



Tip of the Month – June 2016

CLE Credit for Pro Bono

Did you know that you can report one CLE credit for every six hours of pro bono work you do through VLN? Every three-year reporting cycle, you can claim up to six credits this way.

If you volunteer at VLN, on full-representation cases or at a clinic, follow these steps to ensure your hours are recorded at VLN and to apply for CLE credit:

1. Ensure that a VLN staff person referred the client to you.
2. Report to us the hours you have worked on the case on the “Full Representation Case Closing” form [here](#).
3. If you volunteer at a clinic, please be sure to complete the on-site clinic data sheets.
4. Log in at the [Minnesota State Board of Continuing Legal Education](#) site to go to your “Attorney Home Page”. From the left-hand menu, select “Report Pro Bono Representation” which will take you directly to the pro bono reporting form.
5. Complete the form, listing VLN as the “legal services provider.” You may list on the reporting affidavit as your contact any VLN staff person with whom you have been working.

VLN address: 600 Nicollet Mall, Ste 390A, Minneapolis, MN 55402

6. After completion, the form may be submitted electronically by scanning the completed form and emailing it to attendance@mbcle.state.mn.us.

Note: if you volunteer at a VLN clinic in partnership with your law firm: you may be able to list your firm and pro bono coordinator as the “legal services provider”

To read the entire rule/s and see lists of approved organizations, please click [here](#) to visit the Minnesota Board of Continuing Legal Education Pro Bono page.

Thank you for volunteering!