PETITION FOR APPROVAL OF A STUDENT-INITIATED PRO BONO PLACEMENT

Filing Instructions: Please see section III of this form to determine whether or not your project is in compliance with Boalt Hall’s pro bono guidelines.

When: Petitions must be filed before any pro bono service is performed at this placement.
Where: Submit all petitions to Alex Lee, Associate Director for Public Interest & Public Sector Programs, Career Development Office (alee@law.berkeley.edu), or at the reception desk in 290 Simon Hall.
Group Petitions: If the proposed project is to be performed by more than one student, the entire group should submit a single petition with a list of all participants attached. The group should designate a representative for the purposes of contact. Call or email Alex Lee with questions - (510) 643-4779.

Student Name:____________________________________ Class Year:____________________
Phone: __________________ Email: _________________ Grad. Year (if different)_______

I. ORGANIZATION:
Name of Organization / Firm or Individual:________________________________________
Department: ___________________________________________________________________
Address:______________________________________________________________________
______________________________________________________________________________
Website:__________________________________________________
Placement Location (if different from above address):______________________________

Supervising Attorney __________________________ Ph:_______________
Email: ______________________________________
Task Supervisor (if different):______________________________ Ph:_______________
Email: ______________________________________
Description of Organization (please attach brochures or other written material):

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Practice Areas:_____________________________________________________________________

Organization Type (please circle one): U.S. not-for-profit, government agency, non-U.S. organization, Other ________________________________.

II. PROJECT DESCRIPTION:
Description of work to be performed (Please be specific about what you will be doing at the organization. If you are working on a particular case, or doing policy research, describe the parameters of your research and the tasks expected of you. Attach extra pages if needed):

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Project Type (please circle all that apply): courtroom exposure, direct service, impact litigation, policy, public education, research, transactional, other ________________________________.

Expected Start Date: _____________   Number of Hours Committed: _________

III. COMPLIANCE WITH PRO BONO GUIDELINES:
A pro bono project is in compliance if it is:
1. Law-related. The project requires knowledge of the law for completion.
2. Supervised by an attorney (either directly or indirectly), who will sign off on the final work product.
3. In the public interest. Examples include work that helps those who are under-represented, educates the public about the law, improves the legal profession in some way, or deals with an issue of public importance from any side of the political spectrum.
4. Uncompensated. Students may not receive any form of financial remuneration (salary, stipend, or grant) or academic credit (writing or other) for their work. If the work is being supervised through a clinic, the Petitioner must indicate that s/he is not currently enrolled in
the clinic or s/he must attach written confirmation from the Professor that the pro bono project is in addition to the work required to receive academic credit.

Please describe how your project satisfies pro bono requirements 1 - 4 detailed above (attach extra pages if needed).

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IV. Please have your supervising attorney review the following statement and sign below. Petitions will not be approved without this signed statement.

I acknowledge that _____________________________(name of student) is not an attorney who has been admitted to the bar and as such cannot represent or provide legal advice to _____________________________(name of organization/program/law firm) or to its clients, and that the organization/ program/ above and its clients will not rely on the student(s)’s work product in taking any action or forbearing from any actions that may subject the organization, program, or its clients to legal process.

Signature of the Supervising Attorney__________________________________

Date: _____________

CDO Use Only:

V. Disposition of Petition:

Petition Approved: Yes_____ No_____ Signature ____________________________________________
Date signed:________________

Date Petition Filed:__________________ Received By:__________________