

**Greater  
Richmond**  
Bar Foundation

**Pro Bono Promise**

In recognition of the critical need for pro bono legal services in our community and our professional responsibility to deliver these services, the undersigned firm/legal department/practitioner hereby adopts the following guiding principles and goals for pro bono service:

FIRST, our office will adopt clear, written policies to the effect that all attorneys are expected to provide pro bono services in furtherance of our commitment to meeting the pro bono legal needs of our community. As part of such policies, we will develop a procedure for opening pro bono files and recording pro bono time separately from billable, bar, and/or community service activities.

SECOND, we will adopt the following definition of “pro bono service”: legal work undertaken normally without expectation of fee outside the course of ordinary commercial practice and consisting of (i) the delivery of legal services to persons of limited means or to charitable, religious, civic, community, governmental and educational organizations in matters which are designed primarily to address the needs of persons of limited means; (ii) the provision of legal assistance to individuals, groups, or organizations seeking to secure or protect civil rights, civil liberties or public rights; and (iii) the provision of legal assistance to charitable, religious, civic, community, governmental or educational organizations in matters in furtherance of their organizational purposes, where the payment of standard legal fees would significantly deplete the organization’s economic resources or would be otherwise inappropriate.

THIRD, our pro bono service will be focused on providing access to legal services to persons otherwise unable to afford it, and we will endeavor to devote the majority of our pro bono efforts to persons of limited means or organizations whose primary focus is to assist persons of limited means.

FOURTH, to monitor our progress in meeting our pro bono goals, we agree to make our best effort annually to contribute at least 2% of our office’s total billable hours per calendar year to pro bono work.<sup>1</sup> Additionally, we agree to report our pro bono hours and the percentage of same in relation to our billable hours each year to the Bar Foundation, with the understanding that such reporting will remain confidential.

FIFTH, we also recognize the need for attorneys, firms, and legal departments to financially support our local legal aid organizations, in addition to our own pro bono work.

FINALLY, we agree to designate a pro bono partner or coordinator to oversee the above actions and goals undertaken herein and to report to the Bar Foundation the identity of our pro bono officer on an ongoing basis.

ACCORDINGLY, the undersigned firm and/or practitioner hereby joins the Greater Richmond Bar Foundations’ Pro Bono Promise Project, as of this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Name of Managing Partner/Member

\_\_\_\_\_  
Signature

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<sup>1</sup> “Percentage of professional time” for the Pro Bono Promise is based on the total billable hours of that firm/workplace (local office only), and speaks to the amount of hours the workplace should spend on qualifying pro bono service. For instance, an office with 10,000 billable hours in a calendar year would meet the Pro Bono Promise goal of 2% with 200 pro bono hours in that same year.