

## WASHINGTON COUNTY PRO BONO OPTIONS, January 19, 2010

### A. Washington County Bar Association

## WASHINGTON COUNTY BAR ASSOCIATION

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### DIRECT SERVICE PRO BONO PROJECT

1. **PURPOSES:**
  - To insure increased availability of legal representation for cases involving conflict-of-interest situations in accordance with the Subgrant Agreement between Southwestern Pennsylvania Legal Services and the Washington County Bar Association.
  - To assist the members of the Washington County Bar Association in fulfilling their responsibilities to render public interest legal service.
  - To more fully address the legal needs of the indigent of Washington County.
  - To promote high standards of practice and encourage the highest quality of legal service.
2. **ELIGIBILITY:** Persons are eligible for service under the Pro Bono Project if they meet the eligibility requirements for free service of Southwestern Pennsylvania Legal Aid. Intake, screening and referral of prospective clients to WCBA will be the responsibility of Southwestern Pennsylvania Legal Aid.
3. **ADMINISTRATION:** The Pro Bono Project shall be administered by the Association's office of the Executive Director ("Administrator") in accord with the written and available procedures, policies and standards from time to time established by the Pro Bono Committee. Copies of all approved policies and standards and amendments thereto shall be sent to the Legal Service to the Public Committee of the Pennsylvania Bar Association.

The Pro Bono Committee Chairman will appoint from the membership of the committee a Monitoring Attorney who shall, in accordance with the Subgrant Agreement, 1) assume responsibility for insuring the quality of legal services provided, 2) have the authority to authorize payments in reduced-fee cases, and 3) shall investigate and review grievances of clients represented and provide recipient with notice of each such grievance/outcome.
4. **PARTICIPATION:** All members of the Association shall initially be assumed to desire to be participants in the Pro Bono Project. All members shall be requested to file an information form (attached as Exhibit "A") with the Pro Bono Committee. The information form shall include verification that participating attorneys 1) agree to the Private Attorney Conflict Program Representation Agreement in accordance with the policies and procedures of the Subgrant Agreement between Southwestern Pennsylvania Legal Services and the Association and 2) are covered by Professional Liability Insurance. The Administrator shall complete an information form for any participant who fails to return a completed information form. In completing forms for such participants, it shall be assumed that any such member is available for unlimited service in all areas of law. Prior to referring cases to such a participant, the Administrator will verify the participant's Professional Liability Insurance coverage and concurrence with the Representation Agreement.

5. SERVICE GOAL: It is the goal of the Project for each participant to accept and complete representation in at least two cases in each year of Project operation. Appropriate legal education and training will be provided for participating attorneys in specialized areas of law useful in providing pro bono civil legal services to insure that the Project meets this service goal.
1. OVERSIGHT: The Committee shall consist of seven members and one chairman all of whom shall serve for one-year terms and be appointed annually by the President of the Association.
2. EVALUATION: The Committee shall annually evaluate the Project with respect to number of participating attorneys, cases represented, and eligible clients that are unrepresented due to lack of funding; identification of the current civil legal needs of Washington County; and provision of incentives, support and training for participating attorneys.
3. PROFESSIONAL LIABILITY INSURANCE: The Pro Bono Committee shall ascertain and assure that the Association and its members are protected by reasonable professional liability coverage for all acts and omissions that occur during the operation of the Project.
4. ADJUNCT PROGRAMMING: The Association may adopt expansions and modifications to this Pro Bono Project as may, from time to time, be deemed appropriate.