



FITZGERALD ABBOTT & BEARDSLEY LLP

PRO BONO POLICY

Fitzgerald Abbott & Beardsley believes strongly in giving back to the community that has given us so much. To support that belief, our attorneys are encouraged to provide pro bono legal services. Over the years, there have been two types of activities for which attorneys at the firm provide pro bono work -- client-specific pro bono representation and service at legal clinics (e.g., the Lawyers in the Library program). This memo summarizes the firm's policies related to accepting, opening and recording time with respect to pro bono matters so that those hours will be counted toward the minimum billing requirements.

Pro Bono Representation. Any client-specific pro bono representation will be processed through the ordinary client/matter intake process. This includes completing a conflict check prior to commencing work. A client/matter number will be assigned. A Representation Agreement should be obtained. Following this procedure will enable pro bono work to be recorded towards minimum billable hour requirements.

Legal Clinics and Similar Programs. These activities do not involve the establishment of a significant attorney-client relationship. When the firm decides to participate in such programs, the program will be processed through the ordinary client/matter intake process and a client/matter number will be assigned for that program. The names of all persons with whom any FAB attorney meets to discuss legal questions should be obtained and entered into the conflicts system. Following this procedure will enable pro bono work to be recorded towards minimum billable hour requirements.

Other community service activities, such as serving on the board of directors of a nonprofit, are not considered pro bono work because they do not primarily involve the direct delivery of legal services to the indigent and disadvantaged. Of course, we do encourage this type of service to the community, as well.