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# APPLICATION FOR APPROVAL AS A QUALIFYING PRO BONO ORGANIZATION

Regulation / Rule 3.21. Credit may also be earned through providing uncompensated pro bono legal representation to an indigent or near-indigent client or clients. To be eligible for credit, the matter must have been assigned to the Member by a court, a bar association, or a legal services or pro bono organization that has as its primary purpose the furnishing of such pro bono legal services and that has filed a statement with the LSBA MCLE Department. A Member providing such pro bono legal representation shall receive one (1) hour of CLE credit for each five (5) hours of pro bono representation, up to a maximum of three (3) hours of CLE credit for each calendar year.

Please complete and return to:  
LSBA MCLE Department  
601 St. Charles Ave.  
New Orleans, LA 70130-3404

For questions regarding the completion of this application form or pertaining to any of the MCLE requirements in Louisiana, please contact the MCLE Department toll free: **(800) 421-5722**; in New Orleans **(504) 566-1600**; via e-mail: **mcle@lsba.org**; or access our website: **www.lsba.org/mcle**

Form 7A  
Rev. 10/2018

<b>PART I</b>	<b>CONTACT INFORMATION</b>
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Organization Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Executive Director: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

To be approved as a legal assistance organization pursuant to Supreme Court Rule XXX, Regulation / Rule 3.21, the organization must list a primary contact who will commit to oversee the pro bono accreditation project and be responsible for verification of attorney volunteer hours:

Primary Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Is this person an attorney licensed to practice in Louisiana  Yes  No

Is this person a volunteer not employed by the organization?  Yes  No

**Continue to Part II**  
**You may attach additional pages if necessary.**

**PART II**

**ORGANIZATION INFORMATION**

1. Select the option below that best describes the legal structure of your organization

501(c)(3) nonprofit organization that provides legal assistance as a primary service

Other 501(c)(3) nonprofit organization with an initiative or project that provides pro bono legal services

No legal structure

Other: Describe: \_\_\_\_\_

\_\_\_\_\_

2. Provide a general description of the services (legal and non-legal) regularly provided by your organization and the clientele you serve.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Provide a description of the pro bono initiative that you are developing for which you wish to seek CLE credit for your attorney volunteers. Please include a description of the clientele you plan to provide with pro bono legal services.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Does your organization accept or plan to accept funds from clients for the provision of legal services? If yes, describe the fee structure.

\_\_\_\_\_

\_\_\_\_\_

5. Attach a list of the names and titles of key people in your organization such as board members, officers, supervisors, and any person who will be heavily involved in developing and maintaining the pro bono project.

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