and contributions to legal assistance to the poor made by the New York bar.

Additional information, including links to Pro Bono resources, rules and FAQs may be found at:  
[www.nycourts.gov/attorneys/probono](http://www.nycourts.gov/attorneys/probono)

## GENERAL INSTRUCTIONS

**Mandatory Filing – Anonymous Format:** The filing of this pro bono information form is **required** of all attorneys, whether resident or non-resident, active or retired, in order to complete the biennial registration to the New York bar. However, the filing is **anonymous**: the information does not identify the filer, is maintained separately from data reported in the principal attorney registration form, and is used for purposes of aggregate descriptive statistical analysis.

**Estimates and Recordkeeping:** If at any time you are uncertain of the exact figure to report, use your best estimate (if none, enter 0). Court rules do not require attorneys to keep contemporaneous records of pro bono service or contributions, and attorneys will not be required to provide proof of such information.

**Maintaining Copies of this Report:** Although the pro bono service report is filed anonymously, its filing is mandatory. Consequently, it is highly **recommended** that attorneys keep a copy of the report in their files, in the event that the issue of filing is ever called into question.

**Mailing – Separate Envelope and Address:** To assure anonymity, these reports must be mailed in a separate (blue) envelope, to a separate address from the remainder of the Attorney Registration Form. Be sure to mail the form in the appropriate envelope to:

NYS Office of Court Administration  
Attorney (Anonymous) Pro Bono Reporting  
P.O. Box 5058  
White Plains, NY 10602-5058

### SECTION I

**Reporting Period – Preceding Two Calendar Years:** For purposes of this pro bono report, please answer all questions for the two-year period ending on December 31 of the year preceding the filing of your registration statement. (For example, if the registration statement is filed any time during 2015, please report information for the period January 2013 through December 2014.)

### SECTION II

**Reporting Requirement: All attorneys, whether resident or non-resident, active or retired (including exempt filers described below), MUST file this anonymous form to complete their registration.**

**Exempt Filers:** If you are "retired" from the practice of law as defined in 22 NYCRR §118.1(g), the Administrative Board of the Courts has determined that you are exempt from this mandatory reporting requirement. You may simply check the "Exempt" box and return the form without further information. However, even if you check "Exempt", you may voluntarily choose to report your pro bono service and complete the remainder of the form.

### SECTION III

**Background Questions:** This section requires reporting of general, anonymous background information required for data analysis.

If you don't know the Judicial District in which your principal place of business is located, a list of judicial districts by county is set forth at [www.nycourts.gov/attorneys/probono](http://www.nycourts.gov/attorneys/probono).

### SECTION IV

**Rule 6.1 Pro Bono Legal Services and Charitable Contributions:**

This section requires reporting of a narrow category of legal services to the poor,

and contributions to legal organizations serving the poor. The reporting of this information is **mandatory** except for exempt filers.

**Legal Services:** You should report hours of pro bono services if they were performed without charge and were:

-**legal services**, in civil matters, and in those criminal matters for which the government is not obliged to provide funds for legal representation, provided directly to persons who were financially unable to compensate counsel; or  
-**legal services** related to improving the administration of justice by simplifying the legal process for, or increasing the availability and quality of legal services to, poor persons; or  
-**legal services** provided to charitable, religious, civic and educational organizations in matters designed primarily to address the needs of poor persons.

**Financial Contributions:** You should report financial contributions if they were made to organizations

-**primarily** engaged in legal services to the poor; or  
-**substantially** engaged in the provision of legal services to the poor, provided that the donated funds were to be used for the provision of such legal services.

*A further discussion of these issues may be found at [www.nycourts.gov/attorneys/probono](http://www.nycourts.gov/attorneys/probono).*

### SECTION V

**Other Pro Bono Services and Charitable Contributions – Both Legal and Non-Legal:** This section provides the opportunity to report pro bono services and charitable contributions **NOT** reported in Section IV, without categorical limitation. While such reporting is strongly encouraged in order to provide a description of the full scope of charitable endeavors of New York attorneys, **filers may, at their option, decline to report some or all of the information requested. The section has three parts.**

**a. Voluntary Services:** You may report the total number of hours of **voluntary and unpaid public, community, or charitable service** provided to any person, institution or cause (excluding service already reported in Section IV). Such service may be legal or non-legal in nature. Voluntary legal services include, but are not limited to, unpaid volunteer work of a legal nature on not-for-profit boards and for bar associations, and voluntary mediation or arbitration. Voluntary non-legal services include, but are not limited to, service on not-for-profit boards and for bar associations, voluntary work for charitable organizations such as soup kitchens, and similar activities.

**b. Legal Services at a reduced rate:** You may report the total number of hours of legal services that you provided at a rate substantially below your normal billing rate, **pro bono publico**. For these purposes, "substantially below" means a rate at least 40% below a usual billing rate: but individual filers may apply a more or less restrictive definition. Fees that were intended to be billed and collected, but were written off as uncollectible, should not be included.

**c. Financial Contributions:** You may report the total of all charitable contributions made to any institution, person or cause (excluding those reported in Section IV).

### SECTION VI

**Comments and Further Details:** You may (but are not required to) provide further details of the service and contributions reported above. For example, you may wish to provide a more exact amount of section 6.1 contributions, or a brief description of your voluntary services.