

**IN-HOUSE PRO BONO PROGRAM**  
**FREQUENTLY ASKED QUESTIONS**

*How does [the Company] define pro bono service?*

*Does the Pro Bono Program have any areas of focus?*

*Who may volunteer to work on pro bono matters?*

*How do I find out about pro bono opportunities?*

*How do I start a pro bono matter?*

*Do I need approval to work on a pro bono matter?*

*Will there be training?*

*Who represents pro bono clients, individual attorneys or [the Company]?*

*What if I am not licensed to practice in the state where I work? Are there any practice rule limitations related to pro bono work?*

*Can I work on projects outside of [the Company] pro bono program's areas of focus?*

*Can I work with other [Company] legal department staff?*

*How much time will it take to work on a pro bono matter?*

*How much time can I spend on pro bono?*

*Can I use company resources when working on pro bono matters?*

*Can I meet a pro bono client, adversary, or witness at a [Company] location?*

*How should I identify myself when working on pro bono matters? Can I use my company letterhead?*

*Does [the Company] have malpractice insurance for pro bono matters?*

*What should I do if a problem arises in a pro bono matter, such as a potential ethical issue or a serious conflict with a client or third party?*

*How should I deal with pro bono deadlines that conflict with assignments for [the Company]?*

*Do I need to keep records of the time I spend on pro bono matters?*

*How do I handle expenses for pro bono matters?*

*What does the Pro Bono Committee do?*

*Can I get CLE credit for working on pro bono matters?*

*How do I close a pro bono matter?*

*Is there a pro bono website?*

*Who should I contact if I have questions?*