



PRO BONO CLE CREDIT | AFFIRMATION OF SERVICES

INSTRUCTIONS: Please complete all information below and return it to the City Bar Justice Center attorney or paralegal who coordinated your pro bono work with us. If you are unsure to whom this form should be returned, please send it to Cassandra Celestin, Pro Bono Initiatives Director (ccelestin@nycbar.org). We will send you a Letter of Participation confirming your pro bono CLE credit eligibility, usually within one to two weeks. Retain a copy of this Affirmation, your Letter of Participation, and time records for four years (or six years if newly admitted).1 For additional information, see CBJC’s Pro Bono CLE page, or the New York State CLE Board’s Pro Bono page.

ATTORNEY INFORMATION

NAME: _____
EMPLOYER: _____
ADDRESS: _____
EMAIL: _____ PHONE: _____

DESCRIPTION OF PRO BONO SERVICES

CITY BAR JUSTICE CENTER SPONSORING PROGRAM: _____
PRO BONO CLINIC / MATTER / SERVICE: _____
START DATE: _____ COMPLETION DATE: _____
DESCRIBE LEGAL SERVICES PROVIDED: _____
ENTER TOTAL NUMBER OF MINUTES SPENT ON SERVICES LISTED ABOVE: _____ MINUTES
CALCULATE TOTAL NUMBER OF PRO BONO CLE CREDITS: _____ MINUTES (from above) / 120 = _____ CREDIT(S)2

AFFIRMATION: “I hereby affirm that I provided the aforementioned legal services for the City Bar Justice Center, and for the amount of time indicated above, and that such service was uncompensated.”

ATTORNEY SIGNATURE DATE

1 New York State CLE Board, Regulations & Guidelines (“CLE Regulations”), §§ 3(D)(11)(e)(ii) (governing experienced attorneys) & (g) (governing attorneys admitted two years or less). Also note that newly admitted attorneys may not use pro bono CLE credits during their first biennial reporting cycle, but may earn CLE credit for pro bono work “solely for the purpose of carrying over pro bono CLE credit to the following biennial reporting cycle in partial fulfillment of the requirements for experienced attorneys.” CLE Regulations § 3(D)(11)(g). Newly admitted attorneys may carry over “[a] maximum of six (6) CLE credit hours” per this rule. Id. New York-registered in-house counsel admitted in states other than New York may provide pro bono service in New York (see order), but should consult their own state’s rules to determine CLE credit eligibility. 2 Attorneys may receive “one (1) CLE credit hour for every two (2) 60-minute hours (120 minutes) of eligible pro bono legal services. A maximum of ten (10) pro bono CLE credit hours may be earned during any one [two-year] reporting cycle. Credit shall be calculated in increments of one-half (.5) CLE credit hour.” CLE Regulations, § 3(D)(11)(d) (emphasis added).