

# PRO BONO PROGRAM HANDBOOK

---

## 1.1 Introduction

In October 1992, the faculty of Loyola Law School instituted a pro bono graduation requirement. The purpose of the requirement is to expose students to their ethical obligation to perform public service work, consistent with a lawyer's professional responsibility to provide legal assistance to those persons unable to afford traditional legal representation. Students may satisfy the graduation requirement by:

- Providing forty unpaid hours of legal services in an **approved** public interest agency from the Approved Pro Bono Organizations List or the Approved Out of Area Organization List.
- Providing forty unpaid hours of legal services at a qualified public interest placement that is not currently on the Approved Pro Bono Organization List **only after receiving advance approval from the Public Interest Law Department Director**. In these instances, students must demonstrate that the proposed placement is a 501c3 organization, that the work is legal in nature and will be performed under the supervision of an attorney.
- Providing forty unpaid hours of legal services through a "Special Placement" with a private attorney working on pro bono cases **with advance approval from the Public Interest Law Department Director**.
- Enroll and receive a passing grade in an approved **public interest field placement** of two units or greater (no government, judicial chambers, private law firm field placement or entertainment field placement can be used to fulfill the requirement).
- Enroll and receive a passing grade in a clinical course or practicum that satisfies the Pro Bono Graduation Requirement.

This handbook is intended to familiarize students with the requirements of the Pro Bono Program.

## 2.0 Qualified Public Interest Organizations (QPIO's)

The Law School has developed approved opportunities for placement listed on the Approved Pro Bono Organization List and will assist students in obtaining placement with a qualified public interest organization (QPIO). A QPIO is defined as a non-profit organization providing legal services to persons who have been traditionally underrepresented, including, but not limited to those who are indigent, elderly, juvenile or disabled. A list of these placements is also available in the Public Interest Law Department or on the Public Interest Law Department web page.

Approved agencies are those which deliver legal services to low income or underserved client groups, such as legal services programs, tax assistance preparation programs or non-profit legal agencies. An agency, law firm or organization providing a mixture of legal services, some of which would qualify under the definition of a QPIO, may qualify on an ad hoc basis so long as the student demonstrates that he or she is working exclusively on a qualified project or projects. **A qualified public interest organization does not include government agencies or judicial externships.**

Students are expected to perform professional law-related work under the supervision of an attorney. Examples of eligible activities include client intake and interviewing, legal and factual research, fact finding and witness interviewing, writing law-related documents, file preparation, assistance with preparation of documents, legislative and policy analysis, negotiating on behalf of a client, and client legal education.

# PRO BONO PROGRAM HANDBOOK

---

## 3.0 Process For Completion

- 3.1. **Students may satisfy the Pro Bono requirement at qualified placements that are not currently approved only after receiving approval from the Public Interest Law Department Director.** Students must demonstrate that the proposed placement satisfies the definition of a QPIO, and must obtain the advance approval of the Public Interest Law Department Director. All approved special placements must provide student supervision by a licensed attorney through a QPIO.
- 3.2 Beginning Fall 2018, students may not commence satisfying the forty-hour (40) pro bono requirement until the first semester of studies is completed, after the last day of the fall final exam period. Upon completion of the first semester, students are eligible to earn up to ten (10) hours of pro bono credit during the time remaining in their first year. (Students cannot receive any credit for pro bono work performed before the end of the fall semester of the first year, and students cannot receive credit for more than 10 hours of pro bono work performed prior to the end of the spring semester.) Any remaining hours of pro bono work must be completed in subsequent semesters. Legal services performed to complete the requirement cannot be work for which a student receives compensation.
- 3.3 **All students must, without exception, complete the pro bono requirement prior to the first day of classes of the last semester in which they are enrolled before graduation.** Students cannot graduate until the pro bono requirement is completed.
- 3.4 The election of an approved pro bono organization or approved "Special Placement" is accomplished by filing a Statement of Intent form with the Public Interest Law Department once a position is secured.
- 3.5 Students must begin performance of the requirement in the semester or Summer Session in which they file a Statement of Intent, subject to the availability of qualified placements.

**Day Division** students who select the forty-hour option must complete the forty hours within two consecutive semesters (i.e., Fall and Spring), or within a consecutive semester and Summer Session. The second semester must be completed prior to the last semester before graduation.

**Evening Division** students who select the forty-hour option may complete the requirement over several (consecutive or non-consecutive) semesters or Summer Sessions, provided they complete the forty hours prior to the last semester before graduation.

- 3.6 Upon submission to the Public Interest Law Department of the fully completed and documented Student Log/Supervisory Form showing completion of the forty-hour option, the Public Interest Law Department will notify the Office of the Registrar and completion of the pro bono requirement will be reflected on the official transcript of each student.
- 3.7 Students electing to fulfill the Pro Bono Graduation Requirement through a 2-unit or greater public interest field placement or a clinical course or practicum which is deemed to meet the requirement, DO NOT NEED to submit any forms to the Public Interest Law Department. In those instances, students will automatically receive credit for satisfying the Pro Bono Graduation Requirement upon successful completion and passing of the course or practicum.

## 4.0 Program Requirements and Policies

- 4.1. The pro bono graduation requirement must, without exception, be completed prior to the first day of classes of the last semester before graduation as set forth in Section 3.3 above.

Completion of the pro bono graduation requirement will not be waived for any student.

## **PRO BONO PROGRAM HANDBOOK**

---

- 4.2. Students must read and review all pro bono graduation requirements and policies prior to selecting and confirming a placement option. Students must submit and file the Statement of Intent form with the Public Interest Law Department to commence satisfaction of the requirement.
- 4.3. To receive credit for completion of the pro bono requirement, students must provide documentation of legal services on forms provided in the Public Interest Law Department or on the Public Interest Law Department web page. All documented hours must be verified by the placement supervising attorney; unverified hours do not count towards completion of the requirement.
- 4.4. Students electing to satisfy the requirement by enrolling in at least two units of an approved public interest field placement must complete all field placement requirements pursuant to the Loyola Law School Field Placement Program Handbook of policies and Procedures.
- 4.5. All legal services provided under the pro bono requirement must be performed in a professional manner consistent with the requirements of the placement and the professional ethical obligations of a law student seeking application for entry into the legal profession. Failure to conform to professional standards will result in failure to complete the pro bono graduation requirement.
- 4.6. Supervision standards for all pro bono placements are the same as those contained in the manual for field supervisors prepared by the Field Placements Department (Please see the Glace Supervision Manual located on the Field Placements Department web page at <http://www.lls.edu/glace/>).
- 4.7. All students providing legal services pursuant to the pro bono requirement are insured pursuant to a Lawyers Professional Liability Insurance policy. The policy is carried by the Field Placements Department for externship and pro bono students.