



UNC

SCHOOL OF LAW

Pro Bono Program

SUPERVISING ATTORNEY CHECKLIST

- ☐ **The client and legal matter will stay with the supervising attorney or their firm, organization, agency, etc. throughout the project's duration and after the project is completed.**

The Pro Bono Program is unable to take on individual cases or clients and all client files must stay with the supervising attorney and/or firm, organization, agency, etc.)

- ☐ **The supervising attorney or their firm, organization, agency, etc. will have malpractice coverage that will cover both the supervising attorney and the student volunteer's work on the project.**

The Pro Bono Program is unable to provide malpractice insurance for supervising attorneys or student volunteers.

- ☐ **The project involves law-related work.**

Law-related work includes, but not limited to, legal research and writing, factual investigation for active cases, client communication, etc. Law-related work does not include basic clerical work, graphic design, etc.

- ☐ **Students will not be asked to provide legal advice at any time.**

Law students are not able to give legal advice as they are not yet licensed to practice law. Legal advice includes, but is not limited to, evaluating the strengths or weaknesses of a case.

- ☐ **The supervising attorney is licensed to practice law in the jurisdiction of the legal issue.**

For example, if the project involves analyzing North Carolina law, the supervising attorney must be licensed in North Carolina.

- ☐ **The supervising attorney on the project will be available to respond to student questions within a reasonable time frame.**

- ☐ **The supervising attorney on the project will review and sign off on final work product created by student volunteers.**

- ☐ **This project can be offered on a first-come, first-served basis to students, with restrictions as needed.**

The Pro Bono Program is able to restrict who can sign up for projects as needed and when reasonable. For example, if a supervising attorney would only like someone who has taken an Evidence class to work on their project, the Pro Bono Program can restrict sign-ups for that project to those who self-report having taken an Evidence class.

The Pro Bono Program is not able to offer projects that require a selection process or resume review. If you would like to offer an opportunity to students that does require a selection process or resume review, we highly encourage you to reach out to UNC Law's Career Development Office.

- ☐ **The project benefits one of the following:**
 - **Persons of limited financial means**
 - **Persons with limited access to legal representation**
 - **Non-profit, civic, community, religious, or governmental organizations**
- ☐ **Legal services for the project will be provided to the client for free or at a substantially reduced rate.**

Whether reduced rate work will qualify as pro bono may depend on several factors, including the actual rate being charged the client, whether or not the attorney would bill for work performed by students, the economic factors preventing the client from obtaining full-rate services, and the population affected by the legal issues involved.

- ☐ **Students will not receive class credit or monetary compensation for their work on the project.**
- ☐ **All pre-requisites to the project (such as taking an oath or signing paperwork beyond a volunteer agreement and/or confidentiality agreement) have been communicated.**
- ☐ **The project does not involve any of the following:**
 - **Work done on law journals**
 - **Work resulting in submission of writing into competition or other journals**
 - **Work on law related symposiums, conferences, and panel discussions**
 - **Work completed as a Research Assistant or Teaching Assistant**

- **Work performed as a result of work required for enrollment in a clinic or externship for credit**
- **Any and all fundraising activities**
- **Electioneering work performed for a partisan organization during a political campaign where the main objective of the work is to elect a specific candidate or candidates into office**
- **Education of children in grades K-12 about the law or the legal system through an organized program, the purpose of which is to introduce children to the law**