



that, over the years, neither the client billable nor pro bono work is concentrated too heavily on only a few lawyers in the firm. The work performed on pro bono cases will be evaluated by the same standards used for billable client work (e.g., excellence of work product, efficiency of time and the like). Pro bono work is considered an important contribution to the firm's practice and a positive factor in evaluating an attorney's progress within the firm.

The term "pro bono work" refers generally to work undertaken, without the expectation of a fee, that involves the delivery of legal services to indigent, disadvantaged and other members of society with limited means and/or access to legal services or legal work on behalf of charitable, religious, civic, community, governmental, judicial, and educational organizations in matters designed primarily to address the needs of such persons or to secure or protect civil rights and liberties. It also refers to the provision of legal services to certain organizations exempt under section 501(c)(3) of the Internal Revenue Code for whom the payment of standard legal fees would significantly deplete the organization's economic resources or would otherwise be inappropriate.

All new pro bono cases must be approved by the chair of the appropriate department. Any attorney who wishes to bring in a pro bono client must seek the appropriate chair's approval by submitting a brief proposal outlining the nature of the case and its projected staffing requirements and costs. Upon approval, and provided there are no conflicts, a separate pro bono client/matter must be opened in accordance with the firm's risk management policy. All time charges and disbursements will be charged to the individual matter. Where appropriate, pro bono clients will be requested to pay disbursements. Otherwise, all fees and disbursements will be written off on an annual basis.