

**THANK YOU FOR DONATING YOUR SERVICES THROUGH COMMUNITY LAW CENTER’S PRO BONO PROGRAM!**

Your assistance with filling out this form allows us to continue operating the Pro Bono Program. These reports also provide an opportunity for feedback, updates, and reflection. If you have time to elaborate on your progress or problems encountered, please include that information as well. We appreciate any feedback, and would like the chance to celebrate your accomplishments with your clients. Please make sure to forward this to any attorneys who worked with you and ask them to complete a form as well.

| Volunteer Attorney Hours Report |
| --- |
| Contact Information |
| Attorney Name: | Date Form Completed: |
| Firm:  |
| * This report covers the July 1 – December 31 reporting period
* This report covers the January 1 – June 30 reporting period
 |
| Case Information |
| **Client** | Approx. date case was opened  | Approx. date case was closed | **Total number of hours** expended during reporting period | **Billing rate** | **Status** - please enter letter below for all that apply.a. Case is ongoingb. Case is closedc. Client unresponsived. Case is on appeal.e. I would like CLC to assign a new attorney. | Any **milestones** reached? (please describe) |
|  |  |  |  | $ |  |  |
|  |  |  |  | $ |  |  |
|  |  |  |  | $ |  |  |
|  |  |  |  | $ |  |  |
|  |  |  |  | $ |  |  |
| **Feedback** |
| Have you received adequate **assistance** from Community Law Center staff throughout your case(s)? (Please select one and comment below.)  ❑ Yes ❑ I would like assistance with… ❑ No, please explain ❑ In the future, I would like assistance with:  |
| Do you have any **suggestions** for how the Community Law Center staff could have done a better job in assisting you or your client in handling Pro Bono Program cases in general? |
| The Community Law Center always needs **new volunteers**! Please provide the name and contact information of any attorneys you think may be interested in working with the Pro Bono Program: |

**Please return this form to**

**meganw@communitylaw.org** **or 410.366.7763 (fax).**

**Questions or comments? Megan Wakefield at** **meganw@communitylaw.org** **or 410.366.0922 x 118.**